

BTU-TSP JOB DESCRIPTIONS/JOB FAMILIES

<u>CODE</u>	<u>POSITION TITLE</u>	<u>TSP JOB FAMILY</u>	<u>Pay Grade</u>
WW-006.1	Accountant I	Finance	20
WW-006.2	Accountant II	Finance	22
WW-006.3	Accountant III	Finance	23
WW-004	Accountant IV (Except Financial Reporting)	Finance	25
W-007	Accountant V (Except Benefits)	Finance	27
ZZ-032	Accountant, BEF	Finance	20
DD-116	Analyst, Energy Conservation	Facilities & Maintenance	25
SS-040	Architect IV	Facilities & Maintenance	26
SS-028	Architect V	Facilities & Maintenance	25
BB-001	Area Business Analyst	Finance	27
DD-009	Area Supervisor I, Maintenance	Facilities & Maintenance	23
DD-039	Assistant Area Supervisor, Maintenance	Facilities & Maintenance	27
S-012	Assistant Chief Building Official, Inspections	Facilities & Maintenance	25
R-051	Basis Administrator	Computer-NW/Sys Analyst	27
RR-073	BECON - Traffic Supervisor	Production/Eng & Art.Graphics	23
RR-038	Becon Engineering Manager	Production/Eng & Art.Graphics	28
R-020	Becon Station Manager	Production/Eng & Art.Graphics	28
WW-014.1	Budget Analyst I	Finance	20
WW-014.2	Budget Analyst II	Finance	22
WW-014.3	Budget Analyst III	Finance	23
WW-017	Budget Specialist/FTE Specialist	Computer - Cust Svc	18
RR-032	Building Control Specialist IV	Facilities & Maintenance	14
W-032	Business Warehouse Administrator	Computer-NW/Sys Analyst	27
WW-010.1	Capital Budget Analyst I	Finance	20
WW-10.2	Capital Budget Analyst II	Finance	22
WW-010.3	Capital Budget Analyst III	Finance	23
WW-005	Capital Budget Analyst IV	Finance	25
W-009	Capital Budget Analyst V	Finance	27
W-003	Capital Network Syst Administrator	Computer - Applications	27
WW-001	Capital Network Syst Coordinator	Computer - Applications	26
W-004	Capital Payment Review Supervisor	Finance	27
RR-058	CATV Technician Apprentice	Production/Eng & Art.Graphics	16
EE-138	Clinical Nurse, Health Ed Services	Nursing	23
EE-125	School Programs Sites with Medically Complex Students	Nursing	25
RR-056	Community Relations Assistant	Public Affairs	20
RR-054	Community Resource Specialist, Volunteer Services	Public Affairs	23
KK-106	Community Service Specialist I	Public Affairs	18
EE-006	Community Service Specialist II	Public Affairs	16
SS-046.1	Computer Aided Drafting (CAD) Draftsperson A	Facilities & Maintenance	17
SS-046.2	Computer Aided Drafting (CAD) Draftsperson B	Facilities & Maintenance	19
SS-046.3	Computer Aided Drafting (CAD) Draftsperson C	Facilities & Maintenance	21
SS-046.4	Computer Aided Drafting (CAD) Draftsperson D	Facilities & Maintenance	25
DD-098	Computer Training Instructor, Food Service	Customer Service	25
SS-084	Construction Purchasing Agent	Purchasing	23
DD-105	Coordinator II, Loss Prevention & Safety	Facilities & Maintenance	27
RR-061	Coordinator, BECON Public Relations & Fund Raising	Public Affairs	26
E-134	Coordinator, Behavior	Ed Pgms/Curriculum	27
B-020	Coordinator, Charter Schools	Ed Pgms/Curriculum	27
E-129	Coordinator, Diversity & Cultural Outreach	Ed Pgms/Curriculum	27
SS-094	Coordinator, Environmental Resource Mgmt	Facilities & Maintenance	27
S-031	Coordinator, Facility Planning & Educational Programming	Facilities & Maintenance	26
Z-026	Coordinator, Governmental Affairs	Public Affairs	27
S-014	Coordinator, Management Systems	Computer - Applications	27
E-028	Coordinator, Medicaid	Finance	27
C-036	Coordinator, Non-Instructional Development	HR/Staff Dev	27
