

School Board Agenda Item CC-3

April 21, 2020

Executive Summary

The School Board of Broward County, Florida, 2019 - 2020 Organizational Chart Job Descriptions (REVISED)

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 Safety, Security & Emergency Preparedness Officer, are being submitted for School Board **approval**.

Division/Department: Division of Chief Safety, Security & Emergency Preparedness Officer of
The School Board of Broward County, Florida

Recommended Policy Status: **First** Reading

Division of Chief Safety, Security & Emergency Preparedness Officer - Page 17 of the 2019 – 2020 Organizational Chart			
Job Code	Job Description	Salary Band Grade	Salary Range
New	Director, School Security Support Services	ESMAB (D)	\$84,651 - \$155, 968
New	Project Manager, Safety, Security & Emergency Preparedness	BTU-TSP (25)	\$71,104 - \$101,814
Z-019	Personnel Administrator (Professional Standards)	ESMAB (C)	\$74,407 - \$126,209
C-024	Manager, Emergency Management	ESMAB (B)	\$64,617- \$110,702
YY-007	Senior Data Analyst - Safety, Security, & Emergency Preparedness	BTU-TSP (27)	\$81,876 - \$117, 234
YY-006	Manager, District Security Operations Center	BTU-TSP (23) (25)	\$61,703-\$88,412 \$71,104 - \$101,814

Director, School Security Support Services (New):

Rationale: The job description for Director, School Security Support Services 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 Safety, Security & Emergency Preparedness departmental operations. At the direction of the Executive Director, Enterprise Risk & Emergency Preparedness, this position is responsible for managing the teams and personnel who directly support the District's Safety, Security & Emergency Preparedness programs in accordance with all applicable laws, policies and practices.

An evaluation of the job description was conducted to determine the salary band assignment of D on the ESMAB salary schedule.

Cost: The salary range associated with staffing this position ranges from \$108,395 to \$192,727, which reflects the salary range minimum and maximum values and fringe expense (18.25% variable + \$8,295 fixed).

Note that actual incumbent salary is determined at time of hire, upon approval of the School Board, and reflects individual job qualifications, applicable school board policies, collective bargaining agreements and pay analysis conducted by Human Resources.

This position is funded through the General Fund Balance.

Project Manager, Safety, Security & Emergency Preparedness (New):

Rational: The job description for Project Manager, Safety, Security & Emergency Preparedness 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 Safety, Security & Emergency Preparedness departmental operations. The Project Manager, Safety, Security & Emergency Preparedness (SSEP) will be responsible for advancing Safety, Security & Emergency Preparedness projects and grants in collaboration with other District departments.

An evaluation of the job description was conducted to determine the pay grade assignment of 25 on the BTU-TSP salary schedule.

Cost: The salary range associated with staffing this position ranges from \$92,375 to \$128,690, which reflects the salary range minimum and maximum values and fringe expense (18.25% variable + \$8,295 fixed).

Note that actual incumbent salary is determined at time of hire, upon approval of the School Board, and reflects individual job qualifications, applicable school board policies, collective bargaining agreements and pay analysis conducted by Human Resources.

This position is funded through the General Fund Balance.

Personnel Administrator (Professional Standards) (Revised):

Rationale: The job description for Personnel Administrator (Professional Standards) is being revised in conjunction with the proposed changes outlined in the 2019 - 2020 Organizational Chart, and in support of the Division of Chief Safety, Security & Emergency Preparedness departmental operations. The job description is being revised to better align the reporting within the division, and includes updates to the qualifications and primary performance responsibilities of the position based upon the expected scope of work, and a change in title to provide a better description of the work performed. This position is responsible for operating with appreciable latitude for unreviewed action or decision.

An evaluation of the revised job description does not result in a salary band change.

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.

Manager, Emergency Management (Revised):

Rationale: The job description for Manager, Emergency Management is being revised in conjunction with the proposed changes outlined in the 2019 - 2020 Organizational Chart, and in support of the Division of Chief Safety, Security & Emergency Preparedness departmental operations. The job description is being revised to better align reporting within the division. This position is responsible for developing, implementing and maintaining a comprehensive, all hazards emergency management program to prepare for and direct the actions of the District in the event of an emergency, and to coordinate the District's disaster recovery efforts with FEMA and excess insurance.

An evaluation of the revised job description does not result in a salary band change.

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.

Senior Data Analyst – Safety, Security & Emergency Preparedness (Revised):

Rationale: The job description for Senior Data Analyst – Safety, Security & Emergency Preparedness is being revised in conjunction with the proposed changes outlined in the 2019 - 2020 Organizational Chart, and in support of the Division of Chief Safety, Security & Emergency Preparedness departmental operations. The job description is being revised to better align reporting within the division. This position is responsible for establishing and maintaining a system of qualitative and quantitative data analysis that highlights relevant safety, security and emergency preparedness data into strategic and actionable recommendations to assist with decision-making, enhance financial reporting and ensure regulatory compliance.

An evaluation of the revised job description does not result in a pay grade change.

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.

Manager, District Security Operations Center (Revised):

Rationale: The job description for Manager, District Security Operations Center is being revised in conjunction with the proposed changes outlined in the 2019 - 2020 Organizational Chart, and in support of the Division of Chief Safety, Security & Emergency Preparedness departmental operations. The job description is being revised to better align the reporting within the division, and includes updates to the qualifications and primary performance responsibilities of the position based upon the expected scope of work. The Manager, District Security Operations Center (DSOC) will lead and set the strategic vision for Broward County Public Schools’ centralized, 24-hour District Security Operations Center As well as monitoring the safety and security of students, employees, visitors and all District properties using technology and other means, and supporting the establishment of DSOC operations as the incident management and communications hub for the school District.

An evaluation of the revised job description was conducted and based on the revised scope of the position, an increase in pay grade from 23 to 25 is recommended on the BTU-TSP salary schedule.

Cost: The salary range associated with staffing this position ranges from \$92,375 to 128,690, which reflects the salary range minimum and maximum values and fringe expense (18.25% variable + \$8,295 fixed).

This position is funded through the General Fund Balance.

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 following job descriptions via e-mail on April 6, 2020:

- Director, School Security Support Services
- Personnel Administrator (Professional Standards)
- Manager, Emergency Management

* Additional feedback was not received prior to submission of this document for approval.

The Representative for BTU-TSP, Technical Support Professionals, was provided a copy of the following job descriptions via e-mail on April 6, 2020:

- Project Manager, Safety, Security & Emergency Preparedness
- Senior Data Analyst - Safety, Security, & Emergency Preparedness
- Manager, District Security Operations Center

* Additional feedback was not received prior to submission of this document for approval.