

Memorandum



Date: April 10, 2007

SUPPLEMENTAL TO AGENDA ITEM NO. 7(B)

To: Honorable Joe A. Martinez, Chairperson
and Members, Budget & Finance Committee

From: George M. Burgess
County Manager

Subject: Departmental Budget Presentations – Supplemental Information

A handwritten signature in black ink, appearing to read "G. Burgess", written over the printed name of the County Manager.

Attached please find positions and funding information for the Employee Relations Department that was inadvertently left out of the Resourcing for Results application which generated the budget presentation reports.

In addition, as requested, included for your review are the job descriptions corresponding to each of the departments that will be presenting before you today.

A handwritten signature in black ink, appearing to read "Jennifer Glazer-Moon", written over a horizontal line.

Jennifer Glazer-Moon, Director
Office of Strategic Business Management

cmo08907c

Employee Relations Department

Positions and/or Funding Transferred

Personnel Services Division

Position Title	Occ. Code	Number	Salary	Fringe	Position Cost Total	Department
ERD Personnel Services Specialist 1	542	2	\$	\$ 97,282	\$ 34,705	131,987 MDT
Examinations Technician	524	1	\$	\$ 33,644	\$ 14,653	48,297 MDT
Senior Compensation Specialist	553	1	\$	\$ 68,800	\$ 20,981	89,781 MDT
Sr. Compensation Specialist	553	1	\$	\$ 68,800	\$ 20,981	89,781 WASD
Personnel Payroll and Systems Supervisor	467	1	\$	\$ 66,732	\$ 20,609	87,340 MDT
Personnel Payroll Technician	465	14	\$	\$ 595,453	\$ 227,540	822,993 MDT
			\$	\$	\$ 1,180,398	MDT Total
			\$	\$	\$ 89,781	WASD Total

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Agenda Item No.

Supplement

Departmental Budget Presentations

Budget and Finance Committee

Audit and Management

**AUDIT AND MANAGEMENT SERVICES DEPARTMENT
FUNCTIONAL TABLE OF ORGANIZATION**

Department Totals

2006-2007
56 FTE

2007-2008
58 FTE

FY 06-07	AUDIT SERVICES	FY 07-08
FT- 50	AU205690	FT- 51
<ul style="list-style-type: none"> * Conducts operational, compliance, performance, information technology, and financial audits of County operations and external companies, contractors, and grantees * Performs special examinations and reviews at the request of the Mayor, Board of County Commissioners, and County Manager's Office * Assesses the adequacy of internal controls, appraises resource management, and determines compliance with procedures, contract terms, laws, and regulations * Provides guidance to operating departments in selecting external auditors, establishing internal controls, and other audit-related matters * Furnishes staff support to law enforcement agencies and external auditors of the County 		

Total Positions :	<u>50</u>
Total Vacant Positions:	<u>3</u>
Value of Vacant Positions:	<u>\$ 130,027</u>

FY 06-07	ADMINISTRATIVE SUPPORT SERVICES	FY 07-08
FT- 6	AU205691	7
<ul style="list-style-type: none"> * Provides administrative and clerical support primarily in the areas of preparation and monitoring of budget, fiscal management, procurement, personnel administration, audit report processing, continuing professional education training for staff, inventory/file management, and information systems technical assistance 		

Total Positions :	<u>6</u>
Total Vacant Positions:	<u>2</u>
Value of Vacant Positions:	<u>\$ 58,483</u>

Grand Total	Positions:	<u>56</u>
	Vacant Positions:	<u>5</u>
	Value of Vacancies:	<u>\$ 188,510</u>

**AUDIT AND MANAGEMENT SERVICES DEPARTMENT
STAFFING CHART**

Department Totals

2006-2007
56 FTE

2007-2008
58 FTE

06-07	Occ. Code	Audit Services - AU205690	07-08
1	0939	Department Director	1
1	0938	Deputy Director	1
4	0910	Audit Manager	5
1	0915	EDP Audit Manager	1
8	0908	Audit Supervisor	8
1	0914	EDP Audit Supervisor	1
10	0906	Senior Auditor	10
1	0912	Senior EDP Auditor	1
2	0911	Associate EDP Auditor	2
20	0904	Associate Auditor	20
1	0902	Assistant Auditor	1
50			51

Total Positions : 50
 Total Vacant Positions: 3
 Value of Vacant Positions: \$ 130,027

06-07	Occ. Code	Administrative Services - AU205691	07-08
1	0296	Assistant to the Department Director	1
1	0831	Special Projects Administrator 1	0
0	0811	Administrative Officer 2	1
0	0810	Administrative Officer 1	1
1	0096	Senior Executive Secretary	1
1	0094	Administrative Secretary	1
1	0013	Clerk 4	1
1	0021	Office Support Specialist 2	0
0	0012	Clerk 3	1
6			7

Total Positions : 6
 Total Vacant Positions: 2
 Value of Vacant Positions: \$ 58,483

Grand Total Positions: 56
 Vacant Positions: 5
 Value of Vacancies: \$ 188,510



Employee Relations Department

Director, Audit and Management Services (000939)

Job status	3	Recruit. type	Resume	Minimum	\$117,827.	Probation	00
Job category	A	Testing		Maximum	\$208,043.94	Range	99
Pos. status	Exempt	Specialist	JANICE	Frequency	Annually	Grade	13
Job type	Professional/Managerial			Protection	Personnel protected	Union	L

Pay steps

T	3	6	9	12	15	18
1	\$4,531.82	4	7	10	13	16
2	5	\$4,985.00	8	11	14	17
				14	17	20

Minimum Qualifications

Bachelor's degree. A minimum of six to ten of progressively responsible managerial and/or administrative experience in public or private accounting or auditing work to include supervisory experience are required. Must possess a State of Florida Certified Public Accountant or State of Florida Certified Internal Auditor license.

Job Specifications

NATURE OF WORK This is highly responsible executive level work in planning and directing activities of the management of the Miami-Dade County Audit and Management Services Department. An employee in this class is responsible for planning, directing and coordinating internal auditing of County operations, providing management consulting assistance to County departments, and providing a variety of Countywide management services. Responsibilities include directing, through subordinate levels of executives and supervisors, the conduct of audits of County operations and external companies having contractual relationships with the County, determining compliance with regulations and contract terms, providing management consulting assistance to County departments to improve operations, and providing assistance in the formulation of Countywide policies and ordinances. The incumbent exercises extensive independent judgment and professional managerial knowledge in establishing auditing priorities and the scope of audit and management assignments. Supervision is exercised through subordinate executives and managers over a staff of professional, administrative and clerical employees. General direction is received from the County Manager who holds the incumbent responsible for the professional management of the department and achievement of established goals and objectives. **ILLUSTRATIVE TASKS**

Plans, directs and coordinates, through subordinate executives and supervisors, internal auditing functions including conducting operational, compliance, performance and financial audits of County operations and external companies, contractors and grantees; assessing the adequacy of internal controls, appraising the management of resources, determining compliance with procedures, contract terms, laws and regulations; performing special examinations and reviews at the request of the Board of County Commissioners; providing guidance to operating departments in selecting external auditors, establishing internal controls and other audit-related matters; and furnishing staff support to external auditors. Directs and coordinates, through subordinate executives and supervisors, management consulting activities including conducting consulting projects, providing management consulting assistance to County departments, preparing recommendations to improve operations and management, providing support to departments in implementing recommendations, and assisting in the selection and monitoring of external consultants. Supervises a variety of management services including providing assistance in the formulation of the uniform application of Countywide policies and ordinances, reviewing and assisting in the development of administrative orders and procedures, implementing Economic Impact and Sunset Review of County Boards, and providing organizational studies and operational reviews. Directs preparation and administration of department annual budget; supervises subordinates responsible for personnel administration, purchasing, cost accounting, safety programs and other administrative services. Defines and formulates department policy, programs, objectives and direction; establishes priorities and the focus for audit management projects; Coordinates auditing and management activities with the Mayor's Office, Board of County Commissioners and other County departments as required. Reviews organizational patterns, work relationships and staff responsibilities; structures the organization of the department to effectively achieve departmental goals. Meets with executive, administrative and



Employee Relations Department

supervisory employees to discuss and resolve budgetary issues, audit findings and recommendations, administrative problems and other subjects. Makes decisions regarding hiring, discipline and promotion of subordinates; exercises authority for departmental personnel actions consistent with collective bargaining agreements, County personnel rules, and all other applicable rules and regulations. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Extensive knowledge of the principles of general management, public and business administration and governmental accounting. Extensive knowledge of local, state and federal laws, ordinances, rules, regulations and guidelines pertaining to the fiscal management of government agencies, including those funded by federal grants. Extensive knowledge of generally accepted accounting principles, public finance administration, and internal control systems, and their methods and application to the development, installation and audit of governmental accounting systems. Thorough knowledge of the special principles, practices and procedures of auditing with reference to public finance and governmental accounting. Thorough knowledge of supervisory principles and practices. Thorough knowledge of the organization and operating activities of County departments and agencies. Thorough knowledge of public relations principles and techniques. Ability to apply advanced professional knowledge of the principles of management, business administration and accounting in directing, supervising and coordinating complex audit and management services. Ability to plan, organize, direct and coordinate, through subordinate executives and managers, the work of subordinates in a manner conducive to full performance and high morale. Ability to delegate the authority to subordinates necessary to complete responsibilities in varied departmental activities. Ability to establish and maintain effective working relationships with subordinates, senior County management, elected officials, and other public and private officials. Ability to communicate clearly and concisely, verbally and in writing. Ability to exercise judgment and discretion in devising, installing and interpreting departmental and County policies, rules and regulations. Ability to determine if departmental standards, objectives and goals are being met and to redirect priorities as necessary. REV 04/99

Nature of work

This is highly responsible executive level work in planning and directing activities of the management of the Miami-Dade County Audit and Management Services Department.



Employee Relations Department

Deputy Director, Audit and Management Services (000938)

Job status	3	Recruit. type	Resume	Minimum	\$87,421.36	Probation	00
Job category	A	Testing		Maximum	\$138,390.72	Range	99
Pos. status		Specialist	HERNANE	Frequency	Annually	Grade	09
Job type	Professional/Managerial			Protection		Union	L

Pay steps

T	3	6	9	12	\$5,322.72	15	18
1	\$3,362.36	4	7	10		13	16
2		5	\$3,698.59	8		11	14
						14	17
						17	20

Minimum Qualifications

Bachelor's degree in Accounting, Business Administration, Public Administration or a related field. A minimum of five to nine years of progressively responsible managerial and/or administrative experience in accounting or auditing to include supervisory experience is required. Must possess a Certified Public Accountant license, Certified Internal Auditor license or Certified Information Systems Auditor license.

Job Specifications

NATURE OF WORK This is highly responsible executive level work in planning, managing and supervising activities of the Audit and Management Services Department. An employee in this class is responsible for assisting the Department Director in the management of departmental functions and for directing the various management advisory services provided by the department. Responsibilities include assisting in defining the scope of departmental activities and methods to achieve objectives, maintaining working relationships with County officials and private-sector organizations, assisting in long-range planning, directing and reviewing financial and compliance audits of County departments and external organizations having a contractual relationship with the County, and providing advisory support on technology issues. The incumbent exercises an extensive degree of independent judgment and professional managerial knowledge in assisting in directing departmental operations and in supervising management advisory services. Supervision is exercised over a staff of professional and clerical employees engaged in diversified divisional operations. General direction is received from the Department Director who holds the incumbent responsible for the professional management of division functions and for effective assistance in the achievement of departmental goals and objectives. **ILLUSTRATIVE TASKS** Provides assistance to the Department Director in planning departmental activities and defining goals and objectives; reviews and evaluates department operations and devises new policies and procedures to improve effectiveness. Plans, assigns and reviews the work of staff engaged in providing management advisory services including special projects and the review of administrative orders; determines scope and direction of management advisory services through interaction with Department Director and various departments' management. Assists the Department Director in the selection of management consulting firms. Acts in the absence of the Department Director as required. Directs and supervises, through subordinate managers, professional auditors engaged in regular, systematic and special audits in departments or agencies, auditing of contractors, utility and franchise taxes, and concessions. Reviews completed audit reports and analyses for completeness, preparation and conformance with various professional auditing standards. Convenes meetings with department management to discuss audit findings, policies, procedures, and other subjects. Provides information to subordinates concerning changes in ordinances, rulings, guidelines, legal opinions, standards and related information pertaining to the internal audit of County departments or audit of external agencies. Assists in evaluating divisional performance in relation to departmental goals and objectives. Makes recommendations and decisions regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews performance reports prepared by subordinate supervisors and rates employee performance. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Extensive knowledge of governmental accounting, office management and the principles of public and business administration in their application to governmental accounting. Extensive knowledge of all federal, state, and local laws, ordinances, rules, regulations, and guidelines pertaining to fiscal management of government agencies, including

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Employee Relations Department

those funded by federal grants. Thorough knowledge of generally accepted accounting principles, public finance administration, and internal control systems and their methods and application to the development, installation and audit of governmental accounting systems. Thorough knowledge of the special principles, practices and procedures of auditing with reference to public finance and governmental accounting. Thorough knowledge of supervisory principles and practices.

Considerable knowledge of the organization and operating activities of departments and agencies assigned for audit. Ability to use advanced professional knowledge of the principles of auditing and public administration to assist in formulating departmental policy and controlling departmental activities. Ability to plan, organize, and supervise, through various levels of executives and supervisors, the work of subordinates in a manner conducive to full performance and high morale. Ability to exercise judgment and discretion in devising, installing, and interpreting departmental and County policies, rules, and regulations. Ability to establish and maintain effective working relationships with senior County management, officials of other public and private organizations, and officials of County departments. Ability to communicate clearly and concisely, verbally and in writing, to groups and individuals. Ability to analyze and interpret accounting data, devise audit procedures and techniques or specialized and general accounting systems. Ability to supervise the preparation of complete and accurate accounting reports and statements, including those of a complex nature. Ability to exercise sound judgment in the application of audit standards and principles to complex auditing problems. Ability to keep informed on laws, legal opinions, regulations and standards relating to the conduct of audits in County departments and external agencies. REV 03/03

Nature of work

This is highly responsible executive level work in planning, managing and supervising activities of the Audit and Management Services Department.



Employee Relations Department

Audit Manager (000910)

Job status	3	Recruit. type	Resume	Minimum	\$70,570.24	Probation	00
Job category	A	Testing		Maximum	\$109,403.32	Range	99
Pos. status	Exempt	Specialist	TERRET	Frequency	Annually	Grade	06
Job type	Professional/Managerial			Protection		Union	L

Pay steps

T	3	6	9	12	\$4,207.82	15	18
1	\$2,714.24	4	7	10		13	16
2		5	\$2,985.64	8		11	14
						17	20

Minimum Qualifications

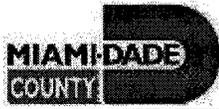
Bachelor's degree in Accounting, Business Administration, Public Administration or related field. A minimum of three to six years of professional auditing or related experience to include three years of supervisory experience is required. Must possess a Certified Public Accountant (CPA) license, Certified Internal Auditor (CIA) license, or Certified Information Systems Auditor (CISA) license.

Job Specifications

NATURE OF WORK This is highly responsible supervisory and administrative professional auditing work in the audit of various financial operations in County departments, external government organizations having contractual relationship with the County and commercial firms doing business with Miami-Dade County. Employees in this class are responsible for planning, directing and conducting reviews of assigned organizational and functional activities in accordance with professional auditing principles and departmental standards. Primary responsibilities include directing the conduct of operational, compliance, performance and financial audits of external companies, contractors and grantees having a contractual relationship with Miami-Dade County. Duties include assessing the adequacy of internal controls, appraising the management of resources, and determining compliance with procedures, contract terms, laws and regulations. Incumbents exercise considerable independent judgment and technical expertise in the application of advanced auditing knowledges to the management of complex auditing programs. Supervision is exercised through subordinate supervisors over a staff of professional auditors engaged in conducting auditing assignments. General direction is received from an administrative superior who holds the incumbent responsible for the effective management of multiple auditing assignments, quality of professional results, and accomplishment of audit objectives.

ILLUSTRATIVE TASKS Plans, directs and coordinates the work of subordinate supervisors and professional auditors engaged in the auditing of assigned organizational and functional activities. Plans and determines the focus and direction of specific audits; assists in formulating an annual audit plan; plans the objectives, approach, scope and work program to accomplish audit objectives in accordance with professional and departmental standards and within time constraints. Monitors activities of subordinates and work progress; provides direction on proper documentation techniques, data gathering, analysis methods, and quality and quantity of audit documentation. Reviews and evaluates completed work, findings and recommendations for accuracy, adequacy and presence of sufficient supporting documentation; assures that working papers support findings and conclusions and are in accordance with professional and departmental standards. Obtains, analyzes and appraises evidentiary data in support of audit objectives, conclusions and findings. Participates in audits of highly technical or complex areas to determine the adequacy and effectiveness of management controls, effectiveness and efficiency of activities under review, and compliance with policies, procedures, laws and regulations. Evaluates audit findings for inclusion in audit reports; distinguishes critical and non-critical matters when assessing the significance of deficiencies and making recommendations for improvement. Regularly informs management of auditing progress and/or technical problems; conducts periodic project status meetings with staff; prepares administrative reports regarding job scheduling and assigned activities. Reviews audit reports and analyzes for thoroughness and conformance with audit program guidelines and professional auditing standards; participates in exit conferences with operating department employees; evaluates responses to reports to determine reasonableness and suggests follow-up actions. Performs special reviews and serves on special

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Employee Relations Department

committees; coordinates auditing work with other departmental divisions; coordinates audit work with auditees and external auditors. Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance. Performs related work as required. **KNOWLEDGES, ABILITIES, AND SKILLS** Extensive knowledge of the special principles, practices and procedures of auditing pertaining to financial operations of County departments, and external companies, contractors and grantees having contractual relationship with Miami-Dade County. Thorough knowledge of the principles of governmental accounting, business and public administration. Thorough knowledge of local, state and federal laws, ordinances and regulations pertaining to fiscal management of government agencies. Thorough knowledge of the organization and operations of departments and agencies assigned for audit. Thorough knowledge of professional and departmental standards for the conduct of comprehensive auditing programs. Thorough knowledge of the provisions of various contracts between Miami-Dade County and external companies, contractors and grantees. Considerable knowledge of supervisory principles and practices. Considerable knowledge of public relations principles and techniques. Ability to plan the objectives, approach, scope and work plan to accomplish audit objectives in accordance with professional and departmental standards. Ability to direct and coordinate the work of an auditing staff to achieve audit objectives within projected time constraints. Ability to supervise subordinates in a manner conducive to full performance and high morale. Ability to analyze and interpret accounting data, devise audit procedures and techniques, and evaluate completed audit reports. Ability to determine the adequacy and effectiveness of management controls over operational activities. Ability to exercise judgment and discretion in evaluating audit findings for critical and non-critical matters. Ability to communicate clearly and concisely, verbally and in writing.
REV 7/00

Nature of work

This is highly responsible supervisory and administrative professional auditing work in the audit of various financial operations in County departments, external government organizations having contractual relationship with the County and commercial firms doing business with Miami-Dade County.



Employee Relations Department

EDP Audit Manager (000915)

Job status	3	Recruit. type	Resume	Minimum	\$75,764.00	Probation	00
Job category	B	Testing		Maximum	\$118,321.84	Range	99
Pos. status	Exempt	Specialist		Frequency	Annually	Grade	07
Job type	Information Technology			Protection		Union	L

Pay steps

T	3	6	9	12	\$4,550.84	15	18
1	\$2,914.00	4	7	10	13	16	19
2	\$3,205.41	8	11	14	17	20	

Minimum Qualifications

Bachelor's degree in Business Administration, Accounting, Data Processing, Finance or related field. Five years of professional auditing, EDP auditing or information technology experience to include three years at the supervisory level are required. Must possess a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA) or equivalent license. Two years of additional EDP auditing or information technology experience may substitute for the licensure requirement.

