

SPECIAL MEETING – MARCH 29, 2006
JOB DESCRIPTIONS

SCHOOL POLICE

- A) Emergency Communications Operator
- Revise existing job description of School Police Dispatcher, currently assigned to Salary Level 11, and change job title to Emergency Communications Operator at Salary Level 12, minimum step 5.
 - **Operates the FCIC/NCIC, Palms, Card Access Computer, and DTM Weather Computer. Monitors intrusion/fire alarm system and notifies appropriate agencies and District personnel of emergencies.**
 - Reclassify three (3) School Police Dispatchers.
 - Fiscal impact of \$20,092, including benefits, for FY2006 to be funded from existing budget.
- B) Emergency Communications Shift Leader
- Revise existing job description and salary level of School Police Dispatcher Shift Supervisor, currently assigned to Salary Level 13, and change job title to Emergency Communications Shift Leader at Salary Level 13.
 - **Fulfills all performance responsibilities of an Emergency Communications Operator and assumes duties and responsibilities of Emergency Communications Supervisor when necessary.**
 - No fiscal impact.
- C) Emergency Communications Supervisor
- Revise existing job description, Lead School Police Dispatcher, currently assigned to Salary Level 14, and change job title to Emergency Communications Supervisor at Salary Level 14.
 - **Maintains records involving criminal histories, phone and radio logs, completes statistical reports, and is available on 24 hour call.**
 - No fiscal impact.

BUILDING DEPARTMENT

- D) Building Plans Examiner
- Establish new job classification, Building Plans Examiner, and assign to Salary Level 2.
 - **Conducts plan review of schematic and building plans for new construction, repair, addition or alteration projects. Ensures that plans comply with building, electrical, gas, mechanical, plumbing, fire protection, energy, accessibility and other adopted codes and District requirements.**
 - Replace one (1) vacant architect position, currently assigned to Salary Level 2.
 - No fiscal impact.

PLANNING DEPARTMENT

- E) Manager - Planning Projects
- Revise existing job description, Manager – Planning Projects, currently assigned to Salary Level 4.
 - **Manages special projects and sets up new programs as assigned. Examples may include, but are not limited to, project management of the Five Year Plan process, Five Year Work Plan, department inventory, Board member requests, OPAGGA, and process improvement.**
 - No fiscal impact.

HUMAN RESOURCES DIVISION

- F) Director – Talent Management
- Establish new job classification, Director – Talent Management, and assign to Salary Level 9.
 - **Develops, implements and directs system-wide recruitment program focused on attracting and retaining a high quality and diverse workforce. Collaborates with senior staff and school leadership to meet current and future staffing needs.**
 - Replaces Administrative Director – Recruitment and Program Planning, Director – Instructional Staffing Services, and Director – Administrative and Non-Instructional Staffing Services.
 - No fiscal impact.
- G) Director – Organizational Effectiveness
- Establish new classification, Director – Organizational Effectiveness, and assign to Salary Level 8.
 - **Administers, organizes and conducts District training and development programs with an emphasis on teacher and leadership development. Designs and implements a competency model congruent with the District’s mission.**
 - Replaces Administrative Director – Human Resource Development and Director – Staff Development.
 - No fiscal impact.
- H) Director – Compensation and Human Resource Planning
- Revise existing job description, Director - Compensation and Employee Information Services, currently assigned to Salary Level 9, and change job title to Director – Compensation and Human Resource Planning at Salary Level 9.
 - **Plans, develops and implements compensation programs, policies and procedures in order to be responsive to the District’s goals and competitive practices. Utilizes quality improvement tools to develop and manage HR metrics. Researches trends and develops strategic plans based on data.**
 - No fiscal impact.
- I) Director – Human Resources Customer Relations
- Establish new job classification, Director – Human Resources Customer Relations, and assign to Salary Level 9.
 - **Manages the Customer Relations Center ensuring that all established service level agreements are met or exceeded. Serves as the HR subject matter expert responsible for ensuring data integrity, testing of system changes, report writing and analyzing information with a focus on improvement opportunities.**
 - No fiscal impact as will be funded from the reorganization of the HR Division.
- J) Director – Employee Relations
- Establish new job classification, Director – Employee Relations, and assign to Salary Level 8.
 - **Coordinates and directs the Employee Relations program and function ensuring compliance with applicable local, state and federal laws and regulations. Serves as the District’s EEO and ADA Coordinator. Develops and implements anti-discrimination and diversity training programs and initiatives.**
 - Replaces – Director Professional Standards and EEO Coordinator.
 - No fiscal impact.

