

Personnel Management and Services
Magaly C. Abrahante, Chief Personnel Officer

SUBJECT: REQUEST AUTHORIZATION TO WAIVE THE MEMBERSHIP OF THE INTERVIEW AND THE REVIEW COMMITTEES OF SCHOOL BOARD RULE 6Gx13- 4A-1.16, ASSIGNMENT, TRANSFER, AND APPOINTMENT-NON-SCHOOL SITE ADMINISTRATIVE POSITIONS; AND AUTHORIZE THE MEMBERSHIP OF THE INTERVIEW AND REVIEW COMMITTEES FOR SELECTED MANAGERIAL EXEMPT PERSONNEL (MEP) POSITIONS

Authorization of the Board is requested to waive Section II, Formal Selection Procedures, Items D and F, of School Board Rule 6Gx13- 4A-1.16, Assignment, Transfer, and Appointment - Non-School Site Administrative Positions, for selected Managerial Exempt Personnel (MEP) positions where the participation in the management selection process of community representatives with technical expertise in the occupational focus of the positions would enhance the interview and selection process. The selected positions include Chief Financial Officer, MEP pay grade 27, Chief Business Officer, MEP pay grade 27, Chief Budget Officer, MEP pay grade 25, Chief Facilities Officer, Maintenance, MEP pay grade 25, Executive Officer, Office of Information Technology, MEP pay grade 25, and Administrative Director, Transportation, MEP pay grade 24.

CURRENT LANGUAGE IN BOARD RULE:

- D. Management Selection will convene the Interview Committee. The Interview Committee shall be constituted, as follows:
- three members from the affected bureau, office, or division;
 - one school site administrator (principal or assistant principal according to the level of position);
 - one district or region office administrator selected by the Superintendent of Schools or designee; and
 - the Executive Director, Management Selection, or designee (non-voting).

- F.The Review Committee, consisting of the appropriate Deputy Superintendent (or pay grade equivalent) or designee, supervising bureau, office, division or department head, and at least two other ranking administrators, will examine all interview data and interview each finalist. The Review Committee may select no more than one candidate to be recommended to the Superintendent of Schools. The name and records of the recommended candidate will be forwarded to Management Selection to initiate reference checks and drug testing, as necessary.

PROPOSED LANGUAGE RECOMMENDED TO BE APPROVED BY THE BOARD FOR SELECTED POSITIONS ONLY:

- D. Personnel Management and Services will convene the Interview Committee. The Interview Committee shall be constituted, as follows:
- two community representatives from the public and/or private sector with technical expertise in the occupational focus of the position;
 - a representative administrator from the bureau/office/division/department of the affected position;
 - one school site administrator (principal or assistant principal according to the level of the position);
 - one district/region office administrator, other than from the affected bureau/office/division/department, selected by the Superintendent of Schools or designee; and
 - the Chief Personnel Officer, Personnel Management and Services, or designee (non-voting).
- F.the Review Committee, consisting of an appropriate member of the Superintendent's Executive Staff and two community representatives with technical expertise in the occupational focus of the position, will examine all interview data and interview each finalist. The Review Committee shall submit not more than three finalists for a final determination and recommendation for appointment to the Superintendent of Schools. The names and records of the recommended candidates will be forwarded to Personnel Management and Services to initiate reference checks and drug testing, as necessary.

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

- a. waive the membership of the Interview and the Review Committees found in Section II, Formal Selection Procedures, Items D and F, School Board Rule 6Gx13- 4A-1.16, Assignment, Transfer, and Appointment-Non-School Site Administrative Positions, for the positions of Chief Financial Officer, MEP pay grade 27, Chief Business Officer, MEP pay grade 27, Chief Budget Officer, MEP pay grade 25, Chief Facilities Officer, Maintenance, MEP pay grade 25, Executive Officer, Office of Information Technology, MEP pay grade 25, and Administrative Director, Transportation, MEP pay grade 24; and
- b. authorize the proposed membership of the Interview and the Review Committees and the proposed language for the submission of finalists to the Superintendent of Schools for the positions of Chief Financial Officer, MEP pay grade 27, Chief Business Officer, MEP pay grade 27, Chief Budget Officer, MEP pay grade 25, Chief Facilities Officer, Maintenance, MEP pay grade 25, Executive Officer, Office of Information Technology, MEP pay grade 25, and Administrative Director, Transportation, MEP pay grade 24.

MCA/mtp