

Office of School Board Attorney
Walter J. Harvey, Board Attorney

SUBJECT: THAT THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA APPROVE THE RESTRUCTURING OF THE SCHOOL BOARD ATTORNEY'S OFFICE, APPROVE NEW JOB TITLES, APPROVE THE REVISED ORGANIZATIONAL CHART, APPROVE PAYMENT OF UNUSED AND ACCRUED LEAVE, APPROVE SCHOOL BOARD ATTORNEYS' AND LAW CLERK'S CONTRACTS, AND APPROVE SUPPORT STAFF CONTRACTS AND STEP INCREASES

COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY

The last time the organizational structure of the School Board Attorney's Office was modified was on August 2, 2006. Since that time, due to the state's economic situation, our school district has dramatically altered its organizational structure and its operations in order to meet the critical needs of our schools. As a result of these significant changes to our District, we are proposing a restructuring of the School Board Attorney's office to be more adequately aligned to the District's present and projected long term legal needs. In addition, the assistant school board attorneys' contracts will expire in November and new and amended contracts are presented for the Board's approval (copies of which are attached).

The proposed organizational chart adjusts for the unique requirements to the actual demands for legal services, the actual expertise and abilities of the current attorneys and support staff, and the opportunity to maximize efficiencies within the department. (A copy of the organizational chart is being provided to the Board under separate cover.)

The proposed restructuring changes the job title of the Chief of Regulatory Compliance and Governance position to that of Deputy Assistant School Board Attorney, which will retain the same duties, along with additional responsibilities. The office will no longer have a Chief of Litigation; the duties formerly assigned to said position will now be

**Revised
Replacement
G-1**

assigned to the Assistant School Board Attorneys responsible for litigation, risk management and personnel matters. The titles of Senior Attorney and Assistant Senior Attorneys in the various practice areas are also changed to that of Assistant School Board Attorney. Although these job titles will apply to the majority of the attorneys in our office, each attorney will still be responsible for their specific practice areas as identified in the job descriptions attached.

Some of the proposed contracts for renewal have modified salaries that are commensurate with the newly assigned job responsibilities of each individual attorney. Attorneys whose contracts are not being renewed will be entitled to receive all accumulated and unused sick and vacation leave.

This new streamlined and flattened organizational structure will allow attorneys to more effectively manage their areas of expertise, and will also maximize office efficiencies, including the anticipated ability to increase the number of litigation matters handled by our in-house attorneys.

As a result of this new organizational structure, three (3) attorney contracts will not be renewed and two (2) new attorneys will be joining the office. One of the new positions will be advertised and presented for the Board's approval when the position is filled. In addition, the position of a full-time law clerk (who will be able to assume the position of an assistant school board attorney upon graduation), will assist the attorneys in the office, is also being presented for approval. None of these changes will increase the overall budget of the office.

Under this new organizational structure, the position of Legal Office Coordinator has been eliminated. As a result of this administrative change, the School Board Attorney is recommending the addition of three support staff members as contracted employees of the District. These support staff members (contracts which are attached), will fill the positions of legal secretary for the School Board Attorney, legal assistant, and paralegal, and are being established through the conversion of existing positions. It is expected that this increase in the number of office support staff will increase the efficiency of the staff attorneys and allow them to handle additional litigation thereby reducing attorney's fees paid to outside counsel. Further, in order to properly realign support staff responsibilities, one Confidential Exempt employee will be moved from a Step 12 to Step 13, and another from a Step 1 to Step 4. The addition of new support staff, along with the aforementioned step changes will not increase the overall budget expenditures for the office.

This restructuring follows the general principles in School Board Rule 6Gx13-4A-1.15, *Assignment, Transfer, and Appointment - Administrative Positions*. Accordingly, this restructuring meets the goals and criteria established in the rule by meeting and enhancing the District's needs as identified in its strategic plan by eliminating operational redundancies and misalignment of resources, and by aligning staffing levels with current workloads and initiatives. This flattened organizational structure will also bring efficiencies and improvements as previously explained. This is also the

) appropriate time to restructure the Board Attorney's office with the employment of a new Board Attorney, and the fact that the contracts of the assistant board attorneys are set to expire in November.

