

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

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

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

Position Title: **Environmental Health & Safety Specialist II**

Division/Department: **Chief Facilities Officer**

Pay Grade: **23** Range: **\$60,532 - \$86,678**

Salary Schedule: **BTU-TSP**

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

Rationale: The job description for Environmental Health & Safety Specialist II 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 23 (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.

Note: 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. 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 “safety, and environmental compliance”. Conduct annual safety inspections of all schools and support facilities for ~~fire~~, casualty safety ~~and~~ sanitation, and environmental compliance.
- Essential Performance Responsibilities: The following responsibility has been updated to remove “Local Fire Municipalities and include Florida Department of Health, Broward County Government, and Florida Department of Environmental Protection” Document results of inspections in report form to State Department of Education, School Board of Broward County, ~~Local Fire Municipalities, Florida Department of Health, Broward County Government, Florida Department of Environmental Protection~~, District School Administrators, Cadre, and School Principals.
- Essential Performance Responsibilities: The following responsibility has been updated to include “and environmental” Review construction blueprints for health, safety, ~~and~~ sanitation, and environmental compliance furnished by school facilities concerning additions, alterations and modifications to existing schools.
- Significant Contacts: Language has been edited to better clarify purpose (i.e. reference to a comprehensive safety has been replaced with casualty safety, sanitation and environmental compliance). The purpose is to ensure ~~a comprehensive safety~~ casualty safety, sanitation and environmental compliance inspections of all District schools and facilities to identify and recommend improvements of unsafe and unsanitary conditions in a timely manner.

Cost: The creation of this job description represents no additional financial impact to the District. There are currently two Board approved positions associated with this job description, two of which are currently vacant. The salary expense associated with staffing this position ranges from \$79,527 to \$110,321, 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.