

Vera A. Hirsh, Assistant Superintendent  
Human Resources, Recruiting and Performance Management

**SUBJECT: ESTABLISH AND CLASSIFY MANAGERIAL EXEMPT PERSONNEL (MEP) POSITIONS**

**APPOINTMENTS AND LATERAL ASSIGNMENTS OF MANAGERIAL EXEMPT, PROFESSIONAL AND TECHNICAL PERSONNEL FOR 2010-2011**

**COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY**

**LINK TO STRATEGIC FRAMEWORK: SCHOOL/DISTRICT LEADERSHIP**

Authorization of the Board is requested to establish and classify new administrative position classifications in accordance with School Board Rule 6Gx13- 4D-1.022, Manual of Procedures for Managerial Exempt Personnel (MEP). The administrative assignment recommendations are made in accordance with Board Rules 6Gx13- 4A-1.16, 6Gx13- 4A-1.61, and the Miami-Dade County Public Schools/Dade County School Administrators' Association labor contract.

Considerations for reassignments of managerial exempt, professional and technical personnel were predicated upon an intensive review of information by appropriate administrators.

The recommended managerial exempt, professional and technical personnel appointments reflect the honoring of requests for lateral reassignments, where possible. Assignments of personnel and appointments of managerial exempt, professional and technical staff may be a result of the Board-approved advertisement and selection process, or by a direct appointment of an individual who has demonstrated the specific qualifications and background applicable to the position.

State Statutes and subsequent changes in Board rules governing Administrative/Professional and Technical Staffing require that all first year principalship appointments be "Interim" appointments.

In order to fill school-site allocations and other allocations vacated by promotion, leave, retirement, and other attritional factors, it is recommended that the following personnel assignments be authorized by the School Board. Revisions, additions and /or deletions may be made to the recommended personnel assignments, as necessary, to assure efficient school system operations, and if such modifications are made, a revised Board item will be submitted prior to the Board meeting.

There is no cost to the District for this item.

Establish and classify the following MEP positions:

**Risk and Benefits Management**

**Claims Compliance Officer, MEP, Pay Grade 22, Risk and Benefits Management**

Responsible for auditing the accuracy of all claims within the District's self-insured programs.

**Accounts Receivable Supervisor, MEP, Pay Grade 20, Risk and Benefits Management**

Responsible for establishing all procedures and accounting for the all accurate and timely deposit of payments received for participants enrolled in the District's self funded health insurance program as well as all other reimbursements/recoveries received by the Office of Risk and Benefits Management for various programs including but not limited to self insured workers' compensation, general liability, automobile liability and professional liability (errors & omission) claims.

**SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS**  
**INTERIM PRINCIPALS TO PRINCIPALS**

<b><u>NAME</u></b>	<b><u>CURRENT ASSIGNMENT</u></b>	<b><u>CURRENT PG</u></b>	<b><u>NEW ASSIGNMENT</u></b>	<b><u>NEW PG</u></b>
Lucy Amengual	Interim Elementary Principal David Fairchild Elementary School	P1	Elementary Principal David Fairchild Elementary School (Effective 07/16/2010)	P1
Miguel A. Balsera	Interim Elementary Principal Bent Tree Elementary School	P1	Elementary Principal Bent Tree Elementary School (Effective 07/16/2010)	P1
Maria Costa	Interim Middle Principal Herbert A. Ammons Middle School	P2	Middle Principal Herbert A. Ammons Middle School (Effective 07/16/2010)	P2
Maria P. Costa	Interim Elementary Principal Biscayne Elementary School	P1	Elementary Principal Biscayne Elementary School (Effective 07/30/2010)	P1
Patricia M. Fernandez	Interim Elementary Principal Miami Shores Elementary School	P1	Elementary Principal Miami Shores Elementary School (Effective 07/16/2010)	P1
Thelma Fornell	Interim Elementary Principal Campbell Drive Elementary School	P1	Elementary Principal Campbell Drive Elementary School (Effective 07/16/2010)	P1
Marta Garcia	Interim Elementary Principal Royal Palm Elementary School	P1	Elementary Principal Royal Palm Elementary School (Effective 07/16/2010)	P1
Lidia M. Gonzalez	Interim Elementary Principal Christina M. Eve Elementary School	P1	Elementary Principal Christina M. Eve Elementary School (Effective 07/16/2010)	P1

**SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS**  
**INTERIM PRINCIPALS TO PRINCIPALS**

<b><u>NAME</u></b>	<b><u>CURRENT ASSIGNMENT</u></b>	<b><u>CURRENT PG</u></b>	<b><u>NEW ASSIGNMENT</u></b>	<b><u>NEW PG</u></b>
Martha T. Jaureguizar	Interim Elementary Principal Kendale Lakes Elementary School	P1	Elementary Principal Kendale Lakes Elementary School (Effective 07/16/2010)	P1
Maritza D. Jimenez	Interim Middle Principal Hialeah Gardens Middle School	P2	Middle Principal Hialeah Gardens Middle School (Effective 07/16/2010)	P2
Lourdes A. Lopez	Interim Elementary Principal Bowman Foster Ashe Elementary School	P1	Elementary Principal Bowman Foster Ashe Elementary School (Effective 07/16/2010)	P1
Renny L. Neyra	Interim Elementary Principal Pine Villa Elementary School	P1	Elementary Principal Pine Villa Elementary School (Effective 07/16/2010)	P1
Raymond J. Sands	Interim Elementary Principal Nathan B. Young Elementary School	P1	Elementary Principal Nathan B. Young Elementary School (Effective 07/16/2010)	P1
Eduardo J. Tagle	Interim Elementary Principal Ben Sheppard Elementary School	P1	Elementary Principal Ben Sheppard Elementary School (Effective 07/16/2010)	P1
Benny Valdes	Interim Senior High Principal Miami Senior High School	P3	Senior High Principal Miami Senior High School (Effective 07/16/2010)	P3
Cynthia Valdes-Garcia	Interim Senior High Principal MacArthur South Senior High School	P3	Senior High Principal MacArthur South Senior High School (Effective 07/16/2010)	P3

**SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS  
INTERIM PRINCIPALS TO PRINCIPALS**

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Haydee Villanueva	Interim Elementary Principal South Hialeah Elementary School	P1	Elementary Principal South Hialeah Elementary School (Effective 07/16/2010)	P1
Maria G. Zabala	Interim K-8 Center Principal Fienberg/Fisher K-8 Center	P2	K-8 Center Principal Fienberg/Fisher K-8 Center (Effective 07/16/2010)	P2

**RECOMMENDED:** That effective July 15, 2010, or as soon thereafter as can be facilitated, The School Board of Miami-Dade County, Florida:

1. Establish and classify the following MEP positions:
  - a. Claims Compliance Officer, MEP, Pay Grade 22, Risk and Benefits Management
  - b. Accounts Receivable Supervisor, MEP, Pay Grade 20, Risk and Benefits Management
2. approve the recommendations as set forth above for appointments and laterals transfers to be effective July 15, 2010, or as soon thereafter as can be facilitated, with the exception of the effective dates as noted throughout the item.

**SALARY RANGE**

	<i>MEP*</i>	<i>DCSAA</i>
P3	\$107,927 - \$141,999	
P2	\$ 98,852 - \$139,359	
P1	\$ 94,530 - \$136,720	

\*MEP salary ranges are adjusted for the 250 day calendar, approved June 17, 2009, by Board Agenda item D-26



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

- |    |                       |                                 |
|----|-----------------------|---------------------------------|
| 1. | JOB TITLE:            | Claims Compliance Officer       |
| 2. | DEPARTMENT:           | Risk and Benefits Management    |
| 3. | IMMEDIATE SUPERVISOR: | Risk and Benefits Officer       |
| 4. | PAY GRADE:            | 22                              |
| 5. | JOB CODE:             | TBA                             |
| 6. | BARGAINING UNIT:      | 6                               |
| 7. | POSITION AUTHORIZED:  | Board Item E-14, March 17, 2010 |
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**OCCUPATIONAL SUMMARY**

Responsible for auditing the accuracy of all claims within the District's self-insured programs.

