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 2007-2008

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.

The cost associated with establishing and classifying the five positions through this item will be funded by eliminating six existing positions. The net effect of this exchange is $1,587, which will be fully covered by reducing the current hourly/overtime budget for the Information Technology Services (ITS) Department.

Revised

D-21

Establish and classify the following DCSAA positions:

Business Operations

Change/Release Management Supervisor, DCSAA pay grade 44, Information Technology Services (ITS)

The Change/Release Management Supervisor is responsible for administrating and facilitating the overall processes and procedures within the infrastructure change management model such as ITIL (Information Technology Infrastructure Library) and the ITSM (Information Technology Service Management) Framework to include Service Desk Management, Problem Management, Change Management, Release Management, Availability Management, Capacity Management, Security Management, and Infrastructure Management functions. The Change/Release Management Supervisor will oversee all ITS functions as they relate to the ITIL model and assist senior staff members in establishing and maintaining an ITIL compliant environment.

Change/Release Management Coordinator, DCSAA pay grade 42, Information Technology Services (ITS)

The Change/Release Management Coordinator is responsible for administrating and facilitating the overall processes and procedures within the infrastructure change management model such as ITIL (Information Technology Infrastructure Library), and the ITSM (Information Technology Service Management) Framework, and the framework for Change/Release Management functions. The Change/Release Management Coordinator oversees the development and deployment of Change/Release Management methodologies to lead changes in organizational culture, systems, and procedures.

SharePoint Administrator, DCSAA pay grade 42, Internet Services

The SharePoint Administrator is responsible for the day-to-day administration and support as well as being able to perform as the Subject Matter Expert (SME). Ability to coordinate with all business teams in standardizing and optimizing the way data/information is stored and retrieved. Maintains and administers Microsoft SharePoint Portal Servers, including daily monitoring, troubleshooting, and performance analysis of the system.

Change/Release Management Analyst, DCSAA pay grade 40, Information Technology Services (ITS)

The Change/Release management Analyst is responsible for analyzing the overall processes and procedures within the ITIL (Information Technology Infrastructure Library) and the ITSM (Information Technology Service Management) Framework, and the framework for Change/Release Management functions. The Change/Release Management Analyst works with developers and district staff in maintaining standards while managing the project flow from development to production from a change management perspective.

.NET Developer, DCSAA pay grade 39, Internet Services

The .NET Developer analyzes designs and develops .NET Web based applications to support business needs. Creates the databases and implements the software installments into the different environments.

SCHOOL SITE ADMINISTRATIVE ASSIGNMENTS
PRINCIPALS

NAME	CURRENT ASSIGNMENT	CURRENT PG	NEW ASSIGNMENT	NEW PG	
Yecenia M. Martinez	Elementary Assistant Principal, Miami Shores Elementary School	AP	Interim Elementary Principal, Edison Park Elementary School	P1	

SCHOOL SITE ADMINISTRATIVE ASSIGNMENTS
ASSISTANT PRINCIPALS

NAME	CURRENT ASSIGNMENT	CURRENT PG	NEW ASSIGNMENT	NEW PG	
Maritza Correa	Temporary Elementary Assistant Principal, Jack Gordon Elementary School	AP	Elementary Assistant Principal, Campbell Drive Elementary School	AP	ADDED
Alina Gallego	School Social Worker, Ruth Owens Kruse' Educational Center	--	Middle Assistant Principal, Glades Middle School	AP	REVISED
Georgina M. Koch	Temporary Elementary Assistant Principal, Ada Merritt K-8 Center	AP	Elementary Assistant Principal, Ada Merritt K-8 Center	AP	
Carmen R. Ruiz	Elementary Assistant Principal, Returning from Leave	AP	Elementary Assistant Principal, Bent Tree Elementary School	AP	ADDED
Ana M. Varona	Teacher, Southwest Miami Senior High School	--	Temporary Adult Assistant Principal, Southwest Adult Center	AP	ADDED

