



**BOARD OF COUNTY COMMISSIONERS  
OFFICE OF THE COMMISSION AUDITOR**

**M E M O R A N D U M**

**TO:** Honorable Bruno A. Barreiro  
and Members of the Board of County Commissioners

**FROM:** Charles Anderson  
Commission Auditor

A handwritten signature in black ink, appearing to read "Charles Anderson", is written over the printed name and title.

**DATE:** September 4, 2008

**SUBJECT: FY 08-09 Major Reorganization Changes**

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The FY 2008-09 Proposed Resource Allocation and Multi-Year Capital Plan has several major reorganization changes. For your use, we are providing pictorial charts and functional descriptions to the major reorganizations.

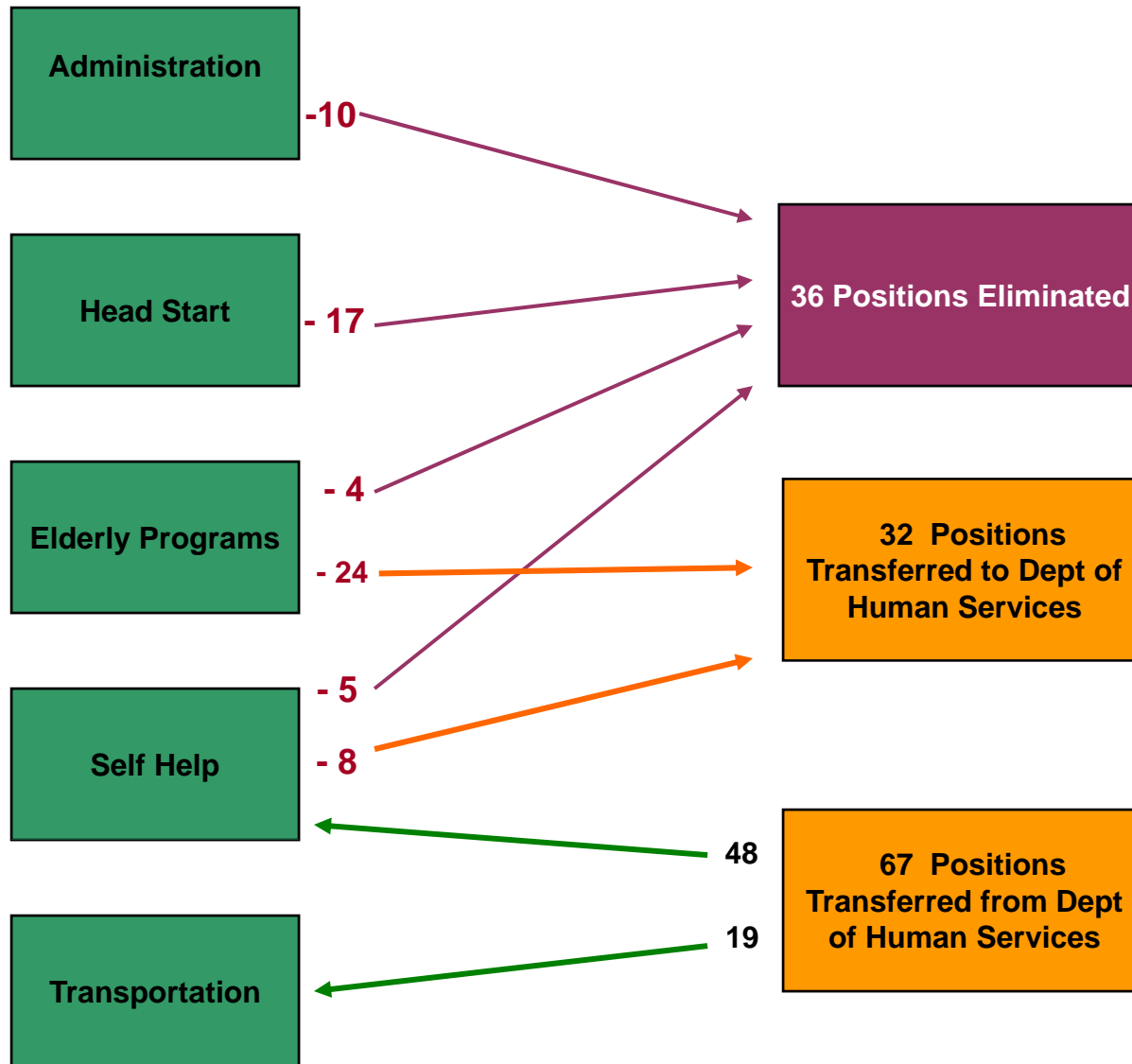
Should you need further information, feel free to contact me at (305) 375-2524.

