

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

SUBJECT: APPOINTMENTS AND ASSIGNMENTS OF PERSONNEL TO THE SCHOOL DISTRICT

COMMITTEE: LEGISLATIVE RELATIONS, PUBLIC RELATIONS AND PERSONNEL SERVICES

The following recommended appointments reflect assignments of personnel, including Managerial Exempt Personnel (MEP) and professional and technical personnel (DCSAA) to the District. The MEP and DCSAA recommendations are made in accordance with Board Rules 6Gx13- 4A-1.16, 6Gx13- 4A-1.61, and the DCSAA labor contract. The assignments and appointments of personnel, are a direct result of the Board-approved advertisement and selection process.

Ms. Arlene S. Schackelford is recommended for appointment to the open budgeted position of School Board Office Manager, DCSAA pay grade 39, Board Members Office, effective May 20, 2004. Ms. Schackelford received a Bachelor of Science in Criminal Justice from Florida Memorial College, Miami Florida in December 1981 and a Master of Arts in Human Behavior and Conflict Management from the Columbia College, Columbia, South Carolina in May 1999. Ms. Schackelford's work history from 1985 through 2003 includes Regional Manager, USAirways, Inc., Charlotte, North Carolina; Assistant Vice President, Employee Relations Consultant; Vice President, HR Business Partner Team Leader; Vice President, Employee Relations Team Leader, and Senior Vice President Human Resources, Wachovia Corporation, Charlotte, North Carolina.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, appoint **Ms. Arlene S. Schackelford** to the open budgeted position of School Board Office Manager, DCSAA pay grade 39, Board Members Office, effective May 20, 2004, or as soon thereafter as can be facilitated.

MHA:mtp