- K) Director – Employee Benefits and Risk Management
- Revise existing job description, Director – Employee Benefits and Risk Management, currently assigned to Salary Level 9
 - **Administers all employee benefits programs including the development and recommendation of cost control procedures to assure maximum coverage at the least cost to the District and employee. Manages benefits programs such as FMLA, retirement plans, medical and dental plans, life insurance plans, short and long-term disability programs, workers compensation programs, wellness programs, etc.**
 - No fiscal impact.
- L) Manager – Human Resources Relationship
- Establish new job classification, Manager – Human Resources Relationship, and assign to Salary Level 4.
 - **Provide human resources consulting services to assigned location(s) with a focus on exceeding customer expectations. Serves as first point of contact for employees who need assistance in resolving work-related issues.**
 - No fiscal impact as will be funded from the reorganization of the HR Division.

**SPECIAL MEETING – MARCH 29, 2006
JOB DESCRIPTIONS**

IMPACT ON CHILDREN IN THE CLASSROOM

SCHOOL POLICE

ITEM	TITLE	ACTION*	IMPACT ON CHILDREN
A	Emergency Communications Operator	J, R	Assists the department in providing a safe and secure learning environment for all students, staff and District employees.
B	Emergency Communications Shift Leader	J	
C	Emergency Communications Supervisor	J	

BUILDING DEPARTMENT

ITEM	TITLE	ACTION*	IMPACT ON CHILDREN
D	Building Plans Examiner	N	This position is required pursuant to Florida Statute to ensure classrooms and other educational facilities are designed and constructed in accordance with building and fire safety codes intended to provide a safe learning environment.

PLANNING DEPARTMENT

ITEM	TITLE	ACTION*	IMPACT ON CHILDREN
E	Manager – Planning Projects	J	This position oversees GIS Mapping Services which includes attendance boundary maps for schools. It also provides technical support to the 5-Year Capital Plan planning process, which ensures that school construction keeps pace with new growth and older facilities remain equitable.

HUMAN RESOURCES DIVISION

ITEM	TITLE	ACTION*	IMPACT ON CHILDREN
F	Director-Talent Management	N	This leadership team will be accountable for attracting and retaining top talent with emphasis on the recruitment of outstanding teachers whose primary responsibility is to provide quality instruction to all students.
G	Director-Organizational Effectiveness	N	
H	Director-Compensation and Human Resources Planning	J	
I	Director-Human Resources Customer Relations	N	
J	Director-Employee Relations	N	
K	Director-Employee Benefits and Risk Management	J	
L	Manager-Human Resources Relationship	N	

***ACTION CODES:**

J – Job Description Revision
N – New Job Description
R – Reclassification

TITLE: SCHOOL POLICE DISPATCHER EMERGENCY COMMUNICATIONS OPERATOR

QUALIFICATIONS:

1. High school diploma or equivalent.
2. **Ability to type 39 words per minute.**
3. **Ability to work shift, weekends, holidays and emergency call-in overtime.**
4. Ability to maintain confidentiality of reports, data, and messages.
5. Ability to operate a two-way radio console and monitor an intrusion/fire alarm system.
6. Ability to think clearly and act quickly in emergency/life threatening situations.
7. Ability to follow written and oral instructions.
8. Demonstrated ability to act courteously with the public and District personnel.
9. **Demonstrated ability to work with diverse groups, and effectively communicate both orally and in writing.**
10. ~~Ability to communicate effectively in oral and written form.~~
11. ~~Available for shift work.~~
12. ~~Experience with computer operation in windows environment.~~ **Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.**

PERFORMANCE RESPONSIBILITIES:

Essential Functions:

1. Maintains confidentiality of reports, data, and messages received.
2. Operates the FCIC/NCIC, Palms, Card Access Computer, and DTM Weather Computer.
3. Monitors the CCTV card access system and DTM Weather Computer.
4. Activates and monitors intrusion/fire alarm system and notifyies appropriate agencies and District personnel of emergencies.
5. Broadcasts emergency weather bulletins to school sites and facilities.
7. **Assume total responsibility of district property during evening, weekends, and holidays.**
8. Coordinates after-hour emergency transportation.
9. Coordinates and monitors after-hour emergency work orders in maintenance computer.
10. Coordinates after-hour emergency maintenance work orders.
11. Inputs data for after-hour emergency work orders in maintenance computer.
12. Researches student information on District mainframe computer for the truancy program, State Attorney's Office, officers, and law enforcement agencies, **and other state agencies.**
13. Answers/monitors radios.
14. Answers phones and assists callers.
15. Performs multiple tasks simultaneously.
16. **Assists the American Red Cross with the opening of all emergency shelters.**

Additional Job Functions:

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 10/83
Revised: 06/97, **03/29/06**
Bargaining Unit: A
Salary Level: ~~11~~ **12**
Salary Range: \$28,087 - \$48,463
Replaces: Security Dispatcher
Responsible to: Supervisor

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.

