

Jose L. Dotres, Chief Human Capital Officer
Office of Human Capital Management

SUBJECT: **REQUEST APPROVAL OF ADMINISTRATIVE APPOINTMENT(S)** } REVIS
FOR 2019-2020 AND JOB DESCRIPTION

COMMITTEE: **PERSONNEL, STUDENT, SCHOOL, AND COMMUNITY SUPPORT**

LINK TO STRATEGIC
BLUEPRINT: **HIGHLY EFFECTIVE TEACHERS, LEADERS AND STAFF**

The administrative assignment recommendations are made in accordance with Board Policies 1120, 1130.01, 3120.01, 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. Based upon current job trends, a competitive market analysis, and/or a demonstrated market demand, the Superintendent has the authority to adjust compensation upon appointment and thereafter, within the pay grade set forth in this item, to effectively recruit and retain the most talented workforce. Outside candidates must successfully complete any State and District mandated background screening requirements [e.g., fingerprinting (Level II), drug screening] prior to hiring.

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 policies 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 ensure efficient school system operations, and if such modifications are made, a revised Board item will be submitted prior to the Board meeting.

Furthermore, authorization of the Board is requested to establish and classify a job description in accordance with School Board Policies 1120, Employment of Administrators; 1120.01, Managerial Exempt Personnel; 1600, Job Descriptions, and with Florida Statutes 1001.42 and 1012.22. A copy of the job description is attached. } REVIS

Revised
D-21

NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENT
MANAGERIAL EXEMPT

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>	
Armie Beruvides	Outside Candidate	--	Assistant Controller Division of General Accounting	24	ADDED

RECOMMENDED: That The School Board of Miami-Dade County, Florida:

1. Establish and classify and approve the salary range for the Chief Health Officer, Contracted Position, Office of the Superintendent.
2. Approve the recommendation for appointment to be effective May 21, 2020, or as soon thereafter as can be facilitated, and authorize compensation adjustments upon appointment and thereafter as stipulated in this item.

SALARY RANGES http://salary.dadeschools.net			
	*MEP		CONTRACTED
24	\$101,335 - \$154,000		\$114,945 - \$198,000
*The Superintendent shall have the authority to adjust compensation for MEP employees of the District within the designated pay grade and salary range.			

DRAFT
MIAMI-DADE COUNTY PUBLIC SCHOOLS
JOB DESCRIPTION

IDENTIFICATION INFORMATION

- | | | |
|----|-----------------------|-------------------------------|
| 1. | JOB TITLE: | Chief Health Officer |
| 2. | DEPARTMENT: | Office of the Superintendent |
| 3. | IMMEDIATE SUPERVISOR: | Superintendent of Schools |
| 4. | PAY GRADE: | Contracted Position |
| 5. | JOB CODE: | TBA |
| 6. | BARGAINING UNIT: | Contracted Position |
| 7. | POSITION AUTHORIZED | Board Item D-21, May 20, 2020 |
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OCCUPATIONAL SUMMARY

The Chief Health Officer is responsible for directly assisting the Superintendent of Schools in creating, communicating, executing, and sustaining strategic health initiatives district wide. Responsibilities include staying current on evolving health concerns, leading the District's planning to address those concerns, implementing high priority health initiatives, acting as a liaison between the Superintendent and local, state, and federal health entities, providing the Superintendent with recommendations to prevent, control, and contain disease outbreaks, epidemics, and pandemics, such as COVID-19, and monitoring the implementation of health initiatives within Miami Dade County Public Schools.

EXAMPLE OF DUTIES

1. Collaborates with the Superintendent of Schools and senior staff to develop the District's strategic health plan and leads the communication and execution of the plan.
2. Identifies emerging local, state, and federal health concerns that may affect the District and develops strategic health initiatives to mitigate the impact of those concerns on the District and its operations.
3. Recommends procedures and protocols to be implemented by the District.
4. Develops and encourages health initiatives that include the prevention of communicable diseases and universal precautions.

5. Communicates the District's strategic health plans and initiatives to both internal and external stakeholders.
6. Works closely with various departments to assess the implementation and effectiveness of strategic health plans and initiatives and makes adjustments as needed.
7. Manages and monitors a variety of high-level health initiatives and programs.
8. Ensures District compliance with local, state, and federal laws in all health-related matters.
9. Serves as a facilitator to ensure that key health plans and initiatives are implemented with fidelity.
10. Directly supports the Superintendent in organizing timely response to emerging health concerns.
11. Responds to complex and critical reports and inquiries from a wide variety of sources regarding health concerns and strategic health plans and initiatives.
12. Identifies and develops partnerships and project opportunities that can provide support, including financial support, for health-related programs.
13. Performs other duties related to the position, and as may be directed by the Superintendent.

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. Master's degree in a medical field, Health Care Administration, or related field. MD, DO, DNP, PharmD, DPH or PhD preferred.
2. At least five (5) years of experience in a healthcare setting with experience in identifying and developing plans to address specific health concerns and disease outbreaks. Experience in a clinical setting with school-age students preferred.

3. Experience leading health initiatives in a large educational organization preferred.
4. Experience in an interjurisdictional leadership capacity preferred.
5. Strong knowledge of current health trends and concerns.
6. Demonstrated experience mobilizing others around health initiatives.
7. Demonstrated ability to communicate effectively in both oral and written forms.

