

Mr. Agustin J. Barrera, Chair

**SUBJECT: APPROVAL OF JOB DESCRIPTIONS FOR THE OFFICE OF THE
INSEPECTOR GENERAL**

COMMITTEE: INNOVATION, EFFICIENCY AND GOVERNMENTAL RELATIONS

**LINK TO DISTRICT
STRATEGIC PLAN: ENSURE ADEQUATE AND EFFECTIVE INTERNAL CONTROLS AND
OPERATIONAL EFFICIENCY**

On October 17, 2007, the School Board approved entering into an Inter-Local Agreement ("ILA") with Miami-Dade County for the purpose of securing the services of the County's Inspector General. On December 18, 2007, the Board of County Commissioners of Miami-Dade County approved the final execution of the Inter-Local with the School Board. Upon the adoption of the ILA, the Inspector General, Mr. Christopher Mazzella, commenced a transition process and began performing his duties and responsibilities as Inspector General for the school district pursuant to the terms of the ILA with the School Board.

The ILA provides, in pertinent part that:

The Miami-Dade County Inspector General shall act as head of the School Board's Office of Inspector General (hereinafter "SB OIG") and serve as the Inspector General for the School Board during the term of this ILA. The organization and administration of the SB OIG shall be sufficiently independent to assure that no interference or influence external to the SB OIG adversely affects the independence and objectivity of the Inspector General.

In order to execute the obligations stipulated by the ILA, the attached job descriptions are being submitted for the Board's approval by the Inspector General. These job descriptions represent those positions the Inspector General has found essential to the efficient and effective completion of his duties under the ILA. The proposed job descriptions included are: Special Agent, Auditor, Contract Oversight Specialist, Assistant Legal Counsel, Investigative Analyst and Administrative Assistant. These positions are designed to support the specific operations of the OIG and shall replace any previously established OIG job descriptions. All of the attached job descriptions are classified as paygrade IO (a non-union contract employee) and all report directly to the Inspector General. As candidates for these positions are identified, the Inspector General will present for the Board's approval, employment contracts for each individual recommended for employment (the Inspector General will seek the Board's ratification of the employment of all direct appointees). For informational purposes only, attached is a sample draft of the proposed employment contract.

In accordance with the School Board Rules regarding the employment of non-instructional personnel, the Inspector General presents these job descriptions for the approval of the Board. Funding for seven positions, to be essentially comprised of these job descriptions, was approved by the Board as part of the FY 2008-2009 Office of the Inspector General Budget on June 18, 2008.

**REVISED
H-2**

**ACTION PROPOSED BY
AGUSTIN J. BARRERA:**

That the School Board of Miami-Dade County, Florida approve the proposed job descriptions for the Office of the Inspector General (OIG) to provide for the proper staffing of the OIG as permitted by and to fulfill the requirements of the Inter-Local Agreement between the School Board and Miami-Dade County, Florida.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|----|------------------------|---------------------------------------|
| 1. | Job Title: | OIG Special Agent |
| 2. | DEPARTMENT: | Office of the Inspector General (OIG) |
| 3. | IMMEDIATE SUPERVISOR: | Inspector General |
| 4. | PAY GRADE: | IO |
| 5. | JOB CODE: | |
| 6. | BARGAINING UNIT: | N/A |
| 7. | POSITION AUTHORIZED: | |
| 8. | DATE OF LAST REVISION: | N/A |
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OCCUPATIONAL SUMMARY

This position plans, conducts, and coordinates investigations related to fraud, abuse, waste, and mismanagement. Employee also assists other agencies in the investigation necessary for prosecution or other administrative proceedings resulting from IG investigations. This position reports to the Inspector General, Miami-Dade County Public Schools (M-DCPS). Previous experience in white collar investigative agencies or criminal investigative agencies preferred.

EXAMPLE OF DUTIES

1. Plans, conducts, and coordinates investigations related to fraud, abuse, waste, and mismanagement.
2. Interviews witnesses and persons of interests and conducts surveillance as necessary.
3. Collects and documents evidence.
4. Reviews and analyzes contracts, audits, change orders, financial documents such as bank records, and other school district business transactions.
5. Attends meetings and other activities, participating and providing information and oversight in an objective and professional manner.
6. Completes routine administrative duties, including appropriate documentation of investigative activities and submission of periodic investigative case plans.
7. Attends and participates in all required training sessions.
8. Prepares written and/or reports on any and all issues or activities that may be required, including the preparation of investigative final reports.
9. Testifies at official proceedings regarding investigation and findings.
10. Serves legal documents as needed.