Attachments

1. Community Action Agency
  2. Economic Coordination
  3. Grants Coordination
  4. Human Services
  5. Team Metro
- c: Honorable Carlos Alvarez, Mayor  
Harvey Ruvn, Clerk, Circuit and County Courts  
George M. Burgess, County Manager  
Jennifer Glazer-Moon, Director, OSBM  
R.A. Cuevas, Jr. County Attorney

# Community Action Agency FY 2008-09

## Personnel Changes



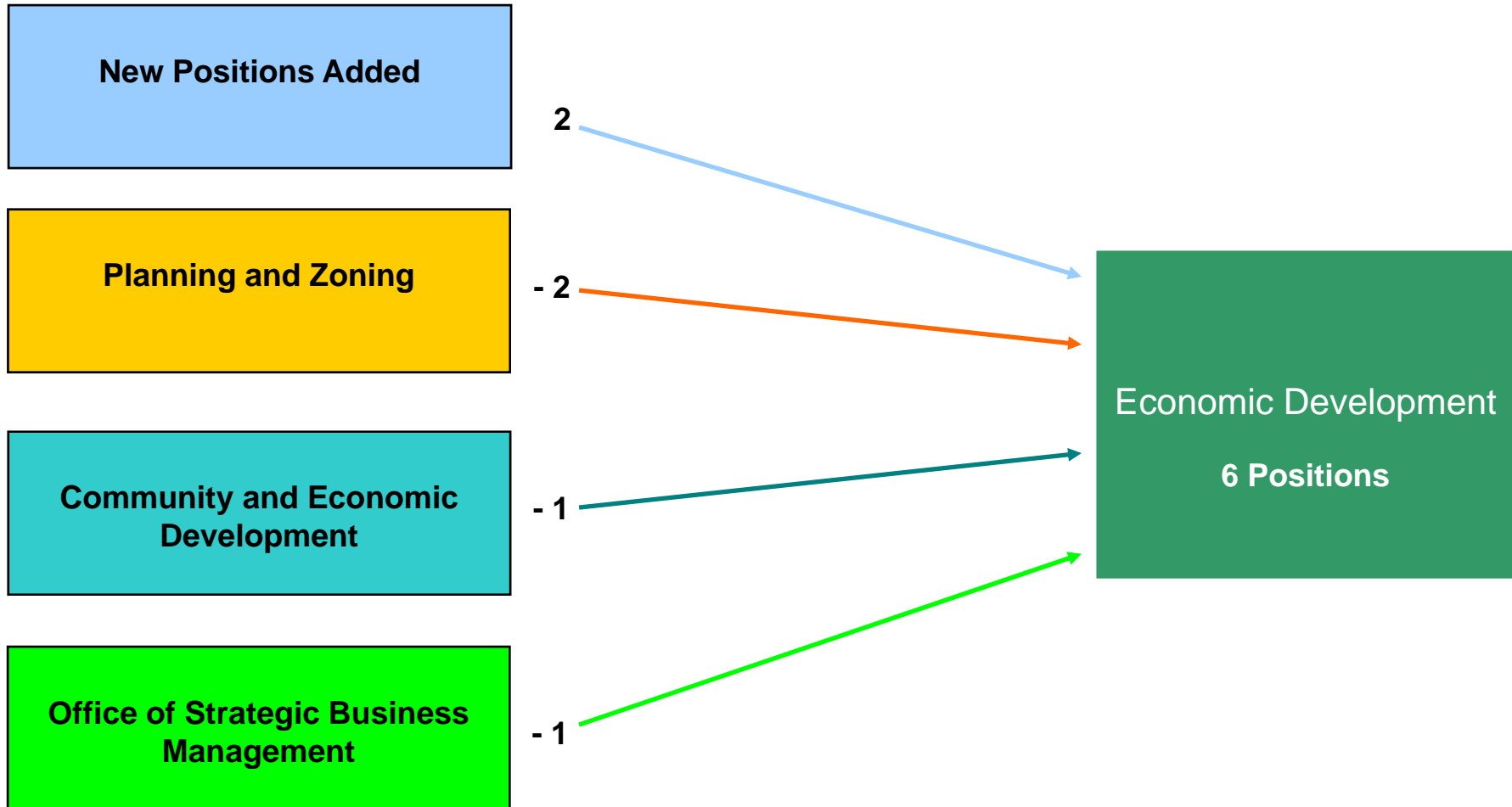
<b>Community Action Agency</b>		
<b>Position Reconciliation and Service Impact</b>		
<b>Proposed 2008-2009</b>	<b>Number of Positions Eliminated</b>	<b>Service Impact</b>
<b>Administration</b>		No service impact
Accountant 2	1	
System Analyst Prog. 1	1	
Administrative Officer 2	1	
Driver attendant	1	
CAA Transportation Coordinator	1	
CAA Monitoring Spec.	1	
CAA Monitoring Supervisor	3	
Deputy Director CAA	1	
<b>Sub-Total</b>	<b>10</b>	
<b>Head Start</b>		Possible impact in Nutrition and Mental Health Services with the reduction of one clinical social worker and a nutrition supervisor.
Clerk 2	1	
OSS 2	1	
Store Clerk	1	
Comp Tec 1	2	
Center Director	1	
Assistant HS Director	1	
Secretary	1	
Administrative Officer 2	1	
Special Proj Adm. 1	1	
Clinical Social Worker	1	
CAA Nutrition Supervisor	1	
HS & Family Serv. Sup. 1	1	
Maintenance Supervisor 1	1	
Administrative Positions- memo change	3	The positions are not identified in the budget; however there is other operating expenditures proposed to be reduced as Medical and Dental Services and DHS contract to provide psychological services to the Children that may impact the children services.*
<b>Sub-Total</b>	<b>17</b>	
<b>Self Help</b>		
Social worker	1	Will increase the social worker case load
Community Family Service Worker	4	Will increase the social worker case load
<b>Sub-Total</b>	<b>5</b>	
<b>Elderly Program</b>		Administrative positions eliminated due to program consolidation with DHS.
OSS 2	1	
WPO 2	1	
Adm Officer 2	1	
Director CAA Elderly Program	1	
<b>Sub-Total</b>	<b>4</b>	
<b>TOTAL POSITIONS ELIMINATED</b>	<b>36</b>	
* Positions changes as per memo change 9-4-08.		

