



JOB DESCRIPTION AUTHORIZATION SUMMARY

JOB TITLE (Requested): Analyst-Transportation Systems Technology
 DIVISION: District Operations
 DEPARTMENT: Transportation Services
 CREATED/REQUESTED BY: Dr. Michael Miller
 BOARD AGENDA DATE (Requested): 05/30/2023

- NEW
- REVISED
- RECLASSIFICATION
- TITLE CHANGE
- OTHER

Requested Date MUST BE at least eight (8) weeks prior to submission of this form.

JOB INFORMATION REQUEST – TO BE COMPLETED BY REQUESTOR

1. Agenda Justification/Discussion: **The text below will be copied and pasted verbatim into the Board Agenda item. Please include all pertinent data regarding this request.**

We updated this job description to align more with the current job duties as duties have changed since 2007.

2. Does this request affect multiple Divisions/Departments? Yes No

3. Reports to: Director of Transportation

4. Does this request affect current employees? *If "YES", please write a brief explanation. Otherwise, proceed to No. 5.* Yes No

It affects the one employee we currently have in this position.

5. Does the job description replace or revise a current job description? *If "YES", please continue. Otherwise, proceed to No. 6.*

a. Current job description title: Analyst-Transportation Systems Technology

- b. The following categories have been revised:
- Job Summary/Scope/Goal
 - Performance Responsibilities
 - Qualifications
 - Other: _____
 - Certificates, Licenses, and Registrations
 - Knowledge, Skills, and Abilities
 - Education, Training, and Experience

6. Funding Source:

100	9640	001001	7800	100	000	<input type="checkbox"/> New	<input checked="" type="checkbox"/> Revised	<input type="checkbox"/> No Change
FUND	SITE	PROJECT	FUNCTION	OBJECT	PROGRAM			

DIVISION/DEPARTMENT CHECK LIST

- Draft/Revised Job Description Uploaded to SharePoint
- Reviewed with Compensation Services
- Organizational Chart Before & After (Attached) *If applicable*
- Manpower Allocation Form (Attached) *If applicable*

Dr. Michael D. Miller Digitally signed by Dr. Michael D. Miller
Date: 2023.05.04 09:22:13 -04'00'

 Author/Requestor Date
 Director or Above

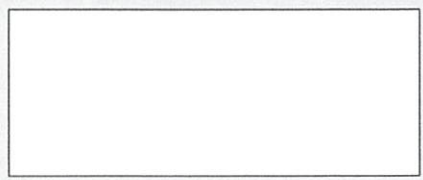
HR USE ONLY

Compensation

Classification:	_____	<input type="checkbox"/> New	<input type="checkbox"/> Revised	<input type="checkbox"/> No Change
Pay Grade:	_____	<input type="checkbox"/> New	<input type="checkbox"/> Revised	<input type="checkbox"/> No Change
Pay Type:	_____	<input type="checkbox"/> New	<input type="checkbox"/> Revised	<input type="checkbox"/> No Change
Schedule:	_____	<input type="checkbox"/> New	<input type="checkbox"/> Revised	<input type="checkbox"/> No Change
FLSA Status:	_____	<input type="checkbox"/> New	<input type="checkbox"/> Revised	<input type="checkbox"/> No Change
Evaluation:	_____	<input type="checkbox"/> New	<input type="checkbox"/> Revised	<input type="checkbox"/> No Change

Position Control

Job Title Code:	_____	<input type="checkbox"/> New	<input type="checkbox"/> Revised	<input type="checkbox"/> No Change
DOE Value:	_____	<input type="checkbox"/> New	<input type="checkbox"/> Revised	<input type="checkbox"/> No Change
EEO Code:	_____	<input type="checkbox"/> New	<input type="checkbox"/> Revised	<input type="checkbox"/> No Change
Position No.:	_____	<input type="checkbox"/> New	<input type="checkbox"/> Revised	<input type="checkbox"/> No Change



FINAL REVIEW AND APPROVAL

[Signature] 5/5/23
 Reviewer Date
 Cabinet Level Approver

[Signature] _____
 Recommend for Approval Date
 Deputy Superintendent/CHRO or Designee






2023_05_05_11_38_52

Final Audit Report

2023-05-05

Created:	2023-05-05
By:	Eleanor Kelly (Kelly.Eleanor@Brevardschools.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAWkCiZ24r4k9XO13xCzUqq8jIPcNZZvgp

"2023_05_05_11_38_52" History

-  Document created by Eleanor Kelly (Kelly.Eleanor@Brevardschools.org)
2023-05-05 - 5:24:50 PM GMT- IP address: 204.128.73.46
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2023-05-05 - 5:25:08 PM GMT
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2023-05-05 - 8:37:24 PM GMT- IP address: 104.47.56.126
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Signature Date: 2023-05-05 - 8:38:06 PM GMT - Time Source: server- IP address: 204.128.73.47
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