

Roger C. Cuevas, Superintendent of Schools

SUBJECT: SUPERINTENDENT'S REORGANIZATION OF SELECTED DISTRICT OFFICES [] Revised

1. **APPROVE PROPOSED REORGANIZATION OF SELECTED DISTRICT OFFICES** [] Revised
2. **DELETE MANAGERIAL EXEMPT POSITIONS**
3. **ESTABLISH AND CLASSIFY MANAGERIAL EXEMPT POSITIONS**
4. **DELETE PROFESSIONAL AND TECHNICAL POSITIONS**
5. **ESTABLISH AND CLASSIFY PROFESSIONAL AND TECHNICAL POSITIONS**
6. **APPROVE LATERAL TRANSFERS**
7. **APPOINT AND ASSIGN**

This item is being submitted for School Board approval pursuant to Florida Statutes 230.23(5) and 230.33(7), School Board Rule 6Gx13-2C-1.03, and School Board Rule 6Gx13-4D-1.022.

School Board Rule 6Gx13-4A-1.16 and the Dade County Schools Administrators Association (DCSAA) labor contract authorize the Superintendent of Schools to recommend direct personnel appointments.

The Superintendent's purpose in developing and recommending this Agenda Item is to realign selected district offices by addressing the expanded roles, functions, and responsibilities of individuals and departments within the organization. These changes are proposed due to reforms which have occurred through the use of technology, realignment of departments and/or divisions, and the research of the current job market.

DEPUTY SUPERINTENDENT OF SCHOOLS - As new technologies develop and the district expands services and facilities, the following recommendations are being made for the Office of Information Technology (OIT): delete the positions of Network Analyst II, pay grade 42 and Project Manager Telecommunications, pay grade 42; and establish and classify the positions of Senior Project Manager Telecommunications, pay grade 43 and Project Manager, Network Services, pay grade 42. Additionally, at the District Office, it is recommended that the position of Building Manager Specialist, pay grade 38, be deleted and that the position of Coordinator III, District Office Operations, pay grade 42, be established and classified. These changes will result in the following recommendations for appointment: Mr. Manuel Gomez and Mr. Martel Williams, currently Building Manager Specialists, pay grade 38, to the newly established and classified position

of Coordinator III, District Office Operations, pay grade 42; Mr. Rolando Avila, currently Network Analyst II, pay grade 42, to Senior Project Manager, Telecommunications, pay grade 43; Mr. Juan F. Rodriguez, currently Project Manager, Telecommunications, pay grade 42, to Senior Project Manager, Telecommunications, pay grade 43; Mr. Rodolfo E. Rodriguez, currently Senior Telecommunications Specialist, pay grade 41, to Project Manager, Network Services, pay grade 42.

FINANCIAL AFFAIRS - As a result of the reassignment of the Department of Materials Testing and Evaluation to the Bureau of Procurement and Materials Management, the following recommendations are proposed. Mr. Joseph Gomez, currently, Executive Director, Purchasing, MEP pay grade 22, be appointed to the newly established and classified position of District Director, Procurement Management and Materials Testing, MEP pay grade 23. Mr. Gomez will oversee both Procurement and Materials Testing and Evaluation; Ms. Barbara Jones, currently Supervisor I, Specifications and Expediting, pay grade 43, be appointed to the newly established and classified position of Director I, Professional Services and Materials Testing, pay grade 45; Ms. Linda Cantin, currently Coordinator II, Purchasing, pay grade 41, be appointed to the newly established and classified position of Supervisor I, Procurement Services, pay grade 43. The Office of Treasury Management has had an open Equities/Financing Senior Analyst position, pay grade 43, which has not attracted an incumbent who can effectively meet the responsibilities of the position. Therefore, it is requested that this position be deleted and that the position of Director, Treasury/Finance, pay grade 45, be established and classified in the Office of Treasury Management. Additionally, the Office of Budget Management is recommending that the position of Senior Budget Analyst, pay grade 45, be established and classified, to assist with the supervisory responsibilities of school budgets. It is also recommended that Mr. Edward Brown, currently a Budget Analyst, pay grade 43, be appointed to this newly established and classified position of Senior Budget Analyst, pay grade 45.