Job Specifications

No Job Specification Available

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Employee Relations Department

Audit Supervisor (000908)

Job status	3	Recruit. type	Resume	Minimum	\$56,788.42	Probation	26
Job category	A	Testing		Maximum	\$94,592.42	Range	06
Pos. status	Exempt	Specialist	HERNANE	Frequency	Annually	Grade	
Job type	Professional/Managerial			Protection		Union	L

Pay steps

T	\$2,083.03	3	\$2,397.22	6	\$2,766.96	9	\$3,177.46	12	\$3,638.17	15	\$4,180.29	18	\$4,806.99
1	\$2,184.17	4	\$2,516.34	7	\$2,901.76	10	\$3,324.80	13	\$3,813.67	16	\$4,380.85	19	\$5,035.74
2	\$2,284.51	5	\$2,638.52	8	\$3,036.54	11	\$3,475.17	14	\$3,992.23	17	\$4,587.60	20	\$5,280.16

Minimum Qualifications

Bachelor's degree in Accounting, Business Administration, Public Administration or related field. Four years of professional auditing or related experience to include two years of supervisory experience are required. Must possess a Certified Public Accountant (CPA) license, Certified Internal Auditor (CIA) license or Certified Information Systems Auditor (CISA) license. Two years of additional auditing or related experience may substitute for licensure requirement.

Job Specifications

NATURE OF WORK This is supervisory and administrative professional auditing work in the audit of various financial operations in county departments, external governmental organizations having contractual relationships with the county, and commercial firms doing business with Miami-Dade County. Employees in this class are responsible for supervision of the conduct of various difficult and complex audit programs including major auditing assignments. Emphasis of the work is on planning, assigning and reviewing the work of subordinate auditors engaged in systematic and special audits such as federal grant programs in various departments. Incumbents also give guidance and direction to subordinate auditors in the completion of difficult audits where irregularities have been found. Related responsibilities include administrative assignments such as review and modification of audit program guidelines, coordination of work with decisions or modification of departmental procedures, or representing the department in various conferences and committees. General supervision is received from administrative superiors who hold incumbents responsible for professional and administrative management of major auditing assignments and evaluate effectiveness of work planning and progress and quality of professional results. **ILLUSTRATIVE TASKS** Plans and assigns the work of professional auditors engaged in both regular systematic and special audits in departments and agencies, or a group engaged in audit of contractors, utility and franchise taxes and concessions; discusses work in progress with subordinate supervisors or team leaders. Reviews completed audit reports and analyses for completeness of preparation and conformance with audit program guidelines and professional auditing standards; attends exit conferences with departmental officials or officials in external organizations as needed. Guides subordinates in the planning and conduct of special audits of a difficult nature; participates as necessary in the completion of complex audits such as those involving controversial claims against the county; testifies in court as an expert witness. Attends departmental staff conferences; participates in decisions relating to changes in auditing policies and procedures; coordinates division work with that of other departmental division; represents the department in outside meetings and conferences as assigned. Modifies and revises standard audit program guides; holds conferences with subordinate staff to discuss audit policies and procedures or to further train new personnel; insures that staff receives available professional literature to keep abreast of techniques and developments in the governmental auditing field. Confers with administrative officials in the development and installation of new or modified fiscal controls, systems and procedures to insure accurate accounting and reporting of funds. Keeps informed on laws opinions, rules, regulations, standards and related information pertaining to the internal audit of county departments or audit of external agencies. Develops comprehensive practical programs of audit coverage for assigned areas of audit, assures conformance with acceptable audit standards, plans, budgets and schedules. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Thorough knowledge of governmental accounting, office management and the principles of public and business administration in their application to governmental accounting. Thorough knowledge of all federal, state and local laws,

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ordinances, rules, regulations and guidelines pertaining to fiscal management of government agencies, including those funded by federal grants. Thorough knowledge of generally accepted accounting principles, public finance administration and internal control systems and their methods and application to the development, installation and audit of governmental accounting systems. Thorough knowledge of the special principles, practices and procedures of auditing with reference to public finance and governmental accounting. Considerable knowledge of the organization and operating activities of departments and agencies assigned for audit. Considerable knowledge of management principles and supervisory practices and procedures. Ability to coordinate and supervise the work of an auditing staff in a manner conducive to full performance and high morale. Ability to analyze and interpret accounting data, devise audit procedures and techniques or specialized and general accounting systems. Ability to supervise the preparation of complete and accurate accounting reports and statements, including those of a complex nature. Ability to promote and maintain effective departmental and public relations. Ability to communicate effectively and persuasively, both verbally and in writing. Ability to exercise sound judgment in the application of audit standards and principles to complex auditing problems. Ability to participate effectively in the formulation of departmental policies and procedures. Ability to stay abreast of laws, legal opinions, regulations and standards relating to the conduct of audits in county departments and external agencies. REV 07/00

Nature of work

This is supervisory and administrative professional auditing work in the audit of various financial operations in county departments, external governmental organizations having contractual relationships with the county, and commercial firms doing business with Miami-Dade County.



Employee Relations Department

EDP Audit Supervisor (000914)

Job status	3	Recruit. type	Resume	Minimum	\$62,327.72	Probation	00
Job category	B	Testing		Maximum	\$103,797.98	Range	06
Pos. status	Exempt	Specialist	SAA	Frequency	Annually	Grade	
Job type	Information Technology			Protection		Union	L

Pay steps

T	\$2,285.86	3	\$2,638.52	6	\$3,036.54	9	\$3,475.17	12	\$3,992.23	15	\$4,587.60	18	\$5,280.16
1	\$2,397.22	4	\$2,766.96	7	\$3,177.46	10	\$3,638.17	13	\$4,180.29	16	\$4,806.99	19	\$5,527.74
2	\$2,516.34	5	\$2,901.76	8	\$3,324.80	11	\$3,813.67	14	\$4,380.85	17	\$5,035.74	20	\$5,797.20

Minimum Qualifications

Bachelor's degree in Accounting, Business Administration, Public Administration or related field. Four years of professional experience in EDP auditing, systems analysis or programming to include one year at the supervisory level are required. Must possess a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA) or equivalent license. Two years of additional EDP auditing or information technology experience may substitute for the required license.

Job Specifications

No Job Specification Available

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Employee Relations Department

Senior Auditor (000906)

Job status	3	Recruit. type	Resume	Minimum	\$49,210.46	Probation	26
Job category	B	Testing		Maximum	\$82,613.96	Range	06
Pos. status		Specialist	JAQUELIN	Frequency	Annually	Grade	
Job type	Professional/Managerial			Protection		Union	L

Pay steps

T	\$1,809.58	3	\$2,077.60	6	\$2,397.22	9	\$2,766.96	12	\$3,177.46	15	\$3,638.17	18	\$4,180.29
1	\$1,892.71	4	\$2,184.17	7	\$2,516.34	10	\$2,901.76	13	\$3,324.80	16	\$3,813.67	19	\$4,380.85
2	\$1,980.49	5	\$2,284.51	8	\$2,638.52	11	\$3,036.54	14	\$3,475.17	17	\$3,992.23	20	\$4,587.60

Minimum Qualifications

Bachelor's degree in Accounting, Business Administration, Public Administration, or related field. Three years of professional auditing or related experience to include project management experience are required. A Master's degree, Certified Public Accountant (CPA) license, Certified Internal Auditor (CIA) license, Certified Information Systems Auditor (CISA) license or equivalent license may substitute for one year of the required experience.

Job Specifications

NATURE OF WORK This is advanced and supervisory professional auditing work in the audit of various financial operations in county departments, external governmental organizations having contractual relationships with the county, and commercial firms doing business with Miami-Dade County. Employees in this class are responsible for the supervision of the conduct of various moderately difficult and complex audit program including major auditing assignments. Incumbents must exercise professional and independent judgement in the audit of various management and financial operations. **ILLUSTRATIVE TASKS** Supervises and participates in continuous post audits of financial records of assigned county administrative and revenue-producing departments, including records of revenue, expenditures, assets and liabilities; supervises and participates in audits of concessionaires and operators of facilities leased, franchised or regulated by Miami-Dade County; prepares interim and annual reports of audits performed. Assigns and supervises subordinate employees in the preparation of detailed financial reports, projections and analyses; reviews final reports and statements for adherence to program guidelines and auditing standards. Participates in preparation of lease agreements and contracts undertaken by Miami-Dade County; conducts pre-audits preliminary to contract preparation; conducts subsequent post audits of facilities operating under lease agreements and contracts. Assists in the setting of bid specifications for the engagement of external auditors and evaluates proposals submitted; confers with external auditors regarding audit findings as assigned. Assists the Miami-Dade Police Department, State Attorney and Grand Jury as assigned by obtaining information in investigative audits; qualifies as an expert witness and testifies in court proceedings as required. Audits and reviews applications for rate increases from water and sewer utilities; audits records of fixed assets, depreciation reserve and contributions in aid of construction to determine major rate base items; audits operating income statements of the utility; analyzes rate structure to verify effect of new rates; prepares staff reports and recommendations. Determines whether county organizational units and applicable external organizations are performing their planning, custodial, accounting or control activities in compliance with policies, procedures, standards, laws and regulations, and in a manner consistent with objectives and standards of administrative practices and applicable federal, state and local laws and ordinances. Evaluates effectiveness of internal controls, procurement and estimating procedures and costs systems of more than average complexity. Prepares entire audit programs and audit reports when serving as auditor-in-charge; when serving as a lead auditor, prepares portions thereof on segments of complex audit assignments. Prepares correspondence to contractors/subcontractors on costs questioned/ suspended, credits, reinstatements, amounts withheld, audit conversations and other related matters. Determines audit procedures to be used, including statistical sampling and the use of electronic data processing equipment. Recommends necessary staff required to complete audits and modifications of audit programs for supervisory approval. Obtains, analyzes, and appraises evidentiary data or a base for an informed and objective opinion in the adequacy and effectiveness of the system and efficiency of performance of the activities being

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reviewed and on the adequacy of outside commercial firms, franchisers, or concessioners representations. Makes oral or written presentations to management during and at the conclusion of the examination, after approval by the supervising auditor, discussing deficiencies and recommending corrective actions. Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave; evaluates and rates employee performance. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Thorough knowledge of governmental accounting, office management and the principles of public and business administration in their application to governmental accounting. Thorough knowledge of all federal, state and local laws, ordinances, rules, regulations and guidelines pertaining to fiscal management of government agencies. Considerable knowledge of generally accepted accounting principles, public finance administration and internal control systems and their methods and application to the development, installation and audit of governmental accounting systems. Considerable knowledge of the special principles, practices, and procedures of auditing with reference to public finance and governmental accounting. Considerable knowledge of federal, state and local laws, rules, regulations and guidelines relating to financial records of county departments and agencies funded by federal grants. Considerable knowledge of the organization and operating activities of departments and agencies assigned for audit. Knowledge of supervisory practices and procedures. Ability to coordinate and supervise the work of an auditing staff in a manner conducive to full performance and high morale. Ability to analyze and interpret accounting data, devise audit procedures and techniques or specialized and general accounting systems. Ability to supervise the preparation of or prepare complete and accurate accounting reports and statements, including those of a complex nature. Ability to promote and maintain effective departmental and public relations. Ability to communicate effectively, both verbally and in writing. Ability to exercise sound judgment in the application of audit standards and principles to complex auditing problems. Ability to plan an audit program and organize and audit staff for a major audit assignment. Ability to understand, interpret and implement auditing policies, goals and programs. REV 7/00

Nature of work

This is advanced and supervisory professional auditing work in the audit of various financial operations in county departments, external governmental organizations having contractual relationships with the county, and commercial firms doing business with Miami-Dade County.



Employee Relations Department

Senior EDP Auditor (000912)

Job status	3	Recruit. type	Resume	Minimum	\$54,017.60	Probation	00
Job category	B	Testing		Maximum	\$90,354.42	Range	06
Pos. status	Exempt	Specialist		Frequency	Annually	Grade	
Job type	Information Technology			Protection		Union	L

Pay steps

T	\$1,979.25	3	\$2,284.51	6	\$2,638.52	9	\$3,036.54	12	\$3,475.17	15	\$3,992.23	18	\$4,587.60
1	\$2,077.60	4	\$2,397.22	7	\$2,766.96	10	\$3,177.46	13	\$3,638.17	16	\$4,180.29	19	\$4,806.99
2	\$2,184.17	5	\$2,516.34	8	\$2,901.76	11	\$3,324.80	14	\$3,813.67	17	\$4,380.85	20	\$5,035.74

Minimum Qualifications

Bachelor's degree in Business Administration, Computer Science or related field. Three years of EDP auditing, systems analysis or programming experience are required.

Job Specifications

No Job Specification Available

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Employee Relations Department

Associate EDP Auditor (000911)

Job status	3	Recruit. type	Resume	Minimum	\$44,648.24	Probation	00
Job category	B	Testing		Maximum	\$75,445.76	Range	06
Pos. status	Exempt	Specialist		Frequency	Annually	Grade	
Job type	Information Technology			Protection		Union	L

Pay steps

T	\$1,636.97	3	\$1,892.71	6	\$2,184.17	9	\$2,516.34	12	\$2,901.76	15	\$3,324.80	18	\$3,813.67
1	\$1,717.24	4	\$1,980.49	7	\$2,284.51	10	\$2,638.52	13	\$3,036.54	16	\$3,475.17	19	\$3,992.23
2	\$1,804.97	5	\$2,077.60	8	\$2,397.22	11	\$2,766.96	14	\$3,177.46	17	\$3,638.17	20	\$4,180.29

Minimum Qualifications

Bachelor's degree in Business Administration, Computer Science or related field. Two years of EDP auditing, systems analysis or programming experience are required.

Job Specifications

No Job Specification Available

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Employee Relations Department

Associate Auditor (000904)

Job status	3	Recruit. type	Resume	Minimum	\$40,656.98	Probation	26
Job category	B	Testing		Maximum	\$68,601.52	Range	06
Pos. status		Specialist	JAQUELIN	Frequency	Annually	Grade	
Job type	Professional/Managerial			Protection		Union	L

Pay steps

T	\$1,491.24	3	\$1,717.24	6	\$1,980.49	9	\$2,284.51	12	\$2,638.52	15	\$3,036.54	18	\$3,475.17
1	\$1,563.73	4	\$1,804.97	7	\$2,077.60	10	\$2,397.22	13	\$2,766.96	16	\$3,177.46	19	\$3,638.17
2	\$1,635.77	5	\$1,892.71	8	\$2,184.17	11	\$2,516.34	14	\$2,901.76	17	\$3,324.80	20	\$3,813.67

Minimum Qualifications

Bachelor's degree in Accounting, Business Administration, Public Administration, or related field. Two years of professional auditing or related experience are required. A Master's degree, Certified Public Accountant (CPA) license, Certified Internal Auditor (CIA) license, Certified Information Systems Auditor (CISA) license or equivalent license may substitute for one year of the required experience.

Job Specifications

NATURE OF WORK This is advanced professional auditing work with some supervisory responsibility in the audit of various financial operations in county departments, external government organizations having contractual relationships with the county, and audit assignments of commercial firms doing business with Miami-Dade County. Employees in this class perform more complex auditing assignments in various staff and operating agencies, departments and in external organizations, or serve as team leaders in the conduct of small-scale routine audits. Incumbents may also be assigned to assist professional superiors in the conduct of special auditing assignments of considerable complexity. Work differs from that found in the Assistant Auditor class in that the positions require more advanced professional knowledge of auditing theory and practices and the application of a greater degree of professional judgment in the disposition of accounting problems which arise. Emphasis may be assigned to a variety of departments and agencies or may specialize in audits of specifically assigned federally funded programs. Some incumbents are engaged in audits of firms that have contracts or franchises with the county. Supervision is received from a professional superior who reviews statements and reports and evaluates work for quality of results and adherence to professional auditing standards and program guidelines.

ILLUSTRATIVE TASKS Supervises subordinate personnel in conducting audits of fiscal records of county departments; personally audits more difficult fiscal records; reviews and corrects records of audits for subordinate personnel; prepares or supervises preparation of final reports, summaries and supporting information together with analytical statements. Conducts and supervises audits of outside firms that have franchises with the county, as assigned; conducts and supervises audits of outside agencies that are funded by federal grants; reviews compliance of firms and agencies with federal, state and local laws, rules, regulations and guidelines. Determines whether county organizational units and applicable external organizations are performing their planning, custodial, accounting or control activities in compliance with policies, procedures, standards, laws and regulations, and in a manner consistent with objectives and standards of administrative practices and applicable federal, state and local laws and ordinances. Performs audit assignments typically involving complete segments of audit programs involving manual accounting systems or generally automated systems. Reviews incurred costs, forward pricing or bid proposals, progress payment requests, reimbursement claims, overhead costs, price redeterminations; termination claims, defective pricing reviews, purchasing, estimating and accounting surveys, and other miscellaneous audits and contract administration assignments. Develops audit programs and contacts contractor/ subcontractor personnel to explain purpose of the audit and to obtain audit information. Determines or assists in determining the direction and thrust of audit effort and in planning the theory and scope of audit. Obtains, analyzes, and appraises evidential data as a basis for an informed and objective opinion on the adequacy and effectiveness of the system and the efficiency of performance of the activities being reviewed and on the adequacy of outside commercial firms, franchisers, or concessioners representations. Makes, or assists in making, oral or written presentations to management



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during and at the conclusion of the examinations, after approval by the supervising auditor, discussing deficiencies and recommending corrective actions. Prepares formal written reports, as requested, expressing opinions on the adequacy and effectiveness of the system and the efficiency with which activities are carried out. Appraises, or assists in appraising, the adequacy of corrective actions taken to improve deficient conditions. Assists superior in the conduct of more complex assignments such as those of an investigative nature. Prepares summaries, schedules and supporting information for phases of audits assigned. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Considerable knowledge of generally accepted accounting principles, public finance administration and internal control systems and their methods and application to the development, installation and audit of governmental accounting systems. Considerable knowledge of the special principles, practices and procedures of auditing with reference to public finance and governmental accounting. Considerable knowledge of established audit program guidelines applicable to audits assigned. Considerable knowledge of established audit program guidelines applicable to audits assigned. Considerable knowledge of federal, state and local laws, rules, regulations and guidelines relating to financial records of county departments and agencies funded by federal grants. Knowledge of the organization and operating activities of departments and agencies funded by federal grants. Knowledge of supervisory practices and procedures. Ability to plan organize and direct efforts to achieve audit objectives. Ability to understand, interpret and implement auditing policies, goals and programs. Ability to exercise judgment and discretion in making sound auditing decisions. Ability to apply policies and procedures specified in audit program guidelines for various departments and agencies. Ability to prepare more complex accounting reports and statements. Ability to promote and maintain effective departmental and public relations. Ability to maintain and objective attitude in the conduct of audits. Ability to perform detailed work involving written and numerical data. Ability to make arithmetic calculations rapidly and accurately. Ability to communicate effectively, both verbally and in writing. REV 7/00

Nature of work

This is advanced professional auditing work with some supervisory responsibility in the audit of various financial operations in county departments, external government organizations having contractual relationships with the county, and audit assignments of commercial firms doing business with Miami-Dade County.



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Assistant Auditor (000902)

Job status	3	Recruit. type	Resume	Minimum	\$33,730.58	Probation	26
Job category	B	Testing		Maximum	\$56,788.42	Range	06
Pos. status		Specialist	JAQUELIN	Frequency	Annually	Grade	
Job type	Professional/Managerial			Protection		Union	L

Pay steps

T	\$1,237.53	3	\$1,425.85	6	\$1,635.77	9	\$1,892.71	12	\$2,184.17	15	\$2,516.34	18	\$2,901.76
1	\$1,297.33	4	\$1,491.65	7	\$1,717.24	10	\$1,980.49	13	\$2,284.51	16	\$2,638.52	19	\$3,036.54
2	\$1,360.01	5	\$1,563.73	8	\$1,804.97	11	\$2,077.60	14	\$2,397.22	17	\$2,766.96	20	\$3,177.46

Minimum Qualifications

Bachelor's degree in Accounting, Business Administration, Public Administration, or related field.

