

Exhibit 1

School Board Agenda Item

September 17, 2019

Executive Summary

Proposed **Revised** Job Description for the Manager, Area Security Position

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

Position Title: Manager, Area Security

Division/Department: **Safety, Security & Emergency Preparedness**

Pay Grade: 25 Range: \$71,104 - \$101,814

Salary Schedule: **BTU-TSP Salary Schedule**

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

Rationale: The job description for the Manager, Area Security is being revised to better align the qualifications of the position, based upon the expected scope of work. Revisions include an update to the minimum education and experience requirements to improve the attraction of qualified job applications. This position 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 to supervise the planning, organizing, and implementation of Broward County Public Schools' 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 structure. There are seven (7) Board approved positions associated with this job.

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 BTU-TSP was provided a copy of the job description via e-mail on August 7, 2019. Additional feedback was not received prior to submission of this document for approval.

Cost: The revision of this job description represents no additional financial impact. The source of funding for all positions associated with this item has been encumbered as part of the department's budget.