

Office of Superintendent of Schools  
Board Meeting of December 13, 2000

November 29, 2000

Personnel Management and Services  
Nelson E. Diaz, Deputy Superintendent

**SUBJECT: APPOINT AND ASSIGN:  
BUDGET ANALYST**

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

The Budget Analyst develops budgets for various operational functions and programs. Compiles data and distributes MESA funds into school level budgets; provides monthly and quarterly projection to upper level management. Liaison between budget department, district offices, region offices, school sites and personnel; analyzes, classifies and interprets all pertinent budget data in preparation of budget forecasts and subsequently develops and implements procedures for budget control. Responsible for development, implementation and monitoring of operating budget for various operational functions and district programs.

This recommendation is the direct result of the Board-approved advertisement and selection process.

Details of this Board Agenda Item will be made available prior to the Board meeting of December 13, 2000.