

Office of Superintendent of Schools  
Board Meeting of February 10, 1999

February 5, 1999

Personnel Management and Services  
Nelson E. Diaz, Deputy Superintendent

**SUBJECT: ESTABLISH AND CLASSIFY THE POSITION OF ASSISTANT  
TREASURER  
APPOINT AND ASSIGN**

Authorization of the Board is requested to establish and classify the position of Assistant Treasurer, Office of Treasury Management, MAPP Pay Grade 48. This position is necessary because the responsibilities of the Office of Treasury Management have substantially grown as additional debt and additional systems covering issuance of checks and electronic payments have evolved.

Ms. Silvia R. Rojas, currently a Supervisor I, Banking and Investment, MAPP Pay Grade 43, Office of Treasury Management, is recommended for appointment to the newly established, open, budgeted position of Assistant Treasurer, MAPP Pay Grade 48, Office of Treasury Management. Ms. Rojas received a Bachelor of Accounting Degree from Florida International University, Miami, Florida. Since 1984 to the present, Ms. Rojas has been employed by Miami-Dade County Public Schools as an Auditor III, Office of Management Audits and a Supervisor I, Banking and Investment, her current position. Ms. Rojas is a Certified Public Accountant.

RECOMMENDED: That The School Board of Miami-Dade County, Florida:

1. establish and classify the position of Assistant Treasurer, MAPP Pay Grade 48, Office of Treasury Management; and
2. appoint Ms. Silvia Rojas, currently a Supervisor I, Banking and Investment, MAPP Pay Grade 43, to the newly established, open, budgeted position of Assistant Treasurer, MAPP Pay Grade 48, 12 months, and assign to the Office of Treasury Management, effective February 11, 1999, or as soon thereafter as can be facilitated.

NED/vh

**REPLACEMENT  
E-8**