TITLE: SCHOOL POLICE DISPATCHER SHIFT SUPERVISOR EMERGENCY COMMUNICATIONS SHIFT LEADER

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Certified FCIC/NCIC operator.
3. **Available on 24-hour call.**
4. **Ability to work shifts, weekends, holidays and emergency call-in overtime.**
5. Specialized training in School Police Dispatch **emergency communications** principles of operation.
6. Evidence of ~~Successful~~ experience as a dispatcher **an emergency communications operator** on ~~the~~ school police computer systems utilizing multiple operating systems.
7. Evidence of ~~Successful~~ experience as a school police dispatcher **an emergency communications operator** utilizing multiple radios, telephone lines, closed circuit televisions, recorders, etc.
8. Evidence of ~~Successful~~ leadership as indicated by timely completion of projects and ~~a~~ high **level of** productivity levels of subordinate personnel.
9. Ability to think clearly and act quickly in emergency/life threatening situations.
10. Demonstrated ability to act courteously with the public and District personnel.
11. **Demonstrated ability to work with diverse groups and effectively communicate both Command of orally and in writing written communication skills.**
12. **Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.**

PERFORMANCE RESPONSIBILITIES:

Essential Functions:

1. Fulfills all performance responsibilities of a School Police Dispatcher **an Emergency Communications Operator.**
2. Assumes duties and responsibilities of ~~the~~ a school police lead dispatcher during the lead dispatcher's absence. **emergency communications supervisor when necessary.**
3. Supervises the day-to-day operation of dispatch operations and school police **assigned** personnel.
4. Plans shift assignments.
5. Responsible for ~~Trains~~ ing subordinate personnel.
6. Coordinates alarm/repair scheduling **of repairs.**
7. Monitors the intrusion alarm/closed circuit television computer logs.
8. Evaluates problems and takes appropriate action ~~to have the problem corrected.~~

Additional Job Functions:

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 06/97
Revised: **03/29/06**

Bargaining Unit: A
Salary Level: 13
Salary Range: \$30,699 - \$52,123
Responsible to: Supervisor

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.

TITLE: LEAD SCHOOL POLICE DISPATCHER EMERGENCY COMMUNICATIONS SUPERVISOR

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Certified FCIC/NCIC operator.
3. **Available on 24-hour call.**
4. **Ability to work shifts, weekends, holidays and emergency call-in overtime.**
5. Evidence of Successful experience in programming the intrusion alarm system computer and CCTV computer.
6. Evidence of Successful experience as a school police dispatcher **an emergency communications operator** utilizing multiple radios, telephone lines, closed circuit televisions, recorders, etc.
7. Evidence of Successful experience as a dispatcher **an operator** on the school police computer system utilizing multiple operating systems.
8. Ability to think clearly and act quickly in emergency/life threatening situations.
9. Evidence of Successful leadership as indicated by timely completion of projects and high productivity levels of subordinate personnel.
10. **Demonstrated ability to work with diverse groups and effectively communicate both orally and in writing.** Command of oral and written communication skills.
11. Demonstrated ability to act courteously with the public and District personnel.
12. Ability to maintain a flexible work schedule as required.
13. **Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.**

PERFORMANCE RESPONSIBILITIES:

Essential Functions:

1. Fulfills all performance responsibilities of a School Police Dispatcher and a Shift Supervisor **an emergency communications operator and shift leader.**
2. Codes programs in successive steps ~~so that they can be processed in a manner peculiar to the make or model of the intrusion alarm computers in use by the District.~~
3. Assists in the preparation of all levels of systems and program logic flow charts.
4. Prepares test data and assists ~~other alarm personnel~~ in verifying programs and systems.
5. Maintains existing computer programs ~~as assigned.~~
6. Applies improved solutions to programming problems.
7. **Generates reports form CAD.**
8. Validates FCIC/NCIC transactions.
9. Maintains s records for all transactions on the FCIC/NCIC computer involving criminal histories for state audit.
10. Maintains s accurate emergency access lists for all schools and departments ~~for notification regarding intrusion/fire alarms.~~
11. ~~Responsible for training new School Police Dispatchers to operate equipment.~~
12. Maintains s phone and radio logs.
13. Completes s statistical reports s by the Truancy Center and School Police Dispatchers.
14. Inputs s data into the Uniform Crime Reports Computer ~~for inclusion in state crime statistics.~~
15. Available on 24-hour call for schedule changes, absences, or questions.