<b>Community Action Agency</b>		
<b>Positions Transferred</b>		
<b>Proposed 2008-2009</b>	<b>Number of Positions Transferred</b>	<b>Department</b>
<b>Administration</b>		
Data Entry Specialist	1	Human Services
Administrative Officer 1	2	Human Services
Social Worker Aid	9	Human Services
Social Worker 1	1	Human Services
Community Family Service Worker	4	Human Services
FOSTER GRANDPARENT SUPERVISOR	2	Human Services
FOSTER GRANDPARENT COORDINATOR	1	Human Services
SENIOR COMPANION FIELD SUPERVISOR	3	Human Services
SENIOR COMPANION COORDINATOR	1	Human Services
<b>Sub-Total</b>	<b>24</b>	
<b>Self Help</b>		
Emergency Assistance Program- memo change	8	Human Services*
<b>Sub-Total</b>	<b>8</b>	
<b>TOTAL POSITIONS TRANSFERRED</b>	<b>32</b>	
* Positions changes as per memo change 9-4-08.		

<b>Community Action Agency</b>		
<b>Positions Transferred In</b>		
<b>Proposed 2008-2009</b>	<b>Number of Positions Transferred In</b>	<b>Department transferred from</b>
<b>Neighborhood Assistance</b>		
OSS 2	1	Human Services
Secretary	7	Human Services
Account Clerk	1	Human Services
Social Worker Aid	2	Human Services
Social Worker 1	19	Human Services
Social Worker 2	1	Human Services
Social Service Supervisor 2	1	Human Services
Social Service Administrator	1	Human Services
Neighborhood Serv. Center Director	7	Human Services
Emergency Housing Manager	1	Human Services
Custodial Worker 2	7	Human Services
<b>Sub-Total</b>	<b>48</b>	
<b>Transportation</b>		
Driver Attendant Supervisor	1	Human Services
Driver Attendant	18	Human Services
<b>Sub-Total</b>	<b>19</b>	
<b>TOTAL POSITIONS TRANSFERRED IN</b>	<b>67</b>	