R-012	Coordinator, Parents, Business & Community Partnerships	Public Affairs	27
R-002	Coordinator, Partners in Education	Public Affairs	27
C-043	Coordinator, Quality Support	HR/Staff Dev	27
DD-109	Coordinator, Supplier Diversity and Outreach Program	Purchasing	26
C-040	Coordinator, Teacher Support	Ed Pgms/Curriculum	25
SS-069	Coordinator, Telecommunications, Wiring & Installation	Telecommunications	25
C-042	Coordinator, Training	HR/Staff Dev	27

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RR-053	Coordinator, Volunteer Services	Public Affairs	27
WW-008	Cost Accountant	Finance	24
SS-086	Cost Estimator / Scheduler	Facilities & Maintenance	24
EE-135	Courts Liaison	Ed Pgms/Curriculum	25
KK-025	CTACE Business Analyst - Career, Technical, and Adult/Community Education	Finance	23
EE-128	CTACE Grant Administrator	Finance	23
ZZ-027	Curator, Old Dillard Museum	Public Affairs	25
EE-137	Curriculum Support Specialist, Military Science	Ed Pgms/Curriculum	25
WW-013.1	Customer Service Analyst I	Computer - Cust Svc	20
WW-013.2	Customer Service Analyst II	Computer - Cust Svc	22
WW-013.3	Customer Service Analyst III	Computer - Cust Svc	24
RR-050.1	Database Researcher I	Research/Evaluation	21
RR-050.2	Database Researcher II	Research/Evaluation	22
RR-050.3	Database Researcher III	Research/Evaluation	23
RR-050.4	Database Researcher IV	Research/Evaluation	24
RR-072	Demographer Analyst	Facilities & Maintenance	20, 22, 23
SS-066	Designer I, II, III, Architectural	Facilities & Maintenance	23
SS-042	Designer III, Architectural	Facilities & Maintenance	23
SS-043	Designer III, Engineering	Facilities & Maintenance	27
RR-070	Digital Broadcast Engineer	Production/Eng & Art.Graphics	22
SS-075	Director, Design & Construction Contracts	Facilities & Maintenance	29
S-010.1	Director, Plan/Designs	Facilities & Maintenance	24
RR-071	Distance Learning Outreach Specialist	Computer - Applications	22
R-022	District Network Coordinator	Computer - Applications	27
SS-093	District Space Planner	Facilities & Maintenance	14
RR-066	District Webmaster	Computer - Applications	24
SS-056	Document Specialist	Facilities & Maintenance	20
SS-058	Draftsperson E	Facilities & Maintenance	23
SS-044	Draftsperson, Senior	Facilities & Maintenance	26
EE-090	Educational Specialist I, English for Speakers of Other Languages (ESOL)/Foreign Language	Ed Pgms/Curriculum	25
CC-055	Employee Health Testing Specialist	HR/Staff Dev	25
RR-051	Evaluation Administrator	Research/Evaluation	27
RR-060	Executive Producer - BECON	Production/Eng & Art.Graphics	24
SS-041	Facilities Engineer V	Facilities & Maintenance	26
R-049	Finance Manager, ETS	Finance	27
WW-012	Financial Reporting Analyst	Finance	24
WW-016	Financial Systems Integrator	Computer-NW/Sys Analyst	24
SS-027	Furniture & Equipment Coordinator	Purchasing	26
ZZ-026	Gang Prevention Coordinator	Ed Pgms/Curriculum	23
EE-047	General Education Development Tester	Ed Pgms/Curriculum	23
ZZ-034	Grants Administrative Specialist	Ed Pgms/Curriculum	26
DD-020	Grounds Manager	Facilities & Maintenance	27
JJ-083	Licensed Practical Nurse I, II, III/Medically Complex Exceptional Students	Nursing	14, 16, 17
RR-041	Local Area Network Coordinator	Computer - Applications	26
EE-023	Magnet - Communications/Broadcast Arts Engineer	Production/Eng & Art.Graphics	22
