



# AGENDA REQUEST FORM

## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

<b>MEETING DATE</b>	2020-04-21 10:00 - Regular School Board Meeting
<b>AGENDA ITEM</b>	ITEMS
<b>CATEGORY</b>	CC. BOARD POLICIES
<b>DEPARTMENT</b>	Compensation (Human Resources)

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

**ITEM No.:**  

CC-8.

**TITLE:**  

Proposed Revised Job Description for the Security Clearance Clerk Position

**REQUESTED ACTION:**  

Approve the Proposed Revised Job Description for the Security Clearance Clerk position. This is the **First Reading**.

**SUMMARY EXPLANATION AND BACKGROUND:**  

The job description for the Security Clearance Clerk position is being revised to better align the qualifications and primary performance responsibilities of the position, based upon the expected scope of work. The job description was publicized for rule adoption in compliance with Florida Statutes on April 9, 2020. 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 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.

**EXHIBITS: (List)**  

(1) Executive Summary (2) Job Description

**BOARD ACTION:**  

# APPROVED

(For Official School Board Records Office Only)

**SOURCE OF ADDITIONAL INFORMATION:**

Name: Debbie-Ann Scott	Phone: 754-321-0144
Name: Brian Katz	Phone: 754-321-2655

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

Alan Strauss - Chief Human Resources & Equity Officer

**Signature**  

*Alan I. Strauss*  
4/9/2020, 9:16:14 AM

Approved In Open Board Meeting On: **APR 21 2020**  
By:   
School Board Chair