

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

SUBJECT: APPOINTMENTS AND ASSIGNMENTS OF PERSONNEL TO THE SCHOOL DISTRICT

COMMIITTEE: LEGISLATIVE RELATIONS, PUBLIC RELATIONS AND PERSONNEL SERVICES

The following recommended appointments reflect assignments of personnel, including Managerial Exempt Personnel (MEP), professional and technical personnel (DCSAA) and personnel in the IO salary schedule to the District. The MEP and DCSAA recommendations are made in accordance with Board Rules 6Gx13- 4A-1.16, 6Gx13- 4A-1.61, and the DCSAA labor contract. The assignments and appointments of personnel, are a direct result of the Board-approved advertisement and selection process.

Ms. Catherine A. Hilton is recommended for appointment to the open budgeted position of Buyer, DCSAA pay grade 40, Procurement Management. Ms. Hilton received a Bachelor of Arts Degree in Interdisciplinary Studies from Eckerd/Florida Presbyterian College, St. Petersburg, Florida, and a Master of Science Degree in Urban Design from the University of Miami, School of Architecture and Planning, Coral Gables, Florida. Ms. Hilton's work history from 1973 through the present includes Marketing Committee Chair, South Florida Work Force Professional Placement Network, Miami, Florida; Interim Transportation Planning Manager, South Florida Regional Transportation Authority, Miami-Dade, Broward, Palm Beach Counties, Florida; Senior Planner, City of North Port Planning and Zoning Department, Sarasota County, Florida; Lead Exam Scorer, MetriTech, Inc., Bloomington-Normal, Illinois; Senior Planner, Tri-County Regional Planning Commission/Metropolitan Planning Organization, Peoria, Tazewell, Woodford Counties, Illinois; Consulting Senior Planner, Palm Beach County Government, Palm Beach, Florida; Owner/Operator, Glades Maritime Communities, Florida; City Planner, City of Sebastian, Indian River County, Florida; and various administrative positions within Miami-Dade County Government, Miami, Florida.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, appoint **Ms. Catherine A. Hilton** to the open, budgeted position of Buyer, DCSAA pay grade 40, Procurement Management, effective April 15, 2004, or as soon thereafter as can be facilitated.

MHA:mtp