Job Specifications

NATURE OF WORK This is professional auditing work in the audit of various management and financial operations in county departments, external government organizations having contractual relationships with the county, and audit assignments of commercial firms doing business with Miami-Dade County. Employees in this class are typically located in the Department of Audit and Management Services and examine, analyze and verify financial records in staff and operating agencies and departments as well as in companies having contracts, leases and franchises with Miami-Dade County. Emphasis of the work is on the analysis of varied accounting records, systems and controls, and preparation of reports based on audit findings. Assignments are usually determined in scope and coverage by departmental regulations and statutory requirements, and incumbents utilize audit program guides and apply professional auditing standards in internal or external audits. Employees frequently work as a team member in the conduct of systematic audit programs or in special auditing assignments, but may be assigned to small-scale less complex audits or phases of audit programs independently. Some employees in the class are assigned full time to audits in federally funded programs. Incumbents must exercise professional knowledge and independent judgment in the audit of income and expenditures and recognition of accounting errors, irregularities and system or control problems which require correction. Supervision is received from a professional superior who reviews work progress and completed work for adherence to professional auditing standards and program guidelines.

ILLUSTRATIVE TASKS Performs audit assignments of moderate difficulty and limited in scope such as review of incurred costs, review of annual overhead costs, and routine forward pricing or bid proposals of moderate dollar impact or risk; reviews for compliance and conformance to cost accounting standards. Conducts routine audit assignments by examining, analyzing and verifying accounting records and fiscal data; checks and verifies entries, footings and extensions for accuracy; audits accounts, bank reconciliations, payrolls, invoices and expenditures for mathematical correctness and legal compliance; discusses unusual findings with superior during audit progress. Assists in the design and development of accounting control systems and procedures for more effective and efficient operations within various departments, as assigned. Assists in the auditing of outside firms that have a franchise with Miami-Dade County or outside agencies that are funded through federal grants; checks on compliance with federal, state and local laws, rules, regulations and guidelines. Assists in the auditing of outside firms that have a franchise with Miami-Dade County or outside agencies that are funded through federal grants; checks on compliance with federal, state and local laws, rules, regulations and guidelines. Prepares tentative reports and summaries and supporting information at completion of auditing projects. Determines whether county organizational units and applicable external organizations are performing their planning, custodial, accounting or control activities in compliance with policies, procedures, standards, laws and regulations, and in a manner consistent with objectives and standards of administrative practices and applicable federal, state and local laws and ordinances. Assists in determining records or activities to be analyzed, the extent of tests to be applied, and the working papers to be prepared. Participates in surveys of auditable areas to develop programs for performance of annual overhead and direct cost reviews. Performs reconciliations of contractor's proposed overhead pools and bases to financial statements and books of records. Evaluates bid proposals with little in-process supervision after

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gaining familiarity with the offeror's operations. Performs tests and examinations of contractor's records and actions, policies and procedures, contacts contractor personnel as necessary to obtain information; resolve accounting questions and obtain access to records essential to the conduct of the audit. Drafts audit reports of moderate complexity assuring that they are responsive to specific audit requests, is objective, timely and accurate, and meets reporting standards and user needs. Performs follow-up examinations to determine whether organizational units have implemented audit recommendations or corrective actions. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Knowledge of generally accepted accounting principles, public finance administration and internal control systems and their methods and application to the development, installation and audit of governmental accounting systems. Knowledge of the special principles, practices and procedures of auditing with reference to public finance and governmental accounting. Knowledge of established audit program guidelines applicable to audits assigned. Knowledge of federal, state and local laws, rules, regulations and guidelines relating to financial records of Miami-Dade County departments and agencies assigned for audit. Ability to independently plan and accomplish a variety of contract audits assignments of moderate difficulty. Ability to exercise judgment and discretion in making sound auditing decisions. Ability to understand, interpret and implement auditing policies, goals and programs. Ability to prepare complete and accurate accounting reports and statement. Ability to promote and maintain effective departmental and public relations. Ability to maintain an objective attitude in the conduct of audits. Ability to perform detailed work involving written and numerical data. Ability to make arithmetic calculations rapidly and accurately. Ability to apply policies and procedures specified in audit program guidelines. Ability to communicate effectively, both verbally and in writing. REV 7/00

Nature of work

This is professional auditing work in the audit of various management and financial operations in county departments, external government organizations having contractual relationships with the county, and audit assignments of commercial firms doing business with Miami-Dade County.



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Assistant to the Department Director (000296-A)

Job status	3	Recruit. type	Resume	Minimum	\$57,771.22	Probation	00
Job category	B	Testing		Maximum	\$93,932.80	Range	99
Pos. status	Exempt	Specialist		Frequency	Annually	Grade	04
Job type	Professional/Managerial			Protection	Not protected	Union	L

Pay steps

T	3	6	9	12	15	18
1	\$2,221.97	4	7	10	13	16
2	5	\$2,599.72	8	11	14	17
				14	17	20

Minimum Qualifications

Bachelor's degree. A minimum of two to four years of professional administrative experience is required.

Job Specifications

NATURE OF WORK This is advanced responsible professional and administrative work assisting the Department Director in the management of departmental operations. An employee in this class is responsible for assisting the Department Director by analyzing revenue sources and projections, assisting in budget planning and forecasting, researching and recommending policy changes, preparing Request for Proposals, coordinating the submission of Agenda items for the Board of County Commissioners, and performing a variety of other business and administrative related functions. Considerable independent judgment is exercised and professional knowledge applied in providing effective assistance to the Director on a wide variety of departmental managerial projects and issues. General supervision is received from the Department Director who reviews work through personal conferences and written reports for achievement of desired managerial goals and objectives.

ILLUSTRATIVE TASKS Analyzes additional and alternative revenue sources and revenue projections; negotiates agreements with port users for the lease and/or construction of specialty use space on port property. Assists in forecasting future needs of the Department; analyzes projects for community impact and profitability. Assists in short and long-term planning and forecasting of annual revenue/operating expense budgets. Conducts research and develops recommendations for policy changes for the Director. Prepares and reviews Request for Proposal's detailing instructions, responsibilities of parties, revenue considerations, construction requirements, long-term lease provisions, and other requirements. Prepares, reviews, and coordinates the Seaport's submission of agenda items for the Board of County Commissioners' and Commission Committees; reviews commission agenda items that may be of interest to, or impact the Department. Reviews and prepares recommendations concerning departmental procurement matters which require approval by the Board of County Commissioners. Performs related work as required.

KNOWLEDGES, ABILITIES, AND SKILLS Thorough knowledge of the organization and operations of the Department. Thorough knowledge of the goals and objectives of the Department. Thorough knowledge of the principles of finance, public and business administration. Considerable knowledge of public relations principles and techniques. Considerable knowledge of Metro-Dade County procurement rules, regulations, and procedures. Considerable knowledge of local, state, and federal regulations pertaining to departmental operations. Ability to effectively assist the Department Director in carrying out managerial goals and objectives of the department. Ability to used advanced professional managerial knowledge to assist in the evaluation and formulation of departmental policy. Ability to establish and maintain effective working relationships with a variety of public and private officials. Ability to keep informed on legislative developments which may concern the operation of the Department. Ability to prepare, review, and coordinate the submission of agenda items for the Board of County Commissioners and Commission Committees. Ability to communicate clearly and concisely, orally, and in writing.

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Special Projects Administrator 1 (000831-A)

Job status	3	Recruit. type	Resume	Minimum	\$51,492.74	Probation	26
Job category	A	Testing		Maximum	\$86,444.80	Range	06
Pos. status	Classified	Specialist	JSS	Frequency	Annually	Grade	
Job type	Professional/Managerial			Protection	Not protected	Union	L

Pay steps

T	\$1,887.37	3	\$2,184.17	6	\$2,516.34	9	\$2,901.76	12	\$3,324.80	15	\$3,813.67	18	\$4,380.85
1	\$1,980.49	4	\$2,284.51	7	\$2,638.52	10	\$3,036.54	13	\$3,475.17	16	\$3,992.23	19	\$4,587.60
2	\$2,077.60	5	\$2,397.22	8	\$2,766.96	11	\$3,177.46	14	\$3,638.17	17	\$4,180.29	20	\$4,806.99

Minimum Qualifications

Bachelor's degree . Three years of professional administrative experience in budget development and/or monitoring, grants management, FAMIS, ABDS, fiscal management, auditing and/or forecasting are required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment.

Job Specifications

No Job Specification Available

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Employee Relations Department

Administrative Officer 2 (000811-A)

Job status	3	Recruit. type	Resume	Minimum	\$38,782.90	Probation	26
Job category	B	Testing		Maximum	\$65,424.84	Range	06
Pos. status		Specialist		Frequency	Annually	Grade	
Job type	Professional/Managerial			Protection		Union	M

Pay steps

T	\$1,419.15	3	\$1,635.77	6	\$1,892.71	9	\$2,184.17	12	\$2,516.34	15	\$2,901.76	18	\$3,324.80
1	\$1,491.65	4	\$1,717.24	7	\$1,980.49	10	\$2,284.51	13	\$2,638.52	16	\$3,036.54	19	\$3,475.17
2	\$1,563.73	5	\$1,804.97	8	\$2,077.60	11	\$2,397.22	14	\$2,766.96	17	\$3,177.46	20	\$3,638.17

Minimum Qualifications

Bachelor's degree. One year of professional administrative experience is required.

Job Specifications

NATURE OF WORK This is advanced administrative work in performing, planning and coordinating various administrative activities in a central administrative division or special program or in performing specialized staff work of comparable responsibility in a county department or agency. Employees in this class are responsible for performing diversified administrative duties or specializing in assigned administrative work of a more complex nature. Duties or combinations of duties performed vary, depending on the department to which assigned. Some employees in the class are assigned to assist an administrative division head in a major operating department, performing a variety of administrative duties including budget preparation, purchasing, accounting maintenance and expenditure controls and related administrative work. Other incumbents carry out administrative activities of a varied nature as the administrative official in a small operating department. Supervision is exercised over clerical and technical employees who assist in various phases of administrative operations. In some programs incumbents specialize in complex work such as the conduct of detailed programs under contract to the county. Responsibilities typically include analyzing administrative problems and recommending solutions, developing revised procedure and policy recommendations for the department, and maintaining contact with management and supervisory personnel within or outside the agency. General supervision is received from an administrative superior who reviews work for conformity with established administrative and departmental policies and attainment of desired objectives through conferences and review of reports of operations.

ILLUSTRATIVE TASKS Assists an administrative division head in carrying out various administrative activities; reviews and controls procurement processes by maintaining relationships with county central purchasing, reviewing purchase requisitions, assuring availability of funds for expenditures and writing specifications for capital equipment. Discusses changes in budget formats with county budget officials; provides departmental officials with budget histories and pertinent information on forecasts; conducts training sessions for divisional personnel and consults on budget development and review; reviews divisional budgets and develops and complete required narratives; combines information into the departmental budget document. Periodically analyzes budget status by monitoring monthly expenditure reports; prepares and processes transactions, periodic adjustments and transfers; supervises maintenance of inventory controls. Supervises departmental fiscal activities; approves payments for invoices for completed work by assuring compliance with contract terms, laws, rules and regulations; approves journal entries and adjustments prepared by subordinates; explains variations in expense projections to superiors; supervises accounts established for reimbursement from state and federal sources. Supervises personnel activities including employment, personnel records and payroll; serves as appointing authority as delegated. Reviews and approves reimbursements of expenditures by county affiliated projects by verifying expenses and proper documentation, availability of funds and compliance with contract provisions; prepares reports and projections of costs related to services provided and associated expenditures. Prepares oral and written program evaluation reports and other sources of supplemental information in order to ensure that departmental and professional program standards have been adhered to in a departmental activity or a program under contract; identifies problem areas, determines trends, evaluates performance, presents findings and recommends solutions or alternatives. Coordinates grant projects ensuring that programs and procedures are consistent

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with federal, state and local laws, rules and regulations; prepares justifications for grant proposals and modifications; develops grant objectives based on analysis of existing and potential problems or needs, design of work programs and development of budgets, detailing the equipment, services and personnel needed to carry out projects. Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews employee performance reports prepared by subordinates; rates employee performance. Performs related work as required.

KNOWLEDGES, ABILITIES AND SKILLS Considerable knowledge of the principles of general management, public and business administration and their application to governmental administration. Considerable knowledge of research techniques and the sources and availability of current information applicable to the area of assignment. Considerable knowledge of policies and procedures used in budget preparation, monitoring and reporting. Considerable knowledge of applicable federal, state, and county laws relating to departmental operations. Considerable knowledge of departmental legal, administrative and procedural regulations. Considerable knowledge of the principles and practices of modern office administration. Considerable knowledge of federal, state, and county laws, rules and regulations relating to financial records of county departments and agencies funded by grants. Knowledge of basic accounting principles, practices and procedures and their application to governmental computerized accounting systems. Knowledge of the use of data processing and cost accounting systems. Knowledge of inventory control and county procurement procedures. Knowledge of the principles, practices and procedures of public personnel administration. Knowledge of supervisory principles and practices. Ability to analyze a variety of administrative problems and make sound recommendations as to their solution. Ability to supervise a staff of subordinate employees in a manner conducive to full performance and high morale. Ability to exercise judgment and discretion in devising, installing and interpreting departmental rules, regulations and procedures. Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials, officials of other agencies and the general public. Ability to express ideas clearly and concisely, both verbally and in writing. Ability to analyze expenditures in relation to established budgets and furnish detailed information to management and supervisory personnel. Ability to evaluate operating programs in relation to established goals and objectives and recommend courses of action. Ability to supervise and prepare a variety of required reports accurately and completely and on a timely basis. REV 05/98

Nature of work

This is advanced administrative work in performing, planning and coordinating various administrative activities in a central administrative division or special program or in performing specialized staff work of comparable responsibility in a county department or agency.



Employee Relations Department

Administrative Officer 1 (000810-A)

Job status	3	Recruit. type	Resume	Minimum	\$30,716.92	Probation	26
Job category	B	Testing		Maximum	\$51,492.74	Range	06
Pos. status	Classified	Specialist	LISCAN	Frequency	Annually	Grade	
Job type	Professional/Managerial			Protection	Not protected	Union	M

Pay steps

T	\$1,126.87	3	\$1,297.33	6	\$1,491.65	9	\$1,717.24	12	\$1,980.49	15	\$2,284.51	18	\$2,638.52
1	\$1,181.42	4	\$1,360.01	7	\$1,563.73	10	\$1,804.97	13	\$2,077.60	16	\$2,397.22	19	\$2,766.96
2	\$1,244.06	5	\$1,425.85	8	\$1,635.77	11	\$1,892.71	14	\$2,184.17	17	\$2,516.34	20	\$2,901.76

Minimum Qualifications
Bachelor's degree.

Job Specifications

NATURE OF WORK This is administrative work in performing various administrative activities in a central administrative division or special program in a county department or agency. Employees in this class are responsible for performing various administrative duties in assisting departmental management in carrying out required administrative operations. Duties or combination of duties performed vary, depending on the department to which assigned. Some incumbents in the class perform specialized duties of a staff nature relating to a specific program. Employees are assigned duties such as cost analysis and control, budget preparation and expenditure control, purchasing and inventory work, methods and procedure studies, report or grant proposal preparation and personnel administration. Incumbents exercise some independent judgment in devising and installing new work methods, interpreting rules, regulations and procedures and in making recommendations to superiors. Supervision may be exercised over clerical and technical employees who assist in various phases of administrative operations. Supervision is received from an administrative superior who reviews work for attainment of desired management objectives and conformity with established administrative and departmental policies and procedures through conferences, personal inspections and review of reports.

ILLUSTRATIVE TASKS Assists in planning and preparing divisional or project budgets; insures adherence to budget procedures and guidelines; reviews completed budget documents for format, accuracy of budget codes and computations; monitors budget forecasts and expenditures for departmental projects and activities; prepares periodic budget reports. Supervises clerical subordinates engaged in preparation of invoices and billings for equipment or services, issuance of purchase orders and requisitions, reconciliation of computer reports and related clerical activities; provides training to employees in new procedures required with automated accounting and reporting systems. Coordinates the maintenance of various accounting records such as cash and surety bonds; audits departmental financial records to obtain data for management reports relative to budget control, purchasing standards, stores and equipment inventory control or improvements in operational efficiency; recommends procedures for collection and reporting of data on departmental programs in cost analysis and revenue producing activities; accounts for costs and reviews revenue summaries to assure revenues are properly collected. Analyzes financial, procurement and administrative procedures for simplification and improvement in efficiency; analyzes purchase orders to determine requirements; checks requisitions for completeness and accuracy; writes specifications and requisitions and assists in selection of bids for departmental equipment or supplies. Interviews applicants for employment to determine qualifications; provides information to applicants regarding career county employment; requests eligible lists and coordinates panel interviews for departmental positions; processes affirmative action complaints from employees through appropriate channels. Assists in the supervision of clerical subordinates engaged in processing departmental personnel actions; discusses work related problems with employees; coordinates departmental personnel activities with federal funded employment programs as necessary. Conducts assigned research, procedural or administrative studies and prepares narrative and statistical reports, proposing courses of action; reviews workload reports from operating segments for conformance with department instructions; audits program records reflecting client or patron workloads for conformance with departmental instructions and accuracy of computations. Makes recommendations regarding hiring, discipline and



Employee Relations Department

promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Considerable knowledge of the principles of general management and their application to governmental administration. Considerable knowledge of research techniques and the sources and availability of current information applicable to the area of assignment. Knowledge of budget preparation procedures and reporting requirements. Knowledge of departmental, legal, administrative and procedural regulations. Knowledge of the principles and procedures of modern office administration. Knowledge of basic accounting principles, practices and procedures. Knowledge of the use of data processing and cost accounting systems. Knowledge of the principles, practices and procedures of public personnel administration. Knowledge of supervisory principles and practices.

Ability to analyze administrative problems and make sound recommendations as to their solution. Ability to supervise the work of subordinates in a manner conducive to full performance and high morale. Ability to understand and carry out complex oral and written instructions. Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials and the general public. Ability to express ideas clearly and concisely, both verbally and in writing. Ability to supervise preparation of records and reports on a timely and complete basis. Ability to prepare complete narrative and statistical reports. Ability to conduct appropriate interviews with prospective employees and obtain pertinent information. Ability to prepare accurate accounting and budgetary reports. REV 05/98

Nature of work

This is administrative work in performing various administrative activities in a central administrative division or special program in a county department or agency.



Employee Relations Department

Senior Executive Secretary (000096)

Job status	1	Recruit. type	Resume	Minimum	\$37,072.10	Probation	00
Job category	F	Testing		Maximum	\$62,327.72	Range	99
Pos. status		Specialist	jss	Frequency	Annually	Grade	A3
Job type	Administrative Support/Clerical/Paraprofessional			Protection		Union	L

Pay steps

T	3	6	9	12	15	18
1	\$1,425.85	4	7	10	13	16
2	5	\$1,717.24	8	11	14	17
				14	17	20

Minimum Qualifications

High school diploma or GED. Four years of advanced secretarial experience are required.

