



# AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

ITEM No.:  
**CC-3.**

MEETING DATE	2020-02-19 10:05 - Regular School Board Meeting
AGENDA ITEM	ITEMS
CATEGORY	CC. BOARD POLICIES
DEPARTMENT	Compensation (Human Resources)

<b>Special Order Request</b>	
<input type="radio"/> Yes	<input checked="" type="radio"/> No
Time	
<b>Open Agenda</b>	
<input checked="" type="radio"/> Yes	<input type="radio"/> No

**TITLE:**  
Proposed New Job Description for the Human Resources (HR) Support Service Assistant Position

**REQUESTED ACTION:**  
Adopt the Proposed New Job Description for the Human Resources (HR) Support Service Assistant Position. This is the Final reading.

**SUMMARY EXPLANATION AND BACKGROUND:**  
The job description for the Human Resources (HR) Support Service Assistant Position has been created in support of the HR Support Services departmental operations. The job description defines the performance responsibilities and the minimum education and experience required to perform successfully in the job. The job description was publicized for rule adoption in compliance with Florida Statutes on December 13, 2019. See attached Executive Summary. Copies of all supporting documents are available at the Board Members' Office on the 14th floor of the K.C. Wright Administration Center.

**SCHOOL BOARD GOALS:**  
 Goal 1: High Quality Instruction  
 Goal 2: Safe & Supportive Environment  
 Goal 3: Effective Communication

**FINANCIAL IMPACT:**  
The creation 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.

**EXHIBITS: (List)**  
(1) Executive Summary (2) Job Description

**BOARD ACTION:**  
**ADOPTED**  
(For Official School Board Records Office Only)

SOURCE OF ADDITIONAL INFORMATION:	
Name: Debbie-Ann Scott	Phone: 754-321-0144
Name: Daniel Gohl	Phone: 754-321-2618

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
Senior Leader & Title

Alan Strauss - Chief Human Resources & Equity Officer

Signature  
*Alan I. Strauss*  
1/27/2020, 11:47:20 AM

Approved In Open Board Meeting On:

**FEB 19 2020**

By: *Donna Kern*  
School Board Chair