

Personnel Management and Services
Nelson E. Diaz, Deputy Superintendent

SUBJECT: RESTRUCTURING OF MANAGEMENT AND COMPLIANCE AUDITS

1. **APPROVE PROPOSED RESTRUCTURING OF MANAGEMENT AND COMPLIANCE AUDITS**
2. **DELETE POSITIONS (6)**
3. **ESTABLISH AND CLASSIFY POSITIONS (12)**
4. **APPOINT AND ASSIGN**

This item is being submitted for School Board approval pursuant to Florida Statutes 230.23 (5) and 230.33 (7) and School Board Rule 6Gx13-2C-1.03.

School Board Rule 6Gx13-4A-1.16 and the labor contract with the Dade County Schools Administrators' Association (DCSAA) permit the Superintendent discretion in making recommendations to the Board for direct appointments of administrative and professional and technical personnel when proposing changes in the administrative reorganization.

At the May 13, 1998, School Board meeting, the Board approved Agenda Item Revised Replacement E-18, Reorganization of the Office of Internal Audits. This item was phase one of a two phase reorganization of Management and Compliance Audits. Phase one, approved on May 13, 1998, established four functional divisions and departments in the Office of Internal Audits; phase two, which is proposed in this item, completes the restructuring of administrative duties to meet the needs of this complex operation.

Division of Electronic Data Processing (EDP) - This division handles the electronic data processing auditing area. There are two positions currently open: EDP Audits Supervisor, pay grade 44; and EDP Audits Coordinator III, pay grade 42. These positions will be advertised. Ms. Marla Berenson, Executive Director, Electronic Data Processing, pay grade 47, will continue to head this division.

Division of Capital Construction Compliance Audits - This division handles all the district's construction related audits. Mr. Dario Rosendo, Jr., Audit Supervisor, Department of Internal Audits, pay grade 42, is recommended for appointment to the newly established and classified position of Audit Supervisor II, Capital Construction Compliance Audits, pay grade 44. Mr. Everton Davy, Senior Auditor, pay grade 38, and Ms. Alexandra Mirabal, Senior Auditor, pay grade 38, are recommended for appointment to the newly established and classified position of Audit Coordinator II, Capital Construction Compliance Audits, pay grade 41. Mr. Trevor Williams, Executive Director, Division of Capital Construction Compliance Audits, pay grade 47, will continue to head this division.

Division of Compliance and Investigative Audits - This division handles all investigative audits and school and district compliance audits within the school system, including restitution of stolen funds. Mr. Ivo Gomez, Audit Supervisor, pay grade 42, is recommended for appointment to the newly established and classified position of Director I, Compliance Audits, pay grade 45. Ms. Cristina E. Fortun, Senior Auditor, pay grade 38, is recommended for appointment to the newly established and classified position of Audit Coordinator II, Compliance Audits, pay grade 41. Ms. Roxana Vega, Senior Auditor, pay grade 38, is recommended for appointment to the newly established and classified position of Audit Supervisor II, Investigative Audits, pay grade 44. Ms. Michelle Denis, Staff Auditor III, pay grade 37, is also recommended for appointment to the newly established and classified position of Audit Coordinator II, Investigative Audits, pay grade 41. Mr. Julio Miranda, District Director, Division of Compliance and Investigative Audits, MEP pay grade 23, will continue to head this division.

Division of School Internal Audits - This division handles all school internal audits, including the automation of the auditing function of internal funds, staff development, and direct assistance to schools. Ms. Maria T. Gonzalez, Director, School Audits, MEP pay grade 21, is recommended for appointment to the newly established and classified position of Executive Director, Division of School Internal Audits, MEP pay grade 22. Mr. Claude Remy, Senior Auditor, pay grade 38, is recommended for appointment to Audit Coordinator III, Internal Audits, pay grade 42. Mr. Lander Carn, Jr., Staff Auditor III, pay grade 37, is recommended for appointment to the newly established position of Senior Auditor, Internal Audits, pay grade 40; Ms. Soraya Guerra, Staff Auditor III, pay grade 37, is recommended for appointment to the position of Senior Auditor, Internal Audits, pay grade 40; and Ms. Teresita Rodriguez, Staff Auditor III, pay grade 37, is recommended for appointment to the position of Senior Auditor, Internal Audits, pay grade 40. Ms. Latosha Styles, Staff Auditor II, pay grade 35, is recommended for appointment to the newly established and classified position of Staff Auditor, Internal Audits, pay grade 38. There are three additional open Staff Auditor, Internal Audits, positions which will be advertised.