Job Specifications

NATURE OF WORK This is advanced and highly responsible executive secretarial and related clerical work for a Department Director or comparable executive official. Employees in this class perform a variety of complex secretarial and clerical duties. Emphasis of the work is on the performance of advanced secretarial duties requiring a thorough knowledge of assigned areas of responsibilities and an understanding of established policies, programs, procedures and regulations. Duties typically include handling highly confidential matters for immediate supervisor, ensuring departmental compliance with County protocol requirements for various documents and reports, arranging for and attending conferences, independently answering inquiries where there is established policy or precedent action, taking and transcribing dictation, composing and typing correspondence and performing research to compile data for special reports and other purposes. Incumbents utilize a variety of office skills and considerable independent judgment in relieving supervisor of administrative details and in managing the office. Supervision may be exercised over subordinate clerical employees through assignment of tasks and review of completed work for accomplishment of desired objectives. General supervision is received from a Department Director or comparable executive official who reviews work for satisfactory performance of executive secretarial duties and for attainment of desired goals and objectives. **ILLUSTRATIVE TASKS** Performs executive secretarial duties for the Department Director or comparable executive official; commits time in making appointments and maintains calendar; maintains itinerary and makes travel and hotel arrangements as required. Handles highly confidential matters for submission to senior County management; oversees the preparation of major policy documents affecting departmental operations. Monitors the Agenda of the Board of County Commissioners for department-related items and informs Director and appropriate senior departmental executives. Ensures compliance with County policies and procedures, legal deadlines and other requirements for correspondence, legal advertising, certifications and other documents. Prepares or coordinates the preparation of resolutions, contracts, professional service agreements and reports for presentation to the Board of County Commissioners and its subcommittees. Follows protocol guidelines in reviewing various written submissions from operating divisions to ensure compliance with department and County requirements; monitors the timely response to correspondence from senior County management and other County officials. Arranges for and attends various conferences and meetings; informs participants and provides background information; serves as recording secretary at conferences, board meetings and staff consultations; takes official minutes and prepares reports of proceedings; follows through on actions required. Takes and transcribes dictation which may vary by subject matter including legal, technical, financial or other specialized terminology; takes verbatim transcript from telephone calls or in conferences as requested; operates personal computer and other computerized office equipment. Manages the Department Director's office; opens, screens and distributes mail; marks important parts of instructions, orders and regulations, and organizes mail according to priorities; maintains control of correspondence flow through office. Composes correspondence from verbal instructions and independently drafts replies to inquiries. Receives and screens telephone calls and visitors; responds to requests for information by answering questions where there are established policies or regulations, or precedent actions taken by Director. Plans, assigns and reviews the work of subordinate clerical employees engaged in typing reports,

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correspondence and other documents, filing, and performing a variety of other clerical duties; provides training in procedures and methods in the organization of assignments. Researches and compiles data from a variety of sources in connection with special reports, budget preparation and other matters; assembles material for reply to correspondence demanding Director's personal attention. Keeps various activity and production records; types various activity reports, requisitions, work orders and personnel forms; composes reports on caseloads, workloads or other subjects as delegated; authorizes expenditures from petty cash; requisitions office supplies; performs arithmetic calculations for budget requests and other matters. Maintains office filing systems; reorganizes files as required; establishes subject matter files; purges files of unnecessary items according to established policies and procedures. Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Extensive knowledge of executive secretarial methods, techniques and procedures. Extensive knowledge of general office procedures, practices and equipment. Thorough knowledge of executive protocol and the proper order of etiquette in conducting secretarial activities with responsible County and other officials. Thorough knowledge of the department to which assigned including its policies, procedures, regulations, organization and work flow. Thorough knowledge of the responsibilities of a Department Director and the relationships with elected representatives, senior County management, other Department Directors and officials and the public. Considerable knowledge of business English, spelling and arithmetic. Considerable knowledge of the structure and function of various County departments. Considerable knowledge of public relations principles and techniques. Knowledge of supervisory principles and practices. Ability to establish and maintain an effective working secretarial relationship with a Department Director, Senior Assistant to the County Manager or comparable executive official.. Ability to take and transcribe dictation at a high rate of speed. Ability to operate typewriters, personal computers and other computerized office equipment with accuracy and speed. Ability to develop and maintain effective working relationships with subordinates, elected representatives and their staff, senior County management, and a variety of other County and private officials. Ability to express ideas clearly and concisely, verbally and in writing. Ability to establish and revise office policies and procedures. Ability to research and develop information from a variety of sources. Ability to supervise subordinates in a manner conducive to full performance and high morale. REV 10/00

Nature of work

This is advanced and highly responsible executive secretarial and related clerical work for a Department Director or comparable executive official.



Employee Relations Department

Administrative Secretary (000094-A)

Job status	1	Recruit. type	Resume	Minimum	\$29,143.14	Probation	00
Job category	F	Testing		Maximum	\$51,492.74	Range	99
Pos. status	Exempt	Specialist	JSS	Frequency	Annually	Grade	A1
Job type	Administrative Support/Clerical/Paraprofessional			Protection	Not protected	Union	L

Pay steps

T	3	6	9	12	15	18
1	\$1,120.89	4	7	10	13	16
2	5	\$1,331.63	8	11	14	17
				14	17	20

Minimum Qualifications

High school diploma or GED. Three years of secretarial or related word processing experience are required.

Job Specifications

NATURE OF WORK This is advanced responsible secretarial and related clerical work for a division head or an exempt executive official in the County service. Employees in this class perform a variety of complex secretarial and clerical duties for division directors or other comparable executive officials within the County organization. Emphasis of the work is on the performance of advanced secretarial duties requiring considerable knowledge of the executive's responsibilities and an understanding of the policies, programs, procedures and regulations in effect in the area of assignment. Duties typically include arranging for and attending conferences, independently answering inquiries where there is established policy or precedent action, taking and transcribing dictation, composing and typing correspondence and performing research to compile data for special reports and other purposes. Incumbents utilize a variety of office skills and considerable judgment in relieving the executive of administrative details. Supervision may be exercised over subordinate clerical employees through assignment of tasks and review of completed work for accomplishment of desired objectives. General supervision is received from a division director or an executive official who reviews work for satisfactory performance of executive secretarial duties and for attainment of desired goals and objectives. **ILLUSTRATIVE TASKS** Performs secretarial and clerical duties for a division director or other comparable executive official; commits supervisor's time in making appointments and maintains calendar; maintains supervisor's itinerary and makes travel and hotel arrangements as required. Arranges for and attends various conferences and meetings; informs participants and provides background information; serves as recording secretary at conferences, board meetings and staff consultations; takes official minutes and prepares reports of proceedings; follows through on actions required as a result of conferences. Takes and transcribes dictation which may vary by subject matter including legal, technical, financial or other specialized terminology; takes verbatim transcript from telephone calls or in conferences as requested. Opens, screens and distributes mail; marks important parts of instructions, orders and regulations for executive, and organizes mail according to priorities; maintains control of correspondence flow through office; insures that report deadlines are met and that all information distributed is complete. Composes correspondence from verbal instructions of superior, and independently drafts replies to inquiries; reviews correspondence prepared by others for superior's signature to ensure correct grammar, format and completeness. Receives and screens telephone calls and visitors; responds to requests for information by answering questions where there are established policies or regulations, or precedent actions taken by supervisor. Plans, assigns and reviews the work of subordinate clerical employees engaged in typing reports, correspondence and other documents, filing, and performing a variety of other clerical duties; provides training in procedures and methods in the organization of assignment. Researches and compiles data from a variety of sources in connection with special reports, budget preparation and other matters; assembles material for supervisor's reply to correspondence demanding superior's personal attention. Keeps various activity and production records; types various activity reports, requisitions, work orders and personnel forms; composes reports on caseloads, workloads or other subjects as delegated; authorizes expenditures from petty cash; requisitions office supplies; performs arithmetic calculations for budget requests and other matters. Establishes and maintains office filing systems; reorganizes files as required; establishes subject matter files for superior; purges files of unnecessary items

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according to established policies and procedures. Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Thorough knowledge of executive secretarial methods, techniques and procedures. Thorough knowledge of general office procedures, practices and equipment. Considerable knowledge of the operation to which assigned including its policies, procedures, regulations, organization and workflow. Considerable knowledge of executive protocol and the proper order of etiquette in conducting secretarial activities with responsible county and other officials. Considerable knowledge of business English, spelling and arithmetic. Considerable knowledge of the structure and function of various county departments. Knowledge of supervisory principles and practices. Ability to establish and maintain an effective working secretarial relationships with an executive official. Ability to take and transcribe dictation at a high rate of speed. Ability to operate typewriters, personal computers and other office machines with accuracy and speed. Ability to develop and maintain effective working relationships with subordinates, superiors and a variety of county and other officials. Ability to express ideas clearly and concisely, verbally and in writing. Ability to establish and revise office policies and procedures. Ability to research and develop information from a variety of sources. Ability to supervise subordinates in a manner conducive to full performance and high morale. NEW 10/98



Employee Relations Department

Clerk 4 (000013-A)

Job status	1	Recruit. type	Resume	Minimum	\$30,470.44	Probation	26
Job category	F	Testing		Maximum	\$49,374.26	Range	06
Pos. status	Classified	Specialist	JIMJAMES	Frequency	Annually	Grade	
Job type	Administrative Support/Clerical/Paraprofessional			Protection	Not protected	Union	K

Pay steps

T \$1,121.96	3 \$1,281.64	6 \$1,454.01	9 \$1,657.69	12 \$1,899.01	15 \$2,171.61	18 \$2,494.39
1 \$1,171.94	4 \$1,334.97	7 \$1,522.95	10 \$1,739.20	13 \$1,986.73	16 \$2,274.98	19 \$2,610.30
2 \$1,222.16	5 \$1,394.44	8 \$1,585.60	11 \$1,814.37	14 \$2,077.60	17 \$2,384.74	20 \$2,732.57

Minimum Qualifications

High school diploma or GED. Three years of advanced clerical experience are required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment.

Job Specifications

NATURE OF WORK This is supervisory clerical work involving some administrative responsibility in the management of diversified clerical operations of a major organizational unit. Employees in this class perform a range of responsible duties including work planning and progression, the assignment and review of other supervisory and operating employees in moderately large units engaged in processing and maintaining a volume of fiscal and operating functions. Work may also involve assisting an administrative superior by relieving him of routine office management functions or performing specialized operational or clerical activities under general supervision. The incumbent is responsible for the proper performance of independent work decisions based on experience and knowledge of departmental operations but refers policy, difficult technical or procedural matters to a superior for resolution. Work is assigned and reviewed through conferences with administrators or technical superiors who review work for general administrative effectiveness by personal observation, review of written reports and by providing assistance in matters of policy interpretation. **ILLUSTRATIVE TASKS** Supervises the fiscal and clerical operations of a major departmental unit as an office manager or assistant to the administrator performing departmental functions. Supervises the duplicating of printed materials for all county departments; supervises the county mail and messenger service and maintains a daily record of mail costs for each department; maintains record control of all office and material supplies for county departments and insures that all charges are correct and the books are properly balanced. Coordinates the maintenance of a criminal history record file, master name file and entry and retrieval of computerized criminal history data; assigns and supervises the record control of all open metro warrants and corresponding cross indexes and dissemination of information to municipal, state and federal law enforcement agencies; assists in the development of police records systems and coordinates them with data processing personnel. Plans, assigns and supervises the work of subordinates engaged in waste administration, volume billing and records keeping, reviews procedures, processes delinquent accounts requiring investigation and prosecution, performs periodic balance of accounts. Plans, assigns and supervises the work of subordinates engaged in phases of property tax collection and assessment including complex property valuations; performs tax receipt audits, computes distribution to tax receipts, conducts tax sales, counsels dissident taxpayers. Coordinates the preparation of weekly payroll timesheets based on transit route assignments; supervises the recording of route revenues, mileage readings and related cost items of a large transit operation. Supervises the processing of all real estate exemptions; reviews and approves applications from religious, fraternal, and charitable organizations claiming total exemption from taxes; makes field inspections of properties and consults with county attorney on protested applications. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Thorough knowledge of modern office practices, procedures and equipment. Considerable knowledge of the principles of office management, business accounting and the legal procedural requirements of the department assigned. Considerable knowledge of business English, spelling and accounting. Ability to plan, assign and

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supervise the work of a staff of clerical and other subordinates in a manner conducive to full performance and high morale. Ability to develop effective office and field work procedures and training programs. Ability to acquire complex knowledge of the legal, administrative and procedural requirements of the department assigned. Ability to promote and maintain effective departmental and public relations. Ability to prepare correspondence, operational and statistical tabulations and reports. Ability to communicate effectively, orally and in writing. REV 10/98

Nature of work

This is supervisory clerical work involving some administrative responsibility in the management of diversified clerical operations of a major organizational unit.



Employee Relations Department

Office Support Specialist 2 (000021-A)

Job status	1	Recruit. type	Application	Minimum	\$11.32	Probation	26
Job category	F	Testing	KATHY	Maximum	\$17.22	Range	06
Pos. status	Classified	Specialist	JIMJAMES	Frequency	Hourly	Grade	
Job type	Administrative Support/Clerical/Paraprofessional			Protection	Not protected	Union	H

Pay steps

T	\$873.78	3	\$976.06	6	\$1,092.48	9	\$1,221.24	12	\$1,377.60	15	\$1,556.61	18	\$1,771.31
1	\$905.52	4	\$1,012.81	7	\$1,132.36	10	\$1,270.31	13	\$1,435.88	16	\$1,622.88	19	\$1,847.05
2	\$936.16	5	\$1,049.60	8	\$1,172.19	11	\$1,322.45	14	\$1,494.11	17	\$1,692.47	20	\$1,929.20

Minimum Qualifications

High school diploma or GED. One year of clerical experience is required.

Job Specifications

NATURE OF WORK This is advanced clerical work which involves moderately complex work methods and problems and requires skilled typewriting. Although employees in this class perform duties which require skilled typewriting, the principal emphasis is upon the wide variety of clerical tasks performed which require the application of independent judgment and clerical knowledges. Work of these positions other than typewriting is similar in nature and level to that found in the Clerk 2 class. The varied of work differs among positions, but where work is more repetitive there is an additional responsibility for finality of action. Work may include the operation of other standard office machines for which no previous training is required. Supervision is occasionally exercised over a small group of employees assisting in routine details. Until the more difficult phases of a job are learned an employee works under relatively close supervision, but thereafter detailed instructions are received only when changes in procedures are made. Work is reviewed by a supervisor through observation of operations, periodic audits of work performed, review of typewritten material, and by advice and assistance on unusual or difficult problems.

ILLUSTRATIVE TASKS Maintains the less complex accounting, financial and cost records where no technical knowledge is required but where frequent procedural problems arise; prepares or checks payrolls, vouchers, requisitions and purchase orders; maintains personnel, financial, court and similar records. Gives information to other divisions and the public, applying significant knowledge of departmental rules, regulations and procedures to interpretations made. Supervises a small group of employees engaged in routine clerical and typing duties. Processes documents requiring various procedural knowledges such as warrants for arrest or insurance claims; reviews documents for sufficiency, obtains necessary signatures and routes appropriately, maintaining follow-up. Prepares less complex tax statements; computes simple taxes or obtains data for the computation of more involved taxes; replies to correspondence inquiries covering tax procedures. Composes and types form letters and other routine correspondence based on information from records and files; prepares rough draft reports, narratives and statistical tabulations. Types from copy, rough draft or general instructions, accounting and financial statements, inventories, court records, letters, payrolls, receipts, medical records and case histories, departmental reports, permits or other materials, frequently requiring independent action and discretion on problems encountered. Takes and transcribes dictation by dictating machine, including correspondence, reports or other materials; takes dictation from professional personnel requiring knowledge of special terminology. Performs related work as required.

KNOWLEDGES, ABILITIES AND SKILLS Knowledge of business English, spelling and arithmetic. Knowledge of office practices and procedures. Ability to understand and carry out moderately complex oral and written instructions. Ability to make minor decisions in accordance with procedures, laws and regulations and to apply these to work problems. Ability to make arithmetic computations accurately with reasonable speed. Ability to assign, supervise and review the work of other clerical employees in a manner conducive to full performance and high morale. Ability to meet and deal effectively with the general public and to use tact and good judgment. Skill in typing accurately from rough draft, plain copy or dictation machines at a reasonable rate of speed. REV 4/96

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Nature of work

This is advanced clerical work which involves moderately complex work methods and problems and requires skilled typewriting.



Employee Relations Department

Clerk 3 (000012-A)

Job status	1	Recruit. type	Resume	Minimum	\$24,849.50	Probation	26
Job category	F	Testing		Maximum	\$39,596.70	Range	06
Pos. status	Classified	Specialist	JIMJAMES	Frequency	Annually	Grade	
Job type	Administrative Support/Clerical/Paraprofessional			Protection	Not protected	Union	K

Pay steps

T \$915.82	3 \$1,037.23	6 \$1,171.94	9 \$1,334.97	12 \$1,522.95	15 \$1,739.20	18 \$1,986.73
1 \$955.75	4 \$1,078.01	7 \$1,222.16	10 \$1,394.44	13 \$1,585.60	16 \$1,814.37	19 \$2,077.60
2 \$993.39	5 \$1,125.01	8 \$1,281.64	11 \$1,454.01	14 \$1,657.69	17 \$1,899.01	20 \$2,171.61

Minimum Qualifications

High school diploma or GED. Two years of advanced clerical experience are required.

Job Specifications

NATURE OF WORK This is supervisory clerical work or independent clerical work of comparable responsibility. Employees in this class usually plan, assign and review the work of a moderate sized clerical staff engaged in complex clerical activities. In the absence of supervisory responsibilities they do more advanced clerical work requiring the application of more varied and involved procedures and the more frequent use of a higher degree of independent judgment in solving work problems than is found in the Clerk 2 class. Situations concerning important departures from standard practices and procedures are referred to a superior for final decision. New assignments usually consist of statements of desired objectives, and work is usually reviewed only for achievement of desired results.

ILLUSTRATIVE TASKS Plans, assigns and supervises the work of a moderate sized clerical staff engaged in such activities as making simple interpretations of planning, building, and zoning laws, rules and regulations; in preparing maps for zoning purposes; compiling and auditing payrolls, and in recording minutes of court procedures. Supervises a small clerical staff engaged in diverse filing, typing and stenographic activities relating to such functions as: park operations, billing and receiving waste collection fees, or scheduling minor hospital purchasing, maintenance and transportation activities. Supervises the mail room of a large county institution; maintains current roster for purposes of mail distribution; sorts mail and packages; sells stamps and money orders, insures and affixes postage to parcel post; maintains official governmental postal manual containing regulations and directives pertaining to the use of the mails, and answers difficult inquiries. Answers calls pertaining to right-of-way dedicated to the county; assists abstractor in title search, checks right-of-way and property deeds as to description; prepares deeds for acceptance by the Board of County Commissioners, and after recording enters them in the right-of-way records. Keeps county property books and section tracings up-to-date as to right-of-way and county properties. Assists superior in planning for and administration of Division activities including budget, personnel, purchasing and work methods and procedures; supervises a group of clerical, duplicating equipment operators, driver-messengers, and custodial services, and a central storeroom of office and stationary supplies for county departments. Supervises and participates in preparing tax statements, in posting tax payments to rolls, in checking rolls for delinquent taxes, and in balancing the rolls at close of the year; maintains property card files of parcels of land in the county, with particular emphasis on property having delinquent taxes due; prepares interest charts for delinquent sale certificates; conducts tax deed sales; prepares and supervises the preparation of municipal and county delinquent real estate tax bills. Supervises the complaint section of a department; receives calls and answers questions pertaining to drainage, road construction and repair, sidewalks, canals, debris removal, rock pits and related engineering matters; maintains cross reference file on all projects under construction for purposes of public information. Performs related work as required.

KNOWLEDGES, ABILITIES AND SKILLS Considerable knowledge of business English, spelling and arithmetic. Considerable knowledge of office practices, procedures and appliances. Some knowledge of the principles of office management and supervision and ability to apply this knowledge to work problems. Ability to acquire rapidly considerable knowledge of the legal, administrative and procedural regulations applicable to the organization of assignment. Ability to keep complex records and prepare periodic reports from such records. Ability to plan, assign and coordinate the work of a moderate sized

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Employee Relations Department

clerk staff, and to instruct and train clerk subordinates in a manner conducive to full performance and high morale. Ability to develop and maintain effective departmental and public relations. Ability to develop, layout, and install clerk procedures and operations from general instructions. REV 10/98

Nature of work

This is supervisory clerk work or independent clerk work of comparable responsibility.