SCHOOL OPERATIONS - Due to increased duties and responsibilities in the Division of Athletics and Activities, it is recommended that Ms. Cheryl Golden, currently an Educational Specialist, be appointed to the newly established and classified position of Instructional Support Specialist, Senior High Athletics, MEP pay grade 20.

PERSONNEL MANAGEMENT AND SERVICES - Risk and Benefits Management is recommending that the position of Coordinator I, Retirement Benefits, pay grade 40, be established and classified. This individual will report to the Fringe Benefits Manager and will be responsible for administering all retirement incentive programs, retiree counseling, open enrollment administration for retirees, and assisting in claims disputes. Additionally, staff is also recommending that the position of Director, Property Loss Control, MEP pay grade 21, be established and

classified. This individual will report to Mr. Scott Clark, District Director, Risk and Benefits Management and will be responsible for the execution of the Federal Emergency Management (FEMA) public assistance grants. In the absence of an active disaster declaration, the employee will direct the handling of the district's self insured property loss program, which reimburses all district locations for losses stemming from fire, windstorm, flood, theft, and vandalism. Additional responsibilities will include the development of procedures for handling grant applications resulting from catastrophic losses and actively pursuing available federal money through FEMA for hazard mitigation. Ms. Norry M. Lynch, currently Coordinator, Worker's Compensation, MEP pay grade 19, will move to the position of Director, Property Loss Control, MEP pay grade 21. Mr. Norman D. Lindeblad, currently District Director, Professional Standards, MEP pay grade 23 will move to the position vacated by Ms. Lynch. It is also recommended that due to new technologies and the imaging system currently being implemented in Personnel Records, Mr. William C. Bevan, currently Director II, Applicant Records, pay grade 46, be appointed to the newly established and classified position of Executive Director, Personnel Records Maintenance and Retrieval Systems, pay grade 47; and Ms. Maritza De la Cerda currently Coordinator II, Records and Processing, pay grade 41, be appointed to the newly established and classified position of Personnel Records Processing and Management Officer, pay grade 44.

MANAGEMENT AND ACCOUNTABILITY - In an effort to streamline the administrative reporting lines and provide improved services to schools, the Deputy Superintendent for Management and Accountability is making the following recommendations: Ms. Onetha Gilliard, Assistant Superintendent, Management and Accountability will have direct responsibilities for the Department of Food and Nutrition. Ms. Madeline P. Bowersox, currently Administrative Director, Food and Nutrition, MEP pay grade 24, will move to the newly established and classified position of Director, Non-School Site Food and Nutrition Programs, MEP pay grade 21. Ms. Joanne Brewton, Ms. Penny Parham, and Ms. Patricia Prida, currently hold the position of Coordinator III, Region Food Service. Ms. Brewton, Ms. Parham, and Ms. Prida will move to the newly established and classified position of Director I, Region Operations, Food and Nutrition Support Programs, pay grade 45.

EDUCATION - As a result of the recent retirement of the Assistant Superintendent, Applied Technology, Adult, and Career Education, the workload previously assigned to that position has been reassigned to two different bureaus: (1) Bureau of Elementary, Secondary, and Workforce Development Education will continue to have responsibility for the vocational curriculum; and (2) the Bureau of Adult/Vocational, Alternative, and Dropout Prevention Programs will have operational responsibilities. Therefore, the following recommendations are proposed: Delete the position of Assistant Superintendent, Applied Technology, Adult, and Career Education, MEP pay grade 25, and establish and classify the position of Administrative Director, Alternative and Workforce Development

