

School Board Agenda Item CC-1

July 23, 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 Chief Strategy & Operations Officer, are being submitted for School Board adoption.

Division/Department: Division of Chief Strategy & Operations Officer of The School Board of Broward County, Florida

Recommended Policy Status: Final Reading

Strategy & Operations, Page 19 of the 2019 – 2020 Organizational Chart			
Job Code	Job Description – Title	Salary Band Grade	Salary Range
NEW	Director, Student Transportation & Fleet Services	ESMAB (D)	\$84,651 - \$155,968
NEW	Officer, Economic Development & Diversity Compliance	ESMAB (D)	\$84,651 - \$155,968

Director, Student Transportation & Fleet Services:

Rationale: The job description for Director, Student Transportation & Fleet Services has been created in conjunction with the request to upgrade the existing Manager, Transportation Operations on the 2019 - 2020 Organizational Chart, and in support of the Division of Strategy & Operations. This is a critical position that is responsible for assisting the Executive Director with planning, organizing and directing the activities of the Student Transportation & Fleet Services Department.

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 salary band assignment of D on the ESMAB salary structure. There is one Board approved position associated with this job description.

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 will be determined at time of placement, upon approval of the School Board, and will reflect the candidate's job qualifications, the Employment & Salary Administration Handbook provisions, 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.

Officer, Economic Development & Diversity Compliance:

Rationale: The job description for Officer, Economic Development & Diversity Compliance 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 Strategy & Operations Officer. This is a critical position that is responsible for leading and providing oversight for economic inclusion activities for small and disadvantaged business enterprises by working with District departments, general counsel, business partners and other stakeholders in designing strategies and targeted solutions that expand opportunities and improve outcomes for underutilized vendors.

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 will be determined at time of placement, upon approval of the School Board, and will reflect the candidate's job qualifications, the Employment & Salary Administration Handbook provisions, and pay analysis conducted by Human Resources. This position is funded through Capital Funds (50%) and the General Fund Balance (50%).

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 for Officer, Economic Development & Diversity Compliance on May 15, 2019. The Representative for ESMAB was provided a copy of the job description for Director, Student Transportation & Fleet Services on May 30, 2019, and on June 7, 2019. Both job descriptions were delivered via e-mail. Additional feedback was not received prior to submission of this document for approval.