Business Development

**Department of Business Development
FUNCTIONAL TABLE ORGANIZATION
FY2007-2008**

OFFICE OF THE DIRECTOR- Marsha E. Jackman- Director

- Provides departmental policy direction and overall administration
- Provides staffs support Minority & Women Advisory and Community & Small Business Enterprise Advisory, and Living Wage Advisory Board
- Monitors County funding for Chamber of Commerce initiatives
- Coordinates the County's Selection Committee Process

<u>Adopted</u> <u>FY 2006-07</u> 5	<u>Base</u> <u>FY 2007-08</u> 5
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Sheri McGriff- Division Director
ADMINISTRATIVE AND FISCAL MANAGEMENT

- Coordinates department budgets, personnel, procurement, accounting, inventory control, management information services
- Researches, develops, compiles, and disseminates quarterly, annual and ad hoc reports
- Tracks and monitors all County change orders (Resolution 754-97)
- Monitors Cone of Silence Ordinance
- Coordinates departmental telecommunications and data technologies.
- Administers funding and procurement needs of the Bonding & Financial Assistance programs.

<u>Adopted</u> <u>FY 2006-07</u> 23	<u>Base</u> <u>FY 2007-2008</u> 23
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Betty Alexander- Division Director
BUSINESS AND PROFESSIONAL DEVELOPMENT

- Reviews and analyzes projects for inclusion of contract measures for Community Small Business Enterprise (CSBE), Small Business Enterprise (SBE), and Community Work Force Programs.
- Reviews projects with contract measures for pre-award compliance.
- Reviews and analyzes all construction projects for applicability of a community workforce goal.
- Reviews and approves workforce plans for all projects in which a workforce goal was established.
- Conducts weekly Review Committee meetings to present recommendations of various contract measures on County Projects.
- Reviews & analyzes all Architectural & Engineering (A/E) projects for inclusion of small business participation.
- Provides assistance with bid awards for construction, A/E, commodities and services with measures.
- Reviews change orders for inclusion of measures.

<u>Adopted</u> <u>FY 2006-07</u> 15	<u>Base</u> <u>FY 2007-08</u> 16
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Teresa Sands- Division Director
PROFESSIONAL SUPPORT SERVICES

- Establishes DBD's appellate enforcement policies and procedures.
- Assists with contract measures analysis and directs monitoring of "Construction Manager at Risk" projects.
- Administers the County's Anti-Discrimination Ordinance to prevent discrimination in contracting, procurement, bonding, and financial services industries.
- Reviews and conducts the comprehensive compliance and administrative hearings.
- Reviews all proposed ordinances and amendments
- Coordinates and administers the County's debarment process.
- Conducts CSBE certification denial hearings.
- Administers Ordinance 98-30, 82-37, and Resolution 1049-93 to ensure compliance with the County's Affirmative Action Plan requirements.
- Administers Administrative Order 3-39 to ensure compliance with County's Pre-Qualification Certification.

<u>Adopted</u> <u>FY 2006-07</u> 8	<u>Base</u> <u>FY 2007-08</u> 8
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Sheila Martinez- Division Director
CONTRACT REVIEW AND COMPLIANCE

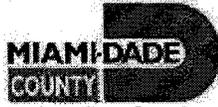
- Establishes enforcement policies and procedures.
- Enforces Responsible Wages and Benefits and Living Wage Ordinances.
- Enforces compliance of Minority and Women Business Enterprise measures.
- Enforces Community Small Business Enterprise Ordinance.
- Provides assistance with construction bid awards, change orders, bid disputes, and construction disputes resolutions including prompt payments issues on contracts with measures.
- Enforces Community Workforce Program and Job Clearinghouse investigations
- Conducts Comprehensive Compliance Reviews.
- Interacts with Trade Unions to update wage schedules.
- Interacts with County enforcement agencies for those matters involving fraud and/or criminal issues.

<u>Adopted</u> <u>FY 2006-07</u> 32	<u>Base</u> <u>FY 2007-08</u> 28
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Patricia Thomas- Division Director
BUSINESS ASSISTANCE DIVISION

- Administers and coordinates the Mentor-Protégé Program which pairs experienced construction contractors with certified CSBE firms in a two-year mentoring relationship.
- Administers programs that include management and technical assistance and construction management training which benefits the CSBE firms.
- Provides forums, workshops and seminars.
- Conducts site visits for certification applicants.
- Administers Certification, Management, Technical Assistance and Mentor-Protégé Program for new SBE Program.
- Conducts site visits and ERMs where firm provide sworn testimony to determine eligibility for certification applicants.
- Certifies businesses in accordance with Miami Dade County applicable ordinances and the DBE program.
- Promote marketing and outreach services for small business that are interested in doing business with Miami Dade County.

<u>Adopted</u> <u>FY 2006-07</u> 18	<u>Base</u> <u>FY 2007-08</u> 18
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Employee Relations Department

Director, Department of Business Development (003698)

Job status	3	Recruit. type	Resume	Minimum	\$109,339.	Probation	00
Job category	A	Testing		Maximum	\$176,854.86	Range	99
Pos. status		Specialist	JANICE	Frequency	Annually	Grade	12
Job type	Professional/Managerial			Protection		Union	L

Pay steps

T	3	6	9	12	15	18
1	\$4,205.37	4	7	10	13	16
2	5	\$4,625.92	8	11	14	17
				14	17	20

Minimum Qualifications

Bachelor's degree. A minimum of six to ten years of progressively responsible professional administrative experience to include experience in business or economic development are required.

Job Specifications

NATURE OF WORK This is highly responsible executive level work in planning and directing the activities of the Department of Business Development. An employee in this class is responsible for the development, administration and enforcement of the directives of Miami-Dade County's Minority and Small Business Enterprise Program, the Anti-Discrimination Ordinance and the Prompt Payment Ordinance as mandated by County policies, procedures, administrative orders, and local, state and federal laws. Responsibilities include administering and enforcing Miami-Dade County's Anti-Discrimination Ordinance, Miami-Dade County's Fair Wage Benefits Ordinance, Countywide Architectural and Engineering (A/E) and Design/Build Consultant Selection processes, Minority Business Program, Miami-Dade County's Business Certification Program, the Community Small Business Enterprise Program; administering the disadvantaged businesses appeals process; planning and directing departmental operations in budgeting, financial management, procurement, personnel administration and related areas; providing staffing support to the Community Small Business Advisory Board and the Minority and Women-Owned Advisory Board; planning, developing and overseeing workshops, seminars and various informational forums to educate various County and business entities. The incumbent exercises extensive independent judgment in the management of diversified departmental activities. Supervision is exercised over executive, professional, technical and clerical subordinates with assigned responsibilities in various phases of operations. General direction is received from the County Manager who holds the incumbent responsible for providing effective achievement of departmental goals and objectives.

ILLUSTRATIVE TASKS Directs and supervises the administration and enforcement of Miami-Dade County's Anti-Discrimination Ordinance for the construction, procurement and bonding industries of Dade County; receives, initiates, investigates and determines charges of violations of the ordinance; issues final investigative reports; provides assistance and direction in all matters pertaining to discriminatory practices; publishes and disseminates information and educational material relating to discrimination in contracting, procurement, bonding and financial services; issues notice of complainant's private right to sue; exercises authority to compel, by subpoena, the attendance of witnesses and the production of evidence for discovery, investigation hearing or deposition for the preservation of testimony in public and private sector entities. Directs and supervises the administration of Miami-Dade County's Fair Wage Benefits Ordinance; assists other County departments in the development of monitoring procedures and in the training of employees to perform monitoring functions; monitors Countywide contractor compliance with payment of responsible wages and benefits; completes wage and benefits verifications and complaint investigations; coordinates an appeals process when discrepancies are found between wages and benefits paid by contractors and required levels of payment; updates on a quarterly basis the wage and benefit levels to be paid by affected contractors. □ Directs and supervises the administration of Miami-dade County's Architectural and Engineering (A/E) and Design/Build Consultant Selection processes; coordinates the selection process for requests for proposal, requests for qualification and request for information as related to architectural and engineering consultant services. Directs and supervises the administration of Miami-Dade County's Minority Business Program as it pertains to the implementation of race, ethnic and gender conscious program on A/E

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contracts, procurement of commodities and services, professional service agreements and the implementation of the Disadvantage Business Enterprise Program and affirmative action plans of the architectural and engineering firms. Directs and supervises the administration of Miami-Dade County's Business Certification Program; coordinates all activities related to the certification of minority-owned and controlled firms for participation in the County's Black, Women and Hispanic Business Enterprise programs, and the federally-funded Disadvantaged Business Enterprise Program in accordance with County Ordinances. Directs and supervises the management of the Community Small Business Enterprise Program which includes management and technical assistance, bonding and financial assistance, Mentor Protege Program, Worker Training Program and prompt payment assistance. Directs the planning, coordination and supervision of departmental operations in budgeting, financial management, procurement, personnel administration and related areas. Provides staffing support to the Community Small Business Advisory Board and the Minority and Women-Owned Advisory Board. Plans, develops and oversees workshops, seminars and various informational forums to educate various County and business entities on the procedures, policies and mandates of the Department of Business Development. Evaluates departmental policies, procedures and programs. Represents the Department of Business Development at a variety of meetings and conferences, and on various committees as necessary and/or as requested. Ensures departmental compliance with a variety of local, state and federal laws and regulations. Directs the development of divisional and departmental objectives; develops plans, programs, policies, procedures and methods for efficient and effective departmental administration; directs the preparation of special studies and reports as required. Reviews and approves divisional budgets, disbursements, and departmental charges; prepares departmental budget; analyzes expenditures to ensure maximum productivity at minimum cost; monitors departmental revenue-producing projects. Makes decisions regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews performance reports prepared by subordinates and rates employee performance. Performs related work as required. **KNOWLEDGES, ABILITIES, AND SKILLS** Extensive knowledge of local, state and federal laws and regulations pertaining to departmental activities. Extensive knowledge of the County ordinance pertaining to compliance with responsible wage and benefits levels by County contractors, anti-discrimination in contracting, procurement, bonding and financial services, and prompt payment assistance. Extensive knowledge of ordinances pertaining to women business, small business and hispanic business enterprise programs. Thorough knowledge of the principles of contract management, business and public administration. **KNOWLEDGES, ABILITIES, AND SKILLS** Thorough knowledge of the mission, goals and objectives of the Department of Business Development. Thorough knowledge of supervisory principles and practices. Thorough knowledge of the principles of business and public administration. Considerable knowledge of public relations principles and techniques. Ability to supervise, coordinate and direct the work of subordinates in a manner conducive to full performance and high morale. Ability to effectively coordinate and operate all Departmental functions. Ability to establish and maintain effective working relationships with subordinates, superiors and a variety of other public and private officials. Ability to communicate clearly and concisely, verbally and in writing. NEW 7/97



Employee Relations Department

Assistant to the Department Director (000296-A)

Job status	3	Recruit. type	Resume	Minimum	\$57,771.22	Probation	00
Job category	B	Testing		Maximum	\$93,932.80	Range	99
Pos. status	Exempt	Specialist		Frequency	Annually	Grade	04
Job type	Professional/Managerial			Protection	Not protected	Union	L

Pay steps

T	3	6	9	12	\$3,612.80	15	18
1	\$2,221.97	4	7	10		13	16
2		5	\$2,599.72	8		11	14
				11		14	17
				12		15	18
				13		16	19
				14		17	20

Minimum Qualifications

Bachelor's degree. A minimum of two to four years of professional administrative experience is required.

Job Specifications

NATURE OF WORK This is advanced responsible professional and administrative work assisting the Department Director in the management of departmental operations. An employee in this class is responsible for assisting the Department Director by analyzing revenue sources and projections, assisting in budget planning and forecasting, researching and recommending policy changes, preparing Request for Proposals, coordinating the submission of Agenda items for the Board of County Commissioners, and performing a variety of other business and administrative related functions. Considerable independent judgment is exercised and professional knowledge applied in providing effective assistance to the Director on a wide variety of departmental managerial projects and issues. General supervision is received from the Department Director who reviews work through personal conferences and written reports for achievement of desired managerial goals and objectives.

ILLUSTRATIVE TASKS Analyzes additional and alternative revenue sources and revenue projections; negotiates agreements with port users for the lease and/or construction of specialty use space on port property. Assists in forecasting future needs of the Department; analyzes projects for community impact and profitability. Assists in short and long-term planning and forecasting of annual revenue/operating expense budgets. Conducts research and develops recommendations for policy changes for the Director. Prepares and reviews Request for Proposal's detailing instructions, responsibilities of parties, revenue considerations, construction requirements, long-term lease provisions, and other requirements. Prepares, reviews, and coordinates the Seaport's submission of agenda items for the Board of County Commissioners' and Commission Committees; reviews commission agenda items that may be of interest to, or impact the Department. Reviews and prepares recommendations concerning departmental procurement matters which require approval by the Board of County Commissioners. Performs related work as required.

KNOWLEDGES, ABILITIES, AND SKILLS Thorough knowledge of the organization and operations of the Department. Thorough knowledge of the goals and objectives of the Department. Thorough knowledge of the principles of finance, public and business administration. Considerable knowledge of public relations principles and techniques. Considerable knowledge of Metro-Dade County procurement rules, regulations, and procedures. Considerable knowledge of local, state, and federal regulations pertaining to departmental operations. Ability to effectively assist the Department Director in carrying out managerial goals and objectives of the department. Ability to use advanced professional managerial knowledge to assist in the evaluation and formulation of departmental policy. Ability to establish and maintain effective working relationships with a variety of public and private officials. Ability to keep informed on legislative developments which may concern the operation of the Department. Ability to prepare, review, and coordinate the submission of agenda items for the Board of County Commissioners and Commission Committees. Ability to communicate clearly and concisely, orally, and in writing.

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Employee Relations Department

Administrative Officer 3 (000812-A)

Job status	3	Recruit. type	Resume	Minimum	\$46,929.22	Probation	26
Job category	B	Testing		Maximum	\$78,950.04	Range	06
Pos. status	Classified	Specialist	JIMJAMES	Frequency	Annually	Grade	
Job type	Professional/Managerial			Protection	Not protected	Union	K

Pay steps

T \$1,716.90	3 \$1,980.49	6 \$2,284.51	9 \$2,638.52	12 \$3,036.54	15 \$3,475.17	18 \$3,992.23
1 \$1,804.97	4 \$2,077.60	7 \$2,397.22	10 \$2,766.96	13 \$3,177.46	16 \$3,638.17	19 \$4,180.29
2 \$1,892.71	5 \$2,184.17	8 \$2,516.34	11 \$2,901.76	14 \$3,324.80	17 \$3,813.67	20 \$4,380.85

Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration or related field. Two years of professional administrative experience are required.

Job Specifications

NATURE OF WORK This is advanced and responsible administrative and supervisory work in supervising, planning, organizing and implementing various administrative activities in a central administrative division, or performing responsible administrative and supervisory work in directing a major function in a county department or agency. Employees in this class are responsible for supervising, planning, organizing and implementing diversified administrative activities in the central administrative division of a major operating department or supervising, planning, and implementing activities in a major departmental activity. Some incumbents in the class perform advanced and responsible administrative work of comparable scope in a specialized staff capacity. Incumbents are typically located at the division head level or as assistants to administrative or operating division heads in large departments. Employees engaged in central administrative activities typically supervise cost analysis and control, revenue management, budget preparation, expenditure controls, procurement and inventory controls, personnel administration, grant proposals, information system analysis and special investigations. Assignments are broad in nature with considerable opportunity for the exercise of independent judgment, application of management knowledges and skills, analysis of administrative and clerical employees through intermediate supervisors by assignment of duties and responsibilities and review of results for conformity to departmental policies and procedures and for attainment of quality results. General direction is received from an administrative superior who evaluates work for adherence to departmental policies and attainment of desired goals and objectives through personal conferences and review of reports of operations. **ILLUSTRATIVE TASKS** Plans, assigns and reviews the work of subordinate professional, administrative, specialized and clerical employees engaged in performing varied activities such as financial management of departmental operations, specialized investigations, preparation and monitoring of expense and revenue budgets in connection with the reimbursement of state and federal funds under grant provisions, and Administers, reviews and analyzes departmental and divisional budgets including general fund accounts, proprietary funds, special tax district accounts, capital improvement bond funds, departmental revenues and a variety of federally funded programs; develops narrative information required for proposed departmental and divisional budgets; prepares and obtains approval of final budget documents; attends departmental and county budget hearings to assist in justifying and defending budget requests; approves budget charges generated in accordance with approved or revised budgets; exercises responsibility for keeping various divisions within budget allocations. Plans, directs and coordinates comprehensive cost accounting programs providing management data concerning divisional operations; supervises business management in expenditure control, equipment purchase, distribution and supply; recommends, designs and implements departmental procedures relating to auditability and control of fiscal matters; established departmental administrative orders and procedures. Examines management information systems within a large operating department, including automated and manual systems for implementation, combination or termination; analyzes management information systems of other departments and agencies which impact on systems of assigned department; develops management information systems and report formats for submitting information to the department director to assist in making informed management decisions. Manages

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personnel administration in a large operating department with a large variety of classes, complex salary supplements and a substantial payroll operation; supervises administrative, specialized and clerical personnel engaged in providing comprehensive departmental personnel services; supervises departmental safety management in heavy industrial operations, comprehensive department training programs and affirmative action programs, provides assistance as a member of management bargaining teams in labor relations negotiations and other similar activities. Designs inventory control procedures for the receipt and distribution of materials and supplies; reviews and prepares specifications for the acquisition of a large variety of goods and services; reviews and approves fiscal transactions to assure proper funding and compliance with Federal, State and county laws, rules, regulations and departmental goals and objectives; coordinates fiscal matters with administrative and supervisory personnel of the department, other government agencies and departments. Reviews and analyzes proposed contracts, federal and state grants, professional service agreements and leases prepared by departmental staff for compliance with federal, state and county rules and regulations; provides technical advice and assistance to department personnel on appropriate contract and grant preparation methods and procedures; prepares grant approval resolutions for action by the County Commission; examines sources of fiscal support, generates applications for grant funds and administers grants upon award to the department. Provides assistance to agencies and subcontractors in complying with State and Federal grant guidelines and procedures related to fiscal management, budgets and contracts; develops and maintains administrative policies and procedures to provide for information flow from subcontractors and programs to division and funding sources; negotiates and prepares drafts of leases, permits and agreements with vendors or potential vendors, their attorneys or representatives; obtains final agreements with vendors and prepares resolutions for approval of county commission. Makes recommendations and decisions regarding hiring, discipline and promotion of subordinates, authorizes leave and overtime; reviews employee performance reports prepared by subordinates, and rates employee performance. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Thorough knowledge of the principles of general management, public and business administration and their application to governmental administration. Thorough knowledge of the policies and procedures used in large scale budget preparation, justification, monitoring and reporting. Thorough knowledge of applicable state, federal and county laws, rules and regulations pertaining to departmental operations. Thorough knowledge of the principles of public personnel administration and of county personnel policies and procedures. Thorough knowledge of state, federal and county laws, rules and regulations relating to financial records of county departments and agencies funded by grants. Considerable knowledge of basic accounting principles, practices and procedures and their application to governmental computerized accounting systems. Considerable knowledge of supervisory principles and practices. Considerable knowledge of research techniques and the sources and availability of current information in the area of assignment. Considerable knowledge of the principles and practices of modern office administration. Considerable knowledge of the use of data processing and cost accounting systems. Knowledge of public relations principles and techniques. Knowledge of inventory control and county procurement and requisitioning procedures. Ability to supervise a large staff of subordinate employees in a manner conducive to full performance and high morale. Ability to exercise judgment and discretion in devising, installing and interpreting department or county-wide rules, regulations, policies or procedures. Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness. Ability to delegate authority to subordinates necessary to complete responsibilities in various management functions. Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials, officials of other agencies and the general public. Ability to express ideas and information clearly and concisely, both verbally and in writing. Ability to train employees and subordinates in the area of assignment. Ability to discern and extract pertinent facts from oral and written guidelines, policies and procedures and apply them to a variety of problems. Ability to evaluate administrative operations to determine if departmental goals and objectives have been met. REV 05/98



Employee Relations Department

Senior Executive Secretary (000096)

Job status	1	Recruit. type	Resume	Minimum	\$37,072.10	Probation	00
Job category	F	Testing		Maximum	\$62,327.72	Range	99
Pos. status		Specialist	jss	Frequency	Annually	Grade	A3
Job type	Administrative Support/Clerical/Paraprofessional			Protection		Union	L

Pay steps

T	3	6	9	12	15	18
1	\$1,425.85	4	7	10	13	16
2	5	\$1,717.24	8	11	14	17
				14	17	20

Minimum Qualifications

High school diploma or GED. Four years of advanced secretarial experience are required.