**OIG SPECIAL AGENT
JOB DESCRIPTION – CONT.**

11. Maintains a current working knowledge of school board structure and programs generally.
12. Performs other duties related to the general administrative responsibilities of the position.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, talking, hearing and visual acuity. The work is performed both indoors and outdoors. Investigative fieldwork may require visits to various facilities, including construction sites, and may require sitting for long periods of time. Some travel is required.

MINIMUM QUALIFICATIONS REQUIREMENTS:

1. Bachelor's Degree from accredited college or university.
2. Minimum of five years experience in investigations, inspections and reviews within the following investigative fields: examining financial records and investigations involving financial institutions; investigation of white collar frauds, including government business transactions, public procurement and program integrity frauds; investigations involving fraud, waste, and abuse of position and whistle-blower cases; inspections and investigations of contractor, permitting, and professional licensing schemes; and investigations of public integrity crimes.
3. Demonstrated professional expertise in conducting complex investigations.
4. Observant individual with considerable written and oral communication skills .
5. Excellent computer skills including word processing applications, internet usage and other public records databases preferred.
6. Ability to organize and maintain large volumes of documents.
7. Professional designations, such as Certified Fraud Examiner (CFE) preferred.
8. Must submit to a background screening as deemed appropriate by the IG, including a credit history, which is exclusive of the mandatory background check conducted by the School District.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|----|------------------------|---------------------------------------|
| 1. | JOB TITLE: | OIG Investigative Analyst |
| 2. | DEPARTMENT: | Office of the Inspector General (OIG) |
| 3. | IMMEDIATE SUPERVISOR: | Inspector General |
| 4. | PAY GRADE: | IO |
| 5. | JOB CODE: | |
| 6. | BARGAINING UNIT: | N/A |
| 7. | POSITION AUTHORIZED: | |
| 8. | DATE OF LAST REVISION: | N/A |
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OCCUPATIONAL SUMMARY

Professionals in this position collect, evaluate, analyze and ensure proper dissemination of investigative data from all sources, regarding any person group or organization being investigated by the office. This position supports Special Agents and Legal Counsel directly in the compilation of confidential information regarding complex investigations, recommending specific investigative direction based on conclusions drawn from analysis.

EXAMPLE OF DUTIES

1. Use of link analysis and activity charting.
2. Compilation and analysis of financial records, including bank records.
3. Research and collection of information from investigative and public records databases.
4. Attend meetings and other activities, participating and providing information and oversight in an objective and professional manner.
5. Attends and participates in all required training sessions.
6. Prepares written/oral reports on analytical findings.
7. Completes routine administrative duties, including appropriate documentation of working activities.
8. Correspond and establish contacts with various private government organizations.
9. Ensure continued compliance with rules pertaining to regulated database access.
10. Maintain an on-going awareness of relevant changes in information resources.

**OIG INVESTIGATIVE ANALYST
JOB DESCRIPTION – CONT.**

PHYSICAL REQUIREMENTS

This work requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, talking, hearing and visual acuity. The work is performed indoors; however, fieldwork may be performed outdoors and necessitate site visits to various facilities and construction sites. Some travel is required.

MINIMUM QUALIFICATIONS REQUIREMENTS:

1. Bachelor's degree from accredited college or university.
2. Minimum of one year's experience in the criminal justice arena, preferably from a law enforcement or a criminal justice agency in the field of analytical information analysis.
3. Excellent computer skills, including proficiency in word processing, spreadsheet, flowcharting, and presentation applications.
4. Extensive knowledge and ability to research and retrieve data from the Internet and other public records databases.
5. Ability to analyze and compile data in a clear, concise and organized format for presentation purposes.
6. Must submit to a background screening as deemed appropriate by the IG, including a credit history, which is exclusive of the mandatory background check conducted by the School District.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|----|------------------------|---------------------------------------|
| 1. | JOB TITLE: | OIG Contract Oversight Specialist |
| 2. | DEPARTMENT: | Office of the Inspector General (OIG) |
| 3. | IMMEDIATE SUPERVISOR: | Inspector General |
| 4. | PAY GRADE: | IO |
| 5. | JOB CODE: | |
| 6. | BARGAINING UNIT: | N/A |
| 7. | POSITION AUTHORIZED: | |
| 8. | DATE OF LAST REVISION: | N/A |
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OCCUPATIONAL SUMMARY

