

Office Superintendent of Schools  
Board Meeting of March 17, 2004

March 16, 2004

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

**SUBJECT: ESTABLISH, CLASSIFY AND RECLASSIFY ADMINISTRATIVE  
POSITIONS**

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**COMMITTEE: LEGISLATIVE RELATIONS, PUBLIC RELATIONS AND PERSONNEL  
SERVICES**

Authorization of the Board is requested to establish and classify new administrative position classifications in accordance with School Board Rule 6Gx13-4D-1.022 Manual of Procedures for Managerial Exempt Personnel (MEP), and the labor contract with the Dade County Schools Administrators' Association (DCSAA).

Copies of the job descriptions will be forwarded to Board Members under separate cover and will be placed on file in the Citizen Information Center and the Board Recording Secretary's office.

**Facilities Construction Officer, MEP pay grade 26**  
**Facilities Construction Department**

This position will serve as the administrative officer for system-wide design and construction of capital construction projects and will be responsible for new construction, additions, renovations, and remodeling projects, as well as ADA facilities compliance. The Facilities Construction Officer will report to the Chief Business Officer.

**Senior Recruiter, MEP pay grade 19**  
**Recruiter, MEP pay grade 18**  
**Staff Recruitment, Office of Human Resources**

These grant-funded positions will be responsible for assisting in the recruitment, selection and placement of a culturally diverse pool of instructional personnel, while supporting school district initiatives and educational programs. The national shortage of certified teachers, combined with class size reduction legislation, requires the school district to be proactive in marketing the district and recruiting highly qualified instructional staff. Both positions will report to the Executive Director, Staff Recruitment, Office of Human Resources.

REVISED

**District Director, Financial Reporting, MEP pay grade 23**  
**Executive Director, Financial Reporting, MEP pay grade 22**  
**Coordinator I, Financial Reporting, DCSAA pay grade 40**  
**Office of the Controller**

Ernst and Young, the District's external auditors, recommend that the Office of the Controller establish a financial reporting section to analyze accounts, prepare financial statements in accordance with generally accepted accounting principles, and centralize the closing process. This will increase the accountability among departments, ensure timely review of the account balances, increase the efficiency of the closing process, and enhance the quality of financial information prepared by the School Board. It is estimated that such a unit would cost \$255,000 to \$280,000 annually including fringes, effective with the 2004-2005 fiscal year.

The following position is proposed for reclassification in accordance with School Board Rule 6Gx13- 4D-1.022 Manual of Procedures for Managerial Exempt Personnel.

**Facilities Maintenance Officer, MEP pay grade 25 to Facilities Maintenance Officer, MEP pay grade 26**  
**Facilities Maintenance Operations**

Due to a very competitive national labor market, the recommended job classification and corresponding pay levels will provide better salary comparability to attract qualified personnel for this highly specialized and technical position.

Funding for these positions is available in the 2003-2004 adopted District budget.

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**RECOMMENDED:** I. That The School Board of Miami-Dade County, Florida, establish and classify the following administrative position classifications:

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1. Facilities Construction Officer, MEP pay grade 26, Facilities Construction Department
2. Senior Recruiter, MEP pay grade 19, Staff Recruitment, Office of Human Resources
3. Recruiter, MEP pay grade 18, Staff Recruitment, Office Human Resources
4. District Director, Financial Reporting, MEP pay grade 23, Office of the Controller
5. Executive Director, Financial Reporting, MEP pay grade 22, Office of the Controller
6. Coordinator I, Financial Reporting, DCSAA pay grade 40, Office of the Controller ; and

II. approve the reclassification of the following administrative position, effective March 18, 2004:

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1. Facilities Maintenance Office, MEP pay grade 25, to Facilities Maintenance Officer, MEP pay grade 26, Facilities Maintenance Operations.

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