

School Board Agenda Item C-4
January 18, 2005

Executive Summary

Proposed Revised Job Descriptions and Minimum Qualifications
For Finance Division
Administrative, Supervisory, Professional & Technical Positions
For The School Board of Broward County, Florida
2004-2005 Organizational Chart

A. **Position Title: Chief Financial Officer**

Division/Department: Finance
FY2004-2005 Organizational Chart Page: 6

Pay Grade: ~~33~~ 34 (\$101,218 - \$140,985) Point Range: 1340-1409

Salary Schedule: ASPT

Recommended Policy Status: Revised Job Description – Final Reading

Rationale: The Chief Financial Officer job, which represents one (1) position, was approved for a title change and job study at the time the 2004-2005 Organizational Chart was adopted by the Board. The job description was updated in coordination with the Chief Financial Officer. Based on a point factor analysis, internal title and grade matrix comparison, and Compensation Committee review it was determined that the subject position should be upgraded to a pay grade 34.

The purpose of this job is to provide effective leadership, direction and oversight in financial management of the District to ensure that the financial health of the District is sound and well-maintained.

Cost: There is no additional financial impact as funding was approved with the FY2004-2005 Organizational Chart.

B. **Position Title: Director, Financial Reporting**

Division/Department: Finance/Financial Reporting
FY2004-2005 Organizational Chart Page: 6

Pay Grade: ~~28~~ 29 (\$71,468 - \$99,548) Point Range: 1045-1094

Salary Schedule: ASPT

Recommended Policy Status: Revised Job Description – Final Reading

Rationale: The Director, Financial Reporting job, which represents one (1) position, was approved for job study at the time the 2004-2005 Organizational Chart was adopted by

the Board. The job description was updated in coordination with the Chief Financial Officer and Director, Financial Reporting. Based on a point factor analysis, internal title and grade matrix comparison, and Compensation Committee review it was determined that the subject position should be upgraded to a pay grade 29.

The purpose of this job is to maximize funding to the District by planning, directing, and controlling the operations of the financial reporting function to provide accurate financial reports on the District's current and projected financial resources and expenditures and ensure compliance with applicable professional standards and legal requirements.

Cost: The financial impact to the District from this revised job description is approximately \$7,209. The source of funding is the General Fund Unappropriated Fund Balance.