ARMIE BERUVIDES, CPA

CAREER PROFILE

Professional accountant with over 20 years experience in private industries, financial institution and public accounting firm. Results-driven, highly motivated leader with strong business acumen and a proven track record in financial analysis, financial reporting, audit practices and a demonstrated commitment to solving project management issues. Skilled in analyzing existing operations and implementing cost-effective systems and processes to improve organizational performance and profitability with strong attention to detail. A strong communicator with multicultural savvy, fluent in English and Spanish, a flexible disposition and excellent people skills.

PROFESSIONAL SKILLS

Financial Planning & Analysis
Financial Reporting
Forecasting & Budgeting
GAAP

General Ledger
Account Reconciliation
Leadership & Team Building
Accounts Payable

Auditing & Compliance
Internal Controls
Variance Analysis
Project Management

PROFESSIONAL EXPERIENCE

MasTec Network Solutions (MasTec), Coral Gables, Florida

2017 to Present

Accounting Manager

- Direct staff in the development, implementation, and activities in the Accounting Department.
- Responsible for overseeing the monthly closing of the general ledger, generation of internal financial statements and review of monthly and quarterly financial reporting packages.
- Partner with other departments to ensure internal controls are adhered to and financial statements are fairly and accurately presented.
- Collaborate as Business Lead with multiple Oracle upgrade projects including user acceptance testing and validations requirements.
- Interact and point of contact with internal and external auditors to ensure Sarbanes Oxley compliance and audit findings are properly remediated.

Financial/Accounting Consultant, Miami, Florida

2016 to 2017

- Performed short-term assignments for small businesses providing financial analysis and accounting services including variance analysis, budgeting, forecasting and financial reporting.
- Performed bookkeeping services, prepared monthly account reconciliations; accounts payable and processing of 1099's.

Restaurant Services, Inc. (RSI), Miami, Florida

2000 to 2016

Manager Corporate Accounting

- Oversaw and directed patronage reporting for RSI and its subsidiary, ensuring accurate patronage dividends of up to \$43 million annually distributed to RSI members under IRS regulations.
- Executed financial reporting of supplier distribution initiatives to member companies (Sara Lee, Douwe Egbert's, Iced Tea Funding), including contract review for financial and tax reporting implications and managed cross-functional integrations.
- Managed all accounting functions for the Integrated Supply Chain Management multi-year project budget of \$6.4 million. Prepared accurate and timely financial statements distributed to management.
- Directed budget meetings with Information Services team and senior management; providing explanations of variances between actual results and forecasts/budgets.
- Responsible for management of the RSI membership database for 7,100+ BURGER KING® restaurants and 1,200+ member companies.
- Streamlined and automated patronage efficiencies by implementation of ACH payments, developed metric system to track participation, increasing electronic disbursements from 55% to 90% over a two-year period.

- Served as Business Leader on multiple operational and system projects. (i.e. redesigned Member Party ID Integration system to new web platform). Established business requirements, performed data validations and reconciliations, resulting in significant productivity improvements, enhanced controls and reporting capabilities.
- Performed financial due diligence of third-party service providers.
- Spearheaded unclaimed property software implementation to facilitate compliance with state escheat reporting process, while reducing administration cycle time by 60%.
- Oversaw annual 1099 reporting to (1,200+) member companies and submission to the IRS.
- Ensured compliance with Federal and state filing administration process.
- Prepared schedules for quarterly Board meetings and annual external audits.
- Directed operations of Accounts Payable function from 2000 – 2008.
- Developed and implemented financial reporting policies and procedures.

Del Monte Fresh Produce N.A., Inc. Coral Gables, Florida

1990 to 2000

Manager, Financial Services / Financial Analysis – Diversified Accounting (1994– 2000)

- Managed and directed Accounts Payable activities for North America operations.
- Hired, trained and supervised staff processing up to 10,000 invoices per month: executed timely and accurate month-end closings and general ledger interfaces.
- Oversaw and administered corporate card and travel programs.
- Provided direction and support to North America field locations ensuring compliance with Company policies and procedures.
- Collaborated as Business Lead with successful conversion and implementation to Oracle Accounts Payable system.
- Responsible for the accounting of new products marketed by the Company for two subsidiaries.
- Prepared monthly and quarterly reporting packages submitted to the Consolidations department for SEC reporting purposes.
- Participated in yearly budgeting process. Provided variance explanations between actual vs. budgeted results.
- Instrumental with integration of new subsidiary's (West Coast) operations to Oracle General Ledger system.
- Successfully participated in the Global Oracle Phase II conversion project.

Senior Financial Analyst – Consolidations Department (1990 – 1994)

- Evaluated financial data received from legal entities to determine compliance with GAAP.
- Responsible for the consolidation of U.S. and foreign entities on a monthly basis.
- Performed cash management functions, including preparation of weekly cash balance reports, operating cash flow forecasts and extensive analysis of cash results vs. forecast.

Southeast Bank, N.A., Miami, Florida

1988 – 1990

Internal Audit Supervisor

- Planned and directed financial and investment audits.
- Supervised and coordinated staff assignments, provided assistance as required.
- Prepared audit and administrative reports and discussed findings and recommendations with management.

Laventhol and Horwath, CPA, Coral Gables, FL

1986 - 1988

Senior Accountant

- Performed audits and reviews of clients in the hotel, healthcare, transportation, securities and construction industries.
- Performed monthly accounting services for hotel and construction industry clients.
- Compiled financial statements and prepared corporate and payroll tax returns.

EDUCATION & CERTIFICATIONS**Certified Public Accountant**, State of Florida**Bachelor of Accounting**, Florida International University, Miami, FL**TECHNOLOGY SKILLS**

Oracle, Microsoft Dynamics, SharePoint and Microsoft Office Suite (Excel, Word and PowerPoint), MicroStrategy.