

Personnel Management and Services
Nelson E. Diaz, Deputy Superintendent

**SUBJECT: RECLASSIFICATION OF PROFESSIONAL AND TECHNICAL POSITIONS
(DCSAA)**

Procedures for the reclassification of professional and technical positions are outlined in the Miami-Dade County Public Schools /Dade County Schools Administrator's Association labor contract. Reclassification may result from a reorganization and/or redistribution of work assignment which alters the duties and responsibilities of a position. A request for review of a position classification may be made by an employee in the bargaining unit or by his/her supervisor.

Wage and Salary Administration is responsible for reviewing requests for reclassifications and submitting the findings with recommendations to the Deputy Superintendent for Personnel Management and Services. These findings are based on selected fields audits, consultations with immediate supervisors, and research appropriate to the current job markets.

The Reclassification Review Committee, which is comprised of members of the Superintendent's Cabinet, reviews the recommendations and the documentation provided by Personnel Management and Services and prepares a recommendation for consideration by the Superintendent of Schools.

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>
Accounting Analyst, General Accounting	35	Manager II, General Accounting	38
Manager I, Radio/TV Engineering	37	Manager III, Radio/TV Engineering	39
Staff Auditor (4)	38	Staff Auditor II (4)	39
Manager III, Instruction T. V.	39	Coordinator I, Instructional T.V.	40
Manager III, FF & E (2)	39	Coordinator I, FF & E	40
Coordinator I, Design	40	Coordinator II, Design	41
Coordinator I, Public Relations (2)	40	Coordinator III, Public Relations and Marketing (2)	42
Coordinator I, General Accounting	40	Coordinator III, General Accounting	42
Coordinator I, Systems and Programs (Data Management) {4}	40	Coordinator III, Systems and Programs (Data Management) {4}	42
Coordinator II, Contracted Programs	41	Coordinator III, Contracted Programs	42
Coordinator II, Trades (11)	41	Coordinator III, Design	42
Coordinator II, General Accounting	41	Coordinator III, General Accounting	42

<i>Current Title</i>	<i>Current Pay Grade</i>	<i>New Title</i>	<i>New Pay Grade</i>
Nutrition Education Coordinator	41	Food and Nutrition Staff Training/Marketing Officer	44
Coordinator II, Textbook Services	41	Supervisor II, Textbook Services	44
Coordinator II, Food Service Planning	41	Food Service Planning and Production Officer	44
Coordinator II, Operating Budget (2)	41	Food Service Budget Analyst (2)	43
Coordinator II, Food Service System	41	Coordinator III, Food Service Facilities Planning/Sanitation	42
Coordinator II, Food Service Planning and Design	41	Coordinator III, Food Service Planning and Production	43
Administrative Assistant, Quality Control	34	Manager III, Food Service Quality Control	39
Coordinator II, Energy Management	41	Coordinator III, Energy Management and Operations	42
Payroll Officer	42	Supervisor II, Payroll	44
Coordinator III, Property Audits	42	Property Audits Supervisor	43
Audit Coordinator III (1)	42	Audit Supervisor I (1)	43
EDP Audit Coordinator III (2)	42	EDP Audit Supervisor I (2)	43
Supervisor I, Marketing	43	Director II, Marketing	46
Supervisor I, Stores and Distribution	43	Supervisor II, Stores and Distribution	44
Coordinator Specialist, Utilities Administration	43	Supervisor II, Recycling and Utilities Administration	44
EDP Audit Supervisor II	44	EDP Audit Director I	45
Investigative Audits Supervisor II	44	Investigative Audits Director	45
Energy Programs Utilities Officer	44	Director II, Energy Cost Containment Program	46
District Communications Management Officer	44	Director II, District Communications Management	46
Director I, Data Management	45	Executive Director, Data Management	47
Director I, Assessment	45	Executive Director, Assessment	47

RECOMMENDED:

That The School Board of Miami-Dade County, Florida, approve the reclassification of the above professional and technical positions, effective August 24, 2000.

NED/jd