

Enid Weisman, Chief Human Capital Officer
Office of Human Capital Management

SUBJECT: ESTABLISHMENT, CLASSIFICATION AND/OR UPDATE OF SELECT POSITIONS, REALIGNMENT OF SELECT DISTRICT OFFICES, AND APPROVAL OF THE CONVERSION OF THE (X1) SALARY SCHEDULE FOR CHIEF OF STAFF/ADMINISTRATIVE ASSISTANT TO THE SCHOOL BOARD MEMBERS

COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY

LINK TO STRATEGIC FRAMEWORK: SCHOOL/DISTRICT LEADERSHIP

Authorization of the Board is requested to establish, classify, and/or update select positions. In accordance with Florida Statute Sections 1001.42 and 1012.22 it is within the Superintendent's authority to recommend to the Board for approval job descriptions which include minimum qualifications, pay grade and title for positions.

The following Board/District offices will be impacted by this item:

- Office of School Board Members
- Department of Transportation
- Education Transformation Office (ETO)
- Information Technology Services (ITS)
- Office of Economic Opportunity (OEO)
- Office of Human Capital Management
- Office of Risk and Benefits Management
- Office of the Controller
- School Police

} ADDED

This item will result in a net savings of \$84,189 to the District.

} REVISED

Office of School Board Members:

Agenda item H-15, proffered by Ms. Perla Tabares Hantman, Chair, The School Board of Miami-Dade County, Florida, at the School Board Meeting of August 7, 2013, approved the creation of an optional Chief of Staff designation for Board Members' staff. This item seeks to establish and classify that position.

School Board Members have the opportunity to select and hire their own staff on a contractual basis. In the past, there has been no method of distinguishing between levels of responsibility among Board Members' assistants. Per agenda item H-15 (August 7, 2013), the title Chief of Staff to Board Member will be created to represent "a mark of professional distinction and honors the work and level of responsibility shouldered by those who Board

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Members rely upon to carry out the work of their office.” The use of this designation is at the discretion of each board member and within existing budgetary parameters.

In order to afford Board Members maximum flexibility in hiring, the salary schedule for Chief of Staff/Administrative Assistants to Board Members (X1 salary schedule) will be converted from a step schedule to a minimum/maximum compensation schedule within existing salary parameters.

Finally, the title of Legal Administrative Coordinator, Office of School Board Members will be changed to Administrative Coordinator, Office of School Board Members to better align job descriptions with job duties and functions. This role is critical to ensuring the effective day-to-day operations of the Board Members’ Office.

Department of Transportation:

The Department of Transportation is responsible for ensuring that approximately 60,000 Miami-Dade County Public Schools students are transported safely each day. To better align and administer the department’s programs, the position of Staff Specialist, School Bus Routing is being established. The Staff Specialist, School Bus Routing will plan and manage the activities of the District’s School Bus Routing Offices and ensure compliance with local, state, and federal regulations. The net savings is \$22,624.

Education Transformation Office (ETO):

The Education Transformation Office is responsible for overseeing all aspects of work in the District’s most fragile schools. This includes implementation of academic programs, strategic staffing at both teacher and leadership levels, consistent progress monitoring, and the creation of partnerships with community providers who provide additional support to students. To better align job duties and responsibilities with job descriptions, the position of Associate Superintendent, Education Transformation is being established. The cost is \$6,026. } ADDED

Information Technology Services (ITS):

During the Special Board Meeting of May 22, 2013, the Board authorized agenda item SP-1 which approved the Superintendent’s realignment, restructuring, and reorganization of select District offices and positions. This item seeks to continue that work in order to align District offices with demand-driven, strategic initiatives that provide for our evolving school system. Additionally, because of the strategic importance of ITS in the implementation of high-priority District initiatives, ITS will now report to the Chief of Staff.

Within ITS, many job descriptions have not been updated for over 20 years. This, combined with the changing technological landscape and the District’s focus on digital convergence, necessitates a restructuring and realignment of the department’s workforce. This will ensure that ITS is prepared to accommodate the implementation of new technologies provided by the 21st Century Schools Bond Referendum.

