

School Board Agenda Item CC-1

June 23, 2020

Executive Summary

The School Board of Broward County, Florida, 2020 - 2021 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 2020 – 2021 Superintendent's Organizational Chart for the Division of Chief Portfolio Services Officer, is being submitted for School Board approval.

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

Recommended Policy Status: First Reading

Division of Chief Portfolio Services Officer - Page 14 of the 2020 – 2021 Organizational Chart			
Job Code	Job Description	Salary Band / Grade	Salary Range
S-040	Director , <u>Manager</u> Business Process and Performance Improvement	ESMAB (D C)	\$84,651 - \$159,087 \$74,407 - \$128,733

~~Director~~, Manager, Business Process and Performance Improvement (Revised):

Rationale: The job description for ~~Director~~ Manager, Business Process and Performance Improvement is being revised in conjunction with the proposed changes outlined in the 2020 - 2021 Organizational Chart, and in support of the Division of Chief Portfolio Services departmental operations. The job description includes a change in title to provide a better description of work performed, a change in reporting structure as a result of a realignment in the organization, and updates to the qualifications and primary performance responsibilities of the position based upon the expected scope of work. This position is responsible for performing as the subject matter expert in identifying and supporting process improvements that are critical to successful accomplishment of strategic initiatives and tactical outcomes, resulting in trust and support from stakeholders.

An evaluation of the revised job description was conducted and a salary band reduction from a D to C is recommended.

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.

Union / Meet & Confer Representative Notification:

As part of the process to create and edit job descriptions, Compensation provides the designated Bargaining Unit or Meet & 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, Educational Support & Management Association of Broward, Inc., was provided a copy of the job description via e-mail on June 10, 2020. Additional feedback was not received prior to submission of this document for approval.