D-021	Manager Energy Conservation Utility Management (Previously R-021)	Facilities & Maintenance	24
R-030	Manager I, Customer Support Services	Computer - Cust Svc	27
W-015	Manager I, Systems & Procedures	Finance	27
D-048	Manager I, Systems & Procedures - Physical Plant Operations	Computer-NW/Sys Analyst	27
RR-028	Manager II, Production	Production/Eng & Art.Graphics	26
RR-062	Manager of Graphics, Print Products	Production/Eng & Art.Graphics	26
RR-027	Manager of Graphics, Video Products	Production/Eng & Art.Graphics	26
D-033	Manager Purchasing Operations	Purchasing	27
R-045	Manager, Conferencing Services	Computer - Applications	27
W-029	Manager, ERP-Budget	Finance	27
W-029	Manager, ERP-Finance & Integration	Finance	27
W-029	Manager, ERP-HR	HR/Staff Dev	21
W-029	Manager, ERP-Operations	Purchasing	27
W-029	Manager, ERP-Payroll	Finance	27
W-029	Manager, ERP-Programming	Computer-Programmer	20
D-050	Manager, Food & Nutrition Services	Finance	27

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EE-136	Manager, SSS/ESE Electronic Management System (EMS)	Ed Pgms/Curriculum	24
DD-090	Manager, Training	HR/Staff Dev	27
DD-081	Manager, Transportation Terminal	Transportation	26
RR-074	Marketing Specialist, BECON	Public Affairs	21
DD-111	Minority/women Business Enterprise (M/WBE) Contract Compliance Administrator I, II, III	Purchasing	20, 22, 23
DD-110	Minority/Women Business Enterprise (M/WBE) Specialist I, II, III	Purchasing	20, 22, 23
RR-011	Network Analyst III	Computer-NW/Sys Analyst	21
RR-004	Network Analyst IV	Computer-NW/Sys Analyst	23
JJ-050	Occupational Therapy Assistant	Nursing	17
DD-119	Operational Analyst, Physical Plant Operations	Facilities & Maintenance	27
EE-130	Operations and Logistics Specialist, Junior Reserve Officers Training Corps (JROTC) and Principal's Leadership Development Corps (PLDC)	Ed Pgms/Curriculum	27
RR-050	Operations Service Specialist	Computer - Operations	20
RR-045	Operations Specialist	Computer - Operations	22
RR-002	Operations Supervisor	Computer - Operations	24
CC-012.1	Personnel Administrator I	HR/Staff Dev	25
CC-012.2	Personnel Administrator II	HR/Staff Dev	20
CC-012.3	Personnel Administrator III	HR/Staff Dev	22
C-011	Personnel Specialist/Instructor I, II, III	HR/Staff Dev	23
JJ-051	Physical Therapy Assistant	Nursing	17
Z-027	Planner, Grants	Ed Pgms/Curriculum	23
S-033	Planner, Growth Management Impact	Facilities & Maintenance	27
S-035	Planner, Growth Management Monitoring	Facilities & Maintenance	25
RR-064	Planner, School Boundaries	Facilities & Maintenance	23
SS-053	Planning Analyst	Facilities & Maintenance	24
SS-089	Plans Examiner (Specialties: Building , Civil, Structural, HVAC, Plumbing, Electrical)	Facilities & Maintenance	25
SS-014.1	Plans Examiner / Inspector - Building	Facilities & Maintenance	25
SS-014.4	Plans Examiner / Inspector - Electrical	Facilities & Maintenance	25
SS-014.6	Plans Examiner / Inspector - Fire Safety	Facilities & Maintenance	25
SS-014.3	Plans Examiner / Inspector - Mechanical	Facilities & Maintenance	25
SS-014.2	Plans Examiner / Inspector - Plumbing	Facilities & Maintenance	25
SS-014.5	Plans Examiner / Inspector - Roofing	Facilities & Maintenance	25
W-034	Portal Administrator	Computer-NW/Sys Analyst	27
W-031	Process Analyst - Personnel Dev	HR/Staff Dev	18, 20, 22
W-031	Process Analyst - Accounts Payable	Finance	25
W-031	Process Analyst - Benefits	HR/Staff Dev	25
