

Personnel Management and Services
Nelson E. Diaz, Deputy Superintendent

- SUBJECT:**
- 1. DELETE CONTRACTED POSITION**
 - 2. ESTABLISH AND CLASSIFY MANAGERIAL EXEMPT POSITIONS**
 - 3. CHANGE OF TITLE**
 - 4. LATERAL TRANSFER**
 - 5. APPOINT AND ASSIGN**

At the School Board meeting of March 15, 2000, the Board authorized the contracted position of Public Information Officer. The position was advertised, following the Board-approved advertisement and selection process, and a candidate was selected and appointed at the April 12, 2000 School Board meeting. Unfortunately, the individual resigned because of personal reasons. The position was re-advertised, interviews were held and the Final Review Committee did not recommend a candidate to fill the position.

Therefore, after a careful review of the job market and the needs of Miami-Dade County Public Schools, it is recommended that Mr. Alberto Carvalho, currently Administrative Director, Title I, MEP pay grade 24, be laterally reassigned to the newly established and classified position of Public Information Officer, MEP pay grade 24. Mr. Carvalho will report directly to the Superintendent of Schools and will be responsible for the management, supervision, and budgetary responsibilities for the departments of News Media Relations and Citizen Information. Mr. Carvalho has had extensive school-site and non-school-site experiences and has excellent knowledge of Miami-Dade County Public Schools programs and the administrative organization. Additionally, he has excellent presentation and interviewing skills, and possesses good diplomacy talents which are required for handling the difficult and stressful situations of the job.

Mr. Jeffrey J. Ronci, currently Public and Media Relations Officer, pay grade 44, will move to the newly established and classified position of District Director, Marketing and Public Relations, MEP pay grade 23. Mr. Ronci will report to Ms. Carol Cortes, Deputy Superintendent, Management and Accountability and his major responsibilities will include the management and supervision of the district's long and short term comprehensive marketing and public relations and the departments of Information Services and Marketing.

RECOMMENDED: That effective June 22, 2000, or as soon thereafter as can be facilitated, The School Board of Miami-Dade County, Florida:

1. Delete the contracted position of Public Information Officer.
2. Establish and classify the following managerial exempt positions:
 - a. Public Information Officer, MEP pay grade 24; and
 - b. District Director, Marketing and Public Relations, MEP pay grade 23.
3. Change of Title: Supervisor II, Parent Outreach, MEP pay grade 20, to News and Media Relations Officer, MEP pay grade 20.
4. Laterally transfer Mr. Alberto Carvalho, currently Administrative Director, Title I, MEP pay grade 24, to the newly established and classified position of Public Information Officer, MEP pay grade 24.
5. Appoint and assign Mr. Jeffrey J. Ronci, currently Public and Media Relations Officer, pay grade 44, to the newly established and classified position of District Director, Marketing and Public Relations, MEP pay grade 23.

NED/vh