

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, December 19, 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. Project Supervisor I, DCSAA pay grade 41, Systems and Programming Services
  - b. Senior Systems Analyst I, DCSAA pay grade 41, Systems and Programming Services
  - c. Programmer Analyst II, DCSAA pay grade 35, Systems and Programming Services

2. Approve changes to minimum qualifications and title change for the following DCSAA position:
  - a. Senior Project Manager, DCSAA pay grade 44, Information Technology Services

## MIAMI-DADE COUNTY PUBLIC SCHOOLS

## JOB DESCRIPTION

## IDENTIFICATION INFORMATION

- |    |                          |   |
|----|--------------------------|---|
| 1. | JOB TITLE:               | Project Supervisor I                      |
| 2. | DEPARTMENT:              | Systems and Programming Services          |
| 3. | IMMEDIATE SUPERVISOR(S): | Project Manager or Senior Project Manager |
| 4. | PAY GRADE:               | 41  |
| 5. | JOB CODE:                | 0048                                      |
| 6. | BARGAINING UNIT:         | 8   |
| 7. | POSITION AUTHORIZED:     | Board Item C-4, January 8, 1986           |
| 8. | DATE OF LAST REVISION:   | Board Item D-24, December 19, 2007        |
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## OCCUPATIONAL SUMMARY

Responsible for providing technical and analytical assistance in the solution of data processing problems. Responsible for supervising and providing technical direction to the programming staff. Interfaces with administrators and other personnel at different levels throughout the Miami-Dade County Public Schools System to summarize problem characteristics and define information requirements. Defines data processing support and provides technical and administrative direction in the development of new programs and maintenance of operational programs.

## EXAMPLE OF DUTIES

1. Gathers data for analysis of problem areas.
2. Designs system improvements and evaluates the functions provided by a purchased system against what could be developed in-house.
3. Calculates systems and programming costs and time estimates.
4. Develops and documents methodology for implementing improvements.
5. Designs, codes and documents program logic. Defines the programming language, methodology and equipment requirements for new and existing applications.
6. Prepares, analyzes and verifies test results.
7. Researches and reviews and is responsible for being in compliance with current laws and regulations that impact existing systems.

8. Prepares operations instructions and prepares personnel activity and program status reports for management.
9. Responsible for continuing education in new software and hardware developments for implementing changes and upgrades as required.
10. 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 Management, Business, Computer Science, or equivalent ~~education and work experience~~ field or a minimum of five (5) years experience in systems programming.
2. ~~Eight (8)~~ Five (5) years recent experience as a senior programmer analyst or equivalent position in a large scale ~~hardware~~ Information Technology environment. ~~comparable to the current environment at M-DCPS.~~
3. ~~Courses pertaining to data processing hardware, software, and programming techniques.~~
- 4- 3. Knowledge and experience in SQL Server 2000, C++, Visual Basic, or other ~~Fourth Generation Languages is desirable.~~ or equivalent relational database technology Visual Studio applications, or other current application software,  
and/or
5. Knowledge and experience with large scale hardware and programming techniques including COBOL, ADABAS and IBM OS-JCL. ~~is required.~~
6. ~~Knowledge and experience with using project management techniques and familiarity with software development life cycle (SDLC).~~
7. ~~Ability to manage people and make logical decisions.~~
- 8- 4. Demonstrated ability to communicate effectively in both oral and written forms.

**MIAMI-DADE COUNTY PUBLIC SCHOOLS**

**JOB DESCRIPTION**

**IDENTIFICATION INFORMATION**

- 1. JOB TITLE: Senior Systems Analyst I
  - 2. DEPARTMENT: Systems & Programming Services
  - 3. IMMEDIATE SUPERVISOR(S): Project Supervisor I or Project Manager Systems & Programming Services or Senior Project Manager Systems & Programming Services
  - 4. PAY GRADE: 41
  - 5. JOB CODE: 0936
  - 6. BARGAINING UNIT: 8
  - 7. POSITION AUTHORIZED: Board Item E-5, July 10, 1996
  - 8. DATE OF LAST REVISION: Board Item D-24, December 19, 2007
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**OCCUPATIONAL SUMMARY**

Devices and designs computer requirements for the solution of moderately difficult business problems or for segments of more complex problems, and formulates procedures for their solutions. Designs appropriate application systems structures which will provide a solid foundation for well-written and reliable application programs.

**EXAMPLE OF DUTIES**

- 1. Performs necessary investigation, analysis, and evaluation to determine project feasibility.
- 2. Helps to develop project cost and benefit estimates to establish project worth including the development of alternative considerations leading to recommendations for new systems or equipment installations or change of existing ones.
- 3. Advises appropriate people on the availability of existing IS systems that can be applied to a problem or task.
- 4. Develops and/or evaluates previously refined data and selects from a range of alternatives to determine the appropriate action to be taken and develops or assists in the development of work plans, task sequencing, and the extent to which tasks may be performed concurrently.

