

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

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

- 1. ESTABLISH AND CLASSIFY PROFESSIONAL AND TECHNICAL (DCSAA) POSITIONS**
- 2. APPROVE PROPOSED RECLASSIFICATIONS OF PROFESSIONAL AND TECHNICAL (DCSAA) PERSONNEL**
- 3. ESTABLISH AND CLASSIFY MANAGERIAL EXEMPT PERSONNEL (MEP) POSITIONS**
- 4. APPROVE PROPOSED RECLASSIFICATIONS OF MANAGERIAL EXEMPT PERSONNEL (MEP)**

Procedures for the classification and reclassification of professional and technical positions are outlined in the Miami-Dade County Public Schools/Dade County Schools Administrator's Association (DCSAA) labor contract, in Article XIII, Section 6. The Manual of Procedures for Managerial Exempt Personnel, Section A-7 details the procedures for the classification and reclassification of Managerial Exempt Personnel positions. Reclassification may result from the redistribution of work assignments which significantly alter the duties and responsibilities of a position. A request for review of a position classification may be made by the employee or by his/her supervisor.

Compensation Administration is responsible for reviewing requests for job classification and 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 are also conducted.

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 for approval by the School Board. Total cost for the 2003-04 year is approximately \$2,565 or \$66,669 on an annual basis.

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida, effective June 17, 2004, or as soon thereafter as can be facilitated:

1. Establish and classify the following professional and technical (DCSAA) positions:
  - a. Coordinator, Assessment/Data Analysis, pay grade 40
  - b. Director, Community Services, pay grade 45
  - c. Director, Technology and Special Programs, pay grade 45
  - d. Director, Staff Development/Nutrition Education, pay grade 45
  - e. Supervisor I, Equipment and Transport, pay grade 43
  - f. District Network Security Analyst, Network Services, pay grade 43
  - g. District Web Designer, pay grade 37
  - h. District Web Editor, pay grade 35
  - i. Coordinator I, Safety, pay grade 40
  
2. Approve the proposed reclassifications of the following professional and technical (DCSAA) personnel and positions:

<u>NAME</u>	<u>CURRENT TITLE</u>	<u>CURRENT PG</u>	<u>NEW TITLE</u>	<u>NEW PG</u>
Armando Infante	Manager I, Transportation Maintenance, Transportation	37	Manager, Transportation Maintenance, Transportation	38
Alfredo Parra	Manager I, Transportation Maintenance, Transportation	37	Manager, Transportation Maintenance, Transportation	38
Sergio Menendez	Manager I, Transportation Maintenance, Transportation	37	Manager, Transportation Maintenance, Transportation	38
Charles Lee	Manager I, Transportation Maintenance, Transportation	37	Manager, Transportation Maintenance, Transportation	38

<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>
James Hicks	Manager I, Transportation Maintenance, Transportation	37	Manager, Transportation Maintenance, Transportation	38
Philip Fleming	Manager I, Transportation Maintenance, Transportation	37	Manager, Transportation Maintenance, Transportation	38
William Shima	Manager I, Transportation Maintenance, Transportation	37	Manager, Transportation Maintenance, Transportation	38
Carlos Zabala	Manager I, Transportation Maintenance, Transportation	37	Manager, Transportation Maintenance, Transportation	38
Angela Barbato	Manager I, Transportation Maintenance, Transportation	37	Manager, Transportation Maintenance, Transportation	38
Roberto Gonzalez	Manager I, Transportation Maintenance, Transportation	37	Manager, Transportation Maintenance, Transportation	38
Magaly Hernandez	Administrative Assistant II, Assessment/Data Analysis	35	Coordinator, Assessment/Data Analysis	40
Nina Barron	Manager III, Retirement, Leave, Retirement and Unemployment	39	Retirement Analyst, Leave, Retirement and Unemployment	40
Amalia Delgado	Manager III, Retirement, Leave, Retirement and Unemployment	39	Retirement Analyst, Leave, Retirement and Unemployment	40