SCHOOL SITE LATERAL ADMINISTRATIVE RE-ASSIGNMENTS
ASSISTANT PRINCIPALS

NAME	CURRENT ASSIGNMENT	CURRENT PG	NEW ASSIGNMENT	NEW PG	
Maria O. Masso	Temporary Elementary Assistant Principal, Coral Reef Elementary School	AP	Temporary Elementary Assistant Principal, Sunset Park Elementary School	AP	ADDED

NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS

NAME	CURRENT ASSIGNMENT	CURRENT PG	NEW ASSIGNMENT	NEW PG	
Eugene P. Baker	Director, Technology Solutions, Systems & Programming Services	21	Executive Director, Technical Architecture, Systems & Programming Services	22	
William C. Bevan	K-12 Hourly Certified, Personnel Operations & Network Services	--	ERP Director, Human Resources, ERP System (Effective 12/3/2007)	22	
Rosa E. Carias-Lacayo	Payroll Specialist II, Payroll Department	--	ERP Analyst, Time and Attendance, ERP System	17	ADDED
Nicholas Emmanuel	Adult Assistant Principal, Coral Gables Senior Adult Center	AP	ERP Team Leader, Financials HR, ERP System (Effective 12/3/2007)	21	
Amanda C. Heinemann	Curriculum Support Specialist, Instructional/ Non-instructional Training	--	Instructional Supervisor, Teacher Incentive/ Retention, Instructional/ Non-instructional Training	21	ADDED
Pierrela Jean-Baptiste	Curriculum Support Specialist, School Quality Improvement	--	Instructional Supervisor, Teacher Incentive/ Retention, Performance Improvement	21	
David L. Jones	Client Liaison, Systems & Programming Services	44	Director, Technology Solutions, Systems and Programming Services	21	
Jany Marchena	Administrative Aide II, School Operations	--	ERP Team Leader, Travel Management, ERP System (Effective 12/3/2007)	21	
Orestes Mayo	Middle Assistant Principal, Glades Middle School	AP	ERP Team Leader, Security Control, ERP System (Effective 12/3/2007)	21	

NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS

NAME	CURRENT ASSIGNMENT	CURRENT PG	NEW ASSIGNMENT	NEW PG
William O. McAuliff	Budget Supervisor, Financial Operations/ Budget	44	ERP Team Leader, Position Budget, ERP System (Effective 12/3/2007)	21
Marlene Rauda	Budget Specialist, General Accounting	--	ERP Analyst, General Ledger, ERP System	17 } ADDED
Jose A. Rojo	Sr. Network Analyst, Procurement Management Services	42	ERP Team Leader, Materials, ERP System (Effective 12/3/2007)	21
John J. Schuster	Temporary Chief Communications Officer, Public Information	25	Chief Communications Officer, Public Information	25
Denis V. Torres	Fiscal Assistant III, Accounts Payable	--	ERP Analyst, Accounts Payable, ERP System	17 } ADDED
Glenys Vincent	Manager III, Facilities Operations, Facilities Operations, Maintenance	39	ERP Team Leader, Accounts Payable, ERP System, (Effective 12/3/2007)	21
Latoyia N. Walker	Buyer Support Specialist, Procurement Management Services	--	ERP Analyst, Procurement, ERP System	17 } ADDED

NON-SCHOOL-SITE LATERAL ADMINISTRATIVE RE-ASSIGNMENTS

NAME	CURRENT ASSIGNMENT	CURRENT PG	NEW ASSIGNMENT	NEW PG
Edward F. Brown	Executive Director, School Budgets, Financial Operations, Budget	22	ERP Director, Budget ERP System (Effective 12/3/2007)	22

NAME	CURRENT ASSIGNMENT	CURRENT PG	NEW ASSIGNMENT	NEW PG	
Erhabor Ighodaro	Administrative Assistant to School Board Member, Board Members' Office	--	Investigator, CIU Civilian Investigative Unit (Effective 12/3/2007)	42	
Robert Medlock	Foreperson Project Specialist, Region Maintenance Center II	--	Coordinator I, Facilities Operations, Facilities Operations, Maintenance	40	ADDED
Anik S. Roman	Supervisor II, Accounting, General Accounting	44	Director, Payroll Payroll Department	45	ADDED
Michael D. Wertz	Refrigeration Mechanic II, Region Maintenance Center I	--	Water Treatment Specialist, Facilities Operations, Maintenance	40	

