

Office of Superintendent of Schools  
Board Meeting of January 17, 2001

January 4, 2001

Personnel Management and Services  
Nelson E. Diaz, Deputy Superintendent

**SUBJECT: APPOINT AND ASSIGN:  
STAFF AUDITOR II, (2)  
OFFICE OF MANAGEMENT AND COMPLIANCE AUDITS**

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

The Staff Auditor II performs or assists in performing financial and operation audits and special reviews at the request of management; supervises lower level audit personnel; examines financial records and operational areas to insure conformity with generally accepted accounting principles, good business practices, federal and state laws, School Board Rules, administrative directives and manuals; plans or assists the Senior Auditor in planning the scope of the audits and prepares or assists in preparing audit programs; evaluates a system's effectiveness through the application of the auditor's knowledge for business systems including financial, purchasing, and other operations and an understanding of auditing techniques.

Details of this Board Agenda Item will be made available prior to the Board meeting of January 17, 2001.

NED/mu

E-8