<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>
Bruce Ruske	Manager III, Retirement, Leave, Retirement and Unemployment	39	Retirement Analyst, Leave, Retirement and Unemployment	40
Diana Venturini	Supervisor, Community Services, Community/Hospitality Services	44	Director, Community Services, Community/Hospitality Services	45
Ramona Frischman	Supervisor, Community Services, Community/Hospitality Services	44	Director, Community Services, Community/Hospitality Services	45
Anne Thompson	Coordinator, Performance Improvement	42	Supervisor, Performance Improvement	43
Olga Botero	Food & Nutrition Tech. & Support Coordinator, Food & Nutrition	44	Director, Technology & Special Programs, Food & Nutrition	45
Carol Chong	District Coordinator, Staff Development/ Nutrition, Food & Nutrition	44	Director, Staff Development/ Nutrition Education, Food & Nutrition	45
Thomas Holmberg	Coordinator III, Food Service, Food & Nutrition	42	Supervisor I, Equipment and Transport, Food & Nutrition	43
Benito Horta, Jr.	Network Analyst I, Information Technology	41	District Network Security Analyst, Network Services, Information Technology	43
Fernando Tercilla	Network Analyst I, Information Technology	41	Project Manager, Telecommunications, Information Technology	42

<u>NAME</u>	<u>CURRENT TITLE</u>	<u>CURRENT PG</u>	<u>NEW TITLE</u>	<u>NEW PG</u>
Kevin Davis	Systems Analyst I, Systems & Programming, Information Technology	39	Senior Systems Analyst, Systems & Programming, Information Technology	41
Joy Haferling	Systems Analyst I, Systems & Programming, Information Technology	39	Senior Systems Analyst, Systems & Programming, Information Technology	41
Gloria Secada	Systems Analyst I, Systems & Programming Information Technology	39	Project Supervisor, Systems & Programming, Information Technology	41
Margaret Seerattan	Programmer I, Systems & Programming, Information Technology	33	Programmer Analyst II, Systems & Programming, Information Technology	35
Beverly Young	Supervisor I, Systems Support Center, Information Technology	43	Supervisor, Systems Support, Support Services Information Technology	44
Susan Lilly	Supervisor II, Payroll, Payroll	44	District Supervisor, Payroll, Payroll	45
Michael Webb	Industrial Hygienist, Safety & Hazard Management	38	Coordinator I, Safety, Safety & Hazard Management	40

3. Establish and classify the following Managerial Exempt Personnel (MEP) positions:

- a. Director, Safety and Energy, pay grade 21
- b. Media Relations Supervisor, pay grade 20
- c. District Director, Transportation, pay grade 23
- d. Supervisor, Leave & Retirement, pay grade 20
- e. Labor Relations Specialist, pay grade 20

4. Approve the proposed reclassifications of the following Managerial Exempt Personnel (MEP) personnel and positions:

<u>NAME</u>	<u>CURRENT TITLE</u>	<u>CURRENT PG</u>	<u>NEW TITLE</u>	<u>NEW PG</u>
Jaime Torrens	Supervisor, Safety and Energy, Safety, Energy, Comm. & Fiscal Management	20	Director, Safety and Energy, Safety, Energy, Comm. & Fiscal Management	21
John Schuster	Media Relations Coordinator, Public Information	19	Media Relations Supervisor, Public Information	20
Patricia Snell	Executive Director, Transportation, Transportation	22	District Director, Transportation, Transportation	23
Guirla Dodard	Supervisor, P/O Therapy, ESE	20	Supervisor, Physical Occupational Therapy, ESE	21
Louise Schmitt	Supervisor, P/O Therapy, ESE	20	Supervisor, Physical Occupational Therapy, ESE	21
Roberto Romero	Coordinator, Leave and Retirement, Leave, Retirement and Unemployment	19	Supervisor, Leave and Retirement, Leave, Retirement and Unemployment	20
William Gjebre	Staff Specialist, Labor Relations	18	Labor Relations Specialist, Labor Relations	20
Niki Ruiz	Instructional Support Specialist, Advanced Academic Programs	20	District Supervisor, Instructional Support, Advanced Academic Programs	21

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