

School Board Agenda Item CC-3

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

Division/Department: Division of Chief Portfolio Services Officer of The School Board of Broward County, Florida

Recommended Policy Status: Final Reading

Portfolio Services, Page 14 of the 2019 – 2020 Organizational Chart			
Job Code	Job Description – Title	Salary Band Grade	Salary Range
R-043	Director, Demographics & Student Assignments <u>Enrollment Planning</u>	ESMAB (D)	\$84,651 - \$155,968

Rationale: The job description for Director, Demographics & ~~Student Assignments~~ Enrollment Planning is being revised in conjunction with the proposed changes outlined via the 2019 - 2020 Organizational Chart, and in support of operations for the Division of Chief Portfolio Services Officer. This is a critical position that is responsible for supporting the development of comprehensive plans and programs for the use of land and the development of physical facilities for the Broward County School District by overseeing all phases of data collection, analyses, mapping, public communications, reporting, and coordinating actions that determine attendance areas, facility locations, and associated required capital resources.

Job description revisions include an update to the job title and edits to performance responsibilities and minimum requirements to better define expectations and job qualifications. An evaluation of the revised job description was conducted and no change in pay band assignment is recommended. There is one Board approved position associated with this job description and it is currently staffed.

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). 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.

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 June 17, 2019. Additional feedback was not received prior to submission of this document for approval.