# Economic Development FY 2008-09

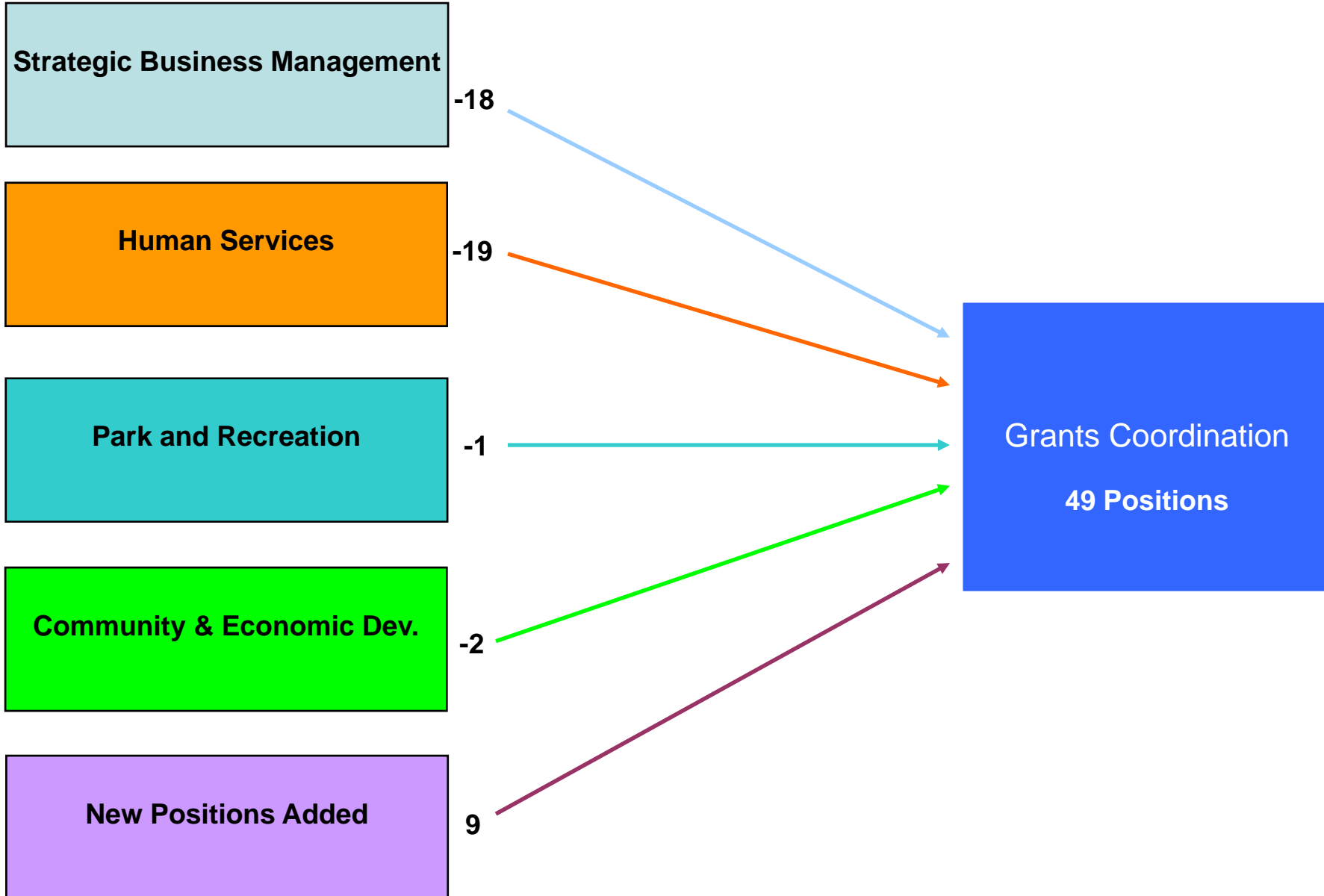
## Personnel Changes



<b>Economic Development Coordination</b>		
<b>Positions Transferred</b>		
<b>Proposed 2008-2009</b>	<b>Number of Positions Transferred</b>	<b>Positions Transferred From</b>
<b>Administration</b>		
Department Director	1	New position
Executive Secretary	1	New position
Agricultural Manager	1	Planning and Zoning
Agricultural Manager Assistant	1	Planning and Zoning
Business Development Specialist	1	OCED
Chief Economist	1	OSBM
<b>TOTAL POSITIONS TRANSFERRED</b>	<b>6</b>	