Education, MEP pay grade 24 and the position of District Director, Vocational Curriculum, MEP pay grade 23. As this district continues to support the efforts of Workforce Development Education, providing training and assisting with the employment of citizens in our community, it is recommended that Mr. Robert Villano, Principal, Miami Sunset Adult will move to the position of Staff Specialist, Vocational Education (Adult), MEP pay grade 18; and Mr. Carroll E. Williams, Principal, Miami Jackson Adult, will also move to the position of Staff Specialist, Vocational Education (Adult), MEP pay grade 18. It is also recommended that the position of Staff Specialist, Dropout Prevention, MEP pay grade 18, be established and classified and that Mr. Lawrence Crawford, currently Principal at Carol City Elementary move into this new position, supporting the district's efforts to improve the lowering of the dropout rate. Additionally, Dr. Willie J. Wright, currently Director, Transportation, MEP pay grade 21, move to the position of Staff Specialist Substance Education, MEP pay grade 18.

FACILITIES PLANNING AND CONSTRUCTION - As a result of administrative reassignments, the Chief Facilities Officer is recommending the following changes to the organizational structure: Delete the following professional and technical positions - (a) Director II, Systems and Project Control, pay grade 46; Director II, Management Systems and Project Controls, pay grade 46; Director I, Architect and Engineer Selection and Negotiations, pay grade 45; Director I, Maintenance Budget, pay grade 45 (b) Establish and classify the following professional and technical positions - (a) Director I, Facilities and Inventory Management, pay grade 45; Director II Professional Service Contracts, pay grade 46; Director I, Planning and Design; Executive Director, Management Systems and Controls, pay grade 47; and Executive Director, Contract Management, pay grade 47. Additionally, it is recommended that the position of District Director, Maintenance Contract Management, MEP pay grade 23 be established and classified, and that Mr. Francis Hoar, Executive Director, Sourcing Management, pay grade 47, move to this position. The following changes in reporting lines are also being recommended: Mr. Frank Rego, Supervisor II, Long Range Facilities Planning, will report to Mr. Clifford Stein, Executive Director, Construction Management; Dr. Lincoln Forbes, Supervisor I, Post Occupancy/Warranty Management, will report to Mr. Julio Alvarez, Executive Director, Project Control and Management; Mr. William Barimo, Executive Director, Facilities Planning and Standards, will report to Mr. James Dillard, Assistant Chief, Design and Construction.

FEDERAL PROGRAMS AND GRANTS ADMINISTRATION - As the district expands the number of Title I schools at the middle school level, it is recommended that in order to support the Title I middle schools, the position of Staff Specialist, Title I Middle Schools Programs, MEP pay grade 18 be established and classified. It is also recommended that Mr. Stacey W. Jones, currently Director, Transportation, MEP pay grade 21, be appointed to this position.

The Division of Wage and Salary Administration has analyzed the responsibilities and compensation for these positions.

RECOMMENDED: That effective August 24, 2000, or as soon thereafter as can be facilitated, The School Board of Miami-Dade County, Florida:

1. Approve the proposed reorganization of selected district offices.
2. Delete the following managerial exempt positions:
 - a. Assistant Superintendent, Applied Technology, Adult, and Career Education, MEP pay grade 25;
 - b. Administrative Director, Food and Nutrition, MEP pay grade 24;
 - c. Executive Director, Purchasing, MEP pay grade 22.
3. Establish and classify the following managerial exempt positions:
 - a. Administrative Director, Alternative and Workforce Development, MEP pay grade 24;
 - b. District Director, Vocational Curriculum, MEP pay grade 23;
 - c. District Director, Procurement Management and Materials Testing, MEP pay grade 23;
 - d. District Director, Maintenance Contract Management, MEP pay grade 23;
 - e. Director, Non-School Site Food and Nutrition Programs, MEP pay grade 21;
 - f. Director, Property Loss Control, MEP pay grade 21;
 - g. Instructional Support Specialist, Senior High Athletics, MEP pay grade 20;
 - h. Staff Specialist, Title I Middle Schools Instructional Programs, MEP pay grade 18; and
 - i. Staff Specialist, Dropout Prevention Programs, MEP pay grade 18.
4. Delete the following professional and technical positions:
 - a. Director II, Applicant Records, pay grade 46;
 - b. Director II, Systems and Project Control, pay grade 46;
 - c. Director II, Management Systems and Project Control, pay grade 46;

