

Office of Superintendent of Schools  
Board Meeting of December 10, 2003

December 1, 2003

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

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

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 of a position 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 and requires sign-off by the appropriate member of the Superintendent's Executive Staff. These requests are reviewed by Compensation Administration with findings and advisory recommendations submitted for review by the Chief Personnel Officer. Recommendations are forwarded for consideration to the Superintendent of Schools. Subsequently, the Superintendent presents the recommendations for School Board approval.

Details regarding this Board item, will be submitted prior to the School Board Meeting of December 10, 2003.