16. ~~Responsible for.~~ Follows up on any intrusion alarm ~~system~~ problems ~~which occurred~~ ing over at night or on weekends.
17. Maintains computer program for county-wide gang task force.
18. Organizes and assigns work and shift schedules for ~~all School Police Dispatchers.~~
19. Prepares overtime reports ~~for payroll.~~

Additional Job Functions:

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 06/85
Revised: 06/97, **03/29/06**
Bargaining Unit: A
Salary Level: 14
Salary Range: \$33,555 - \$56,056
Replaces: Security Dispatcher, Lead
Responsible to: Supervisor

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.

TITLE: *BUILDING PLANS EXAMINER*

QUALIFICATIONS:

1. Bachelor degree in architecture, engineering or related building construction field and a minimum of three (3) years of successful experience in comprehensive building construction, including plan review and supervisory duties OR associate degree in related field and a minimum of five (5) years of successful on-the-job experience in comprehensive building construction, including plan review and supervisory duties OR high school diploma or equivalent and a minimum of seven (7) years of successful on-the-job experience in comprehensive building construction, including plan review and supervisory duties.
2. Certified, or eligible within six (6) months for certification, by the State of Florida pursuant to chapter 471 F.S., chapter 481 F.S., or part XII of chapter 468 F.S. to perform plan review for the appropriate trade.
3. Ability to understand, interpret and review construction plans and specifications.
4. Demonstrated knowledge of building codes, state and local laws, Occupational Safety and Health Administration (OSHA) regulations, the Americans with Disabilities Act (ADA), and other safety regulations governing the design and construction of schools and ancillary facilities.
5. Demonstrated ability to work with diverse groups and communicate effectively both orally and in writing.
6. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

PERFORMANCE RESPONSIBILITIES:

Essential Functions:

1. Conducts plan review of schematic and building plans for new construction, repair, addition or alteration projects. Ensures that plans comply with building, electrical, gas, mechanical, plumbing, fire protection, energy, accessibility, and other adopted codes and District requirements.
2. Prepares comprehensive written reports of the plan reviews.
3. Works collaboratively with other District personnel on building and construction projects.
4. Assists in preparation and review of District construction specifications and design criteria.
5. Participates in the evaluation of architectural and engineering problems as on existing campuses.
6. Acts as the Board liaison in dealing with architects and other consultants in the design and planning stages of various projects in order to ensure compliance with applicable codes, regulations and educational specifications.
7. Participates in research and development of latest design and construction techniques as applicable to school construction.
8. Assists in assessment of damage and habitability of structures after disasters such as hurricanes, floods, tornadoes, etc.

Additional Job Functions:

1. Follows adopted policies and procedures in accordance with School Board priorities.

2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 03/29/06
Bargaining Unit: S
Salary Level: 2
Salary Range: \$60,000 - \$86,678
Responsible to: District Architect – Building Department

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.

TITLE: *MANAGER - PLANNING PROJECTS*

QUALIFICATIONS:

1. Bachelor degree in planning, geography, political science, public administration, economics, communications, engineering, business systems, or related field degree.
2. Extensive experience managing projects that involve diverse departments and stakeholders.
3. Extensive successful experience in project management and facilitation.
4. Demonstrated ability in facilitating group problem solving sessions.
5. Demonstrated ability to plan, organize, and prepare reports and presentations.
6. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.
7. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

PERFORMANCE RESPONSIBILITIES:

Essential Functions:

1. Interacts with appropriate staff members and community representatives in coordinating the planning process.
2. Assists divisions of the School District in identifying long and short-term goals and objectives.
3. Manages projects that involve the planning, development, dissemination, and monitoring of the District's comprehensive goals and objectives.
4. Researches topics and identifies planning alternatives for proposed actions based upon established priorities, resources, and other limitations.
5. Manages special projects and sets up new programs as assigned. Examples may include, but are not limited to, project management of the Five Year Plan process, Five Year Work Plan, department inventory, Board Member requests, OPAGGA, ~~portable allocation, Five Year Plan oversight, GIS projects and process improvement.~~
6. Utilizes resources available through federal, state, and private agencies to assist in the planning process.
7. ~~Creates, compiles, and edits appropriate reports, brochures, and media presentations.~~ Possesses in-depth knowledge of database configurations and use of sophisticated reporting tools.
8. Participates in interagency planning.
9. Facilitates group meetings and problem-solving sessions.
10. Supervises other professional planning staff members, as appropriate.

Additional Job Functions:

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 6/03
Revised: 3/29/06
Salary Level: 4
Salary Range: \$71,000 - \$102,569
Employee Unit: S

Responsible to: Director

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.