# Grants Coordination FY 2008-09

## Personnel Changes

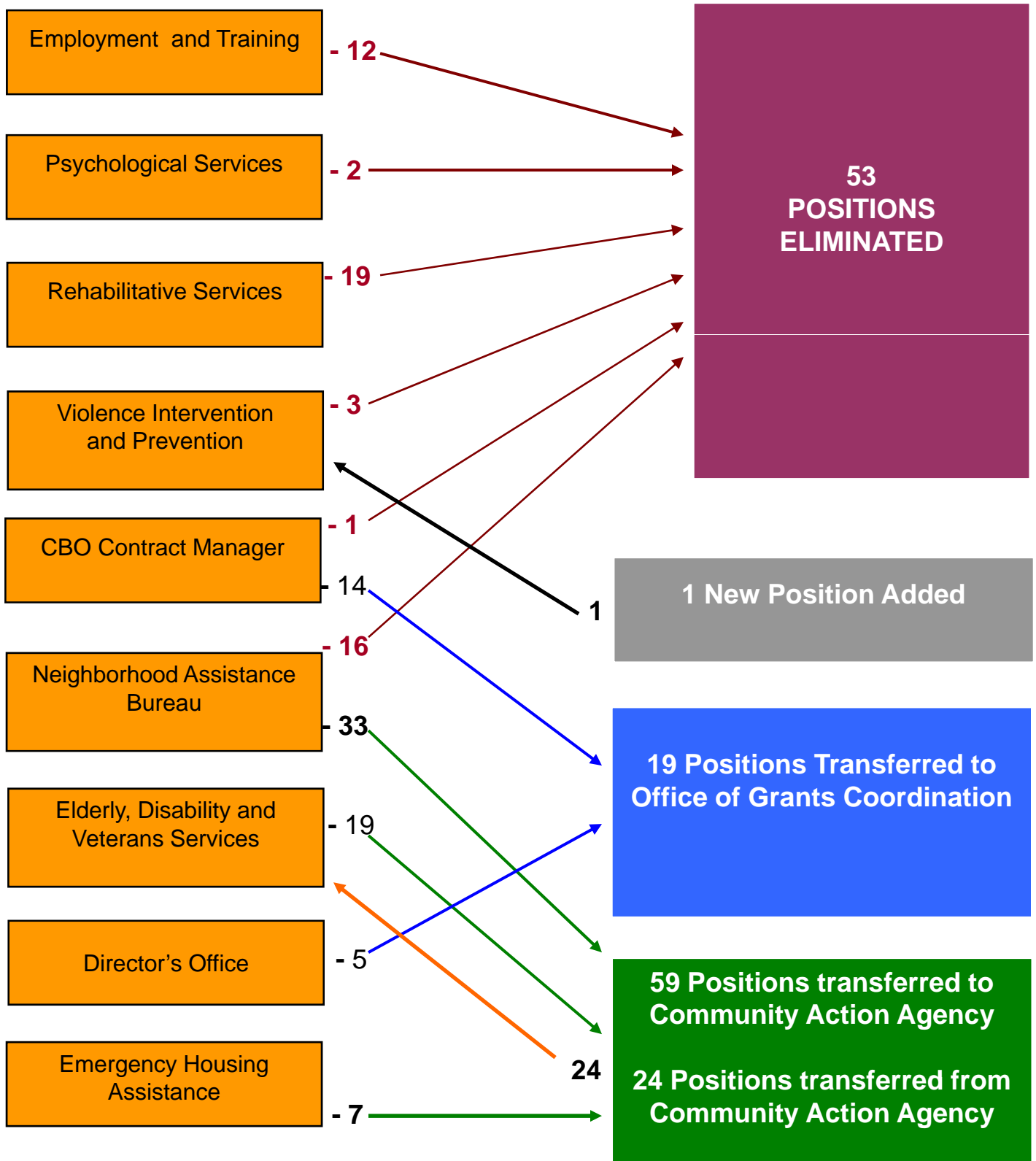


**Office of Grants Coordination  
Positions Transferred**

Occ Code	Proposed 2008-2009	Number of Positions transferred	Department Transferred From
003676	Business Development Specialist	1	Community & Economic Dev
003820	Contract Officer	1	Community & Economic Dev
003820	Contract Officer	12	Department of Human Services
000013	Clerk 4	1	Human Services
000315	Accountant 1	3	Human Services
000811	Administrative Officer 2	1	Human Services
000812	Administrative Officer 3	1	Human Services
000831	Special Projects Administrator 1	1	Human Services
000316	Accountant 2	3	New Position
000831	Special Projects Administrator 1	1	New Position
000832	Special Projects Administrator 2	1	New Position
003820	Contract Officer	1	New Position
999999	Division Director	1	New Position
999999	Senior Contract Officer	2	New Position
000811	Administrative Officer 2	1	Park & Recreation Strategic Business
000096	Senior Executive Secretary	1	Management Strategic Business
000310	Account Clerk	3	Management Strategic Business
000315	Accountant 1	2	Management Strategic Business
000317	Accountant 3	1	Management Strategic Business
000832	Special Projects Administrator 2	4	Management Strategic Business
000851	Ryan White Program Administrator	1	Management Strategic Business
003820	Contract Officer	4	Management Strategic Business
999999	Division Director	2	Management
<b>TOTAL POSITIONS TRANSFERRED</b>		<b>49</b>	

# Human Services FY 2008-09

## Personnel Changes



<b>Human Services</b>		
<b>Position Reconciliation and Service Impact</b>		
<b>Proposed 2008-2009</b>	<b>Number of Positions Eliminated</b>	<b>Service Impact</b>
<b>Employment and Training</b>		The parenting skills training will be discontinued (100 low- and moderate-income residents will be impacted.)
Social worker 2	1	
Job Developer	1	
Hope VI- will be phased out at the request of MDHA( memo change)**	10	Hope VI will be phased out *
<b>Sub-Total</b>	<b>12</b>	
<b>Psychological Services</b>		100 emotionally disturbed children, adolescents, and young adults will not receive the psychological services. Due to funding limitation from School Board. New Psychological Services has been proposed for CAA- Head Start. Mental Health services will be provided to Head Start children through psychological services as refer.
Psychological services- memo change**	2	Positions not identified *
<b>Sub-Total</b>	<b>2</b>	
<b>Rehabilitative Services</b>		Eliminating support for community based substance abuse care impacting 204 individuals diagnosed with substance abuse problems.
Substance Abuse Prevention Spec. 1	2	
OSS 2	2	
Social Worker Aide	7	
Rehab. Serv. Counsel. 1	1	
Rehab. Serv. Counsel. 2	3	
Rehab. Serv. Supervisor	1	
Manager Human Services	1	
Cook 2	2	
<b>Sub-Total</b>	<b>19</b>	
<b>Violence Intervention and Prevention</b>		Eliminating clinical treatments to 297 of 960 offenders and victims of domestic violence, and intra-family child abuse victims. The operation of the victims of domestic violence shelters, and other services to victims of domestic abuse will be partially supported by funds from the Food and Beverage Tax (1.6 million).
OSS 2	1	
Family Violence Treat. Specialist	2	
Family Violence Treat. Prig. Adm.	1	
Reinstate one position- memo change	-1	Additional funding from DCFRS to serve 120 additional refugee youth/families *
<b>Sub-Total</b>	<b>3</b>	
<b>CBO Contract Manager</b>		
Dir DHS Contract Mgmt Div.	1	Position will be eliminated, no service impact
<b>Sub-Total</b>	<b>1</b>	