5. Develops time schedules, conversion, and test procedures for all aspects of system, from manual handling through computer processing.
6. Recommends plans for user and resource management approvals and recommends IS equipment needed for solution of a problem.
7. Plans independently the full range of programming actions needed to achieve desired end-results on complex problems.
8. Functions as technical leader for staff members, as needed.
9. Leads programming activities as required.
10. 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 Management, Business, Computer Science or equivalent education and work experience field or a minimum of five (5) years experience in systems and programming.
2. ~~Eight (8)~~ Five (5) years recent experience as a senior programmer analyst or equivalent position. ~~in a large scale hardware environment comparable to the current environment at M-DCPS.~~
3. ~~Courses in pertinent Data Processing software, systems and programming techniques.~~
4. 3. Knowledge and experience in SQL Server 2000, C++, Visual Basic, or other ~~Fourth Generation Languages is desirable~~ or equivalent relational database technology Visual Studio applications, or other current application software,  
and/or
5. Knowledge and experience with large scale hardware and programming techniques including COBOL, ADABAS and IBM OS-JCL ~~is required.~~
6. ~~Knowledge and experience with using project management techniques and familiarity with software development life cycle (SDLC).~~

~~7.~~ 4. Demonstrated ability to communicate effectively in both oral and written form.

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## MIAMI-DADE COUNTY PUBLIC SCHOOLS

## JOB DESCRIPTION

## IDENTIFICATION INFORMATION

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|----|--------------------------|---|
| 1. | JOB TITLE:               | Programmer Analyst II                   |
| 2. | DEPARTMENT:              | Systems and Programming Services        |
| 3. | IMMEDIATE SUPERVISOR(S): | Project Supervisor or Systems Analyst I |
| 4. | PAY GRADE:               | 35                                      |
| 5. | JOB CODE:                | 0925                                    |
| 6. | BARGAINING UNIT:         | 8                                       |
| 7. | POSITION AUTHORIZED:     | Board Item A-3, July 10, 2002           |
| 8. | DATE OF LAST REVISION:   | Board Item D-24, December 19, 2007      |
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## OCCUPATIONAL SUMMARY

Develops, designs programs, and implements computer applications to assist the schools and/or administrative offices.

## EXAMPLE OF DUTIES

1. Analyzes documents, files, and reports related to work flow.
2. Organizes data files and prepares flowcharts of data movement.
3. Designs, codes and documents program logic.
4. Prepares and analyzes test data and results.
5. Designs, record and report formats.
6. Prepares all elements of program, job and system documentation.
7. Develops control procedures and organizes processes.
8. Prepares personal activity and program status reports.
9. Successful performance of job duties may require travel or assignment to an alternate work location.
10. 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 Management, Business, Computer Science or equivalent ~~education and work experience~~ field or a minimum of two (2) years experience in systems programming.
2. Coursework, knowledge, and experience in COBOL, Easytrieve, IBM OS-JCL, or SQL Server 2000, Visual Studio Applications-Net, or Crystal Reports, Web Reports, or other Fourth Generation Languages. ~~is required.~~
3. Demonstrated ability to communicate effectively on both oral and written form.

## MIAMI-DADE COUNTY PUBLIC SCHOOLS

## JOB DESCRIPTION

## IDENTIFICATION INFORMATION

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|----|------------------------|---|
| 1. | JOB TITLE:             | Senior Project Manager, <del>Program Management</del> |
| 2. | DEPARTMENT:            | Information Technology Services                       |
| 3. | IMMEDIATE SUPERVISOR:  | Director I, Program Management                        |
| 4. | PAY GRADE:             | 44  |
| 5. | JOB CODE:              | 0044  |
| 6. | BARGAINING UNIT:       | 8   |
| 7. | POSITION AUTHORIZED:   | Board Item C-4, January 8, 1986                       |
| 8. | DATE OF LAST REVISION: | Board Item D-24, December 19, 2007                    |
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## OCCUPATIONAL SUMMARY

Provides technical and analytical assistance in the solution of Miami-Dade County Public School's (M-DCPS) information system problems and needs. Interfaces with administrators and other personnel at all levels throughout M-DCPS to summarize problem characteristics and define information requirements. Describes procedural and operational improvements, defines data processing support, provides technical and administrative direction in the development of new programs and maintenance of operational programs. Works and meets with citizens' groups, Board members, administrators from other schools systems, data processing experts from other organizations, and suppliers of technical and procedural materials to ensure the best environment to support the education of M-DCPS' students.

## EXAMPLE OF DUTIES

1. Develop the project schedule and project documentation in line with the project methodology defined by the Program Management Office.
2. Calculates Return on Investment (ROI), Total Cost of Ownership (TCO), estimated project budget, project timeline, and resource commitment.
3. Manages implementation of in-house and third party applications.
4. Identify and document changes impacting the project, issues and risks bringing that to the attending of the PMO.
5. Prepares material for management presentation, and presents systems recommendations to the project sponsor, Information Technology Services' (ITS) advisory committees and user department management.

6. Develops and produces computerized resources, budget and other reports used when presenting system proposals.
7. Prepares and reports status and resource commitments to management.
8. Understanding of ITIL and Project Management methodologies.
9. Reviews technical publications and researches new techniques and technologies for providing improved, efficient, project management.
10. 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 Management, Business, Computer Science or equivalent education and work experience field or a minimum of seven (7) years experience in an IT service-based environment.
- ~~2. Courses in pertinent Data Processing hardware, software, systems and programming techniques.~~
- ~~3.~~ 2. Five (5) years experience as a project supervisor or equivalent.
4. 3. Extensive knowledge of data processing hardware; software; systems and programming techniques; systems design; documentation requirements, and data processing requirements, as demonstrated by education, training and job related experience.
4. Demonstrated ability to communicate effectively in both oral and written form.