

**AGENDA REQUEST FORM
THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

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| Meeting Date 8/5/2003 | Open Agenda Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | Time Certain Request Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | Agenda Item Number C-3 |
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TITLE
Proposed New Job Description and Minimum Qualifications for the Position of HR/Payroll Systems Specialist for The School Board of Broward County, Florida.

REQUESTED ACTION:
Adopt the attached proposed new job description and minimum qualifications of HR/Payroll Systems Specialist. Authorization has been requested to advertise for two vacant positions immediately following the first reading. This is the **final** reading.

SUMMARY EXPLANATION AND BACKGROUND:
The current HRMS Support Center organizational chart shows two new "Personnel Administrator-HRIS" positions under the Payroll System Manager and HR System Manager respectively. These positions have never been evaluated to determine the appropriate pay grade and establish a job description. Based on the evaluation and point factor analysis, it was determined that the positions should be in grade 24 and were renamed HR/Payroll Systems Specialist to more accurately reflect their responsibilities.

MAJOR SYSTEM GOALS:
 •Goal One: All students will achieve at their highest potential.
 •Goal Two: All schools will have equitable resources.
 •Goal Three: All operations of the school system will support and align with student achievement and needs.
 •Goal Four: All stakeholders work together to build a better school system.

FINANCIAL IMPACT
The annual financial impact for the two new positions is approximately \$129,037. The source of funds is the General Fund unappropriated fund balance.

- EXHIBITS: (List)**
- Executive Summary of proposed new job description, and minimum qualifications to support the position of HR/Payroll Systems Specialist in the HRMS Support Center p. 1
 - New Job Description, Minimum Qualification, and Position Point Factor Listing pp. 2-6
 - 2002-2003 Administrative, Supervisory, Professional/Technical Salary Schedule p. 7

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| BOARD ACTION: ADOPTED (For Official School Board Records' Office Only) | SOURCE OF ADDITIONAL INFORMATION: | |
| | Dan G. Cochran <i>[Signature]</i> | 765-6220 |
| | Roma Gay Adkins | 765-7026 |
| | William Tegtman | 765-6312 |

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

James F. Nutter, Deputy Superintendent
Chief of Staff *[Signature]*

Approved in Open Board Meeting on: AUG - 5 2003

By: *Lisa Weyler* School Board Chair