W-031	Process Analyst - Bus Warehouse	Computer-NW/Sys Analyst	25
W-031	Process Analyst - Change Management	Computer - Cust Svc	25
W-031	Process Analyst - Chg Mgmt-Web	Computer - Applications	25
W-031	Process Analyst - Controlling	Finance	25
W-031	Process Analyst - E-Recruitment	HR/Staff Dev	25
W-031	Process Analyst - Funds Management	Finance	25
W-031	Process Analyst - Grants Management	Finance	25
W-031	Process Analyst - Learning Solutions	HR/Staff Dev	25
W-031	Process Analyst - Mat/Inv Mgmt	Purchasing	25
W-031	Process Analyst - Org Management	HR/Staff Dev	25
W-031	Process Analyst - Payroll	Finance	25
W-031	Process Analyst - Personnel Admin	HR/Staff Dev	25
W-031	Process Analyst - Plant Maint	Facilities & Maintenance	25
W-031	Process Analyst - Purchasing	Purchasing	25
W-031	Process Analyst - Time Management	HR/Staff Dev	25
W-031	Process Analyst - Transportation	Transportation	25
W-031	Process Analyst - Treasury	Finance	25
DD-075	Program Manager, Nutrition Education and Training	HR/Staff Dev	25
EE-139	Program Supervisor, BASCC	Ed Pgms/Curriculum	20
RR-012.1	Programmer I	Computer-Programmer	22
RR-012.2	Programmer II	Computer-Programmer	23
RR-012.3	Programmer III	Computer-Programmer	24
RR-001	Programmer IV	Computer-Programmer	27
ZZ-031	Programs Coordinator III, Broward Education Foundation	Public Affairs	22
CC-022	Project Manager - Occupational Health/Environmental Control	Facilities & Maintenance	25

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SS-019	Project Manager I	Facilities & Maintenance	25
SS-039	Project Manager I	Facilities & Maintenance	25
SS-054	Project Manager I	Facilities & Maintenance	25
SS-060	Project Manager I	Facilities & Maintenance	26
SS-080	Project Manager II	Facilities & Maintenance	26
SS-081.1	Project Manager II	Facilities & Maintenance	26
SS-079	Project Manager II (Warranty Administrator)	Facilities & Maintenance	26
D-054	Project Manager II, Energy Conservation & Utility Management	Facilities & Maintenance	27
S-017	Project Manager III - Facilities & Construction	Facilities & Maintenance	23
R-048	Project Manager, Tech and Instruction	Computer-NW/Sys Analyst	27
R-016	Project Manager, Technology, Project Management Office	Computer-NW/Sys Analyst	26
DD-089	Projects Coordinator, Physical Plant	Facilities & Maintenance	26
SS-057	Property Coordinator	Facilities & Maintenance	24
DD-086-1	Purchasing Agent I	Purchasing	20
DD-094-1	Purchasing Agent I, School Food Service	Purchasing	20
DD-086-2	Purchasing Agent II	Purchasing	22
DD-094-2	Purchasing Agent II, School Food Service	Purchasing	22
DD-086-3	Purchasing Agent III	Purchasing	23
DD-078	Purchasing Agent IV	Purchasing	25
DD-093	Purchasing Agent, Food Service Equipment & Supplies	Purchasing	25
DD-103	Purchasing Card Coordinator	Purchasing	20
SS-018	Real Property Analyst	Facilities & Maintenance	20
R-033	Research Specialist	Research/Evaluation	27
DD-085	Route Planner	Transportation	20
DD-107	Safety Specialist I	Facilities & Maintenance	23
DD-106	Safety Specialist II	Facilities & Maintenance	21
DD-118	Scheduler, Physical Plant Operations	Facilities & Maintenance	27
KK-136	School Age Child Care Supervisor	Ed Pgms/Curriculum	25
JJ-049	School Nurse - Exceptional Student Centers or Schools with ESE Clusters, Head Start, Full Service Schools Programs	Nursing	20
S-002	Senior Architect	Facilities & Maintenance	16
