

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

December 12, 2000

Personnel Management and Services
Nelson E. Diaz, Deputy Superintendent

**SUBJECT: APPOINT AND ASSIGN:
BUDGET ANALYST (2)**

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

These open budgeted positions are included in the 2000-2001 Adopted General Budget; one of the open budgeted positions is due to the promotion of the incumbent.

Ms. Dorothea Payton is recommended for appointment to the open, budgeted position of Budget Analyst, Office of Budget Management, pay grade 43. Ms. Payton received a Bachelor of Science Degree in Accounting from Mississippi University for Women, Columbus, Mississippi; and a Master of Business Administration Degree from Nova Southeastern University, Fort Lauderdale, Florida. Since 1990 to the present, Ms. Payton has been employed as an Auditor by Associated Industries Insurance Services, Miami, Florida, her current position.

Mr. Manuel E. Reyes is recommended for appointment to the open, budgeted position of Budget Analyst, Office of Budget Management, pay grade 43. Mr. Reyes received a Bachelor of Science Degree in Economics and a Master of Science Degree in Economics from the University of Florida, Gainesville, Florida. Since 1989 to the present, Mr. Reyes has been employed by Agro-Lacteos Ingredients Corporation dba Economic and Marketing Services, Miami, Florida, as a Director of Management, his 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:

1. Ms. Dorothea Payton to the open budgeted position of Budget Analyst, pay grade 43, 12 months, and assign to the Office of Budget Management, effective December 14, 2000, or as soon thereafter as can be facilitated; and
2. Mr. Manuel E. Reyes to the open budgeted position of Budget Analyst, pay grade 43, 12 months, and assign to the Office of Budget Management, effective December 14, 2000, or as soon thereafter as can be facilitated.

NED/vh

REPLACEMENT
E-6