

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
OFFICE OF THE SUPERINTENDENT

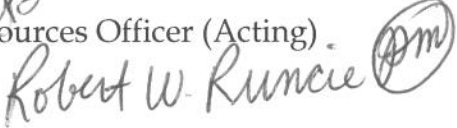
ROBERT W. RUNCIE
SUPERINTENDENT OF SCHOOLS

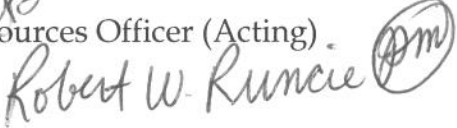
Telephone: (754) 321-2600

Facsimile: (754) 321-2701

May 5, 2014

TO: School Board Members

FROM: Amanda Bailey 
Chief Human Resources Officer (Acting) 

VIA: Robert W. Runcie 
Superintendent of Schools

SUBJECT: **Revision to CC-5, New Job Description for the Specialist, Payroll Operations Position, for the 5/6/14 Regular School Board Meeting**

Attached is a revision for CC-5, New Job Description for the Specialist, Payroll Operations Position, for the May 6, 2014 Regular School Board Meeting. Please replace the Agenda Request Form and the Executive Summary with the revised attached documents.

RWR/AB/IV/GA:ln
Attachments

c: Senior Leadership Team

AGENDA REQUEST FORM
THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

revised

Meeting Date 5/6/2014	Open Agenda ☒ Yes ☐ No	Special Order Request ☐ Yes ☒ No	Agenda Item Number CC-5
------------------------------	--	--	--------------------------------

TITLE:	New Job Description for the Specialist, Payroll Operations Position
REQUESTED ACTION:	<u>Approve</u> Adopt the new job description for the Specialist, Payroll Operations position. <u>This is the first reading.</u>
SUMMARY EXPLANATION AND BACKGROUND:	The job description for the Specialist, Payroll Operations has been created to formally document an existing position within the Payroll department. The position is vacant and will follow the standard advertising and selection process. This job description was advertised on April 20, 2014. 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 and available online via the Broward County Public Schools eAgenda at: http://eagenda3.broward.k12.fl.us/cgi-bin/WebObjects/eAgenda.
SCHOOL BOARD GOALS:	☐ • Goal 1: High Quality Instruction ☒ • Goal 2: Continuous Improvement ☒ • Goal 3: Effective Communication
FINANCIAL IMPACT:	There is no financial impact to the District.
EXHIBITS: (List)	1. Executive Summary p. 1 2. New Job Description, Minimum Qualifications & Position Point Factor p. 2-6
	SOURCE OF ADDITIONAL INFORMATION: Benjamin Leong 754-321-1990 Amanda Bailey 754-321-1840
(For Official School Board Records' Office Only)	Name Phone

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Amanda Bailey, Acting Chief Human Resources Officer



Approved in Open Board Meeting on: _____

By: _____ School Board Chair

Form #4189
Revised 12/12
RVWR/AB/GA/ln

School Board Agenda Item CC-5
May 6, 2014

Executive Summary

New Job Description for the Specialist, Payroll Operations Position

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

Position Title: **Specialist, Payroll Operations**

Division/Department: Chief Financial Officer / Treasurer

Pay Grade: **20** Range: **\$44,642 - \$63,922** Point Range: **655 - 684**

Salary Schedule: **2012-2013 BTU-TSP Salary Schedule**

Recommended Policy Status: Non- Chart Job Description - **First** Reading

Rationale: The job description for the Specialist, Payroll Operations has been created to formally document an existing position within the Payroll department. The position supports the daily operations of the department in meeting the specific needs of the District.

The purpose of this job is to ensure payrolls and corresponding payroll transactions are processed and posted accurately by the designated pay date.

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

The position is vacant and will follow the standard advertising and selection process.

Cost: There is no financial impact to the District.