Professionals in this position provide general observation, oversight, and analysis of various aspects of the governmental contracting process, including bid process, evaluation, negotiations, and contract implementation. Primary objective is to review various aspects of public projects, construction projects, and other procurements and report the on compliance with the applicable regulations. Contract Oversight Specialists monitor procurement and contract implementation to ensure that decision-makers' actions are fair, objective, honest, and without bias or prejudice; and that processes are transparent. Contract Oversight Specialists provide assistance to other OIG Sections and performs other work as assigned. They notify the Inspector General of any instances of suspected conflict of interest, fraud, waste, or abuse. Focus is also given to ensure that contracts are beneficial to the School District; and that tax dollars are spent efficiently, effectively and wisely.

EXAMPLE OF DUTIES

1. Ensure that proposed negotiated terms of contract are consistent with the bid or request requirements.
2. Perform independent performance analysis of proposed contracts, as assigned.
3. Perform complex financial and/or statistical analyses of proposed contracts and interpret results.
4. Attend meetings to observe process and interview project staff to obtain information relative to contract oversight.
5. Research project issues or areas of concern.
6. Review proposed contracts to determine efficiency and/or cost effectiveness.
7. Perform an independent evaluation of internal procedures, controls and contract management to determine the adequacy, effectiveness and sufficiency to validate and verify that all work being performed is within the scope of the contract and that the School District has received all required contractor/consultant contract deliverables.

**OIG CONTRACTS OVERSIGHT SPECIALIST
JOB DESCRIPTION – CONT.**

8. Observe activities at project sites to evaluate the operations against defined objectives.
9. Review the processes for initiating and issuing contract modifications.
10. Maintain current knowledge of design, engineering, construction and or construction management principles.
11. Act in a quality assurance capacity to ensure that departmental staff is providing quality control.
12. Writes reports and memoranda to document and present observations, findings and recommendations.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, talking, hearing and visual acuity. The work is performed both indoors and outdoors. Fieldwork may require visits to various facilities and construction sites. Travel may be required.

MINIMUM QUALIFICATIONS REQUIREMENTS:

1. Bachelor's degree from an accredited university, preferably in a field of study such as Public Administration, Business Management, Accounting, Engineering, Architecture, Construction Management, or related field.
2. Eight years of progressive responsibility experience in upper-level management, administrative, and/or operational functions. Four years of experience may be substituted for a higher level of education than a bachelor's degree.
3. Excellent computer skills including word processing applications, spreadsheet applications, and internet research skills.
4. Considerable knowledge of governmental contracting, governmental operations, procedures and practices, financial principles, and basic contract law.
5. Observant individual with considerable written and oral communication skills.
6. Must submit to a background screening as deemed appropriate by the IG, including a credit history, which is exclusive of the mandatory background check conducted by the School District.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

1.	JOB TITLE:	OIG Auditor
2.	DEPARTMENT:	Office of the Inspector General (OIG)
3.	IMMEDIATE SUPERVISOR:	Inspector General
4.	PAY GRADE:	IO
5.	JOB CODE:	
6.	BARGAINING UNIT:	N/A
7.	POSITION AUTHORIZED:	
8.	DATE OF LAST REVISION:	N/A

OCCUPATIONAL SUMMARY

Professionals in this position examine and evaluate management activities in School Board departments, as well as organizations and commercial firms having contractual or fiscal relationships with Miami-Dade County Public Schools. Auditors ensure the reliability and integrity of information, the efficient use of resources, the accomplishment of goals and objectives, compliance with contractual obligations, procedures, laws, and regulations. Additionally, they are responsible for assessing the adequacy of internal controls used to protect the assets of school board by conducting audits, reviews and management studies. Auditors support the Investigative Unit by providing forensic accounting assistance.

EXAMPLE OF DUTIES

1. Conducts compliance and performance audits and reviews.
2. Reviews the goals and management objectives of organizations and the actual performance in attaining them.
3. Researches applicable laws, procedures, code requirements, administrative orders, implementing orders, regulations, manuals, prior reviews or audits, and on-line resources to gain knowledge and understanding of areas being audited.
4. Develops audit plans and planning memos to explain the purpose of the audit.
5. Determines and recommends the direction of the audit by establishing the audit/review scope and objectives.
6. Develops the necessary audit steps to meet the audit objectives.
7. Reviews incurred costs, bid proposals, progress payment requests, reimbursement claims, overhead costs, and termination claims, in order to detect significant irregularities.
8. Conducts interviews of auditees.
9. Uses analytical skills to evaluate data to support audit objectives, conclusions, and findings.

