

School Board Agenda Item CC-4
April 15, 2014

Executive Summary

Revised Job Description for the Specialist, Florida Inventory of School Houses (FISH) Position

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

Position Title: Specialist, Florida Inventory of School Houses (FISH)

Division(s)/Department: Chief Portfolio Services Officer

Pay Grade: **24** Range: **\$59,197 - \$84,762** Point Range: **795-844**

Salary Schedule: **2013-2014 BTU-TSP Salary Schedule**

Recommendation Policy Status: Non-Chart Job Description – **Final** Reading

Rationale: The job description is being revised to update the qualifications and performance responsibilities of the position. The objective of the revision is to ensure the job description accurately reflects the required minimum and preferred qualifications, and performance responsibilities necessary to perform the job in the assigned area.

The purpose of the Specialist, Florida Inventory of School Houses (FISH) is to generate AutoCAD drawings pertaining to the District facilities. Manage, maintain and update FISH data for School District facilities as required by the State of Florida.

Prior to the recommendation to the School Board for adoption, the BTU-TSP Unit was notified of the revised job description.

Revision of the job description does not impact the pay grade of the position. The position is vacant and will follow the standard advertising and selection process.

Cost: There is no financial impact to the District.