

Office of the General Counsel  
Walter J. Harvey, General Counsel

**SUBJECT:                    PURSUANT TO THE GENERAL COUNSEL’S SUCCESSION MANAGEMENT PLAN, IT IS REQUESTED THAT THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA APPROVE THE EMPLOYMENT OF AN ASSOCIATE GENERAL COUNSEL TO FILL A VACANCY CREATED BY THE DEPARTURE OF AN ASSOCIATE GENERAL COUNSEL AND APPROVE SALARY ADJUSTMENTS FOR ASSOCIATE GENERAL COUNSELS WITH NEWLY ASSIGNED JOB RESPONSIBILITIES IN ACCORDANCE WITH THE APPROVED SALARY SCHEDULE**

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

**LINK TO STRATEGIC PLAN:                        EFFECTIVE AND SUSTAINABLE BUSINESS PRACTICES**

In late August of 2023, our Associate General Counsel (“AGC”) for Policies and Academic Programs and Compliance will be leaving the Office of the General Counsel (“OGC”) to become an Administrative Law Judge with Florida Division of Administrative Hearings. While we are excited for the great opportunity that has been presented to an exemplary member of the OGC, we must now fill the vacancy created by our colleague’s departure.

As a result of this development and pursuant to Policy 1130.02, *Succession Management*, the OGC seeks to implement its succession management process which has provided for the identification and preparation of attorneys and professional staff to ensure critical position vacancies are filled as the need arises. The implementation of strategic succession management planning allows the OGC to merge the human capital functions of recruitment, leadership development, and professional development to meet future needs. In order to ensure the continuity and the seamless transition within the OGC, some AGCs will be assigned new duties and responsibilities to ensure that the tasks previously performed by the outgoing AGC will be continued to be completed without interruption.

In conformity with the OGC's Updated Succession Management Plan, which was approved by the Board at its June 23, 2021, Board meeting (Agenda Item G-1, Annual Report to the Board) and as a result of the current vacancy in the aforementioned position, this item seeks Board approval for the hiring of an experienced, entry level attorney to fill the vacancy and to allow the General Counsel to provide salary increments to those AGCs that will be assigned new duties and responsibilities as a result of the vacancy.

Accordingly, after having completed the screening and interview process, the General Counsel is requesting authorization to enter into a contractual agreement with Ms. Karla Cejas, Esq., to fill the Associate General Counsel Attorney vacancy. The proposed contract, job description and resume of the selected applicant have been forwarded to the Board under separate cover.

In order to support the OGS's Succession Management Plan, the General Counsel is also requesting the approval of salary adjustments for AGCs that are taking new job responsibilities. These AGCs will remain in their current job codes and will also remain within their current and same salary schedule in the area of General Litigation I (Job Code 8105). Due to the vacancy that will result from the departure of the AGC for Policies and Academic Programs and Compliance, the hiring of a new Associate General Counsel and the approval of salary adjustments within the OGC salary schedule will be cost neutral and within the OGC budget. The names of the AGCs receiving salary adjustments along with the corresponding Job Codes have been provided to the Board under separate cover.

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida, authorize the General Counsel to enter into an employment contract with Ms. Karla Cejas, Esq., for the position of Associate General Counsel (General Litigation) and the salary adjustments for Associate General Counsels that are being assigned additional responsibilities in accordance with the approved salary schedule.