

Carolyn Spaht, Chief of Staff

SUBJECT: ESTABLISH AND CLASSIFY MANAGERIAL EXEMPT PERSONNEL (MEP) AND DADE COUNTY SCHOOL ADMINISTRATORS' ASSOCIATION (DCSAA) POSITIONS

APPOINTMENTS AND LATERAL ASSIGNMENTS OF MANAGERIAL EXEMPT, PROFESSIONAL AND TECHNICAL PERSONNEL FOR 2006-2007

COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY

LINK TO DISTRICT STRATEGIC PLAN: GENERAL OPERATIONS

Authorization of the Board is requested to establish and classify new administrative position classifications in accordance with School Board Rule 6Gx13-~~4D-1.022~~, Manual of Procedures for Managerial Exempt Personnel (MEP), and the labor contract with the Dade County School Administrators' Association (DCSAA). The administrative assignment recommendations are made in accordance with Board Rules 6Gx13- ~~4A-1.16~~, 6Gx13-~~4A-1.161~~, and the Miami-Dade County Public Schools/Dade County School Administrators' Association labor contract.

Considerations for reassignments of managerial exempt, professional and technical personnel were predicated upon an intensive review of information by appropriate administrators.

The recommended managerial exempt, professional and technical personnel appointments reflect the honoring of requests for lateral reassignments, where possible. Assignments of personnel and appointments of managerial exempt, professional and technical staff may be a result of the Board-approved advertisement and selection process, or by a direct appointment of an individual who has demonstrated the specific qualifications and background applicable to the position.

State Statutes and subsequent changes in Board rules governing Administrative/ Professional and Technical Staffing require that all first year principalship appointments be "Interim" appointments.

In order to fill school-site allocations and other allocations vacated by promotion, leave, retirement, and other attritional factors, it is recommended that the following personnel assignments be authorized by the School Board. Revisions, additions and /or deletions may be made to the recommended personnel assignments, as necessary, to assure efficient school system operations, and if such modifications are made, a revised Board item will be submitted prior to the Board meeting.

Establish and classify the following DCSAA positions:

Business Operations

Supervisor II, Property Loss Control, DCSAA pay grade 44, Property Loss Control, Office of Risk and Benefits Management

The Supervisor II, Property Loss Control, provides disaster recovery training in conjunction with emergency management. Acts as the District's liaison with FEMA to obtain public assistance grants providing reimbursement of financial losses following a disaster through determination of a scope of loss and negotiating reimbursements for physical damages and other FEMA-reimbursable expenses. Disaster recovery plans are a major factor in obtaining needed windstorm insurance coverage. The Property Loss Control Section has obtained millions of dollars in mitigation grants from FEMA to fund projects which insulate the District from loss in the event of a storm.

School Facilities

Coordinator I, Educational Facilities, DCSAA pay grade 40, Educational Facilities Administration and Planning

The increased responsibilities and improvements in available technology require the need to utilize Geographic Information System applications for planning purposes which is an essential tool for facilities planning. This position provides the ability to design, test, and implement the processes used to maintain and support GIS applications and corresponding database, improves operations and provides innovative information.

SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
PRINCIPALS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Nancy S. Aragon	Interim Middle Principal, Arvida Middle School	P2	Middle Principal, Arvida Middle School (Effective 5/1/2007)	P2
Allyn Bernstein-Sachtleben	Temporary Middle School Principal, Nautilus Middle School	P2	Interim Middle School Principal, Nautilus Middle School	P2
Deloise B. Brown	Interim Elementary Principal, Phillis Wheatley Elementary School	P1	Elementary Principal, Phillis Wheatley Elementary School (Effective 5/11/2007)	P1
Frederic E. Conde	Elementary Principal, West Homestead Elementary School	P1	Senior High Principal, New World School of the Arts (Effective 6/1/2007)	P3
Roxana D. Herrera	Interim Elementary Principal, Palm Springs Elementary School	P1	Elementary Principal, Palm Springs Elementary School (Effective 5/1/2007)	P1
Prudence M. Ingraham	Elementary Assistant Principal, Comstock Elementary School	AP	Interim Elementary Principal, West Homestead Elementary School (Effective 6/1/2007)	P1
Anamarie G. Moreiras	Elementary Assistant Principal, Vineland Elementary School	AP	Interim K-8 Center Principal, South Miami K-8 Center (Effective 6/1/2007)	P2
Leonard J. Ruan	Elementary Principal, Frances S. Tucker Elementary School	P1	Senior High Principal, Young Men's Preparatory Academy (Effective 6/1/2007)	P3
Cathy M. Williams	Elementary Assistant Principal, Key Biscayne Elementary School	AP	Temporary Elementary Principal, Frances S. Tucker Elementary School (Effective 6/1/2007)	P1