<b>Human Services</b>		
<b>Position Reconciliation and Service Impact</b>		
<b>Proposed 2008-2009</b>	<b>Number of Positions Eliminated</b>	<b>Service Impact</b>
<b>Neighborhood Assistance Bureau</b>		Out of the 12 Neighborhood Assistance Centers 8 will be transferred to CAA and 4 will be eliminated; impacting 42,500 residents that will need to seek services in other neighborhood centers. The centers that will close are: Allapattah, Naranja, Richmond Heights and Caleb Center
Neighborhood Service Center Director	3	
Social worker 1	5	
Secretary	3	
Social Worker Aide	1	
OSS 2	1	
Administrative Secretary	1	
Social Worker 2	1	
Job Developer	1	
<b>Sub-Total</b>	<b>16</b>	
<b>Elderly, Disability and Veterans Services</b>		The operation for Helen Sawyer Assisted Living facility released for bidding to private operators by MDHA; Transportation services were transfer to CAA. Transfer out 1.375 million for Helen Sawyer and 1.614 million for transportation.
Social Service Supervisor 2	1	
Social Service Administrator	1	
Home Care Aide	22	
Home Care Supervisor	1	
Adult Day Care Aide	3	
Semi Skill Laborer	1	
Food Service Worker 1	5	
Cook 1	2	
Cook 3	1	
Driver Attendant	2	
Memo change re-instating positions for Helen Sawyer Assisted Living Facility***	-39	MDHA requested DHS to continue providing services at Helen Sawyer Assisted Living Facility.*
<b>Sub-Total</b>	<b>0</b>	
<b>TOTAL POSITIONS ELIMINATED</b>	<b>53</b>	
<p>*** The Resource allocation Vol. 2 Pg. 356 proposed to reduced the Helen Sawyer Assisted Living Facility by 32 positions; Also, on the position Changes provided by OSBM the Elderly, Disab &amp; Veterans Division showed a reduction of 39 positions, which two (2) of them are from Transportation. The change memo is proposing to re-instate 41 positions. As per OSBM the total number of positions for that program is 41; however they might be some realignment of positions within the department that will include the additional 2 positions.</p>		

