

School Board Agenda Item CC-2

June 25, 2019

Executive Summary

The School Board of Broward County, Florida, 2019 - 2020 Organizational Chart Job Descriptions

The Superintendent makes recommended changes to the Organizational Chart, with the intent to better position the District in executing its priorities and achieving the Strategic Plan Goals. The following job descriptions identified through changes to the 2019 - 2020 Superintendent's Organizational Chart for the Division of Safety, Security & Emergency Preparedness Officer, are being submitted for School Board adoption.

Division/Department: Division of Chief Safety, Security & Emergency Preparedness Officer of
The School Board of Broward County, Florida

Recommended Policy Status: Final Reading

Safety, Security & Emergency Preparedness, Page 17 of the 2019 – 2020 Organizational Chart			
Job Code	Job Description – Title	Salary Band Grade	Salary Range
NEW	Executive Director, Enterprise Risk & Emergency Preparedness	ESMAB (E)	\$104,836 - \$178,367
NEW	Director, Safety & Security Operations	ESMAB (D)	\$84,651 - \$155,968
NEW	Lieutenant	ESMAB (C)	\$74,407 - \$126,209
NEW	Coordinator, Enterprise Risk Management	BTU-TSP (22)	\$57,541-\$82,394
NEW	Manager, Area Security	BTU-TSP (25)	\$71,104-\$101,814

Executive Director, Enterprise Risk & Emergency Preparedness:

Rationale: The job description for Executive Director, Enterprise Risk & Emergency Preparedness has been created in conjunction with the request to add a position to the 2019 - 2020 Organizational Chart, and in support of operations for the Division of Chief - Safety, Security & Emergency Preparedness Officer. This is a critical position that is responsible for implementing the District's Enterprise Risk Management (ERM) programs in accordance with all applicable laws, policies and practices. In addition, the Executive Director, Enterprise Risk and Emergency Preparedness oversees the mitigation of safety, insurance and other risks that may expose the District to harm, litigation or claims by providing a comprehensive risk and emergency preparedness strategy for the school system.

The job description defines the performance responsibilities and the minimum education and experience required to perform successfully in the job. An evaluation of the job description was conducted to determine the pay band assignment of E on the ESMAB salary schedule. This is a new request for a single incumbent position that is pending Board approval.

Cost: The salary range associated with staffing this position ranges from \$131,708 to \$218,313, which reflects the salary range minimum and maximum values and fringe expense (17.78% variable + \$8,232 fixed). Note that actual incumbent salary is determined at time of hire, upon approval of the School Board, and reflects individual job qualifications, applicable school board policies, collective bargaining agreements and pay analysis conducted by Human Resources. This position is funded through the General Fund Balance.

Note: The salary range has been revised due to the recent approval of the 2018 – 2019 Salary Schedule for ESMAB.

Director, Safety & Security Operations:

Rationale: The job description for Director, Safety & Security Operations has been created in conjunction with the request to add a position to the 2019 - 2020 Organizational Chart, and in support of operations for the Division of Chief - Safety, Security and Emergency Preparedness Officer. This is a critical position that is responsible for managing, coordinating, and enhancing District wide safety and security operations to provide enhanced levels of safety and security for learning and working environments for students, employees, volunteers and visitors.

The job description defines the performance responsibilities and the minimum education and experience required to perform successfully in the job. An evaluation of the job description was conducted to determine the pay band assignment of D on the ESMAB salary schedule. This is a new request for a single incumbent position that is pending Board approval.

Cost: The salary range associated with staffing this position ranges from \$107,934 to \$191,931, which reflects the salary range minimum and maximum values and fringe expense (17.78% variable + \$8,232 fixed). Note that actual incumbent salary is determined at time of hire, upon approval of the School Board, and reflects individual job qualifications, applicable school board policies, collective bargaining agreements and pay analysis conducted by Human Resources. This position is funded through the General Fund Balance.

Note: The salary range has been revised due to the recent approval of the 2018 – 2019 Salary Schedule for ESMAB.

Lieutenant:

Rationale: The job description for Lieutenant has been created in conjunction with the request to add a position to the 2019 - 2020 Organizational Chart, and in support of operations for the Division of Chief - Safety, Security & Emergency Preparedness Officer. This is a critical position that is responsible for assisting and supporting the Chief, Special Investigative Unit (SIU) in handling all matters pertaining to administrative and criminal investigations, law enforcement, training, response, safety & security, and all other operations conducted by SIU personnel.

