

School Board Agenda Item C-7
January 18, 2005

Executive Summary

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

A. **Position Title: Director, Non-Instructional Staffing**

Division/Department: Human Resources
FY2004-2005 Organizational Chart Page: 7

Pay Grade: 30 (\$76,861 - \$107,058) Point Range: 1095-1154

Salary Schedule: ASPT

Recommended Policy Status: Revised Job Description – First Reading

Rationale: This job, which represents one (1) position, was designated for study at the time the 2004-2005 revised Organizational Chart was approved by the Board. Pertinent information was gathered through review of documentation and consultation with the Director, Non-Instructional Staffing and the Associate Superintendent, Human Resources. Based on a point factor analysis, internal matrix comparison, both within the Human Resource Division and across the District, and Compensation Committee review it was confirmed that the subject position should remain a pay grade 30.

The content of this job description has been revised sufficiently to require Board adoption of the changes but the pay level continues to be appropriate to the level of accountability. The purpose of this job is to attract and retain non-instructional personnel that fully meet the needs of Broward County School District by planning, coordinating and implementing effective programs of recruitment, staffing, and compensation and an efficient hiring process..

Cost: There is no additional financial impact to the District. Funds are included in the department 2004-2005 budget.

B. **Position Title: Director, Instructional Staffing**

Division/Department: Human Resources
FY2004-2005 Organizational Chart Page: 7

Pay Grade: 30 (\$76,861 - \$107,058) Point Range: 1095-1154

Salary Schedule: ASPT

Recommended Policy Status: Revised Job Description – First Reading

Rationale: This job, which represents one (1) position, was designated for study at the time the 2004-2005 revised Organizational Chart was approved by the Board. Pertinent information was gathered through review of documentation and consultation with the Director, Instructional Staffing and the Associate Superintendent, Human Resources. Based on a point factor analysis, internal matrix comparison, both within the Human Resource Division and across the District, and Compensation Committee review it was confirmed that the subject position should remain a pay grade 30.

The content of this job description has been revised sufficiently to require Board adoption of the changes but the pay level continues to be appropriate to the level of accountability. The purpose of this job is to attract and retain instructional personnel that meet the needs of Broward County School District by planning, coordinating, and implementing an effective recruitment program and an efficient hiring process.

Cost: There is no additional financial impact to the District. Funds are included in the department 2004-2005 budget.

C. Position Title: **Director, Benefits**

Division/Department: **Human Resources**

FY2004-2005 Organizational Chart Page: 7

Pay Grade: 30 (\$76,861 - \$107,058) Point Range: 1095-1154

Salary Schedule: ASPT

Recommended Policy Status: Revised Job Description – First Reading

Rationale: This job, which represents one (1) position, was designated for study at the time the 2004-2005 revised Organizational Chart was approved by the Board. Pertinent information was gathered through review of documentation and consultation with the Director, Benefits and the Associate Superintendent, Human Resources. Based on a point factor analysis, internal matrix comparison, both within the Human Resource Division and across the District, and Compensation Committee review it was confirmed that the subject position should remain a pay grade 30.

The content of this job description has been revised sufficiently to require Board adoption of the changes but the pay level continues to be appropriate to the level of accountability. The purpose of this job is to develop, update, and administer fiscally sound School Board benefit programs and policies which attract and retain District employees and are in compliance with applicable requirements and regulations.

Cost: There is no additional financial impact to the District. Funds are included in the department 2004-2005 budget.