

Carolyn Spaht, Chief of Staff

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

COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY

LINK TO DISTRICT

STRATEGIC PLAN: CREATE AND UPDATE JOB DESCRIPTIONS

As explained in a memorandum sent to the Board on March 2, 2005, and as specified at the School Board meeting of August 17, 2005, Agenda Item D-23, some job descriptions have not been updated in many years and do not comport with state requirements, technical skill requirements to reflect current job market, and/or organizational needs pursuant to the 2005-2008 Strategic Plan. In addition, activities of assessing existing job descriptions, aligning core functions and tasks with job descriptions, and modifying/creating job descriptions as needed, are explicitly outlined in the 2005-08 District Strategic Plan.

Moreover, to comply with the MEP Manual and DCSAA Contract, "job descriptions shall be maintained on a current basis."

Therefore, job description updates will be presented to the Board, for approval, on a periodic basis.

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 change of title.

There is no cost to the District for this item.

RECOMMENDED: That effective, November 20, 2007, 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 DCSAA positions:
 - a. Information Security Analyst II, DCSAA pay grade 43, Information Technology Services
 - b. Coordinator I Food Procurement and Menu Management, DCSAA pay grade 40, Department of Food and Nutrition

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MIAMI DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|----|------------------------|------------------------------------|
| 1. | JOB TITLE: | Information Security Analyst II |
| 2. | DEPARTMENT: | Information Technology Services |
| 3. | IMMEDIATE SUPERVISOR: | Chief Information Security Officer |
| 4. | PAY GRADE: | 43 |
| 5. | JOB CODE: | 0952 |
| 6. | BARGAINING UNIT: | 8 |
| 7. | POSITION AUTHORIZED: | Board Item H-5, January 14, 2004 |
| 8. | DATE OF LAST REVISION: | Board Item D-24, November 20, 2007 |
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OCCUPATIONAL SUMMARY

The Information Security Analyst II is responsible for developing and monitoring policies, practices, programs and materials to ensure that Miami-Dade County Public Schools (M-DCPS) administrative and student information is secure from unauthorized access, protected from inappropriate alteration, physically secure and available to authorized users in a timely fashion. Additionally, the Information Security Analyst II coordinates the development and execution of effective security awareness programs.

EXAMPLE OF DUTIES

1. Develops, implements, and administers high level security policies, practices, standards and programs.
2. Facilitates and directs the timely dissemination of security information.
3. Coordinates the development and execution of an effective security awareness program.
4. Works closely with senior management and independent contractors in evaluating computer systems vulnerabilities.
5. Utilizes knowledge gained from ancillary sources to assess computer systems risk, develop contingency plans to mitigate associated risks.
6. Serves as ITS's liaison for internal, independent external and Auditor General audits.

7. Maintains agreed upon 'Best Practice' security settings for policy (ADS and RACF).
8. Performs security software evaluations, including installation, testing and making recommendations for their purchase.
9. Performs other duties related to the general administrative responsibilities of the position.

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. Bachelor's Degree in Computer Science, Management Information Systems, Mathematics or a combination of equivalent information systems experience.
2. ~~COBOL, VSAM and JCL knowledge and experience.~~ Knowledge of data security risks and best practices in a large enterprise environment.
3. Minimum of seven (7) years experience in a complex analytical environment involving data and information security which include RACF and Active Directory Services including experience in system design in a large-scale data processing environment.
4. Demonstrated ability to communicate effectively in both oral and written form.

MIAMI-DADE COUNTY PUBLIC SCHOOLS**JOB DESCRIPTION****IDENTIFICATION INFORMATION**

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|----|------------------------|---|
| 1. | JOB TITLE: | Coordinator I, Food Procurement and Menu Management |
| 2. | DEPARTMENT: | Department of Food and Nutrition |
| 3. | IMMEDIATE SUPERVISOR: | Food and Menu Management Director |
| 4. | PAY GRADE: | 40 |
| 5. | JOB CODE: | 0865 |
| 6. | BARGAINING UNIT: | 8 |
| 7. | POSITION AUTHORIZED: | Board Item E-3, November 3, 1993 |
| 8. | DATE OF LAST REVISION: | Board Item D-24, November 20, 2007 |
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OCCUPATIONAL SUMMARY

Coordinates procurement, budget, menu and recipe management functions including USDA Commodity Food inventory and usage. Provides administrative support to the Department of Food and Nutrition. Responsible for maintaining and monitoring quality control and adherence of vendors to bid specifications and minimum criteria.

EXAMPLE OF DUTIES

1. Supervises the procurement and delivery of food products to schools, maintaining quality control and regulatory agency requirements.
2. Works with the Food and Menu Management Director and Procurement Management Services on bid specifications and Food Purchase Orders management. Monitors vendors and schools to ensure that bid products are meeting specifications of bid. Manages the menu utilizing USDA Commodity foods and controls purchased foods usage to ensure adherence to fiscal controls.
3. Coordinates budget and menu management, including food cost control. Ensures effective fiscal control of food purchase and sales.
4. Coordinates and supervises promotional and merchandising campaigns conducted in Miami-Dade County Public School's Food Service Program to enhance the food service program and increase revenue.

5. Assists Food Service Managers and Region Food Service Coordinators on a daily basis with problems and concerns regarding products, deliveries, and weekly food ordering. Adheres to quality assurance guidelines. Conducts on-site visitations to food distribution and storage facilities to ensure quality control.
6. Conducts technical training on the On-Line Food Ordering System and Stores and Distribution Paper and Supplies System; conducts classroom and school site instruction for the Manager Intern Training Program as it relates to the automated food ordering system and to the testing and evaluation of new products. Provides technical assistance to Facilities Planning Coordinator in demonstration of equipment in new or renovated schools.
7. Responsible for updating and incorporating recipe information into the on-line automated recipe system.
8. Coordinates and assists the Food and Menu Management Director with provision of food services for Red Cross emergency shelters.
9. Supervises food product testing and evaluation in conformance with USDA and District's nutrition requirements and guidelines.
10. Performs other duties related to general administrative responsibilities of the position.

PHYSICAL REQUIREMENTS

This work 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 primarily indoors and outdoors and requires frequent in-county travel.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's Degree with specialization in Administrative Dietetics, Food and Nutrition or Institutional Management. ~~and experience in the area of institutional Food Service Management or related field.~~

OR

~~Associate of Arts Degree with major course work in food and nutrition or related discipline and five (5) years of actual school food service management experience.~~

2. Three (3) years of school food service or related field.
- ~~2.~~ 3. Possession of a valid Florida Drivers License.
3. 4. Demonstrated ability to communicate effectively in both oral and written form.