

Office of Superintendent of Schools
Board Meeting of January 13, 1999

January 8, 1999

Personnel Management and Services
Nelson E. Diaz, Deputy Superintendent

**SUBJECT: APPOINT AND ASSIGN:
ADMINISTRATIVE ASSISTANT I,
TRANSPORTATION OPERATIONS**

The following recommendation is made in accordance with Board Rule 6Gx13-4A-1.16.

This open position is due to the promotion of the incumbent.

Ms. Silvia Monzo, currently a School Bus Driver, is recommended for appointment to the open, budgeted position of Administrative Assistant I, MAPP Pay Grade 34, Transportation Operations. Ms. Monzo received an Associate in Arts Degree from Miami-Dade Community College, Miami, Florida. Since 1989, Ms. Monza has been employed by Miami-Dade County Public Schools as a School Bus Driver, her current position.

This recommendation is the direct result of the Board-approved advertisement and selection process.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, appoint Ms. Silvia Monzo, to the open budgeted position of Administrative Assistant I, MAPP Pay Grade 34, 12 months, and assign to Transportation Operations, effective January 14, 1999, or as soon thereafter as can be facilitated.

NED/vh

**REPLACEMENT
E-6**