Office of Superintendent of Schools
Board Meeting of July 13, 2005

July 10, 2005

Office of Human Resources
Mariaelena Vidal, Human Resources Officer

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

1. DELETE PROFESSIONAL AND TECHNICAL *(DCSAA)* POSITIONS *(2)*
2. APPROVE THE RECLASSIFICATION OF SELECTED PROFESSIONAL AND TECHNICAL (DCSAA) POSITIONS (4)
3. APPROVE CHANGE OF TITLES FOR SELECTED PROFESSIONAL AND TECHNICAL (DCSAA) POSITIONS (4)
4. ESTABLISH AND CLASSIFY PROFESSIONAL AND TECHNICAL (DCSAA) POSITIONS (5)
5. APPROVE RECLASSIFICATIONS AND CHANGE OF TITLES FOR SELECTED PROFESSIONAL AND TECHNICAL (DCSAA) PERSONNEL

COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY

Reclassification of a position to a higher pay grade may result from a redistribution of work assignments which significantly increase the duties and responsibilities of a position. Job reclassification recommendations for professional and technical employees represented by the Dade County Schools Administrator's Association (DCSAA) are submitted to the School Board for approval on a regular basis in order to meet the on-going organizational needs of M-DCPS. Provisions of the M-DCPS/ DCSAA labor contract, Article XIII, Section 6, also delineate an annual job reclassification review process in which reclassification requests may be initiated by the employee or immediate supervisor.

Reclassification requests for DCSAA positions were submitted for review during the 2005 annual review process. These reclassification requests were reviewed by Compensation Administration, and the appropriate cabinet member. Recommendations are now being forwarded to the School Board for approval. Compensation Administration is responsible for submitting the findings with advisory recommendations to the Assistant Superintendent, Labor Relations. These findings are based on a variety of job analysis techniques, including job description reviews, supervisory interviews, researching the job markets for which the organization competes for talent, and a review of the internal pay relationships. In some cases, on-site job audits and salary comparisons are also conducted. Of the 23 requests received, 14 positions are

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recommended for reclassification and/or title change and 9 positions are evaluated as properly classified and no change is recommended. Total cost for the 2005-2006 year is approximately $77,985 on an annual basis.

As a result of Compensation Administration's review of reclassification requests, it was deemed appropriate to establish and classify five (5) new positions to better reflect current job duties and functions of Financial Operations and Information Technology Services. The job duty summaries are listed below and copies of the full job descriptions have been provided to the Board under separate cover:

Financial Operations
Budget Supervisor, DCSAA, Pay Grade 44
Develops budgets for various operational functions and programs. Compiles data and distributes Materials, Equipment, and Supplies Allocations (MESA). Provides monthly and quarterly projections to upper level management. Serves as Liaison between budget department, district offices, region offices, and school sites. Analyzes, classifies and interprets all pertinent budget data in preparation of budget forecasts and subsequently develops and implements procedures for budget control.

Supervisor I, Data Control, DCSAA, Pay Grade 43
Responsible for Contract/Procurement Management agenda database available through data gathered by the Division. Assists in the setup of internal program applications, warranty tracking, protest archiving, reviews computerized reports for controls and compliance, as well as identifies procurement trends and best practices, and assists management personnel in the preparation of budget reports. Prepares Board Agenda of award recommendation for approval.

Information Technology Services (ITS)
Coordinator III, Internet Technology Services, DCSAA, Pay Grade 42
Coordinates the development and implementation of the dadeschools.net website, and content management applications that highly impact the availability of up-to-date, pertinent information for the District.

Coordinator III, Enterprise Communications, DCSAA, Pay Grade 42
Provides technical and analytical assistance to district staff based on queries to Network Support and the System User Support Help Desks. Supports the System User Supervisor in the daily operations to ensure performance by following best practices. Represents the district on service level agreements as awarded by the bid selection process for computer and telephone equipment. Provides professional customer service with the support of all business partners through performance excellence.

