

Personnel Management and Services
Nelson E. Diaz, Deputy Superintendent

**SUBJECT: APPOINT AND ASSIGN:
 EXECUTIVE DIRECTOR,
 RISK AND BENEFITS MANAGEMENT**

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

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

Ms. Carol Ann Erbs is recommended for appointment to the open, budgeted position of Executive Director, Office of Risk and Benefits Management, MEP pay grade 22. Ms. Erbs received a Bachelor of Business Administration Degree from Florida International University, Miami, Florida. Since 1971 to the present, Ms. Erbs has been employed by Post, Buckley, Schuh & Jernigan, Inc., Miami, Florida, as a General Administrative Services Manager, an Administrative Analyst, a Purchasing/Office Services Supervisor, an Assistant Insurance Coordinator, and a Risk and Insurance Manager, 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. Carol Ann Erbs to the open budgeted position of Executive Director, MEP pay grade 22, 12 months, and assign to the Office of Risk and Benefits Management, effective October 21, 1999, or as soon thereafter as can be facilitated.

NED/vh