

Exhibit 1
School Board Agenda Item
February 20, 2019
Executive Summary

Proposed **New** Job Description for the Environmental Health & Safety Specialist I Position

Background: This item is being recommended for School Board **adoption** to meet requirements for new job description.

Position Title: Environmental Health & Safety Specialist I

Division/Department: Chief Facilities Officer

Pay Grade: 21 Range: \$52,577 - \$75,287

Salary Schedule: BTU-TSP

Recommended Policy Status: Non-Chart Job Description – **Final** Reading

Rationale: The job description for Environmental Health & Safety Specialist I has been created in support of the Environmental Health & Safety departmental operations. This position is responsible for ensuring The School Board of Broward County, Florida, maintains compliance with all applicable federal, state and local laws, and provides guidance regarding best practices when dealing with the environmental health and safety of students, faculty, staff, visitors, and the community at large. The job description defines the performance responsibilities and the minimum education and experience required to perform successfully in the job. This is a multi-incumbent position.

An evaluation of the job description was conducted to determine the pay grade assignment of 21 (BTU-TSP).

As part of the process to create and edit job descriptions, Compensation provides the designated Bargaining Unit or Meet and Confer Representative with a copy of the new or revised job description prior to the First Reading. Any feedback received from the Representative is reviewed for consideration and, where applicable, incorporated as part of the job description. The Representative for the Broward Technical Support Professional (BTU-TSP) was provided a copy of the job description via e-mail on December 18, 2018. Additional feedback from the BTU-TSP Bargaining Representative, was received after the Board approved the First Reading of the job description on January 15, 2019.

Note: The following revisions have been incorporated as part of the job description:

- Reporting Relationship: the “reports to” language has been updated to include “or designee”. This position will report to the Coordinator, Health & Safety or designee.
- Essential Performance Responsibilities: The following responsibility has been updated to include “Sanitation and Environmental Compliance and other appropriate regulatory requirements.” Support inspection of District facilities, as appropriate, throughout the county for Casualty Safety, ~~and~~ Sanitation and Environmental Compliance in accordance with State Requirements for Educational Facilities (SREF) and other appropriate regulatory requirements.
- Minimum Requirements: the language has been updated to include “in a safety related field, or”. An earned bachelor’s degree with one (1) year experience in a safety related field, in safety or a Graduate Safety Practitioner designation awarded by the Board of Certified Safety Professionals (BCSP) may be substituted for the one (1) year of experience requirement.
- Significant Contacts: language has been edited to better clarify working relationships (i.e. reference to Municipal Fire Marshals has been replaced with Chief Fire Official and other regulatory agencies) (i.e. reference to a comprehensive safety has been replaced with casualty safety, sanitation and environmental compliance).

Cost: The creation of this job description represents no additional financial impact to the District. There are currently three Board approved positions associated with this job description, two of which are currently vacant. The salary expense associated with staffing this position ranges from \$70,157 to \$96,905, which reflects the salary range minimum and maximum values and fringe expense (17.78% variable + \$8,232 fixed). Note that actual incumbent salary will be determined at time of hire, upon approval of the School Board, and will reflect the candidate’s job qualifications, BTU-TSP contract provisions and pay analysis conducted by Human Resources.