

Personnel Management and Services
Nelson E. Diaz, Deputy Superintendent

**SUBJECT: APPOINT AND ASSIGN (LATERAL):
COORDINATOR,
JOB ORDER CONTRACTING**

The following recommendation is made in accordance with the Miami-Dade County Public Schools/Dade County Schools Administrators' Association labor contract.

This open budgeted position is due to the resignation of the incumbent.

Ms. Hilda E. Jimenez, currently a Construction Coordinator, pay grade 40, is recommended for a lateral appointment to the open, budgeted position of Coordinator, Job Order Contracting, pay grade 40, Facilities Support Services. Ms. Jimenez received a Bachelor of Architecture Degree from the Universidad Autonoma de Santo Domingo, Dominican Republic. From 1994 to 1995, Ms. Jimenez was employed by Spillis Candela & Partners, Inc., Coral Gables, Florida, as a Project Designer. Since 1995 to the present, Ms. Jimenez has been employed by Miami-Dade County Public Schools as a Construction Coordinator, 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. Hilda E. Jimenez, currently a Construction Coordinator, pay grade 40, to the open, budgeted position of Coordinator, Job Order Contracting, pay grade 40, 12 months, and laterally assign to the Facilities Support Services, effective August 26, 1999, or as soon thereafter as can be facilitated.

NED/vh