

Office of Superintendent of Schools
Board Meeting of February 15, 2006

February 1, 2006

Office of Human Resources
Mariaelena Vidal, Human Resources Officer

**SUBJECT: JOB DESCRIPTIONS UPDATE FOR ADMINISTRATIVE AND
 CONTRACT POSITIONS**

COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY

Authorization of the Board is requested to prescribe minimum qualifications for positions pursuant to Florida Statutes 1001.42 and 1012.22. Attached are copies of the job descriptions identifying additions and deletions of the minimum qualifications.

RECOMMENDED: That effective February 16, 2006, or as soon thereafter as can be facilitated, The School Board of Miami-Dade County, Florida, approve changes to minimum qualifications for the following MEP and Contract positions:

- a. Director, Intergovernmental Affairs and Grant Administration, MEP pay grade 21, Office of Intergovernmental Affairs and Grant Administration
- b. Inspector General, Contract, Office of the Inspector General

MV:mtp

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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| 1. | JOB TITLE: | Director, Intergovernmental Affairs and Grants Administration |
| 2. | DEPARTMENT: | Office of Intergovernmental Affairs and Grants Administration |
| 3. | IMMEDIATE SUPERVISOR: | Administrative Director, Intergovernmental Affairs and Grants Administration |
| 4. | PAY GRADE: | 21 |
| 5. | JOB CODE: | 0409 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | January 26, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-2, June 15, 2005 |
| 9. | POSITION REVIEWED: | January 25, 2006 |
| 10. | MINIMUM QUAL. CHANGE: | Board Item D-24, February 15, 2006 |
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OCCUPATIONAL SUMMARY

Responsible for assisting in the organization, preparation, lobbying and implementation of the School Board's annual state and federal legislative program; assisting in the development of training programs for administrators, parents and other interested parties in the implementation of new legislation; the implementation of a plan projecting a favorable image of Miami-Dade County Public Schools to stakeholders; the development and submission of grants to federal, state, foundation and local funding agencies.

EXAMPLE OF DUTIES

1. Assists the Administrative Director, Intergovernmental Affairs and Grants Administration, in the development, preparation and presentation of the School Board's annual federal legislative programs.
2. Assists in representing the School Board and the Superintendent at legislative committee proceedings and with pertinent regulatory bodies.

3. Assists in the preparation of periodic legislative reports for the Superintendent and School Board.
4. Assists in interpretation and analysis on proposed and new legislation for appropriate staff.
5. Assists in the preparation of draft legislation.
6. Identifies potential legislative issues and funding sources.
7. Assists in acting as liaison between the School Board, State and Federal agencies.
8. Assists in consulting with legislators regarding legislative matters impacting the school system.
9. Assists in developing recommendations to the Superintendent and School Board on strategic action relating to legislation.
10. Assists in developing training programs for administrators, parents and other interested parties in the implementation of new legislation.
11. Implements plans for portraying a positive image of Miami-Dade County Public Schools to stakeholders.
12. Travels out-of-county as assigned by the Administrative Director for assignments associated with state and federal legislative responsibilities.
13. Researches grant opportunities through available telecommunications and print resources such as the Federal Register and the Internet, and transmits written communication to all interested M-DCPS personnel.
14. Provides grant-related programmatic and fiscal technical assistance to program managers.
15. Prepares and submits project budgets, budget transfers, and budget amendments to Financial Affairs, as well as to funding agencies.
16. Prepares written correspondence and/or required documents in response to inquiries from federal, state, local and private sector funding agencies and the general public.
17. Performs other duties related to general administrative responsibilities, as assigned by the Administrative Director.

PHYSICAL REQUIREMENTS

This position requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed indoors and outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. ~~Master's~~ Bachelor's degree in Education, Business or Public Administration, Political Science or related field.
2. Minimum of ~~three (3)~~ five (5) years experience in the area of educational administration, business, or public administration or lobbying state and/or federal government expertise.
3. Knowledge of delivery of educational services in a large, complex urban school system.
4. Demonstrated ability to communicate effectively in both oral and written forms.

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

1. JOB TITLE: Inspector General
 2. DEPARTMENT: Office of the Inspector General (OIG)
 3. IMMEDIATE SUPERVISOR: The School Board of Miami-Dade County, Florida
 4. PAY GRADE: (Contract)
 5. JOB CODE: 0399
 6. BARGAINING UNIT: 6
 7. DATE OF LAST REVISION: January 31, 2006
 8. POSITION AUTHORIZED: Board Item G-1, January 18, 2006
 9. MINIMUM QUAL. CHANGE: Board Item D-24, February 15, 2006
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OCCUPATIONAL SUMMARY

This position is responsible for the initiation and completion of internal and external investigations as more precisely described in School Board Rule 6Gx13-8A-1.07, Office of Inspector General (attached hereto and incorporated herein by reference). The Inspector General will be responsible for the complete supervision and operation of the Office of Inspector General. The Inspector General will provide a central point for coordination of, and responsibility for, activities that promote accountability, integrity, and efficiency in government. The Inspector General will keep the School Board and Audit Committee informed of fraud, abuses, and deficiencies relating to programs and operations administered or financed by the Board; recommend corrective action; and report on the progress made in implementing corrective action.