Job Specifications

NATURE OF WORK This is advanced and highly responsible executive secretarial and related clerical work for a Department Director or comparable executive official. Employees in this class perform a variety of complex secretarial and clerical duties. Emphasis of the work is on the performance of advanced secretarial duties requiring a thorough knowledge of assigned areas of responsibilities and an understanding of established policies, programs, procedures and regulations. Duties typically include handling highly confidential matters for immediate supervisor, ensuring departmental compliance with County protocol requirements for various documents and reports, arranging for and attending conferences, independently answering inquiries where there is established policy or precedent action, taking and transcribing dictation, composing and typing correspondence and performing research to compile data for special reports and other purposes. Incumbents utilize a variety of office skills and considerable independent judgment in relieving supervisor of administrative details and in managing the office. Supervision may be exercised over subordinate clerical employees through assignment of tasks and review of completed work for accomplishment of desired objectives. General supervision is received from a Department Director or comparable executive official who reviews work for satisfactory performance of executive secretarial duties and for attainment of desired goals and objectives.

ILLUSTRATIVE TASKS Performs executive secretarial duties for the Department Director or comparable executive official; commits time in making appointments and maintains calendar; maintains itinerary and makes travel and hotel arrangements as required. Handles highly confidential matters for submission to senior County management; oversees the preparation of major policy documents affecting departmental operations. Monitors the Agenda of the Board of County Commissioners for department-related items and informs Director and appropriate senior departmental executives. Ensures compliance with County policies and procedures, legal deadlines and other requirements for correspondence, legal advertising, certifications and other documents. Prepares or coordinates the preparation of resolutions, contracts, professional service agreements and reports for presentation to the Board of County Commissioners and its subcommittees. Follows protocol guidelines in reviewing various written submissions from operating divisions to ensure compliance with department and County requirements; monitors the timely response to correspondence from senior County management and other County officials. Arranges for and attends various conferences and meetings; informs participants and provides background information; serves as recording secretary at conferences, board meetings and staff consultations; takes official minutes and prepares reports of proceedings; follows through on actions required. Takes and transcribes dictation which may vary by subject matter including legal, technical, financial or other specialized terminology; takes verbatim transcript from telephone calls or in conferences as requested; operates personal computer and other computerized office equipment. Manages the Department Director's office; opens, screens and distributes mail; marks important parts of instructions, orders and regulations, and organizes mail according to priorities; maintains control of correspondence flow through office. Composes correspondence from verbal instructions and independently drafts replies to inquiries. Receives and screens telephone calls and visitors; responds to requests for information by answering questions where there are established policies or regulations, or precedent actions taken by Director. Plans, assigns and reviews the work of subordinate clerical employees engaged in typing reports,



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correspondence and other documents, filing, and performing a variety of other clerical duties; provides training in procedures and methods in the organization of assignments. Researches and compiles data from a variety of sources in connection with special reports, budget preparation and other matters; assembles material for reply to correspondence demanding Director's personal attention. Keeps various activity and production records; types various activity reports, requisitions, work orders and personnel forms; composes reports on caseloads, workloads or other subjects as delegated; authorizes expenditures from petty cash; requisitions office supplies; performs arithmetic calculations for budget requests and other matters. Maintains office filing systems; reorganizes files as required; establishes subject matter files; purges files of unnecessary items according to established policies and procedures. Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Extensive knowledge of executive secretarial methods, techniques and procedures. Extensive knowledge of general office procedures, practices and equipment. Thorough knowledge of executive protocol and the proper order of etiquette in conducting secretarial activities with responsible County and other officials. Thorough knowledge of the department to which assigned including its policies, procedures, regulations, organization and work flow. Thorough knowledge of the responsibilities of a Department Director and the relationships with elected representatives, senior County management, other Department Directors and officials and the public. Considerable knowledge of business English, spelling and arithmetic. Considerable knowledge of the structure and function of various County departments. Considerable knowledge of public relations principles and techniques. Knowledge of supervisory principles and practices. Ability to establish and maintain an effective working secretarial relationship with a Department Director, Senior Assistant to the County Manager or comparable executive official.. Ability to take and transcribe dictation at a high rate of speed. Ability to operate typewriters, personal computers and other computerized office equipment with accuracy and speed. Ability to develop and maintain effective working relationships with subordinates, elected representatives and their staff, senior County management, and a variety of other County and private officials. Ability to express ideas clearly and concisely, verbally and in writing. Ability to establish and revise office policies and procedures. Ability to research and develop information from a variety of sources. Ability to supervise subordinates in a manner conducive to full performance and high morale. REV 10/00

Nature of work

This is advanced and highly responsible executive secretarial and related clerical work for a Department Director or comparable executive official.



Employee Relations Department

Deputy Director, Department of Business Development (003696)

Job status	3	Recruit. type	Resume	Minimum	\$87,421.36	Probation	00
Job category	A	Testing		Maximum	\$138,390.72	Range	99
Pos. status	Exempt	Specialist	ORI	Frequency	Annually	Grade	09
Job type	Professional/Managerial			Protection	Not protected	Union	L

Pay steps

T	3	6	9	12	\$5,322.72	15	18
1	\$3,362.36	4	7	10		13	16
2		5	\$3,698.59	8		11	14
						17	20

Minimum Qualifications

Bachelor's degree. A minimum of five to nine years of progressively responsible professional administrative experience to include experience in business or economic development is required.

Job Specifications

NATURE OF WORK This is highly responsible executive level work in assisting in the coordination and direction of the Department of Business Development. An employee in this class is responsible for the management of the departmental contract compliance functions for procurement, professional services and construction. Responsibilities include providing oversight to county staff for compliance with small business measures and Responsible Wages and Benefits, Living Wages and the Community Workforce Program. The incumbent develops and implements initiatives which addresses compliance conflicts between prime and subcontracting firms doing business with the County; and management of the process for selection panel appointments for all County Department Request for Proposal (RFP)/Request For Qualification (RFQ)/Request For Application (RFA) processes that involve procurement (excluding Architectural, Engineering and Design/Build) projects. The incumbent exercises considerable independent judgment in supervising and coordinating departmental activities to provide opportunity for all firms to participate in county contracts. Supervision is exercised over supervisory, professional and technical employees providing direct assistance to the business public. General direction is received from the Department Director who holds the incumbent responsible for effective assistance in achieving departmental goals and objectives.

ILLUSTRATIVE TASKS Assists the Department Director in executive level management and policy development of the Department of Business Development. Supervises the implementation of compliance processes to ensure that all firms are being treated in a fair, consistent and equitable manner as it relates to the application of contractual responsibilities, sanctions and administrative penalties. Directs development and oversight of implementation of the restructuring and implementation for the Contract Review and Compliance processes; maintenance of consistent and equitable application of processes to all firms involved in compliance matters. Manages the Department's responsibilities in support the Community Small Business Enterprise Advisory and the Small Business Advisory and Living Wage Commission Boards. Develops and maintains the tracking system for Dade County grants to Chambers of Commerce. Manages the selection committee panel appointment process for all county Departments issuing Request for Proposal (RFP)/Request For Qualification (RFQ)/Request For Application (RFA). Represents the Department Director at meetings with County Commissioners, executive County staff, Department Director, Union Representatives, construction/procurement companies, the County Attorney's Office, elected and business leaders. Mediates resolution to disputes to assure compliance with required utilization and wage/classification rates. Assists in annual budget preparation and justification, monitors budget expenditures. Makes recommendations regarding hiring discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance. Performs related work as required.

KNOWLEDGES, ABILITIES, AND SKILLS Extensive knowledge of the contract administration, business and public administration. Extensive knowledge of County procurement and construction bidding/contractual practices. □ Thorough knowledge of County ordinances pertaining to compliance with responsible wage and benefit levels of County contractors. Thorough knowledge of supervisory principles and practices. Thorough knowledge of departmental and County administrative policies and procedures. Considerable knowledge of County personnel policies, procedures and

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regulations. Considerable knowledge of public relations principles and techniques. Ability to plan, direct and coordinate the large-scale provision of administrative and support services for the Department of Business Development. Ability to supervise through subordinate levels of supervisors the work of subordinates in a manner conducive to full performance and high morale. Ability to analyze and evaluate departmental policies and procedures and make effective recommendations for improvements. Ability to establish and maintain effective working relationships with subordinates, superiors and a variety of other public and private officials. Ability to communicate clearly and concisely, verbally and in writing. Ability to provide effective advice to superiors concerning administrative policy and procedure issues. REV 11/05

Nature of work

This is highly responsible executive level work in assisting in the coordination and direction of the Department of Business Development.



Employee Relations Department

Division Director, DBD (003686)

Job status	3	Recruit. type	Resume	Minimum	\$75,764.00	Probation	00
Job category	A	Testing		Maximum	\$118,321.84	Range	99
Pos. status	Exempt	Specialist	JSS	Frequency	Annually	Grade	07
Job type	Professional/Managerial			Protection	Not protected	Union	L

Pay steps

T	3	6	9	12	15	18
1	\$2,914.00	4	7	10	13	16
2	5	\$3,205.41	8	11	14	17
				14	17	20

Minimum Qualifications

Bachelor's degree. A minimum of four to seven years of administrative or professional experience in business management, fiscal or personnel management to include two years of supervisory experience are required.

Job Specifications

NATURE OF WORK This is highly responsible professional managerial work in planning and directing activities of the Administrative and Fiscal Management Division of the Department of Business Development. An employee in this class is responsible for managing, coordinating and supervising administrative operations in budgeting, financial management, procurement, personnel administration and related areas. Responsibilities include coordinating the annual budget process and monitoring the departmental budget, monitoring the procurement of supplies and equipment, coordinating departmental personnel functions, accounting for federal and state grants and projects including contractual agreements, and maintaining and developing management information systems. The incumbent exercises considerable independent judgment in the management of various financial and administrative services and in the resolution of complex administrative problems. Supervision is exercised over a staff of professional, technical and clerical subordinates engaged in various phases of division operations. General direction is received from the Department Director who holds the incumbent responsible for the efficient and effective management of divisional functions and services. **ILLUSTRATIVE TASKS** Directs the preparation, implementation and monitoring of the departmental annual budget including Community Development Block Grants, Revolving Loan Fund, construction contract fees, Electronic Bulletin Board System (BBS), certification fees, Minority Bond Guarantee Interest, and general fund support fees. Supervises departmental personnel management activities including assessing staffing needs, employment selection and processing, fair employment, and performance evaluation review; provides information to employees concerning personnel matters; provides for staff training and development. Coordinates procurement processes; oversees the preparation of reports and appropriation documentation for financial management of department operations and long-term capital improvement projects. Develops and implements administrative procedures; conducts research into administrative issues and problems; analyzes alternative proposals and procedures and makes recommendations for appropriate course of action. Supervises short and long-range planning for maintenance, upgrade and development of software and hardware for handling various financial applications and statistical databases. Prepares workshops and seminars for minority enterprises and trade associations; develops public information projects. Maintains working relationships with officials of other County departments and agencies; represents the department on various committees and at meetings and conferences. Supervises the collection and monitoring of departmental revenue-producing projects; advises the Department Director, elected and appointed County officials, and officials of private business enterprises. Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance. Performs related work as required. **KNOWLEDGES, ABILITIES, AND SKILLS** Extensive knowledge of the principles of business and public administration. Thorough knowledge of budget preparation, processing, justification, monitoring and reporting. Considerable knowledge of the organization, operations and funding sources of the Department of Business Development. Considerable knowledge of County personnel policies, practices and procedures. Knowledge of County procurement practices and procedures. Ability to supervise a staff of subordinates in a manner conducive to full performance and high morale. Ability to analyze complex financial information,

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reach sound conclusions and make effective recommendations. Ability to exercise judgment and discretion in devising, installing and interpreting departmental rules, policies and procedures. Ability to maintain internal financial controls to account for the collection and expenditure of departmental revenues. Ability to prepare, submit, justify and monitor the departmental annual budget. Ability to establish and maintain effective working relationships with subordinates, superiors and a variety of other public and private officials. NEW 10/96 REVISED 01/98

Nature of work

This is highly responsible professional managerial work in planning and directing activities of the Administrative and Fiscal Management Division of the Department of Business Development.



Employee Relations Department

Administrative Secretary (000094-A)

Job status	1	Recruit. type	Resume	Minimum	\$29,143.14	Probation	00
Job category	F	Testing		Maximum	\$51,492.74	Range	99
Pos. status	Exempt	Specialist	JSS	Frequency	Annually	Grade	A1
Job type	Administrative Support/Clerical/Paraprofessional			Protection	Not protected	Union	L

Pay steps

T	3	6	9	12	15	18
1	\$1,120.89	4	7	10	13	16
2	5	\$1,331.63	8	11	14	17
				14	8	17
					17	20

Minimum Qualifications

High school diploma or GED. Three years of secretarial or related word processing experience are required.

Job Specifications

NATURE OF WORK This is advanced responsible secretarial and related clerical work for a division head or an exempt executive official in the County service. Employees in this class perform a variety of complex secretarial and clerical duties for division directors or other comparable executive officials within the County organization. Emphasis of the work is on the performance of advanced secretarial duties requiring considerable knowledge of the executive's responsibilities and an understanding of the policies, programs, procedures and regulations in effect in the area of assignment. Duties typically include arranging for and attending conferences, independently answering inquiries where there is established policy or precedent action, taking and transcribing dictation, composing and typing correspondence and performing research to compile data for special reports and other purposes. Incumbents utilize a variety of office skills and considerable judgment in relieving the executive of administrative details. Supervision may be exercised over subordinate clerical employees through assignment of tasks and review of completed work for accomplishment of desired objectives. General supervision is received from a division director or an executive official who reviews work for satisfactory performance of executive secretarial duties and for attainment of desired goals and objectives.

ILLUSTRATIVE TASKS Performs secretarial and clerical duties for a division director or other comparable executive official; commits supervisor's time in making appointments and maintains calendar; maintains supervisor's itinerary and makes travel and hotel arrangements as required. Arranges for and attends various conferences and meetings; informs participants and provides background information; serves as recording secretary at conferences, board meetings and staff consultations; takes official minutes and prepares reports of proceedings; follows through on actions required as a result of conferences. Takes and transcribes dictation which may vary by subject matter including legal, technical, financial or other specialized terminology; takes verbatim transcript from telephone calls or in conferences as requested. Opens, screens and distributes mail; marks important parts of instructions, orders and regulations for executive, and organizes mail according to priorities; maintains control of correspondence flow through office; insures that report deadlines are met and that all information distributed is complete. Composes correspondence from verbal instructions of superior, and independently drafts replies to inquiries; reviews correspondence prepared by others for superior's signature to ensure correct grammar, format and completeness. Receives and screens telephone calls and visitors; responds to requests for information by answering questions where there are established policies or regulations, or precedent actions taken by supervisor. Plans, assigns and reviews the work of subordinate clerical employees engaged in typing reports, correspondence and other documents, filing, and performing a variety of other clerical duties; provides training in procedures and methods in the organization of assignment. Researches and compiles data from a variety of sources in connection with special reports, budget preparation and other matters; assembles material for supervisor's reply to correspondence demanding superior's personal attention. Keeps various activity and production records; types various activity reports, requisitions, work orders and personnel forms; composes reports on caseloads, workloads or other subjects as delegated; authorizes expenditures from petty cash; requisitions office supplies; performs arithmetic calculations for budget requests and other matters. Establishes and maintains office filing systems; reorganizes files as required; establishes subject matter files for superior; purges files of unnecessary items

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according to established policies and procedures. Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Thorough knowledge of executive secretarial methods, techniques and procedures. Thorough knowledge of general office procedures, practices and equipment. Considerable knowledge of the operation to which assigned including its policies, procedures, regulations, organization and workflow. Considerable knowledge of executive protocol and the proper order of etiquette in conducting secretarial activities with responsible county and other officials. Considerable knowledge of business English, spelling and arithmetic. Considerable knowledge of the structure and function of various county departments. Knowledge of supervisory principles and practices. Ability to establish and maintain an effective working secretarial relationships with an executive official. Ability to take and transcribe dictation at a high rate of speed. Ability to operate typewriters, personal computers and other office machines with accuracy and speed. Ability to develop and maintain effective working relationships with subordinates, superiors and a variety of county and other officials. Ability to express ideas clearly and concisely, verbally and in writing. Ability to establish and revise office policies and procedures. Ability to research and develop information from a variety of sources. Ability to supervise subordinates in a manner conducive to full performance and high morale. NEW 10/98



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Business Development Technical Assistance Coordinator (003685)

Job status	3	Recruit. type	Resume	Minimum	\$47,050.90	Probation	00
Job category	B	Testing		Maximum	\$74,839.96	Range	99
Pos. status		Specialist	JOHN	Frequency	Annually	Grade	01
Job type	Professional/Managerial			Protection	Not protected	Union	L

Pay steps

T	3	6	9	12	\$2,878.46	15	18
1	\$1,809.65	4	7	10		13	16
2		5	\$2,117.30	8		11	14
						17	20

Minimum Qualifications

Bachelor's degree in Finance, Business Administration, Public Administration or related field. Two years of experience in mortgage financing, commercial banking, community relations, marketing, business administration or public administration are required. Additional experience may substitute for required education on a year-for-year basis.

Job Specifications

NATURE OF WORK This is advanced professional work in the preparation, development and implementation of community-based economic development training programs for the Department of Business and Economic Development. An employee in this class is responsible for assisting small businesses in obtaining financial assistance for expansion, relocation and commercial revitalization through technical and professional seminars and training workshops. Emphasis of the work is on researching appropriate training aids and materials, developing or adapting training materials, scheduling training sessions, and preparing narrative and statistical training reports. Related duties include developing an extensive public information, publicity and industrial news writing program, and writing and editing material for workshop participants and for release to the mass media. Considerable independent judgment is exercised in the application of professional knowledges of small business assistance and economic revitalization to the development of community training programs. General supervision is received from a professional superior who reviews work for effectiveness, thoroughness and professional quality of completed work products. **ILLUSTRATIVE TASKS** Confers with Business and Economic Development departmental staff to assist in planning and implementing public workshops and training programs. Compiles and edits seminar materials, including agendas, course outlines, training schedules and training aids; prepares reports on training accomplishments and conducts training surveys. Identifies appropriate training and development needs, and plans and implements economic development training programs. Develops visual aids to promote better understanding of economic development programs; completes arrangements for use of speakers or workshops. Develops, writes and edits training manuals. Participates in local area service and business groups to gather relevant information and assist in small business financial assistance activities. Gathers and disseminates information concerning economic development activities and small business programs. Participates in conferences, workshops and seminars. Performs related work as required. **KNOWLEDGES, ABILITIES, AND SKILLS** Thorough knowledge of the goals and objectives of small business assistance and commercial revitalization programs. Considerable knowledge of the various sources of financial assistance available to small business enterprises. Considerable knowledge of techniques in the preparation, development and implementation of workshops, seminars, and training programs. Considerable knowledge of the eligibility requirements, rules, regulations and procedures pertaining to various financial assistance programs funded by federal agencies. Knowledge of general adult education theories, principles and techniques. Knowledge of public relations principles and techniques. Ability to plan, develop and implement workshops, seminars, and training programs in economic development and small business assistance. Ability to gather, prepare, write and edit a variety of training materials. Ability to apply adult education principles and techniques to effective economic development and small business assistance training activities. Ability to communicate clearly and concisely, verbally and in writing, to groups or individuals. Ability to establish and maintain effective working relations with departmental staff and officials of private enterprise. Ability to identify training and development needs in the area of assignment. NEW 7-92

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Nature of work

This is advanced professional work in the preparation, development and implementation of community-based economic development training programs for the Department of Business and Economic Development.