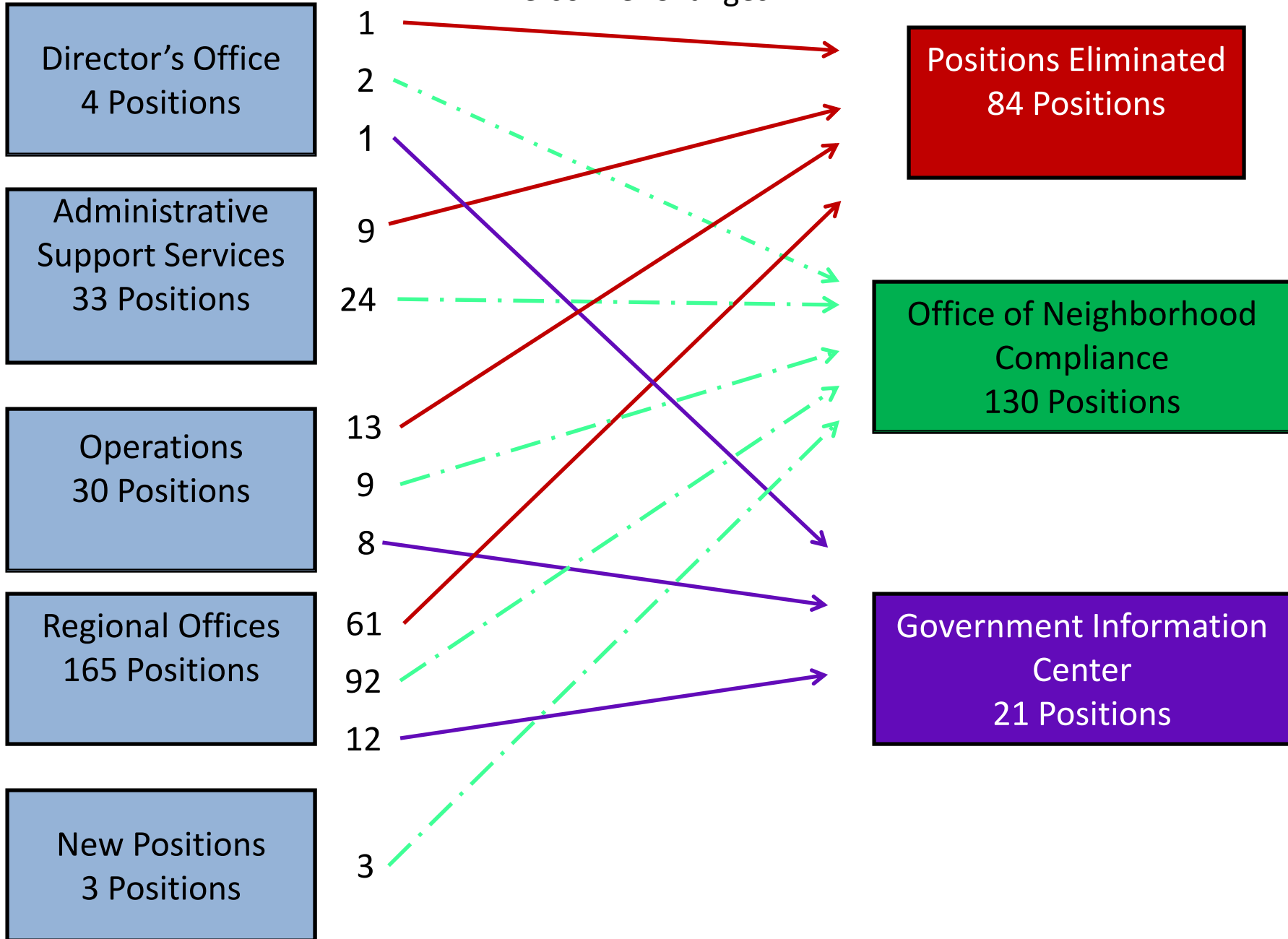
<b>Human Services</b>		
<b>Position Reconciliation and Service Impact</b>		
<b>Proposed 2008-2009</b>	<b>Number of Positions Eliminated</b>	<b>Service Impact</b>
<p>** On pg. 7 of the memo change is been proposed to reduced 12 positions in DHS (Contract with CAA 2 positions and Hope VI 10 positions); however on pg. 13 of the memo change stated that 24 positions will be eliminated. As per OSBM the correct amount is 12 positions and is going to be on record at the Budget Hearing (9-4-08).</p>		
* Positions changes as per memo change 9-4-08.		

<b>Human Services</b>		
<b>Positions Transferred</b>		
<b>Proposed 2008-2009</b>	<b>Number of Positions Transferred</b>	<b>Department</b>
<b>Administration</b>		
Accountant 1	3	Office of Grants Coord.
Administrative Officer 2	1	Office of Grants Coord.
Special Projects Adm. 2	1	Office of Grants Coord.
<b>Sub-Total</b>	<b>5</b>	
<b>Contracts Management</b>		
Clerk 4	1	Office of Grants Coord.
Administrative Officer 3	1	Office of Grants Coord.
Contract Officer	12	Office of Grants Coord.
<b>Sub-Total</b>	<b>14</b>	
<b>Neighborhood Assistance</b>		
OSS 2	1	Community Action Agency
Secretary	7	Community Action Agency
Account Clerk	1	Community Action Agency
Social Worker Aid	2	Community Action Agency
Social Worker 1	19	Community Action Agency
Social Worker 2	1	Community Action Agency
Social Service Supervisor 2	1	Community Action Agency
Social Service Administrator	1	Community Action Agency
Neighborhood Serv. Center Director	7	Community Action Agency
Emergency Housing Manager	1	Community Action Agency
Custodial Worker 2	7	Community Action Agency
CAA will transfer 8 positions to DHS- memo change	-8	Human Services*
<b>Sub-Total</b>	<b>40</b>	
<b>Transportation</b>		
Driver Attendant Supervisor	1	Community Action Agency
Driver Attendant	18	Community Action Agency
<b>Sub-Total</b>	<b>19</b>	
<b>TOTAL POSITIONS TRANSFERRED</b>	<b>78</b>	
* Positions changes as per memo change 9-4-08.		

<b>Human Services</b>		
<b>Positions Transferred In</b>		
<b>Proposed 2008-2009</b>	<b>Number of Positions Transferred In</b>	<b>Department transferred from</b>
<b>Elderly</b>		
Data Entry Specialist	1	Community Action Agency
Administrative Officer 1	2	Community Action Agency
Social Worker Aid	9	Community Action Agency
Social Worker 1	1	Community Action Agency
Community Family Service Worker	4	Community Action Agency
Foster Grandparent Coordinator	2	Community Action Agency
Foster Grandparent Coordinator	1	Community Action Agency
Senior Companion Coordinator	3	Community Action Agency
Senior Companion Coordinator	1	Community Action Agency
<b>TOTAL POSITIONS TRANSFERRED IN</b>	<b>24</b>	