The Inspector General shall conduct, supervise, and coordinate investigations designed to detect, deter, prevent, and eradicate fraud, waste, financial mismanagement, fiscal misconduct, and other abuses in government. The Inspector General shall receive and consider complaints, and conduct, supervise, or coordinate such inquiries, investigations, or reviews as the Inspector General deems appropriate with input from the Audit Committee. The Inspector General shall report complaints to applicable outside agencies (including the Florida Department of Education or law-enforcement agencies or the Florida Commission on Ethics, as appropriate), and aid in those inquiries through in-house access to personnel and documents. The Inspector General will also timely report to the appropriate law enforcement agency whenever the Inspector General has reasonable grounds to believe there has been a violation of criminal law. The incumbent exercises independent judgment; in doing so, the Inspector General will conduct investigations and other inquiries free of actual or perceived impairment to the independence of the Inspector General or the Office of the Inspector General. The Inspector General must, among other things, also timely submit final reports on investigations conducted by the Inspector General to the Audit Committee and School Board.

EXAMPLE OF DUTIES

1. Directs and conducts investigations, initiated by the Office of the Inspector General of alleged wrong doing by employees and recipients and sub-recipients of state and federal funds which may include agencies taking sworn statements and collecting and authenticating evidence. The Inspector General will also be responsible for receiving, responding to, and investigating complaints covered by Florida's Whistle-Blower Act, § 112.3187-112.31895, Fla.Stat.(2005).
2. Coordinates external and internal investigations initiated by the Office of the Inspector General with other agencies, offices and organizations and coordinates with internal and external audit entities when necessary. To avoid duplication of efforts, the Office of Inspector General shall ensure effective coordination and cooperation with (but shall be separate and independent from) the Office of Management and Compliance Audits, the Office of Professional Standards, the Civilian Investigative Unit, and the Miami-Dade Schools Police Department.
3. In conjunction with the Office of Inspector General's investigative function, prepares working papers and reports which document assignment methods and results which present clear and concise findings, conclusions and recommendations to improve District operations.
4. Prepares documents, exhibits, schedules, reports or other pertinent information for use in the formal adjudication of cases in a court of law, and recommends cases for prosecution and testifies in court when needed.
5. Conducts post-assignment follow-up to appraise the Board on the adequacy of management actions taken.
6. Makes oral and written presentations to Audit Committee during (if necessary) and at the conclusion of the investigation, discussing deficiencies and recommending corrective action to improve operations and reduce costs.
7. Develops the annual work plan and annual report for the Office of Inspector General.
8. Performs other duties as required by School Board Rule 6Gx13-8A-1.07, Office of Inspector General.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, talking, hearing and visual acuity. The work is performed indoors, however, some travel is required.

MINIMUM QUALIFICATION REQUIREMENTS

1. ~~Bachelor's degree or higher from an accredited college or university.~~
Bachelor's degree from an accredited college or university with a major in accounting, or with a major in business which includes five courses in accounting, and five (5) years of experience as an internal auditor or independent post-auditor, electronic data processing auditor, accountant, or any combination thereof. The experience shall at a minimum consist of audits of units of government or private business enterprises;

OR

a Master's Degree in accounting, business administration, or public administration from an accredited college or university and at least four (4) years of experience as required in paragraph (i);

OR

preferably, a Florida certified public accountant license or a certified internal audit certificate issued by the Institute of Internal Auditors or earned by examination, and four (4) years of experience as required in paragraph (i).

2. ~~Minimum of ten (10) years experience as a Federal or State Law Enforcement Officer.~~
2. Considerable experience conducting and managing complex investigations involving allegations of fraud, theft, deception and conspiracy.
3. Experience as a Federal or State, or Municipal Law Enforcement Officer, preferred.
4. Demonstrated ability to work with local, state, and federal law enforcement agencies and the judiciary.
5. Working knowledge of generally accepted and governmental accounting principles and auditing standards, management principles and practices, internal control systems, and rules of evidence.
6. Ability to communicate effectively as evidenced by clarity and conciseness in oral presentation and submitted documents.
7. Possession of Certified Fraud Examiner or other related certificates, preferred.