

Mr. Agustin J. Barrera, Chair

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

**COMMITTEE: INNOVATION, EFFICIENCY AND GOVERNMENTAL RELATIONS**

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

REVISED

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<sup>2</sup>**  
**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.