SS-020	Senior Capital Project Planner	Computer-NW/Sys Analyst	27
R-026	Senior Data Warehouse (DHW) Analyst	Computer-NW/Sys Analyst	27
SS-045	Senior Document Specialist	Facilities & Maintenance	27
S-020	Senior Engineer	Facilities & Maintenance	26
SS-090	Senior Plan Examiner (Specialties: Building, Civil, Structural, Mechanical, Electrical)	Facilities & Maintenance	29
S-010.2	Senior Project Manager / Construction Phase	Facilities & Maintenance	25
R-025	Senior Rapid Application Development (RAD) Analyst	Computer-NW/Sys Analyst	27
SS-087	Senior Webmaster / Project Planner	Computer - Applications	25
DD-082	Shift Supervisor, Transportation Terminal	Transportation	22
EE-008	Specialist (ESEA Title I) Basic Parent Involvement Program	Ed Pgms/Curriculum	25
EE-112	Specialist , Innovative Programs	Public Affairs	25
CC-059	Specialist Workers - Compensation	HR/Staff Dev	25
EE-126	Specialist, (Bilingual - title VII) Parent Outreach Program	Public Affairs	25
EE-007	Specialist, (ESEA Title I) Basic School-Wide Project and Program Improvement	Ed Pgms/Curriculum	25
EE-003	Specialist, *Title I) Non-Public, Neglected and Delinquent	Ed Pgms/Curriculum	25
SS-092	Specialist, American with Disabilities Act (ADA) Accessibility Projects	Facilities & Maintenance	27
RR-065	Specialist, Demographer / Statistician	Facilities & Maintenance	24
EE-009	Specialist, Family-School Partnership Programs	Public Affairs	25
SS-088	Specialist, Florida Inventory of School Houses (FISH)	Facilities & Maintenance	20
ZZ-028	Specialist, Grants	Ed Pgms/Curriculum	25
EE-129	Specialist, Media & Instructional Material	Ed Pgms/Curriculum	20
RR-055	Specialist, Parents, Business, & Community Partnerships	Public Affairs	25
RR-052	Specialist, Public Affairs & Community Relations	Public Affairs	25
DD-113	Specialist, QA - Custodial	Facilities & Maintenance	25
EE-132	Specialist, Technical, Adult and Community Education	Ed Pgms/Curriculum	25
RR-030	Specialist, Testing	Ed Pgms/Curriculum	25
EE-005	Specialist, Title I, Elementary	Ed Pgms/Curriculum	25
EE-004	Specialist, Title I, Secondary	Ed Pgms/Curriculum	26
SS-085	Specification Writer	Facilities & Maintenance	25
CC-053	Staff Assistant	HR/Staff Dev	25
DD-038	Staff Developer, Transportation Training Operations	HR/Staff Dev	23

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RR-057	Supervisor I, Customer Support Services	Computer - Cust Svc	25
DD-022	Supervisor I, Electrical	Facilities & Maintenance	25
DD-003	Supervisor I, Heating, Ventilating and Air Conditioning	Facilities & Maintenance	25
DD-023	Supervisor I, Mechanical Equipment	Facilities & Maintenance	25
DD-026	Supervisor I, Minor Capital Outlay	Facilities & Maintenance	25
DD-002	Supervisor I, Painting	Facilities & Maintenance	25
RR-063	Supervisor I, Printing Services	Production/Eng & Art.Graphics	26
DD-008	Supervisor I, Roofing	Facilities & Maintenance	23
RR-005	Supervisor II, Computer Operations	Computer - Operations	23
DD-114	Supervisor II, Custodial	Facilities & Maintenance	23
DD-115	Supervisor II, Grounds	Facilities & Maintenance	20
DD-037	Supervisor II, Transportation Staffing	Transportation	23
DD-087	Supervisor II, Vehicle Maintenance, Parts	Transportation	23
DD-007	Supervisor III, Mail Service	Facilities & Maintenance	20
DD-088	Supervisor III, Office Operations/Data Entry	Computer - Applications	20
