

School Board Agenda Item CC-3

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 description identified through changes to the 2019 - 2020 Superintendent's Organizational Chart for the Division of Chief Financial Officer, is being submitted for School Board adoption.

**Division/Department:** Division of Chief Financial Officer of The School Board of Broward County, Florida

**Recommended Policy Status:** Final Reading

**Financial Management, Page 11 of the 2019 – 2020 Organizational Chart**

Job Code	Job Description – Title	Salary Band Grade	Salary Range
NEW	Assistant Director, Benefits	ESMAB (C)	\$74,407 - \$126,209

**Rationale:** The job description for Assistant Director, Benefits, has been created in conjunction with the request to add a position to the 2019 - 2020 Organizational Chart, and in support of the Division of Chief Financial Officer. This is a critical position that is responsible for assisting the Director, Benefits & Employment Services, with developing, updating, monitoring and administering fiscally sound benefit programs, processes and procedures, which are valued by employees and compliant with bargaining unit agreements, policies and regulations.

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 single incumbent position 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 benefit vendor contract dollars.

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

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 job description via e-mail on May 15, 2019. Additional feedback was not received prior to submission of this document for approval.