

Office of Human Resources
Howard S. Tames, Chief Personnel Officer

SUBJECT: APPOINTMENTS AND ASSIGNMENTS OF PERSONNEL TO THE SCHOOL DISTRICT

COMMIITTEE: LEGISLATIVE RELATIONS, PUBLIC RELATIONS AND PERSONNEL SERVICES

The following recommended appointments reflect assignments of personnel, including Managerial Exempt Personnel (MEP), professional and technical personnel (DCSAA) and personnel in the IO salary schedule 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.

Mr. Gerardo Suarez is recommended for appointment to the open budgeted position of Executive Director, Financial Reporting, MEP pay grade 22, Office of the Controller. Mr. Suarez received a Bachelor of Science Degree in Economics Major in Accounting, The Wharton School, University of Pennsylvania, Philadelphia, Pennsylvania in 1978. Mr. Suarez' work history from 1987 through 2003 includes Treasurer, Controller and Assistant Controller, Bacardi, Miami, Florida.

Ms. Helga R. Gonzalez is recommended for appointment to the open, budgeted position of Investigative Analyst, IO Salary Schedule, Office of Inspector General. Ms. Gonzalez received a Bachelor's Degree in Business Administration from Florida International University, Miami, Florida in 1995. Ms. Gonzalez' work history from 1984 through 2003 includes Administrative Officer and Supervisory Investigative Analyst, Federal Bureau of Investigations (FBI), Newark, New Jersey; Investigative Analyst, FBI, Albany, New York; Supervisory Administrative Specialist and File Supervisor, FBI, Miami, Florida; and School Clerk, Miami Coral Park Senior High School, Miami, Florida.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, appoint effective, August 19, 2004, or as soon thereafter as can be facilitated:

1. **Mr. Gerardo Suarez** to the open, budgeted position of Executive Director, Financial Reporting, MEP pay grade 22, Office of the Controller; and
2. **Ms. Helga R. Gonzalez** to the open, budgeted position of Investigative Analyst, IO Salary Schedule, Office of Inspector General.

HST:mtp