A number of positions are being established and classified in ITS to create career pathways that will lead to the retention of employees with expertise in emergent technologies. These new positions will address the implementation of digital convergence, development and testing of mobile and web-based applications, implementation of universal connectivity, and creation of device-specific user interfaces, among other initiatives. Additionally, these positions will allow for the department to hire and retain staff with technical skills necessary to support both existing systems and new technologies. Newly established positions will be filled at a later date as each of the strategies detailed above emerge.

The creation of these new positions and career pathways is part of a multi-stage restructuring of ITS and will result in a net savings of \$46,325.

Office of the Controller:

In recent years, as the District has transitioned into an SAP environment, the duties and responsibilities of various positions in the area of accounting have changed significantly. To ensure that the District is able to implement updated accounting processes efficiently and effectively, it is necessary to add a number of positions which will address these needs. This restructuring will also ensure that the various departments within the Office of the Controller are able to hire and retain employees with the technical skill set needed to navigate the SAP environment. In addition, these employees will help ensure that the department is able to deliver superior customer service to every school and worksite in the District as well as every vendor with whom the District engages. The net savings to the District is \$22,352.

Office of Economic Opportunity (OEO):

The OEO is charged with promoting the economic growth and development of Small/Micro Business and Minority/Women Business Enterprises (M/WBE) and ensuring that these organizations have the maximum opportunity to do business with the School Board.

} DELETED

Additionally, in order to assist in the management and supervision of these programs, it is necessary to add additional staff with experience in the areas of small and minority business enterprises. The Executive Director, Economic Opportunity will be responsible for developing, monitoring, improving, and reporting on the marketing and success of new business and strategic partnerships for minority, women-owned, and small business enterprises. In addition, this role will assist in planning, developing, and evaluating the department's policy and strategy to increase opportunities for small and M/WBE entities. The cost is \$81,666.

} ADDED

School Police

Given the importance of an increased focus on school safety, School Police will now report to School Operations. This change allows for improved collaboration that will result in more strategic safety outcomes for students.

Office of Human Capital Management:

The Office of Human Capital Management is combining functional areas to maximize efficiencies while reducing costs. To facilitate this effort, the positions of District Director, Instructional Recruitment & Staffing and Director, Recruitment are being created. These new roles will be expanded to include increased responsibilities as overall department size is reduced through attrition. Additionally, the role of District Director, Administrative Staffing is being changed to District Director, Employment & Staffing, to better reflect expanded job duties. This role is responsible for managing the administrative staffing process district-wide as well as processing all non-instructional and vendor fingerprinting. These changes will result in a net savings of \$92,325.

ADDED

Office of Risk and Benefits Management:

The Office of Risk and Benefits Management is responsible for providing risk management solutions to the District. As such, it is critical to ensure that the department is able to identify emerging, capable leaders and prepare them to assume key leadership positions as they become available. To facilitate this process, the role of Executive Director, Risk and Benefits is being established. This position is responsible for the supervision and administration of programs in the Office of Risk and Benefits Management including the procurement and administration of the purchase of third party property and casualty insurance including but not limited to all risk replacement cost property insurance for over \$8 billion worth of property. This role will also provide resources and recommendations to assess and reduce risk, avoid losses and reduce legal liability. The cost is \$11,745.

Copies of job descriptions for positions being recommended in this item will be provided under separate cover.