RECOMMENDED: That effective December 19, 2007, The School Board of Miami-Dade County, Florida:

1. Establish and classify the following DCSAA positions:

   a. Change/Release Management Supervisor, DCSAA pay grade 44, Information Technology Services (ITS)

   b. Change/Release Management Coordinator, DCSAA pay grade 42, Information Technology Services (ITS)

   c. SharePoint Administrator, DCSAA pay grade 42, Internet Services

   d. Change/Release Management Analyst, DCSAA pay grade 40, Information Technology Services (ITS)

   e. .NET Developer, DCSAA pay grade 39, Internet Services

2. approve the recommendations as set forth above for appointments and lateral transfers to be effective December 20, 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**	
25	118.819 – 160,934	45	64,280 – 115,804
P1	98,315 – 152,194	44	61,220 – 110,295
22	84,936 – 139,104	42	55,532 – 100,050
21	78,698 – 130,861	40	50,364 – 90,743
AP	71,854 – 111,167		
17	57,054 – 91,761		

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

1.	JOB TITLE:	Change/Release Management Supervisor
2.	DEPARTMENT:	Information Technology Services (ITS)
3.	IMMEDIATE SUPERVISOR:	District Director, Technology Delivery
4.	PAY GRADE:	44
5.	JOB CODE:	TBA
6.	BARGAINING UNIT:	8
7.	POSITION AUTHORIZED:	Board Item D-21, December 19, 2007

OCCUPATIONAL SUMMARY

Responsible for administrating and facilitating the overall processes and procedures within the infrastructure change management model such as ITIL (Information Technology Infrastructure Library) and/or ITSM (Information Technology Service Management) Framework to include Service Desk Management, Problem Management, Change Management, Release Management, Availability Management, Capacity Management, Security Management, and Infrastructure Management functions. The Change/Release Management Supervisor will oversee all ITS functions as they relate to the ITIL model and assist senior staff members in establishing and maintaining an ITIL compliant environment. The Supervisor will ensure that all practices adhere to district, state, and federal regulations.

EXAMPLE OF DUTIES:

1. Creates, delivers, promotes, and administers an ITIL compliant framework for Information Technology Services and works with the ITS executive management team to establish and maintain standards for districtwide implementation.

2. Supervises the development of ITIL project methodologies, training, and coaching to enhance knowledge and maintain necessary support for all ITS and district employees.

3. Oversees ITIL/ITSM processes to ensure complete quality assurance. Works with teams to build an understanding of internal and external Service Level Agreements and Key Performance Indicators. Works to ensure that they are implemented appropriately.

4. Provides direct supervision to key ITIL/ITSM related projects and/or personnel.

5. Supervises the deployment of testing, distribution, and configuration management tools that track and support Incident Management and Change/Release Management, including request for Changes.

6. Knowledge and experience utilizing a formal incident/problem management-tracking tool and related processes.

7. Supervises staff members to designate areas of responsibility, establish procedures, identify process flows, and enhance and maintain an efficient ITIL/ITSM environment.

8. Administers currently owned ITIL compliant applications. Monitors enhancements to existing software packages and evaluates new technologies to improve the efficiency and reporting capabilities for ITS and the district.

9. Directly or through subordinates, chairs Service Center User Group and the Change Advisory Board (CAB). Recommends and/or establishes additional committees to address related ITIL/ITSM needs.

10. Performs other duties related to 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 Computer Science or equivalent field or a minimum of seven (7) years experience in an IT service-based environment.

