

Personnel Management and Services
Nelson E. Diaz, Deputy Superintendent

**SUBJECT: APPOINT AND ASSIGN :
MANAGER II, (2)
COMMUNITY SCHOOL FISCAL SERVICES**

The following recommendations are made in accordance with the Miami-Dade County Public Schools/Dade County Schools Administrators' Association labor contract.

These open budgeted positions were approved by the Board July 14, 1999, Agenda Item A-3.

Ms. Karen L. Hargreaves, currently a School Accounting Resource Specialist, Office of Workforce Development Education, is recommended for appointment to the open, budgeted position of Manager II, Community School Fiscal Services, pay grade 38, Division of Community Education. Since 1984 to the present, Ms. Hargreaves has been employed by Miami-Dade County Public Schools as a part-time clerical, a secretary, a data entry specialist, a treasurer, an accounting clerk, and a school accounting resource specialist, her current position.

Ms. Carlana M. Mitchell, currently an Occupational Specialist, Office of Applied Technology, Adult, and Career Education, is recommended for appointment to the open, budgeted position of Manager II, Community School Fiscal Services, pay grade 38, Office of Workforce Development. Ms. Mitchell received a Bachelor of Arts Degree from Howard University, Washington, D.C. From 1996 to 1998, Ms. Mitchell was employed by the Department of Labor and Employment Security, Division of Jobs and Benefits, Miami, Florida, as an Employment Security Representative I. From 1998 to the present, Ms. Mitchell has been employed by Miami-Dade County Public Schools as an Occupational Specialist, her current position..

These recommendations are the direct result of the Board-approved advertisement and selection process.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, appoint:

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1. Ms. Karen L. Hargreaves to the open, budgeted position of Manager II, Community School Fiscal Services, pay grade 38, and assign to the Division of Community Education, effective March 16, 2000, or as soon thereafter as can be facilitated; and
2. Ms. Carlana M. Mitchell to the open, budgeted position of Manager II, Community School Fiscal Services, pay grade 38, and assign to the Office of Workforce Development, effective March 16, 2000, or as soon thereafter as can be facilitated.

NED/vh