**EXAMPLE OF DUTIES**

1. Establishes a comprehensive work flow to audit health insurance claim payments made by the School District's Claims Administrator (ASO) to assure compliance with applicable provider discounts and appropriateness of care.
2. Reviews current and closed claim payments while working closely with ASO to determine accuracy and timeliness of payments.
3. Reviews and audits monthly claims reports and binds them in with bank statements.
4. Interprets statutory requirements for management and Board rules which pertain to accounting for financial transactions in Risk and Benefits Management.
5. Assists the immediate supervisor in the development of data processing audit programs and scope of audits to be performed.
6. Participates in study, design and development of revision of accounting forms, systems, procedures, controls, and methods to promote more efficient and effective operations within the various departments and assists in their installations and implementations.
7. Makes recommendations to immediate supervisor regarding the correction of deficiencies disclosed by the audits.

8. Establishes workflow for audits of self insured workers' compensation, general liability, automobile liability and professional liability (errors & omission) claims handled by the District's Third Party Claims Administrator (TPA).
9. Reviews indemnity and medical claim payments made by the TPA for accuracy and timeliness of such payments, with specific focus on accuracy of medical payments pursuant to the terms of the provider agreements in place.
10. Audits all penalties assessed by the State of Florida, Division of Workers' Compensation for late payments to determine the cause and assure reimbursement of such penalties from the TPA.
11. Provides quarterly audit findings of applicable health care claim payments made by the ASO as well as the workers' compensation and liability claim payments made by the TPA for quarterly contract reviews with both firms.
12. Makes recommendations to immediate supervisor with regard to improvements, changes, and financial best practices for District self insurance programs.
13. 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, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors.

#### **MINIMUM QUALIFICATION REQUIREMENTS**

1. Bachelor's degree in Business Administration, Finance or Public Administration, or related field.  

**OR**

Master's degree in Business Administration, preferred.
2. Certified Public Accountant licensed in the State of Florida, preferred.
3. Minimum of five (5) years supervisory experience in public accounting, risk management, internal auditing or finance; or five (5) years of licensed claims adjuster.
4. Demonstrated ability to communicate effectively in both oral and written form.



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

1.	JOB TITLE:	Accounts Receivable Supervisor
2.	DEPARTMENT:	Office of Risk and Benefits Management
3.	IMMEDIATE SUPERVISOR:	Assistant Risk and Benefits Officer
4.	PAY GRADE:	20
5.	JOB CODE:	TBA
6.	BARGAINING UNIT:	6
7.	POSITION AUTHORIZED:	Board Item E-14, March 17, 2010

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**OCCUPATIONAL SUMMARY**

Responsible for establishing all procedures and accounting for the all accurate and timely deposit of payments received for participants enrolled in the District's self funded health insurance program as well as all other reimbursements/recoveries received by the Office of Risk and Benefits Management for various programs including but not limited to self insured workers' compensation, general liability, automobile liability, and professional liability (errors & omission) claims.

**EXAMPLE OF DUTIES**

1. Supervises health insurance premium deposits received from self-payers including, but not limited to retirees, leave employees, and non-benefit eligible employees who enroll in the District's healthcare program.
2. Utilizes the District SAP Account Receivable software to account for all received payments.
3. Supervises the deposit and posting of all received payments.
4. Supervise the development of all applicable database driven statistical and financial reporting for payments received by the Office of Risk and Benefits Management.
5. Communicates with immediate supervisor on workflow and makes recommendations for needed changes to processes
6. Works closely with administrator(s) within the office of Risk and Benefits Management to manage the overall financial infrastructure of the Office of Risk and Benefits Management.

7. Assists and provides information to external, internal and state auditors.
8. Monitors payments received from the Florida Retirement System (FRS) for retirees who have health insurance payments taken from their retirement checks for appropriate posting and accounting purposes.
9. Works closely with administrator(s) within the office of Risk and Benefits Management to assure accuracy of all financial transactions and to make necessary modifications to processes as needed.
10. Supervises the preparation and submission of all reports related to the accounts receivable process within the office of Risk and Benefits Management.
11. Works closely with administrator(s) within the office of Risk and Benefits Management on premium refund issues and other financial transactions.
12. Performs other duties related to 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 Business Administration, Finance, or Public Administration or related field.
2. Minimum of three (3) years of financial/accounting experience in employee benefits and/or risk management.
3. Demonstrated ability to communicate effectively in both oral and written forms.