**OIG AUDITOR
JOB DESCRIPTION – CONT.**

10. Appraises the effectiveness of auditee's existing internal controls and recommends alternatives and or improvements.
11. Writes audit/review reports including findings and recommendations.
12. Assures that work papers support findings and conclusions and are in accordance with professional and departmental standards.
13. Participates in audit entrance and exit conferences with the auditee's employees and evaluates responses to findings to determine reasonableness of auditee's responses.
14. Prepares monthly utilization reports and other reports to be used by OIG managerial staff uses to assess the performance of the audit.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, talking, hearing and visual acuity. The work is performed indoors; however, fieldwork may be performed outdoors and necessitate site visits to various facilities and construction sites. Some travel is required.

MINIMUM QUALIFICATIONS REQUIREMENTS:

1. Bachelor's degree in Accounting, Business Administration, Finance, or related field.
2. Minimum of three years of audit or accounting experience, preferably in government contract and construction auditing.
3. Working knowledge of generally accepted and governmental accounting principles and auditing standards and management principles and practices.
4. Demonstrated professional expertise in conducting complex audits.
5. Excellent computer skills including word processing applications and spreadsheet applications.
6. Observant individual with considerable written and oral communication skills.
7. Ability to organize and maintain large volumes of documents.
8. Professional designations preferred.
9. Must submit to a background screening as deemed appropriate by the IG, including a credit history, which is exclusive of the mandatory background check conducted by the School District.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|----|------------------------|---------------------------------------|
| 1. | JOB TITLE: | OIG Assistant Legal Counsel |
| 2. | DEPARTMENT: | Office of the Inspector General (OIG) |
| 3. | IMMEDIATE SUPERVISOR: | Inspector General |
| 4. | PAY GRADE: | IO |
| 5. | JOB CODE: | |
| 6. | BARGAINING UNIT: | N/A |
| 7. | POSITION AUTHORIZED: | |
| 8. | DATE OF LAST REVISION: | N/A |
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OCCUPATIONAL SUMMARY

Professionals in this position advise the Inspector General on legal issues and transactions. They ensure compliance with applicable statutes, ordinances and rules. They represent the office in various types of litigation and work with prosecuting agencies when investigations result in criminal prosecutions. OIG Assistant Legal Counsel aid the OIG in its investigative and audit functions by providing legal opinions and evaluations regarding a multitude of legal issues that arise in the course of investigations, inspections, audits, and reviews.

EXAMPLE OF DUTIES

1. Review proposed school board rules and resolutions to provide Inspector General with an independent legal assessment of potential impact.
2. Review contracts to determine rights, liabilities, efficiency and/or cost effectiveness.
3. Examine legal data to determine effect of litigation affecting the OIG.
4. Research and compose legal memoranda, complaints, writs, motions, affidavits, etc.
5. Draft rules, resolutions, contracts, etc.
6. Assist investigators in assessing the potential civil, administrative or criminal legal implications of cases, as well as legal strengths and weaknesses.
7. Assist investigative staff with evidence gathering, including the taking of witness statements.
8. Review reports and other work product issued by office for legal sufficiency and quality assurance.

**OIG ASSISTANT LEGAL COUNSEL
JOB DESCRIPTION – CONT.**

9. Attends and conducts hearings, trials and other court proceedings as necessary.
10. Ensure continued compliance with Florida Government in the Sunshine Public Records laws.
11. Serve as legal advisor in evaluating all public records requests.
12. Maintain an on-going awareness of relevant changes in state statutes, local rules and administrative procedures and rules, as well as national legal trends and current affairs.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, talking, hearing and visual acuity. The work is performed indoors; however, fieldwork may be performed outdoors and necessitate site visits to various facilities and construction sites. Some travel is required.