- d. Director I, Architect and Engineer Selection and Negotiations, pay grade 45;
 - e. Director I, Maintenance Budget, pay grade 45;
 - f. Supervisor I, Specifications and Expediting, pay grade 43;
 - g. Equities/Financing Senior Analyst, pay grade 43;
 - h. Coordinator II, Records and Processing, pay grade 41;
 - i. Building Manager Specialist, pay grade 38;
 - j. Network Analyst II, pay grade 42;
 - k. Project Manager Telecommunications, pay grade 42;
 - l. Financial Equities Analyst, pay grade 43;
 - m. Coordinator II, Purchasing, pay grade 41; and
 - n. Senior Telecommunications Specialist, pay grade 41.
5. Establish and classify the following professional and technical positions:
- a. Executive Director, Personnel Records Maintenance and Retrieval Systems, pay grade 47;
 - b. Executive Director, Management Systems and Controls, pay grade 47;
 - c. Director I, Facilities and Inventory Management, pay grade 45;
 - b. Director I, Region Operations, Food and Nutrition Support Programs, pay grade 45;
 - e. Director II, Professional Service Contracts, pay grade 46;
 - f. Director I, Planning and Design, pay grade 45;
 - g. Executive Director, Contract Management, pay grade 45;
 - h. Director I, Professional Services and Materials Testing, pay grade 45;
 - i. Director I, Treasury/Finance Systems, pay grade 45;
 - j. Personnel Records Processing and Management Officer, pay grade 44;
 - k. Coordinator III, District Office Operations, pay grade 42;
 - l. Senior Project Manager Telecommunications, pay grade 43;
 - m. Coordinator I, Retirement Benefits, pay grade 40;
 - n. Senior Budget Analyst, pay grade 45;
 - o. Director I, Treasury/Finance Systems, pay grade 45;
 - p. Supervisor I, Procurement Services, pay grade 43;
 - q. Project Manager, Network Services, pay grade 42;
 - r. Audit Coordinator III, Compliance Audits, pay grade 42; and
 - s. Audit Coordinator III, Investigative Audits, pay grade 42.

6. Laterally transfer:
 - a. Mr. Leonardo Fernandez, Director, Cost and Business Services, pay grade 45, to Director I, Treasury/Finance Systems, pay grade 45.

7. Appoint and Assign:
 - a. Mr. Joseph A. Gomez, Executive Director, Purchasing, MEP pay grade 22, to District Director, Procurement Management and Materials Testing, MEP pay grade 23;
 - b. Mr. Robert G. Gornto, District Supervisor, Instructional Support, Agribusiness and Natural Resources, MEP pay grade 21, to District Director, Vocational Curriculum, MEP pay grade 23;
 - c. Mr. Francis Hoar, Executive Director, Sourcing Management, pay grade 47, to District Director, Maintenance Contract Management, MEP pay grade 23;
 - d. Mr. Stacey Jones, Director, Transportation, MEP pay grade 21, to Staff Specialist, Title I Middle Schools Program, MEP pay grade 18;
 - e. Mr. William C. Bevan, Director II, Applicant Records, pay grade 46, to Executive Director, Personnel Records Maintenance and Retrieval Systems, pay grade 47;
 - f. Mr. Koduru V. Rao, Director I, Maintenance Budget, pay grade 45, to Executive Director, Management Systems and Controls, pay grade 47;
 - g. Ms. Barbara Jones, Supervisor I, Specifications and Expediting, pay grade 43, to Director I, Professional Services and Materials Testing, pay grade 45;
 - h. Mr. Lawrence Crawford, Principal, Carol City Elementary, MEP pay grade 22, to Staff Specialist, Dropout Prevention, MEP pay grade 18;
 - i. Mr. Ivan M. Rodriguez, Director I, Architect and Engineer Selection and Negotiations, pay grade 45, to Director II, Professional Service Contract, pay grade 46;
 - j. Mr. Dannie A. Angeletti, Supervisor II, Long Range Facilities Planning, pay grade 44, to Director I, Facilities and Inventory Management, pay grade 45;
 - k. Ms. Shari Lee, Director II, Management Systems and Project Control, pay grade 46, to Executive Director, Contract Management, pay grade 47;
 - l. Ms. Rona A. Brandell, Educational Specialist, to Director, Alternative Education, MEP pay grade 21;
 - m. Dr. Willie J. Wright, Director, Transportation, MEP pay grade 21, to Staff Specialist, Substance Education, MEP pay grade 18;

