

Personnel Management and Services  
Nelson E. Diaz, Deputy Superintendent

**SUBJECT: APPOINT AND ASSIGN:  
ADMINISTRATIVE ASSISTANT I, (2)  
TRANSPORTATION OPERATIONS**

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

These open budgeted positions are due to the lateral transfer of an incumbent and the resignation of an incumbent.

**Mr. Alfredo Roche**, currently a Field Operations Specialist, Transportation Operations, is recommended for appointment to the open, budgeted position of Administrative Assistant I, pay grade 34, Transportation Operations. Since 1986 to the present, Mr. Roche has been employed by Miami-Dade County Public Schools as a School Bus Driver/Trainer and a Field Operations Specialist, his current position.

**Ms. Portia Walden**, currently a Chief Data Input Specialist, Transportation Operations, is recommended for appointment to the open, budgeted position of Administrative Assistant I, pay grade 34, Transportation Operations. Since 1995 to the present, Ms. Walden has been employed by Miami-Dade County Public Schools as a Citizen's Information Specialist, a Word Processor, and a Chief Data Input Specialist, her current position.

These recommendations are the direct result of the Board-approved advertisement and selection process.

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

1. Mr. Alfredo Roche to the open, budgeted position of Administrative Assistant I, pay grade 34, 12 months, and assign to Transportation Operations, effective October 21, 1999, or as soon thereafter as can be facilitated; and
2. Ms. Portia Walden to the open, budgeted position of Administrative Assistant I, pay grade 34, 12 months, and assign to Transportation Operations, effective October 21, 1999, or as soon thereafter as can be facilitated.

NED/vh