

Dr. Dawn M. Baglos, Chief Human Capital Officer
Office of Human Capital Management

**SUBJECT: REQUEST APPROVAL OF ADMINISTRATIVE APPOINTMENTS
FOR 2021-2022, JOB DESCRIPTIONS, AND SALARY
ADJUSTMENTS FOR SELECT MANAGERIAL EXEMPT
PERSONNEL** } ADDED

COMMITTEE: PERSONNEL, STUDENT, SCHOOL, AND COMMUNITY SUPPORT

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

The administrative assignment recommendations are made in accordance with Board Policies 1120, 1130, 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.

**Revised
D-21**

Ensuring that employees are competitively compensated relative to the external marketplace and their peers is essential to attract and retain qualified employees and is an important component of the District's Strategic Plan. Internal salary equity is the fairness of pay among current employees working for the same employer and performing the same or similar jobs. An analysis of internal equity ensures that fairness is maintained throughout the organization based on similar responsibilities, performance, knowledge, skills, and experience. An internal salary equity analysis was conducted for Region Administrative Directors; as a result, the recommendations for salary adjustments are based on the years of experience in the position and the corresponding percentile in the salary range of current administrative directors. Accordingly, authorization of the Board is also requested to adjust the salaries of two paygrade 24 Region Administrative Directors who have more than ten years' experience in the position to improve internal salary equity and to assist the District in effectively retaining top talent in this position. Additional information regarding these salary adjustments will be provided to Board Members under separate cover and will be placed on file in the offices of Citizen Information Center and the Board Recording Secretary.

ADDED

Furthermore, authorization of the Board is requested to establish and classify and reclassify job descriptions made in accordance with School Board Policy 1600, Job Descriptions and with Florida Statutes 1001.42 and 1012.22. A copy of the job descriptions will be forwarded to Board Members under separate cover and will be placed on file in the offices of Citizen Information Center and the Board Recording Secretary.

ADDED

SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
PRINCIPAL

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Earl A. Allick	Elementary Assistant Principal Lillie C. Evans K-8 Center	AP	Temporary K-8 Center Principal Lillie C. Evans K-8 Center	PR

SCHOOL-SITE LATERAL ADMINISTRATIVE ASSIGNMENTS
PRINCIPAL

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Robert M. Megias	Temporary Middle Principal Brownsville Middle School	PR	Temporary Elementary Principal Kensington Park Elementary School	PR
Linette Tellez	Elementary Principal South Hialeah Elementary School	PR	K-8 Center Principal Southside Preparatory Academy	PR

ADDED

SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
ASSISTANT PRINCIPAL

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Eric Arredondo	Teacher Norma Butler Bossard Elementary School	--	Adult Assistant Principal Miami Palmetto Adult Education Center	AP

SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
ASSISTANT PRINCIPAL

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Kamie Y. Hicks	Transformation Reading Coach Parkway Elementary School	--	Temporary Elementary Assistant Principal Nathan B. Young Elementary School	AP
Karen A. Nelthropp	Transformation Science Coach Booker T. Washington Senior High School	--	Temporary Elementary Assistant Principal Lillie C. Evans K-8 Center	AP
Lourdes West	Teacher North Beach Elementary School	--	Temporary Elementary Assistant Principal Scott Lake Elementary School	AP

} ADDED

SCHOOL-SITE LATERAL ADMINISTRATIVE ASSIGNMENTS
ASSISTANT PRINCIPAL

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Lissette P. Riera	Temporary Middle Assistant Principal Southwood Middle School	AP	Senior Assistant Principal G. Holmes Braddock Senior High School (Effective 12/09/2021)	AP

NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
MANAGERIAL EXEMPT

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Tiombe-Bisa Kendrick-Dunn	Psychologist Office of Psychological Services	--	Instructional Support Specialist Department of Exceptional Student Education (Grant Funded)	20
Luis Cespedes	Systems Engineer Application Development & Client Support	18	Digital Convergence Web and Mobile Application Developer Application Development & Client Support (Grant Funded)	19
Donald J. Cole	Educational Specialist Career & Technical Education	--	District Supervisor, Instructional Support Career & Technical Education	21
Ingrid M. Feely	Senior Administrative Assistant Office of Professional Development & Evaluation	--	District Analyst Office of Human Capital Management (Grant Funded)	17
Carmen Figueroa	Treasurer/Elementary Leisure City K-8 Center	--	District Analyst Division of General Accounting	17

ADDED

NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
MANAGERIAL EXEMPT

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Gilbert Gomez	Executive Director, Technical Architecture Application Development & Client Support	22	District Director, Systems & Programming Services Application Development & Client Support	23
Fernando Infante	External Candidate	--	Director, Facilities Services Governmental Affairs & Land Use	21
Marta Miranda	Senior Risk/Benefits Specialist Office of Risk Benefits Management	--	Staff Assistant Office of Retirement, Leave, & Reemployment Assistance	16
Dunia Perez	Board Recording Secretary/Historian Office of the Superintendent	--	Coordinator, Budget Management Office of Budget Management	19
Nouchka Placide	Staff Assistant Office of School Operational Support	16	Compliance Analyst Office of Civil Rights Compliance	18

ADDED

NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
PROFESSIONAL TECHNICAL

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>	
Cheryl A. Akinlotan	Administrative Assistant II District Inspections, Operations & Emergency Management	35	Coordinator I, SBAB Operations District Inspections, Operations & Emergency Management	40	} ADDED
Jesus Aleman	Master Custodian Department of Plant Operations	--	Coordinator II, Plant Operations Department of Plant Operations	41	
Maria D. Gomez	Community Liaison Specialist Department of Family Support Services	--	Supervisor I, Student Advocacy Department of Family Support Services (Grant Funded)	43	} ADDED
Shaheed P. Haniff	Coordinator, Construction Facilities Operations, Maintenance	40	Coordinator III, Facilities Operations Facilities Operations, Maintenance	42	
Jorge G. Le Sante	Foreperson - Project Specialist (Structural) Facilities Operations, Maintenance	--	Coordinator, Construction Facilities Operations, Maintenance	40	

NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
PROFESSIONAL TECHNICAL

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Nereyda Lopez	Administrative Assistant II District Inspections, Operations & Emergency Management	35	Coordinator I, SBAB Operations District Inspections, Operations & Emergency Management	40
Dayana Perez	Accounting Specialist Office of Instructional Certification	--	Certification Officer Office of Instructional Certification	44
Jeny Priante	District Supervisor, Financial Operations Division of General Accounting	21	Senior Auditor Office of Management & Compliance Audits	41
Kimberly R. Worthy	Teacher Jose de Diego Middle School	--	Senior Grant Writer Office of Grants Administration	44

ADDED

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

1. establish and classify the following MEP and DCSAA positions:
 - a. Change/Release Management Lead, MEP pay grade 19, Office of Information Technology Services
 - b. Creative Director, MEP pay grade 20, Internet Services
 - c. Manager, Program Management Office, MEP pay grade 20, Office of Information Technology Services
 - d. Project Manager, Program Management, MEP pay grade 20, Office of Information Technology Services
 - e. Executive Director, Enterprise Service Management, MEP pay grade 22, Enterprise Service Management

} DELETED

- g. ERP Development Manager, MEP pay grade 23, Application Development & Client Support
- h. Senior ERP Manager, MEP pay grade 23, Application Development & Client Support
- i. Change/Release Management Analyst I, DCSAA pay grade 37, Office of Information Technology Services
- j. Change/Release Management Analyst II, DCSAA pay grade 38, Office of Information Technology Services
- k. Business Analyst, Program Management Office, DCSAA pay grade 38, Data Security, Governance & Compliance

2. approve the reclassification, title change, and/or updates which includes changes in minimum qualifications on the Supervisor, Agenda Office and Administrative Support, MEP pay grade 21, to Executive Director, School Board Agenda Office, MEP pay grade 22.
3. authorize the Superintendent to improve internal salary equity by adjusting the salaries of Janice Cruse-Sanchez and Lucy Iturrey, Pay Grade 24 Region Administrative Directors, in accordance with their years of experience and the corresponding percentile in the salary range of current administrative directors, effective January 21, 2022.
4. approve 5% salary increase above the minimum of the MEP pay grade 23, District Director, for Gilbert Gomez based on his skills and relevant work experience.
5. approve the reclassification for Desiree N. Llopiz, Supervisor, Agenda Office and Administrative Support, MEP pay grade 21, to Executive Director, School Board Agenda Office, MEP pay grade 22, and approve an additional 2% salary increase pursuant to the *Manual of Procedures for Managerial Exempt Personnel* (MEP) incorporated by reference within Board Policy 1120.01, Managerial Exempt Personnel.

} ADDED

6. approve the recommendation for appointments and lateral transfers to be effective January 13, 2022, or as soon thereafter as can be facilitated, with the exception of the effective dates as noted throughout the item and authorize compensation adjustments upon appointment and thereafter as stipulated in this item upon Board approval, pursuant to the Managerial Exempt Personnel (MEP) Manual, and in accordance with the salary schedule, the Superintendent shall have the authority to adjust compensation for MEP employees of the District within the designated pay grade and salary range as indicated herein.

SALARY RANGES
<http://salary.dadeschools.net>

	*MEP		DCSAA		SCHOOL POLICE
26	\$114,945 - \$200,331	47	\$ 70,866 - \$125,310	S3	\$108,384 - \$139,160
25	\$106,245 - \$164,000	46	\$ 67,494 - \$119,351	S2	\$ 87,849 - \$128,775
24	\$101,335 - \$154,000	45	\$ 64,280 - \$113,662		
PR	PDCM	44	\$ 61,220 - \$108,255		
23	\$ 91,335 - \$144,000	43	\$ 58,300 - \$103,094		
22	\$ 81,666 - \$134,000	42	\$ 55,532 - \$ 98,200		
21	\$ 75,669 - \$124,000	41	\$ 52,889 - \$ 93,525		
VP	\$ 78,902 - \$100,658	40	\$ 50,364 - \$ 89,065		
AP (12m)	\$ 76,792 - \$ 96,792	39	\$ 47,970 - \$ 84,826		
AP (10m)	\$ 71,854 - \$ 91,854	38	\$ 45,691 - \$ 80,798		
20	\$ 70,133 - \$114,000	37	\$ 43,507 - \$ 76,937		
19	\$ 65,247 - \$ 98,000	36	\$ 41,432 - \$ 73,267		
18	\$ 60,633 - \$ 88,000	35	\$ 39,464 - \$ 69,790		
17	\$ 54,858 - \$ 78,000	34	\$ 37,588 - \$ 66,476		
16	\$ 51,809 - \$ 68,000	33	\$ 35,787 - \$ 63,290		
		32	\$ 34,097 - \$ 60,300		
		31	\$ 32,470 - \$ 57,424		
		30	\$ 30,919 - \$ 54,676		

PDCM – Principal Differentiated Compensation Model

*The Superintendent shall have the authority to adjust compensation for MEP employees of the District within the designated pay grade and salary range with Board approval.

**Newly hired and candidates returning to Miami-Dade County Public Schools are hired at the minimum of the designated pay grade unless noted and specified below.