

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

**SUBJECT: RECLASSIFICATION OF PROFESSIONAL AND TECHNICAL POSITIONS -  
DADE COUNTY SCHOOLS ADMINISTRATOR'S ASSOCIATION (DCSAA)**

- 1. ESTABLISH AND CLASSIFY PROFESSIONAL AND TECHNICAL (DCSAA) POSITIONS**
- 2. APPROVE PROPOSED RECLASSIFICATIONS OF PROFESSIONAL AND TECHNICAL (DCSAA) PERSONNEL**
- 3. APPROVE CHANGE OF TITLES AND ASSIGN PERSONNEL**

Procedures for the reclassification of professional and technical positions are outlined in the Miami-Dade County Public Schools/Dade County Schools Administrator's Association (DCSAA) labor contract, under Article XIII, Section 6. Reclassification may result from the redistribution of work assignments which significantly 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.

Compensation Administration is responsible for reviewing requests for reclassification and submitting the findings with advisory recommendations to the Chief Personnel Officer, Office of Human Resources. These findings are based on a variety of job analysis techniques, including job description reviews, supervisory interviews, and a review of the internal pay relationships. In some cases, on-site job audits and salary comparisons were also conducted.

The total cost for the recommended reclassifications is approximately \$79,4000 or \$36,524 on a prorated basis.

The following classification adjustments are submitted through the Superintendent's Executive Staff with recommendation of the Office of Human Resources and the Superintendent of Schools.

**REPLACEMENT**

**H-5**

**RECOMMENDED:** That effective January 15, 2004, or as soon thereafter as can be facilitated, The School Board of Miami-Dade County, Florida:

1. Establish and classify the following professional and technical (DCSAA) positions:
  - a. Director II, Data Systems, pay grade 46
  - b. Supervisor, Research Services, pay grade 43
  - c. Supervisor, Performance Improvement, pay grade 43
  - d. Senior Project Manager, Network Services, pay grade 43
  - e. Supervisor, Workers' Compensation, pay grade 43
  - f. Information Security Analyst II, pay grade 43
  - g. Information Security Analyst I, pay grade 41
  - h. Coordinator, Inventory Control, pay grade 41
  - i. Coordinator, Technology Contracts, pay grade 40
  
2. Approve the proposed reclassifications of the following professional and technical (DCSAA) personnel:

<u>NAME</u>	<u>CURRENT TITLE</u>	<u>CURRENT PG</u>	<u>NEW TITLE</u>	<u>NEW PG</u>
Manuel Castaneda	Supervisor II, Data Systems, Adult, Vocational, Alternative and Community Education	44	Director II, Data Systems, Adult, Vocational, Alternative and Community Education	46
Rodolfo Abella	Supervisor Evaluation, Educational Evaluation	43	Supervisor II, Evaluation, Educational Evaluation	44
Jerome L. Levitt	Supervisor Evaluation, Educational Evaluation	43	Supervisor II, Evaluation, Educational Evaluation	44
Martha M. Diaz	Coordinator III, General Accounting	42	Supervisor II, Accounting, General Accounting	44
Terry W. Froman	DPAA Senior Management Analysis, Educational Evaluation	42	Supervisor, Research Services Educational Evaluation	43

<u>NAME</u>	<u>CURRENT TITLE</u>	<u>CURRENT PG</u>	<u>NEW TITLE</u>	<u>NEW PG</u>
Gabriel Garcia	Network Analyst I, Network Services	41	Senior Project Manager, Network Services	43
Rolando Lazo	Project Manager Telecommunications, Network Services	42	Senior Project Manager, Network Services	43
Armando Lopez	Project Manager, Network Services	41	Senior Project Manager, Network Services	43
Armando J. Machado	Project Manager, Network Services	41	Senior Project Manager, Network Services	43
Christopher S. Sachtleben	Project Manager, Network Services	41	Senior Project Manager, Network Services	43
Rosa M. Royo	Coordinator, Worker's Compensation, Risk/Benefits Management	42	Supervisor, Worker's Compensation, Risk/Benefits Management	43
Adeyela S. Albury	Staff Specialist Compliance, Civil Rights and Diversity Compliance	41	Coordinator III Compliance, Civil Rights and Diversity Compliance	42
Rosetta Nelson	Staff Specialist Compliance, Civil Rights and Diversity Compliance	41	Coordinator III Compliance, Civil Rights and Diversity Compliance	42
Julien S. Wray	Staff Specialist Compliance, Civil Rights and Diversity Compliance	41	Coordinator III Compliance, Civil Rights and Diversity Compliance	42
Randi K. Jones	Coordinator II, Systems Education, Business and Operations Services	41	Technical Services Liaison, Business and Operations Services	42