MINIMUM QUALIFICATIONS REQUIREMENTS:

1. Law degree from an accredited law school and Membership in the Florida Bar.
2. Demonstrated ability to conduct legal research using electronic databases and public electronic resources.
3. Demonstrated legal writing skills, including the ability to communicate clearly, concisely and effectively with legal professionals and lay individuals.
4. Must submit to a background screening as deemed appropriate by the IG, including a credit history, which is exclusive of the mandatory background check conducted by the School District.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

1.	JOB TITLE:	OIG Administrative Assistant
2.	DEPARTMENT:	Office of the Inspector General (OIG)
3.	IMMEDIATE SUPERVISOR:	Inspector General
4.	PAY GRADE:	IO
5.	JOB CODE:	
6.	BARGAINING UNIT:	N/A
7.	POSITION AUTHORIZED:	
8.	DATE OF LAST REVISION:	N/A

OCCUPATIONAL SUMMARY

Professionals in this position are responsible for administrative work to support the School Board Office of Inspector General. This position performs a variety of complex administrative duties, which necessitates the incumbent having considerable knowledge of the Inspector General's mission and responsibilities and an understanding of the policies, programs, procedures, and regulations in effect. Incumbents must be able to multi-task with attention to detail and must be responsible to work with materials of a sensitive and confidential nature. Incumbents utilize a variety of office skills and considerable judgment in relieving the units of administrative details. Supervision may be exercised over individuals in this position through assignment of tasks and review of completed work for accomplishment of desired objectives. General supervision is received from a division director or an executive official who reviews work for satisfactory performance of executive secretarial duties and for attainment of desired goals and objectives.

EXAMPLE OF DUTIES

1. Arranges for and attends various conferences and meetings, informs participants and provides background information.
2. Maintains supervisors itinerary and makes travel and hotel arrangements as required.
3. Opens, screens and distributes mail; marks important parts of instructions, orders and regulations for executive, and organizes mail according to priorities; maintains control of correspondence flow through office.
4. Composes correspondence from verbal instructions of superior, and independently drafts replies to inquiries; reviews correspondence prepared by others for superior's signature to ensure correct grammar, format and completeness.
5. Receives and screens telephone calls and visitors; responds to requests for information by answering questions where there are established policies or regulations, or precedent actions taken by supervisor.

**OIG ADMINISTRATIVE ASSISTANT
JOB DESCRIPTION – CONT.**

6. Researches and compiles data from a variety of sources in connection with special reports, budget preparation and other matters; assembles material for supervisor's reply to correspondence demanding superior's personal attention.
7. Establishes and maintains office filing systems; reorganizes files as required; establishes subject matter files for superior; purges files of unnecessary items according to established policies and procedures.
8. Composes reports on caseloads, workloads or other subjects as delegated. Types various activity reports, requisitions, work orders and personnel forms.
9. Opens case files, updates case logs, and closes files upon conclusion of investigation.
10. Requisitions of office supplies.
11. Procurement of office equipment and other items, as needed, including researching and specifying items to be procured, obtaining price quotations, tabulating bid results, and noticing vendor of award.
12. Tracks office expenditures and finances according to established budget.
13. Assists in the preparation of the annual budget.
14. Insures that report deadlines are met and that all information distributed is complete.
15. Plans, assigns and reviews the work of subordinate clerical employees engaged in typing reports, correspondence and other documents, filing, and performing a variety of other clerical duties; provides training in procedures and methods in the organization of assignment.
16. Attends and participates in all required training sessions.
17. Maintains a current working knowledge of school board structure and administrative procedures generally.
18. Performs related work, as required.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, talking, hearing and visual acuity. The work is performed indoors, however, some travel is required.

MINIMUM QUALIFICATIONS REQUIREMENTS:

1. Bachelor's Degree from accredited college or university, and two years of professional administrative experience is required. Four years of additional professional experience may substitute for the educational requirements.

**OIG ADMINISTRATIVE ASSISTANT
JOB DESCRIPTION – CONT.**

2. Excellent computer skills including word processing applications, spreadsheet applications, presentation applications, and internet usage required. Knowledge of other public records databases preferred.
3. Must take and pass a typing skills test with a score of 35 net WPM.
4. Working knowledge of Miami-Dade County School Board administration and administrative procedures strongly preferred.
5. Detail-oriented individual with considerable written and oral communication skills.
6. Ability to organize and maintain large volumes of documents.
7. Must be responsible to work with materials of a sensitive and confidential nature.
8. Must submit to a background screening as deemed appropriate by the IG, including a credit history, which is exclusive of the mandatory background check conducted by the School District.

SAMPLE EMPLOYMENT CONTRACT

This Employment Contract, made and entered into this ____ day of _____, _____, by and between the School Board of Miami-Dade County, Florida, hereinafter referred to as the Board, the Inspector General, as the Board's designee, and _____, hereinafter referred to as the "Special Agent" or "Employee."