# Team Metro FY 2008-09

## Personnel Changes



<b>Team Metro Positions Transferred</b>		
<b>Proposed 2008-2009</b>	<b>Number of Positions Transferred</b>	<b>Department</b>
<b>Director's Office</b>		
Director, Team Metro	1	Office of Neighborhood Compliance
Senior Executive Secretary	1	Office of Neighborhood Compliance
<b>Subtotal</b>	<b>2</b>	
<b>Administration &amp; Support</b>		
Team Metro Collection Clerk	12	Office of Neighborhood Compliance
Team Metro Records Technician	1	Office of Neighborhood Compliance
Team Metro Lien Collection Supervisor	2	Office of Neighborhood Compliance
Team Metro Lien Collections Manager	1	Office of Neighborhood Compliance
Office Support Specialist 2	1	Office of Neighborhood Compliance
Executive Secretary	1	Office of Neighborhood Compliance
Special Projects Administrator 1	1	Office of Neighborhood Compliance
Accountant 1	1	Office of Neighborhood Compliance
Account Clerk	1	Office of Neighborhood Compliance
Senior Human Resources Manager	1	Office of Neighborhood Compliance
Administrative Officer 3	1	Office of Neighborhood Compliance
Computer Technician 2	1	Office of Neighborhood Compliance
<b>Subtotal</b>	<b>24</b>	
<b>Operations</b>		
Team Metro Neighborhood Compliance Supervisor	1	Office of Neighborhood Compliance
Housing Inspector 2	1	Office of Neighborhood Compliance
Housing Inspector 1	5	Office of Neighborhood Compliance
Division Director	1	Office of Neighborhood Compliance
Compliance Manager/Training	1	Office of Neighborhood Compliance
<b>Subtotal</b>	<b>9</b>	
<b>Regional Offices</b>		
Team Metro Neighborhood Compliance Officer	59	Office of Neighborhood Compliance
Team Metro Neighborhood Compliance Supervisor	3	Office of Neighborhood Compliance
Team Metro Service Representative	27	Office of Neighborhood Compliance
Administrative Secretary	1	Office of Neighborhood Compliance
Painter	2	Office of Neighborhood Compliance
<b>Subtotal</b>	<b>92</b>	
<b>Change Memo New Positions</b>		
Collection Clerk	2	Office of Neighborhood Compliance
Administrative Position	1	Office of Neighborhood Compliance
<b>Subtotal</b>	<b>3</b>	
<b>Director's Office</b>		
Office Support Specialist 2	1	Government Information Center
<b>Subtotal</b>	<b>1</b>	
<b>Operations</b>		
Training Specialist 2	2	Government Information Center
Team Metro Outreach Specialist (Gov't on the Go Information & Referral Specialist	4	Government Information Center
	2	Government Information Center
<b>Subtotal</b>	<b>8</b>	
<b>Regional Offices</b>		
Information & Referral Specialist	8	Government Information Center
Team Metro Regional Coordinator	1	Government Information Center
Team Metro Neighborhood Compliance Officer	1	Government Information Center
Senior Systems Analyst	1	Government Information Center
311 Call Center Supervisor	1	Government Information Center
<b>Subtotal</b>	<b>12</b>	
<b>TOTAL POSITIONS TRANSFERRED</b>	<b>151</b>	

<b>Team Metro</b>		
<b>Position Reconciliation and Service Impact</b>		
<b>Proposed 2008-2009</b>	<b>Number of Positions Eliminated</b>	<b>Service Impact</b>
<b>Director's Office</b>		No service impact
Team Metro Special Projects Coordinator	1	
<b>Subtotal</b>	<b>1</b>	
<b>Administration &amp; Support</b>		No service impact
Assistant Director, Team Metro	1	
Division Director, Team Metro	1	
Administrative Officer 2	1	
Accountant 2	2	
Cashier 1	1	
Driver-Messenger	1	
Personnel Technician	1	
Systems Analyst/Programmer 2	1	
<b>Subtotal</b>	<b>9</b>	
<b>Operations</b>		No service impact.
Division Director, Team Metro	2	
Administrative Secretary	1	
Administrative Officer 3	1	
Administrative Officer 1	3	
Team Metro Service Representative	2	
Recording Secretary	1	
Executive Secretary	1	
Clerk 2	2	
<b>Subtotal</b>	<b>13</b>	
<b>Regional Offices</b>		
Administrative Secretary	6	
Cashier 1	8	
Team Metro Service Representative	5	
Team Metro Outreach Specialist	16	A reduction in community-wide beautification projects due to elimination of P.R.I.D.E. program. Less County presence in neighborhood or community meetings since there will be no department to spearhead County attendance coordination. Fewer regional office
Team Metro Outreach Supervisor	8	
Team Metro Neighborhood Compliance Officer	4	
Team Metro Neighborhood Compliance Supervisor	5	
Team Metro Regional Coordinator	8	
Clerk 2	1	
<b>Subtotal</b>	<b>61</b>	
<b>TOTAL POSITIONS ELIMINATED</b>	<b>84</b>	