

Carolyn Spaht, Chief of Staff

**SUBJECT: JOB DESCRIPTIONS UPDATE FOR MEP AND/OR PROFESSIONAL
 AND TECHNICAL POSITIONS**

COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY

Authorization of the Board is requested to prescribe minimum qualifications, pay grade and title 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 as well as changes to pay grade and title.

This item updates job descriptions that, in some cases, have not been reviewed in many years and do not reflect market demand. The proposed change in pay grade is offset by the elimination of an unfilled position in the same department. The result of the proposed changes is a net savings of approximately \$28,000.

RECOMMENDED: That effective December 13, 2006, or as soon thereafter as can be facilitated, The School Board of Miami-Dade County, Florida:

1. Approve changes to minimum qualifications, title and pay grade change for the following MEP and/or DCSAA position:
 - a. Assistant Superintendent, Human Resources, Recruiting and Performance Management, MEP pay grade 25, Office of Human Resources, Recruiting and Performance Management
2. Approve changes to minimum qualifications and title change for the following MEP and/or DCSAA position:
 - a. Administrative Director, Professional Standards, MEP pay grade 24, Office of Professional Standards
 - b. Executive Director, School Choice, MEP pay grade 22, Charter School Operations
 - c. Senior Audit Supervisor, DCSAA pay grade 44, Office of Management and Compliance Audits
 - d. Audit Coordinator II, DCSAA pay grade 41, Office of Management and Compliance Audits

Revised²
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3. Approve changes to minimum qualifications for the following MEP and/or DCSAA position:
- a. Chief Financial Officer, MEP pay grade 26, Office of Financial Operations } ADDED
 - b. District Director, Compliance and Investigative Audits, MEP pay grade 23, Office of Management and Compliance Audits
 - c. Instructional Support Specialist, MEP pay grade 20, Office of Special Education and Psychological Services, Florida Inclusion Network (FIN)
 - d. Instructional Support Specialist (Social Sciences), MEP pay grade 20, Division of Social Sciences
 - e. Supervisor, Program Evaluation, MEP pay grade 20, Division of Program Evaluation
 - f. Information Systems Design Control Officer, DCSAA pay grade 44, Office of Management and Compliance Audits
 - g. EDP Audit Supervisor I, Division of Electronic Data Processing Audits, DCSAA pay grade 43, Office of Management and Compliance Audits
 - h. Coordinator III, Evaluation, DCSAA pay grade 41, Division of Program Evaluation
 - i. Staff Specialist, Evaluation, DCSAA pay grade 40, Division of Program Evaluation

CS:mtp

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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| 1. | JOB TITLE: | Chief Financial Officer |
| 2. | DEPARTMENT: | Office of Financial Operations |
| 3. | IMMEDIATE SUPERVISOR: | Deputy Superintendent, Business Operations/
Superintendent of Schools |
| 4. | PAY GRADE: | 26 |
| 5. | JOB CODE: | 0016 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | December 11, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item K-3, December 15, 2004 |
| 9. | MINIMUM QUAL. CHANGE: | Board Item D-24, December 13, 2006 |
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OCCUPATIONAL SUMMARY

Plans, manages, organizes, and evaluates the financial resources of the school system including budgeting, cash management, accounting, payroll, accounts payable, risk management, and protection of Board assets provided through the purchase of insurance, fidelity bonds, and self-insurance. Ensures the financial stability of the District as well as fiscally responsible action and activities at all levels. Administers all matters relating to state legislative relations, and acts as liaison between the Superintendent of Schools and the School Board with state legislation.

EXAMPLE OF DUTIES

1. Serves as Chief Financial Officer to the Board in terms of revenue needs, allocations, and effective utilization and protection of resources.
2. Provides leadership and supervision in the operation of fiscal services including budgeting, cash management, accounting, payroll, accounts payable and risk management; ensures the direction and coordination of the departments and activities to support the efficient operation of schools and District departments.
3. Assists the Deputy Superintendent in the development, implementation, review, and control of the budget, strategic financial plan and the allocation of resources for the District.
4. Advises the Deputy Superintendent on numerous and complex fiscal and financial issues and operations.
5. Provides leadership for development, maintenance, enhancements and continual improvement to the District's comprehensive financial data controls; directs and monitors automated financial data controls.

6. Ensures protection of the assets of the District by enforcing and promoting internal controls, internal auditing, and ensuring proper insurance coverage.
7. Serves as the District's representative regarding fiscal issues in meetings with governmental, legislative and the community on matters impacting the school system.
8. Prepares financial and management reports, and monitors the financial operations of the District.
9. Directs the preparation and implementation of the District budget to ensure compliance with state laws and alignment with District goals.
10. Supervises the preparation of pupil population, revenue, and appropriation estimates and analyses for all parts of the budget for inclusion in the budget document and associated work papers.
11. Initiates School Board policy development on business and budget related matters of the District.
12. Provides financial advice on the District's negotiations with employee groups to ensure negotiation settlements are within budget. Serves on the District's collective bargaining teams.
13. Directs the process for minimizing loss to the school system based upon requirements of state and federal statutes, collective bargaining agreements, and Board Rules and policies.
14. Works with various management levels, community/state leaders, and employee organizations to provide information or clarify policy issues pertaining to financial affairs.
15. Directs design and preparation of fringe benefits programs.
16. Travels out-of-county regularly or on an extended basis for assignments associated with state legislative responsibilities.
17. Performs other duties comparable to the above, as the above duties describe only the typical, primary features of the job.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: sitting, mobility, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Master's degree in Accounting, Public Administration, Educational Administration, Business Administration, or equivalent field. Minimum of five (5) years senior administrative experience in management of financial resources

OR

Bachelor's degree in Business Administration or related field and ten (10) years senior financial management experience.

- ~~2. Minimum of five (5) years senior administrative experience in management of financial resources.~~
- ~~3~~ 2. Working knowledge of budget, investment, financial control, procurement, and risk management methods and organization.
- ~~4.~~ 3. Demonstrated ability to communicate effectively as evidenced by clarity and conciseness of oral presentations and submitted documents. in both oral and written forms.