<b><u>NAME</u></b>	<b><u>CURRENT TITLE</u></b>	<b><u>CURRENT PG</u></b>	<b><u>NEW TITLE</u></b>	<b><u>NEW PG</u></b>
Odalis J. Garces	Deduction Control Officer, Payroll Department	40	Deduction Control Officer, Payroll Department	42
Jonath Carbonell	Communication Analyst I, Network Services	39	Coordinator, Inventory Control, Network Services	41
Catherine A. Chang	Systems Analyst I, Systems and Programming Services	39	Senior Systems Analyst, Systems and Programming Services	41
Eric F. Ojeda	Accounts Payable Manager Specialist, Accounts Payable	40	Accounts Payable Manager Specialist, Accounts Payable	41
Shawna Cleveland	Accounts Payable Manager Specialist, Accounts Payable	40	Accounts Payable Manager Specialist, Accounts Payable	41
Indalecio Arrien	Buyer, Procurement Management Services	39	Buyer, Procurement Management Services	40
Donna F. Denson	Buyer, Procurement Management Services	39	Buyer, Procurement Management Services	40
Oretha Houser	Buyer, Procurement Management Services	39	Buyer, Procurement Management Services	40
Alicia B. Kalish	Buyer, Procurement Management Services	39	Buyer, Procurement Management Services	40
Gregory A. Jackson	Buyer, Procurement Management Services	39	Buyer, Procurement Management Services	40
Phillip Ford	Buyer, Procurement Management Services	39	Buyer, Procurement Management Services	40

<u>NAME</u>	<u>CURRENT TITLE</u>	<u>CURRENT PG</u>	<u>NEW TITLE</u>	<u>NEW PG</u>
Daisy L. Tucker	Manager III, Furniture and Fixture, Furniture and Fixture Procurement	39	Coordinator I, Furniture and Fixture, Furniture and Fixture Procurement	40
Carlton E. Baker	Senior Programmer Analyst I, Support Services	37	Communication Analyst I, Support Services	39
L. Michael Perrotta	Senior Programmer Analyst I, Systems and Programming Services	37	Systems Programmer Analyst I, Systems and Programming Services	39
Erick Roque	Senior Programmer Analyst I, Adult, Vocational, Alternative and Community Education	37	Systems Analyst, Adult, Vocational, Alternative and Community Education	39
Lisa M. Felix	Senior Programmer Analyst I, Systems and Programming Services	37	Senior Programmer Analyst II, Systems and Programming Services (Career Path)	38
Anthony T. Lawton	Programmer I, Systems and Programming Services	33	Programmer Analyst II, Systems and Programming Services (Career Path)	35

3. Approve the following change of titles and assign personnel:

<u>NAME</u>	<u>CURRENT TITLE</u>	<u>CURRENT PG</u>	<u>NEW TITLE</u>	<u>NEW PG</u>
Michael S. Cupido	Supervisor I, Telecommunications Support, Network Services	43	Senior Project Manager, Network Services	43
James P. O'Donnell	Supervisor I, Systems Support Center, Business and Operations Services	43	Information Security Analyst II, Business and Operations Services	43

<u>NAME</u>	<u>CURRENT TITLE</u>	<u>CURRENT PG</u>	<u>NEW TITLE</u>	<u>NEW PG</u>
Mary K. Ramos	Senior System Analyst I, Systems and Programming, Business and Operations Services	41	Information Security Analyst I, Business and Operations Services	41
Glenn J. Tekerman	Coordinator I, Production Control, Business and Operations Services	40	Coordinator, Technology Contracts, Business and Operations Services	40

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