- n. Ms. Maritza De la Cerda, Coordinator II, Records and Processing, pay grade 41, to Personnel Records Processing and Management Officer, pay grade 44;
- o. Mr. Manuel Gomez, Building Manager Specialist, pay grade 38, to Coordinator III, District Office Operations, pay grade 42;
- p. Mr. Robert Villano, Principal, Miami Sunset Adult, MEP pay grade 22, to Staff Specialist, Vocational Education (Adult), MEP pay grade 18;
- q. Mr. Martel Williams, Building Manager Specialist, pay grade 38, to Coordinator III, District Office Operations, pay grade 42;
- r. Mr. Rolando Avila, Network Analyst II, pay grade 42, to Senior Project Manager, Telecommunications, pay grade 43;
- s. Mr. Juan F. Rodriguez, Project Manager, Telecommunications, pay grade 42, to Senior Project Manager, Telecommunications, pay grade 43;
- t. Mr. Edward F. Brown, Budget Analyst, pay grade 43, to Senior Budget Analyst, pay grade 45;
- u. Ms. Linda Cantin, Coordinator II, Purchasing, pay grade 41, to Supervisor I, Procurement Services, pay grade 43;
- v. Ms. Norry M. Lynch, Coordinator, Worker's Compensation, MEP pay grade 19, to Director, Property Loss Control, MEP pay grade 21;
- w. Mr. Norman D. Lindeblad, District Director, Professional Standards, MEP pay grade 23, to Coordinator, Worker's Compensation, MEP pay grade 19;
- x. Dr. Thomasina O'Donnell, Executive Director, Professional Standards, MEP pay grade 22, to District Director, Professional Standards, MEP pay grade 23;
- y. Ms. Cheryl Golden, Educational Specialist, to Instructional Support Specialist, Senior High Athletics, MEP pay grade 20;
- z. Ms. Madeline P. Bowersox, Administrative Director, MEP pay grade 24, to Director, Non-School Site Food and Nutrition Programs, MEP pay grade 21;
- aa. Ms. Joanne Brewton, Coordinator III, Region Food Service, pay grade 42, to Director I, Region Operations, Food and Nutrition Support Programs, pay grade 45;
- bb. Ms. Penny Parham, Coordinator III, Region Food Service, pay grade 42, to Director I, Region Operations, Food and Nutrition Support Programs, pay grade 45;
- cc. Mr. Carroll E. Williams, Principal, Miami Jackson Adult, MEP pay grade 22, to Staff Specialist, Vocational Education (Adult), MEP pay grade 18;

- dd. Ms. Patricia Prida, Coordinator III, Region Food Service, pay grade 42, to Director I, Region Operations, Food and Nutrition Support Programs, pay grade 45;
- ee. Mr. Rodolfo E. Rodriguez, Senior Telecommunications Specialist, pay grade 41, to Project Manager, Network Services, pay grade 42; and
- ff. Ms. Helen L. Torres, Coordinator II, Food Service Equipment, pay grade 41, to Coordinator III, Region Food Service, pay grade 42.

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