Senior Network Analyst, DCSAA, Pay Grade 42

Initiates, plans, supports, implements, and monitors microcomputer user activities and systems documentation for users in the SBAB/Annex complex. Makes reports and recommendations relative to the improvement and overall operations of computerized administrative systems.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, effective July 15, 2005:

1. Delete the following Professional and Technical (DCSAA) positions:

    a. Manager II, Data Systems, DCSAA, pay grade 38
    b. Coordinator I, Maintenance Information Systems Management, DCSAA, pay grade 40;

2. Approve the reclassifications of selected Professional and Technical (DSCAA) positions:

Current Title	Current Pay Grade	New Title	New Pay Grade
Chemist	36	Chemist	38
Coordinator I, Technology Contracts	40	Coordinator II, IT Contracts	41
Coordinator II, Payment Processing	41	Coordinator III, IT Payment Processing	42
Supervisor I, Computer Education	43	Supervisor II, Technology Learning Services	44

3. Approve change of titles for selected Professional and Technical (DCSAA) positions:

    a. Network Analyst I, DCSAA, pay grade 41, to Network Analyst, DCSAA, pay grade 41
    b. Coordinator II, Systems Education, DCSAA, pay grade 41, to Coordinator II, Technology Learning, DCSAA, pay grade 41
    c. District Supervisor, Payroll, DCSAA, pay grade 45, to Director, Payroll, DCSAA, pay grade 45
    d. Senior Budget Analyst, DCSAA, pay grade 45, to Budget Director, DCSAA, pay grade 45

4. Establish and classify the following Professional and Technical (DCSAA) positions:

   a. Budget Supervisor, DCSAA, pay grade 44
   b. Supervisor I, Data Control, DCSAA pay grade 43
   c. Coordinator III, Internet Technology Services, DCSAA, pay grade 42
   d. Coordinator III, Enterprise Communications, DCSAA, pay grade 42
   e. Senior Network Analyst, DCSAA, pay grade 42;

5. Approve reclassifications and change of titles for selected Professional and Technical (DCSAA) personnel:

NAME	CURRENT TITLE	CURRENT PG	NEW TITLE	NEW PG
Eduardo Hernandez	Programmer Analyst II, Support Services	35	Senior Programmer Analyst I, Support Services	37
Jaime Diaz	Chemist, Material Control	36	Chemist, Material Control	38
Liana Stanton	Manager II, Data Systems Systems and Programming Services	38	Systems Analyst I, Systems and Programming Services	39
Yulia Klimov	Manager II, Data Systems, Systems and Programming Services	38	Senior Programmer Analyst, Systems and Programming Services	38
Edgar Santos	Coordinator I, Maintenance Information Systems Management, Network Services	40	Network Analyst, Network Services	41
Glenn Tekerman	Coordinator I, Technology Contracts, Business & Operation Services	40	Coordinator II, IT Contracts Business & Operation Services	41
Astrid York	Coordinator I, Data Control, Procurement Management	40	Supervisor I, Data Control, Procurement Management	43

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NAME	CURRENT TITLE	CURRENT PG	NEW TITLE	NEW PG
Lisa Castro	Coordinator II, Systems Education, Support Services	41	Coordinator III, Internet Technology Services, Support Services	42
Hector Duenas	Network Analyst I, Instructional Technology	41	Senior Network Analyst, Instructional Technology	42
Gregory Mingo	Network Analyst I, Network Services	41	Senior Network Analyst, Network Services	42
Dawn Pittman	Coordinator II, Payment Processing, Business & Operation Services	41	Coordinator III, IT Payment Processing, Business & Operation Services	42
Eric Ojeda	Accounts Payable Manager Accounts Payable	41	Supervisor II, Operational Accounting, Accounts Payable	44
Michael Zambrano	Systems Resource Coordinator, Support Services	41	Coordinator III, Enterprise Communications, Support Services	42
Miriam Fernandez	Supervisor I, Computer Education, Support Services	43	Supervisor II, Technology Learning Services, Support Services	44
Ana Arzola	Budget Analyst, Financial Operations/Budget	43	Budget Supervisor, Financial Operations/Budget	44
Michelle Denis	Budget Analyst, Financial Operations/Budget	43	Budget Supervisor, Financial Operations/Budget	44
William McAuliff	Budget Analyst, Financial Operations/Budget	43	Budget Supervisor, Financial Operations/Budget	44
Christopher Morgan	Budget Analyst, Financial Operations/Budget	43	Budget Supervisor, Financial Operations/Budget	44
Dorothea Payton	Budget Analyst, Financial Operations/Budget	43	Budget Supervisor, Financial Operations/Budget	44

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NAME	CURRENT TITLE	CURRENT PG	NEW TITLE	NEW PG	
Eugenia Sanchez Defuentes	Budget Analyst, Financial Operations/Budget	43	Budget Supervisor, Financial Operations/Budget	44	
Paul D. Mickey	Budget Analyst, Financial Operations/Budget	43	Budget Supervisor, Financial Operations/Budget	44	ADDED
Junior C. Anderson	Budget Analyst, Financial Operations/Budget	43	Budget Supervisor, Financial Operations/Budget	44	ADDED
Tamara Wain	Budget Analyst, Financial Operations/Budget	43	Budget Supervisor, Financial Operations/Budget	44	ADDED

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