Audit Quality Control and Review Section - This new section will review and ensure the quality of audits and will provide for the peer review process required by the American Institute of Certified Public Accountants. Mr. Norberto Ferradaz, Audit Supervisor, pay grade 42, is recommended for appointment to the newly established and classified position of Audit Supervisor II, Audit Quality Control and Review, pay grade 44.

Mr. Freddie L. Britt, Property Audit Supervisor, pay grade 39, is recommended for appointment to the newly established and classified position of Property Audits Coordinator, pay grade 42.

This item does not appear in the regular published agenda. The good cause to vary from the Agenda is the immediate need to fill all open positions in Management and Compliance Audits and the need to maintain the current level of staffing.

RECOMMENDED: That effective September 9, 1999, or as soon thereafter as can be facilitated, The School Board of Miami-Dade County, Florida:

1. Approve the proposed restructuring of Management and Compliance Audits.
2. Delete the following positions:
 - a. Audit Supervisor, pay grade 42;
 - b. Senior Auditor, pay grade 38;
 - c. Staff Auditor III, pay grade 37;
 - d. Director I, School Audits, MEP pay grade 21;
 - e. Staff Auditor II, pay grade 35; and
 - f. Property Audit Supervisor, pay grade 39.
3. Establish and classify the following positions:
 - a. Audit Supervisor II, Capital Construction Compliance Audits, pay grade 44;
 - b. Audit Coordinator II, Capital Construction Compliance Audits, pay grade 41;
 - c. Director I, Compliance Audits, pay grade 45;
 - d. Audit Coordinator II, Compliance Audits, pay grade 41;
 - e. Audit Supervisor II, Investigative Audits, pay grade 44;
 - f. Audit Coordinator II, Investigative Audits, pay grade 41;
 - g. Executive Director, School Internal Audits, MEP pay grade 22;
 - h. Audit Coordinator III, Internal Audits, pay grade 42;
 - i. Senior Auditor, Internal Audits, pay grade 40;
 - j. Staff Auditor Internal Audits, pay grade 38;
 - k. Audit Supervisor II, Audit Quality Control and Review, pay grade 44; and
 - l. Property Audits Coordinator, pay grade 42.
4. Appoint and assign:
 - a. Mr. Dario Rosendo, Jr., Audit Supervisor, Internal Audits, pay grade 42, to Audit Supervisor II, Capital Construction Compliance Audits, pay grade 44;
 - b. Mr. Everton Davy, Senior Auditor, pay grade 38, to Audit Coordinator II, Capital Construction Compliance Audits, pay grade 41;
 - c. Ms. Alexandra Mirabal, Senior Auditor, pay grade 38, to Audit Coordinator II, Capital Construction Compliance Audits, pay grade 41;

- d. Mr. Ivo Gomez, Audit Supervisor, pay grade 42, to Director I, Compliance Audits, pay grade 45;
- e. Ms. Cristina Fortum, Senior Auditor, pay grade 38, to Audit Coordinator II, Compliance Audits, pay grade 41;
- f. Ms. Roxana Vega, Senior Auditor, pay grade 38, to Audit Supervisor II, Investigative Audits, pay grade 44;
- g. Ms. Michelle Denis, Staff Auditor III, pay grade 37, to Audit Coordinator II, Investigative Audits, pay grade 41;
- h. Ms. Maria T. Gonzalez, Director, School Audits, MEP pay grade 21, to Executive Director, School Internal Audits, MEP pay grade 22;
- i. Mr. Claude Remy, Senior Auditor, pay grade 38, to Audit Coordinator II, Internal Audits, pay grade 42;
- j. Mr. Lander Carn, Jr., Staff Auditor III, pay grade 37, to Senior Auditor, Internal Audits, pay grade 40;
- k. Ms. Soraya Guerra, Staff Auditor III, pay grade 37, to Senior Auditor, Internal Audits, pay grade 40;
- l. Ms. Teresita Rodriguez, Staff Auditor III, pay grade 37, to Senior Auditor, Internal Audits, pay grade 40;
- m. Ms. Latosha Styles, Staff Auditor II, pay grade 35, to Staff Auditor, Internal Audits, pay grade 38;
- n. Mr. Norberto Ferradaz, Audit Supervisor, pay grade 42, to Audit Supervisor II, Audit Quality Control and Review, pay grade 44; and
- o. Mr. Freddie L. Britt, Property Audit Supervisor, pay grade 39, to Property Audits Coordinator, pay grade 42.