SCHOOL SITE ADMINISTRATIVE ASSIGNMENTS
ASSISTANT PRINCIPALS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Nestor Diaz	Teacher, Coral Gables Senior High School	--	Temporary Senior Assistant Principal, Coral Gables Senior High School (Effective 4/23/2007)	AP

SCHOOL SITE LATERAL ADMINISTRATIVE RE-ASSIGNMENTS
ASSISTANT PRINCIPALS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Kathy Bustamante	Elementary Assistant Principal, Hialeah Gardens Elementary School	AP	Elementary Assistant Principal, State School U-1 (Relief for Joella Good, Charles David Wyche, Jr. and Palm Springs North Elementary Schools) (Effective 4/23/2007)	AP
Lynda B. Turner	Adult Assistant Principal, Miami Beach Adult Center	AP	Elementary Assistant Principal, Fulford Elementary School (Effective 4/24/2007)	AP
Lynn M. Zaldua	Elementary Assistant Principal, Joe Hall Elementary School	AP	Elementary Assistant Principal, Vineland Elementary School (Effective 6/1/2007)	AP

NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Antonio D. Cotarelo	Media Relations Specialist, Public Information	36	Temporary Director, Community Outreach, Public Information (Effective 5/18/2007)	21

NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Victor Ferrante	Adult Assistant Principal, Miami Beach Adult Education Center	AP	Executive Director, Community Education, Adult, Vocational, Alternative and Community Education (Effective 5/7/2007)	22

**NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
PROFESSIONAL AND TECHNICAL**

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Scott Albert	Senior Programmer Analyst II, Information Technology Services	38	Systems Analyst I, Information Technology Services	39
Martha E. Anderson	Fiscal Assistant III, Accounts Payable	--	Staff Auditor II, Management and Compliance Audits	39
Silvana Burns	Records Specialist, Attendance Services	--	Business Manager Internal Funds, General Accounting	37
Jorge Fernandez	Coordinator III, Training Systems Education, Technology Delivery	42	Temporary Director I, Program Management and Process Engineering, Information Technology Services (Effective 4/20/2007)	45
Laura M. Garcia	Senior Programmer Analyst II, Information Technology Services	38	Systems Analyst I, Information Technology Services	39
Diana Izquierdo	Administrative Secretary II, Controller	--	Deduction Control Officer, Payroll	42
Alina Puentes	K-12 Hourly Certified, Schools of Choice	--	Supervisor II Publications, Schools of Choice	44

NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
PROFESSIONAL AND TECHNICAL

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Margaret S. Seerattan	Senior Programmer Analyst I, Information Technology Services	37	Senior Programmer Analyst II, Information Technology Services	38
Gail Shovlin	Coordinator I, Human Resources, Human Resources	40	Manager III, Site Documentation, Capital Improvement Projects (Career redirection at the request of the incumbent) (Effective 5/4/2007)	39
Maria D. Ugando	Teacher, Barbara Goleman Senior High School	--	Staff Specialist, Assessment, Assessment and Data Analysis	42
Alberto Velazquez	Teacher, Hialeah-Miami Lakes Senior High School	--	Chemist, Material Control	38
Jane D. Wolk	Senior Programmer Analyst II, Information Technology Services	38	Systems Analyst I, Information Technology Services	39
Scott M. Zimmet	Programmer Analyst II, Information Technology Services	35	Senior Programmer Analyst I, Information Technology Services	37

RECOMMENDED: That effective May 16, 2007, The School Board of Miami-Dade County, Florida:

1. Establish and classify the following DCSAA position:
 - a. Supervisor II, Property Loss Control, DCSAA pay grade 44, Property Loss Control, Office of Risk and Benefits Management
 - b. Coordinator I, Educational Facilities, DCSAA pay grade 40, Educational Facilities Administration and Planning
2. approve the recommendations as set forth above for appointments and lateral transfers to be effective May 17, 2007 or as soon thereafter as can be facilitated, with the exception of the effective dates as noted throughout the item.