RECITALS

- A. On December 18, 2007, the Board entered into an Interlocal Agreement with Miami-Dade County for the purpose of securing the services of the County's Inspector General, (the "Inter Local Agreement"), attached and incorporated as Exhibit "A."
- B. Pursuant to the Interlocal Agreement, the Miami-Dade County Inspector General shall act as head of the School Board's Office of Inspector General (SB OIG) and serve as the Inspector General for the School Board. The organization and administration of the SB OIG shall be sufficiently independent to assure that no interference or influence external to the SB OIG adversely affects the independence and objectivity of the Inspector General.
- C. The Board established the position of Special Agent, Office of Inspector General within the Miami-Dade County Public Schools System to function under the supervision of the Inspector General and pursuant to the Inspector General's directives.
- D. The Board now desires to hire a Special Agent, Office of Inspector General and fix the terms and conditions of employment by this Employment Contract.
- E. The Employee is willing to accept employment upon the terms and conditions provided in this Employment contract.

AGREEMENT

The Board, Inspector General and Employee, for consideration specified, agree as follows:

1.0 TERM

- 1.1 The Board hereby employs the Employee and the Employee accepts employment as Special Agent, Office of Inspector General, for a term beginning upon execution of this contract by all parties and ending December 27, 2010, in concurrence with the term of the Interlocal Agreement, and subject to termination as set forth in the Employment Contract.

- 1.2 This Employment Contract may be extended for another term, to be concurrent with an extension of the Interlocal Agreement, by agreement of the parties, subject to termination as set forth in the Employment Contract.
- 1.3 In the event of any conflict between this Employment Contract and the Interlocal Agreement as regards the terms and conditions of employment, the terms of this Contract shall prevail.

2.0 DUTIES

- 2.1 The Employee, in carrying out the responsibilities of the job, shall perform the duties generally provided in the Miami-Dade County Public Schools Job Description for Special Agent, attached and incorporated as Exhibit "B." The scope of duties shall be limited to the duties outlined in the job description and specific to assignments related to Miami-Dade County Public Schools as set forth by the Inspector General.
- 2.2 The Employee shall report directly to the Inspector General and shall work under the direction and authority of the Inspector General.

3.0 COMPENSATION

- 3.1 The Board agrees to employ the Employee at the annual salary of \$_____ payable in 26 installments. This salary amount shall remain in effect throughout the term of the Employment Contract, subject to cost of living annual increases each June 30th based upon compensation reviews or other salary adjustments, as the School Board may grant from time to time. Increases by the Board are not inclusive or reflective of performance reviews or evaluations.
- 3.2 The Employee recognizes that the position of Special Agent does not adhere to any particular pay plan and/or pay scale. The Board has left to the determination of the Inspector General the salaries of all personnel under his direction. The Inspector General, or his designee, conducts annual evaluations of its employees, at which time a salary adjustment may be made. The Inspector General retains the right to reduce the Employee's salary as well as modify other aspects of the employment.
- 3.3 The Employee recognizes and agrees that he/she is a salaried employee and is not entitled to overtime. The employee is expected to work a regular 40-hour workweek. The workweek schedule may be modified in advance upon request and with the approval of the Inspector General or his designee. Such approval is subject to consideration of the operational needs and priorities of the office.

3.4 The Employee shall be entitled to the benefits set forth in School Board Rule for Managerial Exempt Personnel, 6Gx13- 4D-1.022, that are not expressly inconsistent with the terms outlined in the Employment Contract.

4.0 TERMINATION

4.1 The Employee recognizes that this is an at-will position and the Employee may be terminated at any time by the Inspector General, without cause or notice.

4.2 The Employee may terminate the Employment Contract upon fourteen (14) days written notice to the Inspector General.

5.0 MISCELLANEOUS

5.1 The Employee agrees to comply faithfully with the laws of the State of Florida, this Employment Contract and with all the rules and regulations of the Florida Department of Education, Office of Inspector General, and of the School Board.

5.2 The Employee agrees that this Employment Contract contains the entire agreement between the Board, the Inspector General, and the Employee, and all other agreements and oral representations are incorporated herein.

The Board, the Inspector General, and Employee have caused this Employment Contract to be signed at Miami-Dade County, Florida, as of the date first written above.

Employee Signature

Date

THE SCHOOL BOARD OF MIAMI-
DADE COUNTY, FLORIDA

Employee Name Printed

By _____
(Inspector General as the Board's Designee) Date

Approved As to Form:

Attorney for the Board

Date