The job description defines the performance responsibilities and the minimum education and experience required to perform successfully in the job. An evaluation of the job description was conducted to determine the pay band assignment of C on the ESMAB salary schedule. This is a new request for a multi-incumbent position (2) that is pending Board approval.

Cost: The salary range associated with staffing this position ranges from \$95,869 to \$156,881, which reflects the salary range minimum and maximum values and fringe expense (17.78% variable + \$8,232 fixed). Note that actual incumbent salary is determined at time of hire, upon approval of the School Board, and reflects individual job qualifications, applicable school board policies, collective bargaining agreements and pay analysis conducted by Human Resources. This position is funded through the General Fund Balance.

Note: The salary range has been revised due to the recent approval of the 2018 – 2019 Salary Schedule for ESMAB.

Coordinator, Enterprise Risk Management:

Rationale: The job description for Coordinator, Enterprise Risk Management has been created in conjunction with the request to add a position to the 2019 - 2020 Organizational Chart, and in support of operations for the Division of Chief - Safety, Security & Emergency Preparedness Officer. This is a critical position that is responsible for coordinating the implementation of the District's Enterprise Risk Management (ERM) program in accordance with all applicable laws, policies and practices. In addition, the Coordinator, Enterprise Risk Management will work closely with the Enterprise Risk Management committees to help set timelines, provide relevant guidance and materials to educate.

The job description defines the performance responsibilities and the minimum education and experience required to perform successfully in the job. An evaluation of the job description was conducted to determine the pay grade assignment of 22 on the BTU-TSP salary schedule. This is a new request for a single incumbent position that is pending Board approval.

Cost: The salary range associated with staffing this position ranges from \$76,004 to \$105,276, which reflects the salary range minimum and maximum values and fringe expense (17.78% variable + \$8,232 fixed). Note that actual incumbent salary is determined at time of hire, upon approval of the School Board, and reflects individual job qualifications, applicable school board policies, collective bargaining agreements and pay analysis conducted by Human Resources. This position is funded through the General Fund Balance.

Note: The salary range has been revised due to the recent approval of the 2018 – 2019 Salary Schedule for BTU-TSP.

Manager, Area Security:

Rationale: The job description for Manager, Area Security has been created in conjunction with the request to add a position to the 2019 - 2020 Organizational Chart, and in support of operations for the Division of Chief - Safety, Security & Emergency Preparedness Officer. This is a critical position that is responsible for providing day-to-day supervision of assigned school and administrative building security teams, including Campus Monitors, Security Specialists and Armed Safe School Officers in the implementation of the Safety, Security, Emergency Preparedness Division's procedures. In addition, the Manager, Area Security works with other District stakeholders, supervise the planning, organizing, and implementation of Broward County Public School's emergency preparedness plans and procedures, exercises, after-action-reviews, training, education, and emergency support functions related to assigned staff.

The job description defines the performance responsibilities and the minimum education and experience required to perform successfully in the job. An evaluation of the job description was conducted to determine the pay grade assignment of 25 on the BTU-TSP salary schedule. This is a new request for a multi-incumbent position (7) that is pending Board approval.

Cost: The salary range associated with staffing this position ranges from \$91,978 to \$128,149, which reflects the salary range minimum and maximum values and fringe expense (17.78% variable + \$8,232 fixed). Note that actual incumbent salary is determined at time of hire, upon approval of the School Board, and reflects individual job qualifications, applicable school board policies, collective bargaining agreements and pay analysis conducted by Human Resources. This position is funded through the General Fund Balance.

Note: The salary range has been revised due to the recent approval of the 2018 – 2019 Salary Schedule for BTU-TSP.

Union / Meet & Confer Representative Notification:

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 ESMAB was provided a copy of the following job descriptions via e-mail on May 15, 2019:

- Executive Director, Enterprise Risk & Emergency Preparedness
 - Director, Safety & Security Operations
 - Lieutenant
- Additional feedback was not received prior to submission of this document for approval.

The Representative for BTU-TSP was provided a copy of the following job descriptions via e-mail on May 15, 2019:

- Coordinator, Enterprise Risk Management
 - Manager, Area Security
- Additional feedback was not received prior to submission of this document for approval.

Funding Source:

- The funding source for these positions has been corrected to reflect the General Fund Balance.