

Office of Human Resources  
Marjorie H. Adler, Chief Personnel Officer

**SUBJECT: RECLASSIFICATION OF PROFESSIONAL AND TECHNICAL POSITIONS -  
DADE COUNTY SCHOOLS ADMINISTRATOR'S ASSOCIATION (DCSAA)**

- 1. ESTABLISH AND CLASSIFY PROFESSIONAL AND TECHNICAL (DCSAA) POSITIONS**
- 2. APPROVE PROPOSED RECLASSIFICATIONS OF PROFESSIONAL AND TECHNICAL (DCSAA) PERSONNEL**
- 3. APPROVE CHANGE OF TITLES AND ASSIGN PERSONNEL**

Procedures for the reclassification of professional and technical positions are outlined in the Miami-Dade County Public Schools/Dade County Schools Administrator's Association (DCSAA) labor contract, under Article XIII, Section 6. Reclassification may result from the redistribution of work assignments which significantly alters the duties and responsibilities of a position. A request for review of a position classification may be made by an employee in the bargaining unit or by his/her supervisor.

Compensation Administration is responsible for reviewing requests for reclassification and submitting the findings with advisory recommendations to the Chief Personnel Officer, Office of Human Resources. These findings are based on a variety of job analysis techniques, including job description reviews, supervisory interviews, and a review of the internal pay relationships. In some cases, on-site job audits and salary comparisons were also conducted.

The total cost for the recommended reclassifications is approximately \$79,4000 or \$36,524 on a prorated basis. Details regarding this Board item, will be submitted prior to the School Board Meeting of January 14, 2004.