

Office of Human Resources  
Marjorie H. Adler, Chief Personnel Officer

**SUBJECT: APPOINTMENTS AND ASSIGNMENTS OF PROFESSIONAL AND TECHNICAL PERSONNEL FOR CANDIDATES NEW TO THE SCHOOL DISTRICT**

The following recommendations are made in accordance with the Miami-Dade County Public Schools/Dade County Schools Administrators' Association labor contract. The recommended appointments reflect assignments of professional and technical personnel for candidates that are new to the District. Assignments of personnel and appointments of professional, and technical staff are a direct result of the Board-approved advertisement and selection process.

**Mr. Arnold C. Clark** is recommended for appointment to the open, budgeted position of Supervisor II, Long Range Planning, pay grade 44, Information Technology Services. Mr. Arnold received a Master of Business Administration with specializations in Accounting and International Business in 1995 from the University of Illinois, Chicago, Illinois. He also received a Bachelor of Science Degree in Finance in 1987 from Southern Illinois University, Carbondale, Illinois. Mr. Clark has served as a Facilitator for Miami-Dade County Public Schools for the food services division since March, 2003. He was the Acting Accounts Receivable Manager for the Parkson Corporation, Ft. Lauderdale, Florida, a consulting assignment via Robert Half International in 2002. From 1988 through 2002, Mr. Clark served in a variety of capacities, most recently, Commercial Contract/Program Manager Caribbean and Central America Operations for Nortel Networks, (CALA, INC.) in Sunrise, Florida.

**Ms. Paty Llewellyn-Jones** is recommended for appointment to the open budgeted position of Coordinator III, Operational Accounting, pay grade 42, Office of the Controller, Division of General Accounting/Property Accounting. Ms. Llewellyn-Jones received a Bachelor of Science Degree in Business Administration with a concentration in Accounting from San Diego State University in 1989. She is currently completing her Master of Business Administration at Regis University, with an expected graduation date of August, 2003. From 2000 to the present, Ms. Llewellyn-Jones served as a Senior Auditor with Sanson, Kline, Jacomino & Co. in Miami, Florida. She served as the CEO/President of Temporary Accountants SAC in Lima, Peru from 1999 through 2000. Ms. Llewellyn-Jones was a Process Solutions Supervisor for Arthur Andersen from 1997 through 1999. From 1995 through 1997 she was Office Manager/Accountant for Pacific Telecommunications Council, Honolulu, Hawaii and was Auditor/Accountant for the City of San Diego, California from 1990 through 1994.

**Mr. Osmel Maestre** is recommended for appointment to the open, budgeted position of Specialist, Real Property Development and Acquisition, pay grade 39, Site Planning and Government Liaison. Mr. Maestre received a Master's Degree in Business Administration from Nova Southeastern

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University, Miami, Florida, and a Bachelor of Science in Industrial Engineering from the University of Miami, Coral Gables, Florida. He has worked for Florida Power and Light Company in Miami from 1983 to the present in a variety of capacities. Mr. Maestre has served as Project Manager – New Business/Real Estate Asset Acquisitions from 1996 through 2000 and as Project Manager - Planning and Support, Corporate Real Estate Development from 1991 through 1996. He additionally served as Project Manager, Computer Facilities Strategic Planning from 1988 through 1991 and as Senior Management Analyst, Advisory Services Department from 1983 through 1988.

**Ms. Virna M. Kaufman-Matias** is recommended for appointment to the open, budgeted position of Budget Analyst, pay grade 43, Instructional/Non-Instructional Training, Office of Human Resources. Ms. Kaufman received a Bachelor of Science in Business/Professional Administration from Barry University, Miami, Florida. She has worked for the University of Miami from November 1993 to the present in a variety of capacities in the areas of grants administration, business and finance, and human resources for the departments of Obstetrics/Gynecology, Psychiatry and Behavioral Sciences, and Pediatrics. Ms. Kaufman has also served as an Administrative Consultant - Dependency Court Intervention Program - Miami-Dade County, Florida and as an Accounting Clerk for Herris and Benjamin CPA's, Miami, Florida.

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida, appoint:

1. **Mr. Arnold C. Clark** to the open, budgeted position of Supervisor II, Long Range Planning, pay grade 44, Information Technology Services effective July 10, 2003, or as soon thereafter as can be facilitated;
2. **Ms. Paty Llewellyn-Jones** to the open, budgeted position of Coordinator III, Operational Accounting, pay grade 42, Office of the Controller, Division of General Accounting Property/Accounting effective July 10, 2003, or as soon thereafter as can be facilitated;
3. **Mr. Osmel Maestre** to the open, budgeted position of Specialist, Real Property Development and Acquisition, pay grade 39, Site Planning and Government Liaison effective July 10, 2003, or as soon thereafter as can be facilitated; and
4. **Ms. Virna M. Kaufman-Matias** to the open, budgeted position of Budget Analyst, pay grade 43, Instructional/Non-Instructional Training, Office of Human Resources effective July 10, 2003, or as soon thereafter as can be facilitated.

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