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Accountant 3 (009570)

Job status	3	Recruit. type	Resume	Minimum	\$51,492.74	Probation	26
Job category	B	Testing		Maximum	\$86,444.80	Range	06
Pos. status	Classified	Specialist	JIMJAMES	Frequency	Annually	Grade	
Job type	Professional/Managerial			Protection	Not protected	Union	K

Pay steps

T	3	\$2,184.17	6	\$2,516.34	9	\$2,901.76	12	\$3,324.80	15	\$3,813.67	18	\$4,380.85
1		\$1,980.49	4	\$2,284.51	7	\$2,638.52	10	\$3,036.54	13	\$3,475.17	16	\$3,992.23
2		\$2,077.60	5	\$2,397.22	8	\$2,766.96	11	\$3,177.46	14	\$3,638.17	17	\$4,180.29
							20	\$4,806.99				

Minimum Qualifications

Bachelor's degree in Accounting or Bachelor's degree to include 21 semester credits in Accounting. Two years of professional accounting experience to include the preparation of complex financial reports are required. Additional professional accounting experience to include the preparation of complex financial reports may substitute for the required education on a year-for-year basis. Data Processing coursework may substitute for Accounting coursework to a maximum of six semester credits.

Job Specifications

NATURE OF WORK This is advanced professional accounting and supervisory work in the application of accounting principles and methods in the preparation, maintenance, analysis and control of financial records. Employees in this class are responsible for supervising a large staff of subordinate professional accountants and clerical employees engaged in accounting work for complex fiscal activities. Emphasis of the work is on supervision of major fiscal operations for a department including developing procedures and techniques necessary to carry out financial activities, preparation of budgets, accounting for revenues and disbursements, and preparation of complex fiscal reports. Responsibilities include coordinating accounting activities with other governmental accounting units and implementation of specialized accounting systems and reports. Incumbents exercise considerable independent judgment and professional knowledge of accounting principles, theories and practices as well as knowledge of governmental accounting procedures. Supervision is exercised over professional and clerical personnel through review of records and reports for adherence to established accounting principles, practices and procedures. General supervision is received from an administrative or professional superior who reviews work for attainment of desired results, adherence to professional accounting standards and program effectiveness. Completed work is also subject to periodic internal and external audit.

ILLUSTRATIVE TASKS Plans, assigns and reviews the work of subordinate professional and clerical employees in a large accounting operation engaged in recording and classifying accounting transactions, maintaining and reconciling journals, ledgers and other fiscal records, preparing and analyzing periodic financial statements, reports, summaries, schedules and tabulations, revenue and expenditure reporting, budgetary calculations, recording accounts receivable and accounts payable, and bank account reconciliations. Develops and supervises the installation of new and revised accounting systems and procedures in order to improve efficiency in financial reporting; coordinates efforts with other departmental officials. Assists internal auditors and outside auditors in the examination of departmental accounting activities and preparation of audit working papers; initiates corrective action as the result of audit findings to improve financial operations, statements and controls. Assists agencies funded under Federal grants with preparation of audit responses to reports generated by internal and external auditors; visits agencies and reviews exceptions noted by auditors and reviews agency responses for completeness and advises on additional required information. Prepares and coordinates department budget requests; reviews preparation of specialized budget documents; supervises the preparation of a variety of complex financial statements requiring considerable knowledge of computerized accounting systems and departmental operations; assists subordinates with difficult or unusual problems. Assigns and supervises pre-audits of all invoices submitted as direct payment bills in order to determine validity, purpose of expenditure and proper appropriation coding. Provides for and supervises the maintenance of the general ledger including the posting of journal entries from subsidiary ledger accounts and preparation of the balance sheet.



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Coordinates accounting activities with other departmental operations and other county departments; trains subordinates; assists in making decisions on the development and implementation of new policies and procedures. Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Thorough knowledge of professional accounting principles and practices, office management, and the development, installation and maintenance of government accounting systems. Thorough knowledge of the sources of information, accounting techniques and organization of information used in the preparation of fiscal reports, statements, schedules and summaries. Thorough knowledge of the procedures and techniques used in the preparation of detailed and complex accounting statements and documents. Thorough knowledge of Federal, state and local laws, rules and regulations relating to financial records of county departments and agencies funded by Federal grants. Thorough knowledge of the financial and operating activities of the department or agency of assignment. Considerable knowledge of the general principles of public financial administration including budgetary processes and reporting requirements. Considerable knowledge of supervisory principles and practices. Knowledge of office methods and procedures and familiarity with the use of standard office equipment. Ability to supervise a large staff of professional and clerical employees in a manner conducive to full performance and high morale. Ability to analyze complex accounting processes and problems and make changes to improve operations and resolve problems. Ability to supervise preparation of complete and accurate accounting reports and statements of considerable complexity. Ability to design, develop and supervise the implementation of revised and new accounting procedures, techniques and systems. Ability to understand and interpret complex governmental procedures and regulations related to accounting requirements applicable to the organization of assignment. Ability to participate effectively in the formulation of departmental policies and procedures. REV 4-80

Nature of work

This is advanced professional accounting and supervisory work in the application of accounting principles and methods in the preparation, maintenance, analysis and control of financial records.



Employee Relations Department

Clerk 2 (000011-A)

Job status	1	Recruit. type	Application	Minimum	\$10.55	Probation	26
Job category	F	Testing		Maximum	\$15.88	Range	06
Pos. status	Classified	Specialist	JIMJAMES	Frequency	Hourly	Grade	
Job type	Administrative Support/Clerical/Paraprofessional			Protection	Not protected	Union	H

Pay steps

T	\$809.74	3	\$905.52	6	\$1,012.81	9	\$1,132.36	12	\$1,270.31	15	\$1,435.88	18	\$1,622.88
1	\$844.25	4	\$936.16	7	\$1,049.60	10	\$1,172.19	13	\$1,322.45	16	\$1,494.11	19	\$1,692.39
2	\$871.85	5	\$976.06	8	\$1,092.48	11	\$1,221.24	14	\$1,377.60	17	\$1,556.61	20	\$1,771.34

Minimum Qualifications

High school diploma or GED. One year of general clerical experience is required. Completion of college coursework or certified business school may substitute for the required experience on a month-for-month basis.

Job Specifications

NATURE OF WORK This is advanced clerical work which involves moderately complex work methods and problems. Employees in this class do varied clerical work requiring the application of independent judgment and clerical knowledges. Work differs from that found in the Clerk 1 class in that these positions require the capacity for considerably more clerical growth, they do more difficult and demanding work and, within a reasonable orientation period, must work with considerably more independence of action and judgment than Clerk 1 incumbents. The variety of work differs among positions, but where the work is more repetitive there is an additional responsibility for finality of action. Work may include the operation of standard office equipment for which no previous training is required. Until the more difficult phases of a job are learned an employee works under relatively close supervision, but thereafter detailed instructions are received only when changes in procedures are made. Supervision may be occasionally be exercised over a small group of employees assisting in routine details. Work is reviewed by a supervisor through observation of operations, periodic audits of work performed, and by advice and assistance on unusual or difficult problems. **ILLUSTRATIVE TASKS** Posts changes in ownership, exemptions, property improvements, and subdivisions to tax assessment records of an assigned area of the county; assists in preparing tax statements, posts tax payments to tax rolls, assists in checking tax rolls for delinquent taxes, and in balancing tax rolls at close of tax year. Makes final checks of documents for proper coding, classification, and mathematical accuracy; posts invoices, vouchers, and other accounting, fiscal, and cost data; prices vouchers according to manuals and price books; conducts routine correspondence. Codes, indexes, and abstracts, or files complex court records; withdraws files for use of judges, attorneys, and the public; prepares certified copies of court records, and performs related clerical work. Supervises filing, coding, indexing and withdrawal of records, correspondence, and map files in a moderate size filing unit; transfers inactive files to storage. Interviews persons seeking information which requires interpretation of departmental policies and regulations; receives and adjusts routing complaints; uses departmental records in resolving work problems. Completes repair orders for various shop equipment; reviews and adjusts invoices for correct total prices; maintains shop production records; answers telephone inquiries on status of shop work; maintains master control work sheets and compiles production reports. Issues building, electrical, plumbing and other permits; assists public in preparing applications; obtains complete information in accordance with regulations and procedures; issues applications subsequent to final approval and maintains permit files. Explains to general public procedures on billing for waste collections; furnishes information on new rates; verifies payments with data processing lists; computes waste collection fees on new accounts; furnishes information to attorneys and real estate companies on the status of fees for closing properties. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Knowledge of business English, spelling and arithmetic. Knowledge of office practices and procedures. Ability to understand and carry out moderately complex oral and written instructions. Ability to make minor decisions in accordance with procedures, laws and regulations and to apply these to work problems. Ability to make arithmetic computations accurately with reasonable speed. Ability to meet and deal effectively with the general public, and to use tact and good judgment. Ability to assign,

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supervise and review the work of a small group of clerical employees in a manner conducive to full performance and high morale. REV 10/98

Nature of work

This is advanced clerical work which involves moderately complex work methods and problems.



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Manager, Personnel & Administrative Services (000418)

Job status	3	Recruit. type	Resume	Minimum	\$57,771.22	Probation	00
Job category	B	Testing		Maximum	\$93,932.80	Range	99
Pos. status	Exempt	Specialist	JSS	Frequency	Annually	Grade	04
Job type	Professional/Managerial			Protection	Personnel protected	Union	L

Pay steps

T	3	6	9	12	15	18
1	\$2,221.97	4	7	10	13	16
2	5	\$2,599.72	8	11	14	17
				14	17	20

Minimum Qualifications

Bachelor's degree. A minimum of two to four years of professional administrative experience in personnel administration and procurement or a related field is required.

Job Specifications

No Job Specification Available



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Computer Services Manager (001847-A)

Job status	3	Recruit. type	Resume	Minimum	\$70,475.34	Probation	26
Job category	B	Testing		Maximum	\$111,947.42	Range	99
Pos. status	Classified	Specialist	JSS	Frequency	Annually	Grade	IK
Job type	Information Technology			Protection	Not protected	Union	M

Pay steps

T	3	6	9	12	15	18
1	\$2,710.59	4	7	10	13	16
2	5	\$3,268.32	8	11	14	17
				14	17	20

Minimum Qualifications

Bachelor's degree in a computer related field and four years of progressively responsible experience in a complex internet or web application development environment to include two years of supervisory experience are required; or Bachelor's degree to include 15 semester credits in a computer related field and five years of progressively responsible experience in a complex internet or web development application environment to include two years of supervisory experience are required.

Job Specifications

No Job Specification Available

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Computer Services Manager (001847-A)

Job status	3	Recruit. type	Resume	Minimum	\$70,475.34	Probation	26
Job category	B	Testing		Maximum	\$111,947.42	Range	99
Pos. status	Classified	Specialist	JSS	Frequency	Annually	Grade	IK
Job type	Information Technology			Protection	Not protected	Union	M

Pay steps

T	3	6	9	12	\$4,305.67	15	18
1	\$2,710.59	4	7	10	13	16	19
2	\$3,268.32	8	11	14	17	20	

Minimum Qualifications

Bachelor's degree in a computer related field and four years of progressively responsible experience in a complex internet or web application development environment to include two years of supervisory experience are required; or Bachelor's degree to include 15 semester credits in a computer related field and five years of progressively responsible experience in a complex internet or web development application environment to include two years of supervisory experience are required.

Job Specifications

No Job Specification Available

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Senior Systems Analyst/Programmer (001845-A)

Job status	3	Recruit. type	Resume	Minimum	\$61,106.76	Probation	26
Job category	B	Testing		Maximum	\$97,362.98	Range	99
Pos. status	Classified	Specialist	jss	Frequency	Annually	Grade	IG
Job type	Information Technology			Protection	Not protected	Union	K

Pay steps

T	3	6	9	12	\$3,744.73	15	18
1	\$2,350.26	4	7	10	13	16	19
2	\$2,845.32	8	11	14	17	20	

Minimum Qualifications

Completion of 60 semester credits to include 15 semester credits in a computer-related field or completion of an information technology certification program (Novel, UNIX, Microsoft, or Oracle). Three years of programming and systems analysis experience are required. Additional programming and systems analysis experience may substitute for the required education on a year-for-year basis.

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Special Projects Administrator 1 (000831-A)

Job status	3	Recruit. type	Resume	Minimum	\$51,492.74	Probation	26
Job category	A	Testing		Maximum	\$86,444.80	Range	06
Pos. status	Classified	Specialist	JSS	Frequency	Annually	Grade	
Job type	Professional/Managerial			Protection	Not protected	Union	L

Pay steps

T	\$1,887.37	3	\$2,184.17	6	\$2,516.34	9	\$2,901.76	12	\$3,324.80	15	\$3,813.67	18	\$4,380.85
1	\$1,980.49	4	\$2,284.51	7	\$2,638.52	10	\$3,036.54	13	\$3,475.17	16	\$3,992.23	19	\$4,587.60
2	\$2,077.60	5	\$2,397.22	8	\$2,766.96	11	\$3,177.46	14	\$3,638.17	17	\$4,180.29	20	\$4,806.99

Minimum Qualifications

Bachelor's degree . Three years of professional administrative experience in budget development and/or monitoring, grants management, FAMIS, ABDS, fiscal management, auditing and/or forecasting are required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment.

Job Specifications

No Job Specification Available

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Network Manager 2 (001833)

Job status	3	Recruit. type	Resume	Minimum	\$61,106.76	Probation	26
Job category	B	Testing		Maximum	\$97,362.98	Range	99
Pos. status	Classified	Specialist	jss	Frequency	Annually	Grade	IG
Job type	Information Technology			Protection		Union	K

Pay steps

T	3	6	9	12	\$3,744.73	15	18
1	\$2,350.26	4	7	10		13	16
2		5	\$2,845.32	8	11	14	17
						17	20

Minimum Qualifications

Completion of 60 semester credits to include 15 semester credits in a computer related field and three years of experience in the design, implementation, and administration of local area networks and/or wide area networks are required; or completion of an information technology certification program (Novel, UNIX, Microsoft, DELL, NORTEL or Oracle) and five years of experience in the design, implementation, and administration of local area networks or wide area networks are required. Additional related experience in the design, implementation, and administration of local area networks or wide area networks may substitute for the required education on a year-for-year basis.

Job Specifications

No Job Specification Available



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Systems Analyst/Programmer 2 (001844-A)

Job status	3	Recruit. type	Resume	Minimum	\$53,605.76	Probation	26
Job category	B	Testing		Maximum	\$87,922.64	Range	99
Pos. status		Specialist	jss	Frequency	Annually	Grade	IF
Job type	Information Technology			Protection		Union	H

Pay steps

T	3	6	9	12	\$3,381.64	15	18
1	\$2,061.76	4	7	10		13	16
2	5	\$2,472.28	8	11		14	17
						17	20

Minimum Qualifications

Completion of 60 semester credits to include 15 semester credits in a computer related field or completion of an information technology certification program (Novel, UNIX, Microsoft, or Oracle). Two years of programming and systems analysis experience are required. Additional programming and systems analysis experience may substitute for the required education on a year-for-year basis.

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Administrative Officer 2 (000811-A)

Job status	3	Recruit. type	Resume	Minimum	\$38,782.90	Probation	26
Job category	B	Testing		Maximum	\$65,424.84	Range	06
Pos. status		Specialist		Frequency	Annually	Grade	
Job type	Professional/Managerial			Protection		Union	M

Pay steps

T	\$1,419.15	3	\$1,635.77	6	\$1,892.71	9	\$2,184.17	12	\$2,516.34	15	\$2,901.76	18	\$3,324.80
1	\$1,491.65	4	\$1,717.24	7	\$1,980.49	10	\$2,284.51	13	\$2,638.52	16	\$3,036.54	19	\$3,475.17
2	\$1,563.73	5	\$1,804.97	8	\$2,077.60	11	\$2,397.22	14	\$2,766.96	17	\$3,177.46	20	\$3,638.17

Minimum Qualifications

Bachelor's degree. One year of professional administrative experience is required.

Job Specifications

NATURE OF WORK This is advanced administrative work in performing, planning and coordinating various administrative activities in a central administrative division or special program or in performing specialized staff work of comparable responsibility in a county department or agency. Employees in this class are responsible for performing diversified administrative duties or specializing in assigned administrative work of a more complex nature. Duties or combinations of duties performed vary, depending on the department to which assigned. Some employees in the class are assigned to assist an administrative division head in a major operating department, performing a variety of administrative duties including budget preparation, purchasing, accounting maintenance and expenditure controls and related administrative work. Other incumbents carry out administrative activities of a varied nature as the administrative official in a small operating department. Supervision is exercised over clerical and technical employees who assist in various phases of administrative operations. In some programs incumbents specialize in complex work such as the conduct of detailed programs under contract to the county. Responsibilities typically include analyzing administrative problems and recommending solutions, developing revised procedure and policy recommendations for the department, and maintaining contact with management and supervisory personnel within or outside the agency. General supervision is received from an administrative superior who reviews work for conformity with established administrative and departmental policies and attainment of desired objectives through conferences and review of reports of operations.

ILLUSTRATIVE TASKS Assists an administrative division head in carrying out various administrative activities; reviews and controls procurement processes by maintaining relationships with county central purchasing, reviewing purchase requisitions, assuring availability of funds for expenditures and writing specifications for capital equipment. Discusses changes in budget formats with county budget officials; provides departmental officials with budget histories and pertinent information on forecasts; conducts training sessions for divisional personnel and consults on budget development and review; reviews divisional budgets and develops and complete required narratives; combines information into the departmental budget document. Periodically analyzes budget status by monitoring monthly expenditure reports; prepares and processes transactions, periodic adjustments and transfers; supervises maintenance of inventory controls. Supervises departmental fiscal activities; approves payments for invoices for completed work by assuring compliance with contract terms, laws, rules and regulations; approves journal entries and adjustments prepared by subordinates; explains variations in expense projections to superiors; supervises accounts established for reimbursement from state and federal sources. Supervises personnel activities including employment, personnel records and payroll; serves as appointing authority as delegated. Reviews and approves reimbursements of expenditures by county affiliated projects by verifying expenses and proper documentation, availability of funds and compliance with contract provisions; prepares reports and projections of costs related to services provided and associated expenditures. Prepares oral and written program evaluation reports and other sources of supplemental information in order to ensure that departmental and professional program standards have been adhered to in a departmental activity or a program under contract; identifies problem areas, determines trends, evaluates performance, presents findings and recommends solutions or alternatives. Coordinates grant projects ensuring that programs and procedures are consistent

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with federal, state and local laws, rules and regulations; prepares justifications for grant proposals and modifications; develops grant objectives based on analysis of existing and potential problems or needs, design of work programs and development of budgets, detailing the equipment, services and personnel needed to carry out projects. Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews employee performance reports prepared by subordinates; rates employee performance. Performs related work as required.

