

Office of Human Resources
Mariaelena Vidal, Human Resources Officer

SUBJECT: JOB DESCRIPTIONS UPDATE FOR PROFESSIONAL AND TECHNICAL 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, deletions of the minimum qualifications, and/or change of title.

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RECOMMENDED: That effective August 2, 2006, or as soon thereafter as can be facilitated, The School Board of Miami-Dade County, Florida:

1. Approve changes to minimum qualifications for the following MEP and DCSAA positions:
 - a.
 - b. Associate Superintendent, Curriculum and Instruction, MEP pay grade 26, Curriculum, Instruction and School Improvement
 - c. Director I, Permitting, DCSAA pay grade 45, Educational Facilities Code Compliance
 - d. Supervisor II, Publications, DCSAA pay grade 44, Public Information
 - e. Audit Supervisor I, DCSAA pay grade 43, Management and Compliance Audits
 - f. Staff Auditor II, DCSAA pay grade 39, Management and Compliance Audits
2. Approve changes to minimum qualifications and title change for the following MEP and DCSAA positions:
 - a. District Audit Director, Operational and Performance Audits, MEP pay grade 23, Management and Compliance Audits
 - b. Director, Marketing, MEP pay grade 21, Public Information
 - c. Audit Director, DCSAA pay grade 45, Management and Compliance Audits
 - d. Senior Audit Coordinator, DCSAA pay grade 42, Management and Compliance Audits
 - e. Senior Auditor, DCSAA pay grade 40, Management and Compliance Audits
 - f. Field Engineering Manager, DCSAA pay grade 38, Division of Media Programs
 - g. Producer, Public Affairs Programming Host, DCSAA pay grade 37, Division of Media Programs

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