SALARY RANGE			
MEP		DCSAA	
P3	103,064 – 136,494	45	62,408 – 112,430
P2	94,160 – 133,905	44	59,437 – 107,081
P1	89,920 – 131,315	42	53,915 – 97,135
22	78,713 – 129,815	40	48,897 – 88,099
21	72,828 – 122,039	39	46,573 – 83,906
AP	66,372 – 103,459	38	44,360 – 79,922
		37	42,240 – 76,103
		36	40,225 – 72,472
		35	38,315 – 69,033

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DRAFT**MIAMI-DADE COUNTY PUBLIC SCHOOLS****JOB DESCRIPTION****IDENTIFICATION INFORMATION**

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|----|-----------------------|--------------------------------------|
| 1. | JOB TITLE: | Supervisor II, Property Loss Control |
| 2. | DEPARTMENT: | Property Loss Control |
| 3. | IMMEDIATE SUPERVISOR: | Director, Property Loss Control |
| 4. | PAY GRADE: | 44 |
| 5. | JOB CODE: | TBA |
| 6. | BARGAINING UNIT: | 8 |
| 7. | POSITION AUTHORIZED: | Board Item D-21, May 16, 2007 |
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OCCUPATIONAL SUMMARY

Coordinates inspections and documentation for losses eligible for reimbursement under Programs 9010, 9999 and other programs as determined by the Budget Office. Develops hazard mitigation proposals to minimize district property losses and effectuates grant applications during applicable grant cycles.

EXAMPLE OF DUTIES

1. Assembles loss information on district property losses resulting from fire, windstorm, flood, vandalism and theft.
2. Assists work locations in establishing losses and costs eligible under district loss control programs.
3. Formulates Project Worksheets itemizing physical and economic losses for submission to the Federal Emergency Management Agency in the event of a federal disaster declaration.
4. Coordinates inspections by the Board's excess property insurance adjusters to document property claims arising from catastrophes.
5. Coordinates site inspections with the Maintenance Operations' regional satellites, including the Division of Roofing, to ensure comprehensive, accurate and timely loss documentation.

6. Confers with architects and engineers as appropriate to develop plans of action for damage repair and potential hazard mitigation funding under Sections 404 and 406 of the Stafford Act.
7. Assists Director with appeals and/or appraisals arising from property losses.
8. Maintains database that records federal, state and insurance loss reimbursements as well as district retention.
9. Performs other duties related to the general administrative responsibilities of the position.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: sitting, mobility, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in insurance or construction management with three (3) years experience in property claims

OR

Associate's degree in relevant field with five (5) years experience in property claims

OR

ten (10) years experience in adjusting property insurance claims and/or construction management.
2. Must have or have held a Florida property-casualty adjuster license for at least three (3) years.
3. Knowledge of the Florida Building Code.
4. Knowledge of the Stafford Act and 44 Code of Federal Regulations.
5. Demonstrated ability to communicate effectively in both oral and written form.

DRAFT**MIAMI-DADE COUNTY PUBLIC SCHOOLS****JOB DESCRIPTION****IDENTIFICATION INFORMATION**

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|----|-----------------------|---|
| 1. | JOB TITLE: | Coordinator I, Educational Facilities |
| 2. | DEPARTMENT: | Educational Facilities Administration and
Planning |
| 3. | IMMEDIATE SUPERVISOR: | Director I |
| 4. | PAY GRADE: | 40 |
| 5. | JOB CODE: | TBA |
| 6. | BARGAINING UNIT: | 8 |
| 7. | POSITION AUTHORIZED: | Board Item D-21, May 16, 2007 |
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OCCUPATIONAL SUMMARY

Assists in planning of new schools and various capital projects for the District. Requires detailed knowledge of the design and drafting (CADD) and Geographic Information System (GIS) applications. Responsible for processing line work and basic GIS analysis.

EXAMPLE OF DUTIES

1. Prepares specialized GIS mapping products for the District.
2. Performs detailed digital line work processing and editing. Completes final clean-up and accuracy checks on digitalized maps, performs quality assurance and quality control in the final GIS products.
3. Creates databases linked via an attribute to provide information and history on graphic materials; performs graphic features links with databases.
4. Participates in the transferal of existing manually maintained paper systems into GIS or CADD.
5. Modifies existing data to perform GIS analysis of data. Prepares customized hardware. Software installation with general supervision.
6. Designs and prepares project specific GIS maps. Prepares reports on GIS processes, software and system status.

7. Inputs and updates computer files for tracking documents such as plans, school surveys, FISH drawings, as built drawings.
8. Supervises individuals responsible for updating FISH drawings using AutoCAD and Microstation.
9. Prepares charts, reports and assembles computer maps and other graphic presentations as directed.
10. Instructs and supervises the different tasks to interns working in the department.
11. Performs other duties related to the general administrative responsibilities of the position.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: sitting, mobility, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The worker is exposed to hazards and atmospheric conditions. The work is performed primarily indoors. Travel may be required to various work sites.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in construction management, design or related field

OR

Associate's degree in relevant field with major coursework in architecture, engineering, or mechanical drafting, and five (5) years experience with CADD and GIS systems.

2. Knowledge of GIS technology and County Standard Operating Systems and related hardware/software. Proficient in latest versions of Auto CADD (computer assisted drafting) program and windows operating system.
3. Demonstrated ability to communicate effectively in both oral and oral forms.
4. Possession of a Florida driver's license.