In addition to the recent budget reductions to the School Board Attorney's office, and the cancellation of the contract of the external consultant, the proposed restructuring will result in net annual savings of approximately \$50,000.00.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, approve the restructuring of the School Board Attorney's office and as such:

- (1) Approve the Job Titles in the Job Descriptions (attached), and eliminate the Legal Office Coordinator position as set forth herein;
- (2) Approve the revised organizational chart;
- (3) Approve the provision of any unused and accrued sick leave and accrued vacation for attorneys whose contracts are not renewed;
- (4) Approve the renewal of contracts for the Deputy Assistant School Board Attorney and the Assistant School Board Attorneys, effective as of December 1, 2009;
- (5) Approve the contracts for the new Assistant School Board Attorney, and the Law Clerk;
- (6) Approve contracts for additional support staff (legal secretary, legal assistant and paralegal), effective as of October 14, 2009; and
- (7) Approve the step increases for two confidential exempt employees as set forth herein.

RESUME

MARISOL MARIN

ADDED

9742 SW 138 Ave.
Miami, FL 33186

Home # 305-388-1981
Cell # 305-316-7852

Work History:

8/08- Present

High School Teacher
Archbishop Coleman Carroll High School
Miami, FL

- High school teacher.
- World History teacher.
- Weekly detailed planning of lessons.
- Resourceful and insightful as well as innovative and enthusiastic.
- Exceptional and uncompromising work ethics.
- Implement a positive discipline plan to promote student responsibility, problem solving skills, and student accountability.

8/06- 6/08

Middle School Teacher
Conchita Espinosa Academy
Miami, FL

- Middle school teacher.
- World History and Literature teacher.
- Weekly detailed planning of lessons.
- Business development teacher for the CEA magazine.
- Assist in the design and production of the magazine from inception to finish.

8/05-8/06

Permanent Pool Sub
Jane S. Roberts EleMiddle School
Miami, FL

- Pool Sub for Pre-Primary through 8th grade.
- Follow and prepare lesson plans for teachers.
- Teach all subject and content areas.
- Adapt quickly to changes and challenges when asked to cover different grade levels.

8/03-4/05

Business Owner
Beauty Bar Unlimited Supply & Salon
Miami, FL

- Managed and supervised 8 employees.
- Performed administrative duties such as budget forecasting, business plan, balance sheet, income statement, and costs analysis, payroll, inventory, marketing, product ordering, interview and hiring of employees.
- Trained employees on work ethics, products, and styles.
- Trained, developed, implemented, and facilitated the employees on the safety requirements of the industry.

8/88 – 4/00

Paralegal Specialist
Miami Dade County Office of the County Attorney
Miami, FL

- Prepared pleadings and briefs for County, Circuit, Appellate, Federal and Supreme Courts.
- Transcribed legal documents for attorneys
- Scheduled depositions, court hearings, and meetings.
- Prepared cases for court from inception to trial.
- Specialized in contract, EEOC, and workmens compensation law.

8/87-8/88

Executive Secretary to Assistant County Manager
County Manager's Office
Miami, FL

- Assisted the manager in the privatization task force.
- Prepared correspondence, and scheduled meetings.
- Maintain itinerary, make travel arrangements, attended several meetings including staff and board.

8/86-8/87

Administrative Secretary to the Personnel Director
Miami Dade County Personnel Department
Miami, FL

- Lead the personnel clerical staff group for the personnel department.
- Prepared correspondence, scheduled meetings, managed payroll and petty cash for the department.
- Transcribed labor contracts.

8/83-8/85

Secretary
Labor Relations Division, Personnel Department
Miami, FL

- Prepared correspondence, scheduled meetings, typed labor contracts and EEOC forms for the division specialists.

Education: Barry University - B.A. Professional Administration
Miami Dade Community College - A.S.
Fluent in English and Spanish
Computer literate
Subject Area Certified

Recommendations: Upon request.