RECOMMENDED: That effective October 17, 2013, or as soon thereafter as can be facilitated, The School Board of Miami-Dade County, Florida:

1. Establish and classify the following MEP positions:
 - a. Chief of Staff to Board Member, Contracted position, Board Members' Office
 - b. Associate Superintendent, Education Transformation, MEP, pay grade 26, Education Transformation Office
 - c. District Director, Instructional Recruitment and Staffing, MEP, pay grade 23, Instructional Staffing } ADDED
 - d. Executive Director, Data Security and Technical Services, MEP, pay grade 22, Information Technology Services
 - e. Executive Director, Economic Opportunity, MEP, pay grade 22, Office of Economic Opportunity
 - f. Executive Director, Risk and Benefits, MEP, pay grade 22, Office of Risk and Benefits Management } ADDED
 - g. Director, Enterprise Service Management, MEP, pay grade 21, Enterprise Service Management
 - h. Director, Recruitment, MEP, pay grade 21, Instructional Staffing } ADDED
 - i. SAP Solutions Architect, MEP, pay grade 21, Systems & Programming Services
 - j. Solutions Manager, MEP, pay grade 20, Systems & Programming Services
 - k. Supervisor, Support Services, MEP, pay grade 20, Client & Business Services
 - l. Application Server Administrator, MEP, pay grade 19, Client and Business Services
 - m. Coordinator, MEP, pay grade 19, Office of the Controller
 - n. Lead Systems Analyst, MEP, pay grade 19, Systems & Programming Services
 - o. SAP ABAP Lead Analyst, MEP, pay grade 19, Systems & Programming Services
 - p. SAP Business Intelligence (BI) Lead Analyst, MEP, pay grade 19, Systems & Programming Services
 - q. SAP Portal Architect, MEP, pay grade 19, Internet Services
 - r. Application Server Analyst, MEP, pay grade 18, Client and Business Services
 - s. SAP ABAP Programmer Analyst, MEP, pay grade 18, Systems & Programming Services
 - t. SAP Business Intelligence (BI) Programmer Analyst, MEP, pay grade 18, Systems & Programming Services
 - u. SAP Functional Support Analyst, MEP, pay grade 18, Systems & Programming Services
 - v. Staff Specialist, MEP, pay grade 18, Office of the Controller
 - w. Staff Specialist, School Bus Routing, MEP, pay grade 18, Department of Transportation
 - x. Systems Engineer, MEP, pay grade 18, Systems & Programming Services

- y. Legacy Application Developer, MEP, pay grade 17, Systems & Programming Services
- z. Application Server Specialist, MEP, pay grade 17, Client and Business Services
- aa. SAP ABAP Developer, MEP, pay grade 17, Systems & Programming Services
- bb. SAP Business Intelligence (BI) Developer, MEP, pay grade 17, Systems & Programming Services
- cc. SAP Functional Support Specialist, MEP, pay grade 17, Systems & Programming Services
- dd. SAP Portal Developer, MEP, pay grade 17, Internet Services
- ee. Application Support Specialist, MEP, pay grade 16, Systems & Programming Services
- ff. Staff Assistant, MEP, pay grade 16, Office of the Controller

2. Approve changes to title, pay grade, and/or minimum qualifications for the following MEP positions:
 - a. District Director, Employment and Staffing, MEP, pay grade 23, Office of Human Capital Management } ADDED
 - b. Executive Director, Technology Solutions, MEP, pay grade 22, Systems & Programming Services
 - c. Director, Technology Solutions, MEP, pay grade 21, Systems and Programming Services
 - d. Administrative Coordinator, MEP, pay grade 18, Board Members' Office

3. Approve the proposed realignment of select district offices.

4. Convert the Administrative Assistant to the School Board Members Salary Schedule (X1) to a minimum/maximum salary schedule.

MIAMI-DADE COUNTY PUBLIC SCHOOLS
 CHIEF OF STAFF/ADMINISTRATIVE ASSISTANT TO THE SCHOOL BOARD MEMBERS
 (X1) Salary Schedule 2009-2010- 2013-2014(250 Paid Days)
 Effective 10/17/2013

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13
<u>MINIMUM</u>												<u>MAXIMUM</u>
48,214	50,144	52,146	54,227	56,164	58,652	60,998	63,320	65,853	70,608	72,728	74,908	77,907
<u>25,000</u>												<u>78,000</u>

Supplement for Administrative Assistant to School Board Chair.....\$3,000.