CC-052	Supervisor III, Operations	Facilities & Maintenance	23
WW-015	Supervisor Internal Accounts Support	Finance	23
DD-034	Supervisor Physical Plan Operations (PPO) Stockroom	Facilities & Maintenance	26
CC-030	Supervisor Risk Management	Facilities & Maintenance	25
DD-079	Supervisor Training Operations	HR/Staff Dev	20
WW-007	Supervisor, Accounts Payable	Finance	24
DD-019	Supervisor, Capital Projects	Facilities & Maintenance	23
RR-006	Supervisor, Computer Operations	Computer - Operations	22
WW-009	Supervisor, Data Entry (Accounting)	Computer - Applications	22
ZZ-035	Supervisor, Kids in Need Resource Center (KINRC)	Public Affairs	20
DD-120	Supervisor, Logistics & Relocation Services	Facilities & Maintenance	25
DD-091	Supervisor, Planning & Scheduling	Facilities & Maintenance	25
RR-010	Supervisor, Records Retention	Computer - Cust Svc	23
DD-035	Supervisor, Special Needs Trans	Transportation	24
DD-036	Supervisor, Transportation Operations	Transportation	25
DD-117	Supervisor, Vehicle Maintenance	Transportation	25
DD-021	Supervisor, Work Order/Work Flow	Facilities & Maintenance	25
DD-010	Supervisor, Workflow/Labor Utilization	Facilities & Maintenance	27
R-018	Systems Analyst	Computer-NW/Sys Analyst	20
RR-025.1	Systems Analyst I	Computer-NW/Sys Analyst	22
RR-025.2	Systems Analyst II	Computer-NW/Sys Analyst	24
RR-025.3	Systems Analyst III	Computer-NW/Sys Analyst	26
RR-035	Systems Analyst IV	Computer-NW/Sys Analyst	26
RR-039	Systems Integrator	Computer-NW/Sys Analyst	24
R-019	Systems Programmer	Computer-Programmer	23
RR-044	Systems Programmer I	Computer-Programmer	24
RR-003	Systems Programmer II	Computer-Programmer	27
SS-082	Systems Support Specialist	Computer - Cust Svc	23
DD-108	Technical Services Supervisor, Food Service	Computer-NW/Sys Analyst	27
DD-104	Technology/Telecommunications Standard Specialist - Purchasing	Telecommunications	25
RR-033	Telecommunications Analyst IV	Telecommunications	25
EE-084	Textbook Analyst	Ed Pgms/Curriculum	25
RR-036	Training Analyst	HR/Staff Dev	23
CC-051	Training Specialist, Management Skills Development	HR/Staff Dev	25
E-138	Transition Services Specialist	Ed Pgms/Curriculum	23
DD-074	Transportation Route Analyst	Transportation	24
WW-011. 1.2.3	Treasury Analyst I, II, III	Finance	20, 22, 23
W-025	Treasury Manager	Finance	27
RR-020	TV Art/Graphics Specialist	Production/Eng & Art.Graphics	19
RR-019	TV Audio Production Specialist	Production/Eng & Art.Graphics	20
RR-017	TV Broadcast Engineer I	Production/Eng & Art.Graphics	20
RR-022	TV Broadcast Engineer II	Production/Eng & Art.Graphics	18
RR-014	TV Broadcast Maintenance Engineer	Production/Eng & Art.Graphics	22
RR-024	TV Graphics Assistant	Production/Eng & Art.Graphics	16
RR-015	TV Producer/Director	Production/Eng & Art.Graphics	22
RR-042	TV Production Apprentice	Production/Eng & Art.Graphics	16

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RR-021	TV Production Assistant	Production/Eng & Art.Graphics	19
RR-018	TV Production Crew Chief	Production/Eng & Art.Graphics	20
RR-016	TV Studio Technical Advisor	Production/Eng & Art.Graphics	22
RR-023	TV Traffic Specialist	Production/Eng & Art.Graphics	17
CC-029	Wellness Coordinator	HR/Staff Dev	24
RR-040	Wide Area Network Coordinator	Computer - Applications	26
EE-131	World Refugee Recruiter/Employability Skills Job Developer (Grant Funded)	Ed Pgms/Curriculum	23
Total		312	