2. Five (5) years of progressively responsible information technology management experience.

3. Information Technology Infrastructure Library (ITIL) Foundation Certificate.

4. Proficient in Crystal Reports and MS Office Tools (Word, Excel, PowerPoint, Visio, and Project).

5. Knowledge and experience in utilizing a formal incident/problem management-tracking tool and related processes.

6. Demonstrated ability to communicate effectively in both oral and written form.

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

1.	JOB TITLE:	Change/Release Management Coordinator
2.	DEPARTMENT:	Information Technology Services (ITS)
3.	IMMEDIATE SUPERVISOR:	Change/Release Management Supervisor
4.	PAY GRADE:	42
5.	JOB CODE:	TBA
6.	BARGAINING UNIT:	8
7.	POSITION AUTHORIZED:	Board Item D-21, December 19, 2007

OCCUPATIONAL SUMMARY

Responsible for administrating and facilitating the overall processes and procedures within the infrastructure change management model such as ITIL (Information Technology Infrastructure Library), the ITSM (Information Technology Service Management), and the framework for Change/Release Management functions. The Change/Release Management Coordinator oversees the development and deployment of Change/Release Management methodologies to lead changes in organizational culture, systems, and procedures. The Coordinator ensures that all Change/Release Management practices adhere to district, state, and federal regulations.

EXAMPLE OF DUTIES

1. Works to establish a Change/Release Management framework that meets the organizational objectives and goals and works with stakeholders to build an understanding of Service Level Agreements and Key Performance Indicators.

2. Evaluates existing Change/Release Management procedures and identifies requirements for deploying new or improved technologies, standards, practices, policies, and procedures for Change/Release Management.

3. Develops documents and publishes Change/Release Management standards, Change/Release Management plans and procedures, and standardized forms; and ensures that these documents are updated appropriately.

4. Chairs the Service Center User Groups and the Change Advisory Board (CAB). Recommends and/or establishes additional committees to address related ITIL/ITSM needs.

5. Ensures that all new business and Changes to existing business go through the Change/Release Management process.

6. Supervises the deployment of testing and implementation, and configuration management tools that track and support Incident Management and Change/Release Management, including requests for Changes.

7. Supervises all aspects of the Request for Change (RFC) process.

8. Coordinates efforts within Change/Release Management to develop and maintain the accuracy of the Configuration Management Database (CMDB).

9. Coordinates stakeholders' participation to ensure that all Change/Release Management activities are delivered in a timely and consistent manner, including but not limited to all planned and unplanned system shutdown activities.

10. Performs other duties related to 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 Computer Science or equivalent field or a minimum of five (5) years experience in an IT service-based environment.

2. Knowledge and experience in utilizing a formal incident/problem management-tracking tool and related processes.

3. Information Technology Infrastructure Library (ITIL) Foundation Certificate.

4. Proficient in Crystal Reports and MS Office Tools (Word, Excel, PowerPoint, Visio, and Project).

5. Demonstrated ability to communicate effectively in both oral and written form.

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

1.	JOB TITLE:	SharePoint Administrator
2.	DEPARTMENT:	Internet Services
3.	IMMEDIATE SUPERVISOR:	District Director Technology Delivery
4.	PAY GRADE:	42
5.	JOB CODE:	TBA
6.	BARGAINING UNIT:	8
7.	POSITION AUTHORIZED:	Board Item D-21, December 19, 2007

OCCUPATIONAL SUMMARY

Duties will include day-to-day administration and support as well as being able to perform as the Subject Matter Expert (SME). Ability to coordinate with all business teams in standardizing and optimizing the way data/information is stored and retrieved. Maintain and administer Microsoft SharePoint Portal Servers, including daily monitoring, troubleshooting, and performance analysis of the system.

EXAMPLE OF DUTIES

1. Installs and sets up the SharePoint environments (including software).

2. Monitors and maintains SharePoint environments.

3. Administers SharePoint site permissions, roles and groups.

4. Participates in the SharePoint backup and recovery.

5. Coordinates with developers to define and build interactive SharePoint Web parts and sites.

6. Provides support to the development and integration of new SharePoint applications and best practices for future SharePoint site deployments.

7. Interacts with Network and Database administrators and all end users.

8. Prepares SharePoint portal activity, status reports and materials for management presentations.

9. Reviews technical publications, researches new techniques, and technologies for providing improved efficient and automated administrative computing services.

10. 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 Computer Science or equivalent field or a minimum of five (5) years experience in systems programming.

