

Personnel Management and Services
Nelson E. Diaz, Deputy Superintendent

SUBJECT: RECLASSIFICATION OF MANAGERIAL EXEMPT (MEP) POSITIONS

Procedures for the reclassification of managerial exempt employees are outlined in Board Rule 6Gx13-4D-1.022, *Manual of Procedures for Managerial Exempt Personnel (MEP)*. Reclassification may result from a reorganization and/or redistribution of work assignment which significantly alters the duties and responsibilities of a position. Wage and Salary Administration in Personnel Management and Services is responsible for examining the requests for reclassification and submitting the findings with advisory recommendations to the Reclassification Review Committee, which is comprised of the Superintendent's Cabinet. The committee submits the recommendations to the Superintendent of Schools.

Based on the recommendations provided by Arthur Andersen LLP, the Division of Wage and Salary Administration has reviewed the recommendations for reclassifications, conducting selected fields audits, consulting with appropriate supervisors, and researching the job markets for which the organization competes for talent.

The following classification adjustments are recommended by Personnel Management and Services, members of the Reclassification Review Committee, and the Superintendent of Schools:

| <i>Current Title</i> | <i>Current Pay Grade</i> | <i>New Title</i> | <i>New Pay Grade</i> |
|--|--------------------------|---|----------------------|
| Special Programs Manager | 17 | Food and Nutrition Technology Support Specialist | 19 |
| Staff Specialist, WLRN Program Manager | 18 | Specialist, WLRN Program Manager | 19 |
| Staff Specialist, T. V. Studio | 18 | Director, T. V. Studio | 21 |
| Staff Specialist, T. V. Studio (2) | 18 | Specialist, T. V. Studio (2) | 19 |
| Staff Specialist, Film Library | 18 | Specialist, Film Library | 19 |
| Staff Specialist, Assessment (1) | 18 | Specialist, Assessment (1) | 19 |
| Clinical Coordinator, Employee Assistance Program (3) | 19 | Clinical Officer, Employee Assistance Program (3) | 20 |
| Specialist, Legislative and Labor Relations | 19 | Director, Legislative -- Relations | 21 |
| Supervisor, Employee Assistance Program | 20 | Executive Director, Employee Assistance Program | 22 |
| Director II, Professional and Technical Staffing | 21 | Executive Director, Professional and Technical Staffing | 22 |
| Director, Capital Budget Planning | 21 | Executive Director, Capital Budget Planning | 22 |
| Director, Migrant Education | 21 | Executive Director, Migrant Education | 22 |
| District Supervisor, Talented Programs | 21 | Executive Director, Life Skills | 22 |
| District Supervisor, Instructional (1) | 21 | Executive Director, Life Skills | 22 |
| Director, Bilingual/Foreign Language (2) | 21 | Executive Director, Bilingual/Foreign Language (2) | 22 |
| Instructional Supervisor, Pre-Kindergarten, ESE | 21 | Executive Director, Pre-Kindergarten, ESE | 22 |

| <i>Current Title</i> | <i>Current Pay Grade</i> | <i>New Title</i> | <i>New Pay Grade</i> |
|--|--------------------------|---|----------------------|
| Director, Management Training | 21 | Executive Director, Management Training | 22 |
| Director, New Teacher Support Programs | 21 | Executive Director, New Teacher Support Programs | 22 |
| Director, Grants Management, Schools of Choice | 21 | Executive Director, Schools of Choice | 22 |
| Director, General Education (1) | 21 | Executive Director, Social Sciences | 22 |
| District Supervisor, Grants | 21 | Executive Director, Grants | 22 |
| Director, Professional Development | 21 | Executive Director, Professional Development | 22 |
| Executive Director, Dropout Prevention (2) | 22 | District Director, Dropout Prevention (2) | 23 |
| Executive Director, District Office Operations | 22 | District Director, District Office Operations | 23 |
| District Director, Labor Relations (1) | 23 | Administrative Director, Labor Relations | 24 |
| District Director, State and Legislative Programs | 23 | Administrative Director, Legislative and Labor Relations | 24 |
| District Director, Grants Administration | 23 | Administrative Director, Grants Administration | 24 |
| District Director, Risk and Benefits Management | 23 | Administrative Director, Risk and Benefits Management | 24 |
| District Director, Network and Internet Services | 23 | Administrative Director, Network and Internet Services | 24 |
| District Director, Alternative Education | 23 | Administrative Director, Alternative Education | 24 |
| District Director, Adult Education Programs | 23 | Administrative Director, Workforce Development Education | 24 |
| District Director, Instructional | 23 | Administrative Director, School Reform | 24 |
| District Director, Instructional | 23 | Administrative Director, Instructional Technology | 24 |
| District Director, Instructional | 23 | Administrative Director, Language Arts/Reading | 24 |
| District Director, Instructional | 23 | Administrative Director, Bilingual/Foreign Language | 24 |
| District Director, Advanced Academic Programs | 23 | Administrative Director, Advanced Academic Program | 24 |
| District Director, Instructional | 23 | Administrative Director, Mathematics and Science Education | 24 |
| District Director, Schools of Choice | 23 | Administrative Director, Schools of Choice | 24 |
| District Director, School Operations | 23 | Administrative Director, School Operations | 24 |
| District Director, Instructional | 23 | Administrative Director, Curriculum Support Services | 24 |
| Assistant Superintendent, Career Preparation and Innovative Programs | 25 | Associate Superintendent, Career Preparation and Innovative Programs | 26 |

RECOMMENDED: That The School Board of Miami-Dade County, Florida, approve the reclassification of the above managerial exempt positions, effective August 24, 2000.

NED/jd