

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

**SUBJECT: REQUEST APPROVAL OF ADMINISTRATIVE APPOINTMENTS FOR
2024-2025 AND JOB DESCRIPTION(S)**

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 1111; 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.

After consultation with General Counsel and in agreement with the Chief Auditor, it is being recommended that the Office of Civilian Investigative Unit report to the Assistant Superintendent overseeing the Office of Professional Standards and Employee Support Services. This new reporting structure will ensure efficient personnel operations and maximize the efficacy of District human capital functions and facilitate coordination between all non-criminal investigative units and provide greater opportunity to synchronize services. In addition, the organizational

chart for Human Capital Management, the Employment Agreement and the associated job description will be submitted to the Board under separate cover.

Furthermore, authorization of the Board is requested to establish and classify and update job description(s) made in accordance with School Board Policy 1600 and with Florida Statutes 1001.42 and 1012.22. A copy of the job descriptions described below 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.

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>
Rosalyn Rodriguez	Supervisor II, Research Services Assessment, Research, and Data	44	Temporary K-8 Center Assistant Principal Air Base K-8 Center for International Education	AP

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>
Sandra R. Acosta	Temporary K-8 Center Assistant Principal Air Base K-8 Center for International Education	AP	Executive Director, School Operations School Operations/Special Programs	22
Santiago L. Ceballos	Director, Educational Facilities Administration and Planning Governmental Affairs and Land Use	44	Director, Facilities Services Governmental Affairs and Land Use	21
Meaghan K. Chaplin	ESE Placement Specialist Office of Educational Services and Exceptional Student Education	--	Instructional Supervisor, Exceptional Student Education Office of Educational Services and Exceptional Student Education (Grant Funded)	21
Reina N. Garner	Administrative Assistant II Governmental Affairs and Land Use	36	Staff Assistant Governmental Affairs and Land Use	16

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>	
Yanitza Herrera	Curriculum Support Specialist Department of Mathematics	--	District Supervisor, Instructional Support Department of Mathematics (Grant Funded)	21	
Lourdes Hodges	Captain Miami-Dade Schools' Police Department	S2	Police Major Miami-Dade Schools' Police Department	S3	} ADDED
Regina Wimberly	Executive Director, Center for Professional Learning Center Professional Learning (Grant Funded)	22	District Director, Instructional and Non- Instructional Staff Development Center Professional Learning (Grant Funded)	23	

NON-SCHOOL-SITE LATERAL ADMINISTRATIVE ASSIGNMENTS
MANAGERIAL EXEMPT

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>	
David A. Garcia	Coordinator, Compensation Administration Office of Compensation Administration	19	District Coordinator Office of Human Capital Management	19	} 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>	
Eugenio Arce	External Candidate	--	Investigator, CIU Civilian Investigative Unit	42	}
Yensy C. Arevalo	Payroll Specialist II Payroll Department	--	Administrative Assistant I, Finance Payroll Department	35	
Florys M. Gonzalez	External Candidate	--	District Supervisor, Grants Administration Office of Grants Administration	45	
Merissa Magnus	External Candidate	--	Supervisor I, Food Services Department of Food and Nutrition	43	
Abby Martinez	External Candidate	--	Senior Grant Writer Office of Grants Administration	44	}
Edel Miranda	Foreperson-Project Specialist (Electrical/ Communications) Facilities Operations, Maintenance	--	Coordinator I, Construction Facilities Operations, Maintenance	40	
Mark T. Worley	Foreperson - Project Specialist (Mechanical) Facilities Operations, Maintenance	--	Coordinator I, Construction Facilities Operations, Maintenance	40	

NON-SCHOOL-SITE LATERAL ADMINISTRATIVE ASSIGNMENTS
PROFESSIONAL TECHNICAL

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Charlene M. Bentley	Temporary Director I, Regional Transportation Department of Transportation	45	Director I, Regional Transportation Department of Transportation	45
Angelia L. Taylor	Temporary Coordinator III, Transportation Operations Department of Transportation	42	Coordinator III, Transportation Operations Department of Transportation	42
Karen P. Wallace	Temporary Transportation Operations Manager Department of Transportation	37	Transportation Operations Manager Department of Transportation	37

ADDED

NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
CONTRACTED

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Michael A. Hernandez	Internal Audit Supervisor Office of Management and Compliance Audits	--	Executive Audit Director Office of Management and Compliance Audits	--
Patricia A. Nunez	Audit Specialist Office of Management and Compliance Audits	19	Internal Audit Supervisor Office of Management and Compliance Audits	--
Elvira Sanchez	Executive Audit Director Office of Management and Compliance Audits	--	District Audit Director, Operational and Performance Audits Office of Management and Compliance Audits	--

RECOMMENDED: That effective February 13, 2025, or as soon thereafter as can be facilitated, The School Board of Miami-Dade County, Florida:

1. approve the changes to the minimum qualifications for the Coordinator I, Resource Control, DCSAA pay grade 40.
2. approve the realignment of the Civilian Investigative Unit to the Office of Human Capital Management and the Employment Agreement for the District Director, Civilian Investigative Unit, along with the corresponding job description.
3. approve the recommendation for appointments and lateral transfers to be effective February 13, 2025, or as soon thereafter as can be facilitated, with the exception of the effective dates as noted throughout the item and authorize compensation adjustments pursuant to the MEP Manual.

SALARY RANGES

<http://salary.dadeschools.net>

	MEP		DCSAA		SCHOOL POLICE	CONTRACTED
26	\$123,782 - \$219,424	47	\$ 77,810 - \$132,943	S3	\$116,716 - \$162,724	District Audit Director
25	\$114,413 - \$194,050	46	\$ 74,108 - \$126,620	S2	\$ 94,603 - \$141,049	\$91,335 - \$144,000
24	\$109,125 - \$184,127	45	\$ 70,579 - \$120,585			Executive Audit Director
PR	\$106,222 - \$167,290	44	\$ 67,219 - \$114,849			\$81,666 - \$134,000
23	\$ 98,356 - \$175,234	43	\$ 64,014 - \$109,373			Internal Audit Supervisor
22	\$ 87,944 - \$167,290	42	\$ 60,975 - \$104,181			\$80,000 - \$125,000
21	\$ 81,487 - \$150,211	41	\$ 58,073 - \$ 99,221			
VP	\$ 84,969 - \$128,083	40	\$ 55,299 - \$ 94,490			
AP (12m)	\$ 82,695 - \$121,983	39	\$ 52,671 - \$ 89,993			
AP (10m)	\$ 77,379 - \$113,702	38	\$ 50,168 - \$ 85,719			
20	\$ 75,526 - \$139,285	37	\$ 47,771 - \$ 81,624			
19	\$ 70,263 - \$129,364	36	\$ 45,398 - \$ 77,730			
18	\$ 65,295 - \$107,718	35	\$ 42,230 - \$ 74,041			
17	\$ 59,076 - \$ 96,765					
16	\$ 55,793 - \$ 84,782					