Meeting Date			Agenda Item Number
6/9/2014	Open Agenda X Yes ___ No	Special Order Request ___ Yes X No	CC-2

TITLE: New Job Description for the Specialist, Payroll Operations Position

REQUESTED ACTION:

Adopt the new job description for the Specialist, Payroll Operations position. This is the **final** reading.

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
X • Goal 2: Continuous Improvement
X • 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:	
ADOPTED	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 Amanda Bailey

Approved in Open Board Meeting on: JUN 0 9 2014

By: _____ School Board Chair