2. Courses in pertinent data processing software and programming techniques.

3. Minimum of two (2) years of database experience.

4. Demonstrated ability to communicate effectively in both oral and written forms.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

1.	JOB TITLE:	Change/Release Management Analyst
2.	DEPARTMENT:	Information Technology Services (ITS)
3.	IMMEDIATE SUPERVISOR:	Change/Release Management Coordinator
4.	PAY GRADE:	40
5.	JOB CODE:	TBA
6.	BARGAINING UNIT:	8
7.	POSITION AUTHORIZED:	Board Item D-21, December 19, 2007

OCCUPATIONAL SUMMARY

Responsible for analyzing the overall processes and procedures within the ITIL (Information Technology Infrastructure Library) and the ITSM (Information Technology Service Management) Framework, and the framework for Change/Release Management functions. The Change/Release Management Analyst works with developers and district staff in maintaining standards while managing the project flow from development to production from a change management perspective.

EXAMPLE OF DUTIES

1.   Analyzes existing Change/Release Management procedures and identifies requirements for deploying new or improved technologies, standards, practices, policies, and procedures for Change/Release Management.

2.   Works with stakeholders to develop and report on Service Level Agreements and Key Performance Indicators.

3.   Develops documents and publishes Change/Release Management standards, Change/Release Management plans and procedures, and standardized forms; and ensures that these documents are updated appropriately.

4.   Participates as the Change/Release Management representative on the Service Center User Groups and the Change Advisory Board (CAB). Represents Change/Release Management on additional committees to address related ITIL/ITSM needs.

5.   Supports efforts to ensure that all new systems and changes to the IT environment adhere to the Change/Release Management process.

6   Supports and deploys testing and implementation, and configuration management tools that track and support Incident Management and Change/Release Management, including requests for Changes.

7.   Supports the Request for Change (RFC) process.

8.   Ensures the accuracy of the Configuration Management Database (CMDB).

9.   Ensures that the Change/Release Management activities are delivered in a timely and consistent manner, including but not limited to all planned and unplanned system shutdown activities.

10.   Performs other duties related to 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 Computer Science or equivalent field or minimum of four (4) years experience in an IT service-based environment.

2.   Knowledge and experience of the Information Technology Infrastructure Library (ITIL).

3.   Proficient in Crystal Reports, SharePoint, MS Office Tools (Word, Excel, PowerPoint, Visio, and Project).

4.   Knowledge and experience in utilizing a formal incident/problem management-tracking tool and related processes.

5.   Demonstrated ability to communicate effectively in both oral and written form.

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

1.	JOB TITLE:	.NET Developer
2.	DEPARTMENT:	Internet Services
3.	IMMEDIATE SUPERVISOR:	SharePoint Administrator
4.	PAY GRADE:	39
5.	JOB CODE:	TBA
6.	BARGAINING UNIT:	8
7.	POSITION AUTHORIZED:	Board Item D-21, December 19, 2007

OCCUPATIONAL SUMMARY

Duties will include analyzing, designing and developing .NET Web based applications to support business needs. Creates the databases and implements the software installments into the different environments.

EXAMPLE OF DUTIES

1. Develops supports and enhances existing or new .NET applications.

2. Ensures all code retains logical stability, reliability, confidentiality and integrity.

3. Creates and executes feature test cases and ensure feature testing effectively validates that systems meet the functional and non-functional requirements.

4. Defines and develops interactive SharePoint Web parts.

5. Provides support to the development and integration of new SharePoint applications.

6. Interacts with Network and Database administrators and all end users.

7. Meets with decision makers, system makers, system owners and end users to define business, financial and operations requirements and systems goals as well as to identify and resolve system issues.

8. Ability to work on multiple assignments in a team environment.

9. Reviews technical publications, researches new techniques for providing improved, efficient and automated administrative computing services.

10.   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 Computer Science or equivalent field or a minimum of three (3) years experience in an IT service-based environment.

2.   Knowledge and experience in ASP.NET, VB.NET, MS SQL, Stored Procedures, HTML, Flash, CSS, XML, and Java Script.

3.   Three (3) years experience of programming and database systems.

5.   Demonstrated ability to communicate effectively in both oral and written forms.