KNOWLEDGES, ABILITIES AND SKILLS Considerable knowledge of the principles of general management, public and business administration and their application to governmental administration. Considerable knowledge of research techniques and the sources and availability of current information applicable to the area of assignment. Considerable knowledge of policies and procedures used in budget preparation, monitoring and reporting. Considerable knowledge of applicable federal, state, and county laws relating to departmental operations. Considerable knowledge of departmental legal, administrative and procedural regulations. Considerable knowledge of the principles and practices of modern office administration. Considerable knowledge of federal, state, and county laws, rules and regulations relating to financial records of county departments and agencies funded by grants. Knowledge of basic accounting principles, practices and procedures and their application to governmental computerized accounting systems. Knowledge of the use of data processing and cost accounting systems. Knowledge of inventory control and county procurement procedures. Knowledge of the principles, practices and procedures of public personnel administration. Knowledge of supervisory principles and practices. Ability to analyze a variety of administrative problems and make sound recommendations as to their solution. Ability to supervise a staff of subordinate employees in a manner conducive to full performance and high morale. Ability to exercise judgment and discretion in devising, installing and interpreting departmental rules, regulations and procedures. Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials, officials of other agencies and the general public. Ability to express ideas clearly and concisely, both verbally and in writing. Ability to analyze expenditures in relation to established budgets and furnish detailed information to management and supervisory personnel. Ability to evaluate operating programs in relation to established goals and objectives and recommend courses of action. Ability to supervise and prepare a variety of required reports accurately and completely and on a timely basis. REV 05/98

Nature of work

This is advanced administrative work in performing, planning and coordinating various administrative activities in a central administrative division or special program or in performing specialized staff work of comparable responsibility in a county department or agency.



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Computer Technician 2 (001827-A)

Job status	1	Recruit. type	Resume	Minimum	\$38,800.58	Probation	26
Job category	C	Testing		Maximum	\$65,424.84	Range	99
Pos. status		Specialist	JSS	Frequency	Annually	Grade	ID
Job type	Information Technology			Protection	Not protected	Union	K

Pay steps

T	3	6	9	12	\$2,516.34	15	18
1	\$1,492.33	4	7	10	13	16	19
2	\$1,804.97	8	11	14	17	20	

Minimum Qualifications

Completion of 60 semester credits to include 15 semester credits in a computer related field and one year of experience in the installation, maintenance or repair of personal computers and related equipment are required; Completion of a vocational or trade school program in the installation, maintenance or repair of personal computers and related equipment and one year of experience in the installation, maintenance or repair of personal computers and related equipment are required; or High school diploma or GED and two years of experience in the installation, maintenance or repair of personal computers and related equipment are required.

Job Specifications

No Job Specification Available



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Computer Technician Supervisor (001830)

Job status	3	Recruit. type	Resume	Minimum	\$46,792.98	Probation	26
Job category	B	Testing		Maximum	\$77,002.90	Range	99
Pos. status		Specialist	JSS	Frequency	Annually	Grade	IE
Job type	Information Technology			Protection		Union	K

Pay steps

T	3	6	9	12	\$2,961.65	15	18
1	\$1,799.73	4	7	10	13	16	19
2	\$2,153.38	8	11	14	17	20	

Minimum Qualifications

Completion of 60 semester credits to include 15 semester credits in a computer related field and two years of experience in the installation, maintenance or repair of personal computers and related equipment; completion of a vocational or trade school program in the installation, maintenance or repair of personal computers and related equipment and two years of experience in the installation, maintenance or repair of personal computers and related equipment; or high school and three years of experience in the installation, maintenance or repair of personal computers and related equipment are required.

Job Specifications

No Job Specification Available



Employee Relations Department

Clerk 3 (000012-A)

Job status	1	Recruit. type	Resume	Minimum	\$24,849.50	Probation	26
Job category	F	Testing		Maximum	\$39,596.70	Range	06
Pos. status	Classified	Specialist	JIMJAMES	Frequency	Annually	Grade	
Job type	Administrative Support/Clerical/Paraprofessional			Protection	Not protected	Union	K

Pay steps

T	\$915.82	3	\$1,037.23	6	\$1,171.94	9	\$1,334.97	12	\$1,522.95	15	\$1,739.20	18	\$1,986.73
1	\$955.75	4	\$1,078.01	7	\$1,222.16	10	\$1,394.44	13	\$1,585.60	16	\$1,814.37	19	\$2,077.60
2	\$993.39	5	\$1,125.01	8	\$1,281.64	11	\$1,454.01	14	\$1,657.69	17	\$1,899.01	20	\$2,171.61

Minimum Qualifications

High school diploma or GED. Two years of advanced clerical experience are required.

Job Specifications

NATURE OF WORK This is supervisory clerical work or independent clerical work of comparable responsibility. Employees in this class usually plan, assign and review the work of a moderate sized clerical staff engaged in complex clerical activities. In the absence of supervisory responsibilities they do more advanced clerical work requiring the application of more varied and involved procedures and the more frequent use of a higher degree of independent judgment in solving work problems than is found in the Clerk 2 class. Situations concerning important departures from standard practices and procedures are referred to a superior for final decision. New assignments usually consist of statements of desired objectives, and work is usually reviewed only for achievement of desired results. **ILLUSTRATIVE TASKS** Plans, assigns and supervises the work of a moderate sized clerical staff engaged in such activities as making simple interpretations of planning, building, and zoning laws, rules and regulations; in preparing maps for zoning purposes; compiling and auditing payrolls, and in recording minutes of court procedures. Supervises a small clerical staff engaged in diverse filing, typing and stenographic activities relating to such functions as: park operations, billing and receiving waste collection fees, or scheduling minor hospital purchasing, maintenance and transportation activities. Supervises the mail room of a large county institution; maintains current roster for purposes of mail distribution; sorts mail and packages; sells stamps and money orders, insures and affixes postage to parcel post; maintains official governmental postal manual containing regulations and directives pertaining to the use of the mails, and answers difficult inquiries. Answers calls pertaining to right-of-way dedicated to the county; assists abstractor in title search, checks right-of-way and property deeds as to description; prepares deeds for acceptance by the Board of County Commissioners, and after recording enters them in the right-of-way records. Keeps county property books and section tracings up-to-date as to right-of-way and county properties. Assists superior in planning for and administration of Division activities including budget, personnel, purchasing and work methods and procedures; supervises a group of clerical, duplicating equipment operators, driver-messengers, and custodial services, and a central storeroom of office and stationary supplies for county departments. Supervises and participates in preparing tax statements, in posting tax payments to rolls, in checking rolls for delinquent taxes, and in balancing the rolls at close of the year; maintains property card files of parcels of land in the county, with particular emphasis on property having delinquent taxes due; prepares interest charts for delinquent sale certificates; conducts tax deed sales; prepares and supervises the preparation of municipal and county delinquent real estate tax bills. Supervises the complaint section of a department; receives calls and answers questions pertaining to drainage, road construction and repair, sidewalks, canals, debris removal, rock pits and related engineering matters; maintains cross reference file on all projects under construction for purposes of public information. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Considerable knowledge of business English, spelling and arithmetic. Considerable knowledge of office practices, procedures and appliances. Some knowledge of the principles of office management and supervision and ability to apply this knowledge to work problems. Ability to acquire rapidly considerable knowledge of the legal, administrative and procedural regulations applicable to the organization of assignment. Ability to keep complex records and prepare periodic reports from such records. Ability to plan, assign and coordinate the work of a moderate sized

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Employee Relations Department

clerk staff, and to instruct and train clerk subordinates in a manner conducive to full performance and high morale. Ability to develop and maintain effective departmental and public relations. Ability to develop, layout, and install clerk procedures and operations from general instructions. REV 10/98

Nature of work

This is supervisory clerk work or independent clerk work of comparable responsibility.



Employee Relations Department

Manager, DBD (003681)

Job status	3	Recruit. type	Resume	Minimum	\$57,771.22	Probation	00
Job category	B	Testing		Maximum	\$93,932.80	Range	99
Pos. status	Exempt	Specialist	ORI	Frequency	Annually	Grade	04
Job type	Professional/Managerial			Protection	Not protected	Union	L

Pay steps

T	3	6	9	12	\$3,612.80	15	18
1	\$2,221.97	4	7	10		13	19
2	\$2,599.72	5	8	11		14	20

Minimum Qualifications

Bachelor's degree. A minimum of two to four years of professional administrative experience in contract management or minority and/or small business administration is required.

Job Specifications

No Job Specification Available



Employee Relations Department

DBD Contractor Compliance Officer 1 (009896)

Job status	1	Recruit. type	Resume	Minimum	\$33,730.58	Probation	26
Job category	B	Testing		Maximum	\$56,788.42	Range	06
Pos. status	Classified	Specialist	ORI	Frequency	Annually	Grade	NA
Job type	Professional/Managerial			Protection	Not protected	Union	K

Pay steps

T	\$1,237.53	3	\$1,425.85	6	\$1,635.77	9	\$1,892.71	12	\$2,184.17	15	\$2,516.34	18	\$2,901.76
1	\$1,297.33	4	\$1,491.65	7	\$1,717.24	10	\$1,980.49	13	\$2,284.51	16	\$2,638.52	19	\$3,036.54
2	\$1,360.01	5	\$1,563.73	8	\$1,804.97	11	\$2,077.60	14	\$2,397.22	17	\$2,766.96	20	\$3,177.46

Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, or a related field. Advanced clerical or field experience in contract monitoring, construction, payroll, enforcement, or investigation may substitute for the required education on a year-for-year basis.

Job Specifications

No Job Specification Available



Employee Relations Department

DBD Contract Development Specialist 2 (009899)

Job status	3	Recruit. type	Resume	Minimum	\$42,530.02	Probation	26
Job category	B	Testing		Maximum	\$71,940.96	Range	06
Pos. status	Classified	Specialist	ORI	Frequency	Annually	Grade	NA
Job type	Professional/Managerial			Protection	Not protected	Union	K

Pay steps

T \$1,563.27	3 \$1,804.97	6 \$2,077.60	9 \$2,397.22	12 \$2,766.96	15 \$3,177.46	18 \$3,638.17
1 \$1,635.77	4 \$1,892.71	7 \$2,184.17	10 \$2,516.34	13 \$2,901.76	16 \$3,324.80	19 \$3,813.67
2 \$1,717.24	5 \$1,980.49	8 \$2,284.51	11 \$2,638.52	14 \$3,036.54	17 \$3,475.17	20 \$3,992.23

Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, or related field. One year of professional administrative experience in business management, contract administration, minority businesses, economic development, or related field is required.

Job Specifications

No Job Specification Available



Employee Relations Department

DBD Construction Project Manager (003680)

Job status	3	Recruit. type	Resume	Minimum	\$54,017.60	Probation	26
Job category	B	Testing		Maximum	\$90,354.42	Range	06
Pos. status		Specialist	ANNETTA	Frequency	Annually	Grade	
Job type	Professional/Managerial			Protection		Union	L

Pay steps

T	\$1,979.25	3	\$2,284.51	6	\$2,638.52	9	\$3,036.54	12	\$3,475.17	15	\$3,992.23	18	\$4,587.60
1	\$2,077.60	4	\$2,397.22	7	\$2,766.96	10	\$3,177.46	13	\$3,638.17	16	\$4,180.29	19	\$4,806.99
2	\$2,184.17	5	\$2,516.34	8	\$2,901.76	11	\$3,324.80	14	\$3,813.67	17	\$4,380.85	20	\$5,035.74

Minimum Qualifications

Bachelor's degree in Architecture, Engineering, Construction Management, Building Construction or a related field. Five years of experience in the design, coordination and management of construction projects are required. A Miami-Dade County General Building Contractor license or Miami-Dade County General Engineering Contractor license may substitute for the required education.

Job Specifications

No Job Specification Available

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Employee Relations Department

DBD Senior Professional Services Specialist (003667)

Job status	3	Recruit. type	Resume	Minimum	\$42,530.02	Probation	00
Job category	B	Testing		Maximum	\$71,940.96	Range	06
Pos. status		Specialist	ORI	Frequency	Annually	Grade	
Job type	Professional/Managerial			Protection		Union	L

Pay steps

T	\$1,563.27	3	\$1,804.97	6	\$2,077.60	9	\$2,397.22	12	\$2,766.96	15	\$3,177.46	18	\$3,638.17
1	\$1,635.77	4	\$1,892.71	7	\$2,184.17	10	\$2,516.34	13	\$2,901.76	16	\$3,324.80	19	\$3,813.67
2	\$1,717.24	5	\$1,980.49	8	\$2,284.51	11	\$2,638.52	14	\$3,036.54	17	\$3,475.17	20	\$3,992.23

Minimum Qualifications

Bachelor's degree. One year of professional administrative experience in business management, contract administration, economic development, or related field is required.

Job Specifications

No Job Specification Available



Employee Relations Department

DBD Professional Services Specialist (003666)

Job status	1	Recruit. type	Resume	Minimum	\$33,730.58	Probation	00
Job category	F	Testing		Maximum	\$56,788.42	Range	06
Pos. status		Specialist	ORI	Frequency	Annually	Grade	
Job type	Professional/Managerial			Protection		Union	L

Pay steps

T	\$1,237.53	3	\$1,425.85	6	\$1,635.77	9	\$1,892.71	12	\$2,184.17	15	\$2,516.34	18	\$2,901.76
1	\$1,297.33	4	\$1,491.65	7	\$1,717.24	10	\$1,980.49	13	\$2,284.51	16	\$2,638.52	19	\$3,036.54
2	\$1,360.01	5	\$1,563.73	8	\$1,804.97	11	\$2,077.60	14	\$2,397.22	17	\$2,766.96	20	\$3,177.46

Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, or a related field.

Job Specifications

No Job Specification Available

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Employee Relations Department

Clerk 4 (000013-A)

Job status	1	Recruit. type	Resume	Minimum	\$30,470.44	Probation	26
Job category	F	Testing		Maximum	\$49,374.26	Range	06
Pos. status	Classified	Specialist	JIMJAMES	Frequency	Annually	Grade	
Job type	Administrative Support/Clerical/Paraprofessional			Protection	Not protected	Union	K

Pay steps

T	\$1,121.96	3	\$1,281.64	6	\$1,454.01	9	\$1,657.69	12	\$1,899.01	15	\$2,171.61	18	\$2,494.39
1	\$1,171.94	4	\$1,334.97	7	\$1,522.95	10	\$1,739.20	13	\$1,986.73	16	\$2,274.98	19	\$2,610.30
2	\$1,222.16	5	\$1,394.44	8	\$1,585.60	11	\$1,814.37	14	\$2,077.60	17	\$2,384.74	20	\$2,732.57

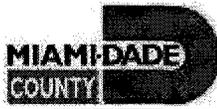
Minimum Qualifications

High school diploma or GED. Three years of advanced clerical experience are required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment.

Job Specifications

NATURE OF WORK This is supervisory clerical work involving some administrative responsibility in the management of diversified clerical operations of a major organizational unit. Employees in this class perform a range of responsible duties including work planning and progression, the assignment and review of other supervisory and operating employees in moderately large units engaged in processing and maintaining a volume of fiscal and operating functions. Work may also involve assisting an administrative superior by relieving him of routine office management functions or performing specialized operational or clerical activities under general supervision. The incumbent is responsible for the proper performance of independent work decisions based on experience and knowledge of departmental operations but refers policy, difficult technical or procedural matters to a superior for resolution. Work is assigned and reviewed through conferences with administrators or technical superiors who review work for general administrative effectiveness by personal observation, review of written reports and by providing assistance in matters of policy interpretation. **ILLUSTRATIVE TASKS** Supervises the fiscal and clerical operations of a major departmental unit as an office manager or assistant to the administrator performing departmental functions. Supervises the duplicating of printed materials for all county departments; supervises the county mail and messenger service and maintains a daily record of mail costs for each department; maintains record control of all office and material supplies for county departments and insures that all charges are correct and the books are properly balanced. Coordinates the maintenance of a criminal history record file, master name file and entry and retrieval of computerized criminal history data; assigns and supervises the record control of all open metro warrants and corresponding cross indexes and dissemination of information to municipal, state and federal law enforcement agencies; assists in the development of police records systems and coordinates them with data processing personnel. Plans, assigns and supervises the work of subordinates engaged in waste administration, volume billing and records keeping, reviews procedures, processes delinquent accounts requiring investigation and prosecution, performs periodic balance of accounts. Plans, assigns and supervises the work of subordinates engaged in phases of property tax collection and assessment including complex property valuations; performs tax receipt audits, computes distribution to tax receipts, conducts tax sales, counsels dissident taxpayers. Coordinates the preparation of weekly payroll timesheets based on transit route assignments; supervises the recording of route revenues, mileage readings and related cost items of a large transit operation. Supervises the processing of all real estate exemptions; reviews and approves applications from religious, fraternal, and charitable organizations claiming total exemption from taxes; makes field inspections of properties and consults with county attorney on protested applications. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Thorough knowledge of modern office practices, procedures and equipment. Considerable knowledge of the principles of office management, business accounting and the legal procedural requirements of the department assigned. Considerable knowledge of business English, spelling and accounting. Ability to plan, assign and

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Employee Relations Department

supervise the work of a staff of clerical and other subordinates in a manner conducive to full performance and high morale. Ability to develop effective office and field work procedures and training programs. Ability to acquire complex knowledge of the legal, administrative and procedural requirements of the department assigned. Ability to promote and maintain effective departmental and public relations. Ability to prepare correspondence, operational and statistical tabulations and reports. Ability to communicate effectively, orally and in writing. REV 10/98

Nature of work

This is supervisory clerical work involving some administrative responsibility in the management of diversified clerical operations of a major organizational unit.



Employee Relations Department

Business Development Certification Supervisor (003683)

Job status	3	Recruit. type	Resume	Minimum	\$50,385.92	Probation	00
Job category	B	Testing		Maximum	\$80,693.08	Range	99
Pos. status		Specialist	TERRET	Frequency	Annually	Grade	02
Job type	Professional/Managerial			Protection		Union	L

Pay steps

T	3	6	9	12	\$3,103.58	15	18
1	\$1,937.92	4	7	10		13	16
2	\$2,267.36	8	11	14		17	20

Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, or related field. Two years of professional administrative experience in business development and certification, procurement management or affirmative action are required.

Job Specifications

NATURE OF WORK This is advanced professional and supervisory work in minority business development for the Department of Business and Economic Development. An employee in this class is responsible for coordinating and monitoring contract certification activities to ensure equal opportunity for minority and small business contractors in a County business development program. Responsibilities include ensuring conformance to established regulations, explaining business development guidelines to officials of private enterprises, developing contract monitoring policies and procedures, negotiating with contractors to resolve disputes, preparing a variety of reports for local and federal agencies, and providing technical assistance to other County departments and the public. The incumbent exercises considerable independent judgment and technical expertise in the management of contract compliance and certification activities. Supervision is exercised over a staff of professional employees engaged in various phases of operations. Supervision is received from an administrative superior who reviews work through personal conferences and written reports and holds the incumbent responsible for achievement of business development certification goals and objectives. **ILLUSTRATIVE TASKS**

Plans, assigns and reviews the work of professional employees performing a variety of assignments in contract compliance and certification to ensure equal opportunity for minority and small business contractors. Reviews reports and correspondence concerning certification and recertification to ensure compliance with established policies and regulations. Meets with officials from private industry to explain business development guidelines; explains minority business development requirements to prime and subcontractors in pre-construction conferences. Conducts negotiations with contractors to reconcile complaints and obtain agreements to meet guidelines. Analyzes statistical information to determine trends and deficiencies and assist in contract compliance activities. Develops goals and objectives and evaluates progress toward their achievement; revises procedures for monitoring contract compliance, as required. Prepares and administers unit budget; approves requisitions for supplies and equipment; administers grant funds. Prepares a variety of narrative and statistical reports. Serves as a member of various committees, boards and advisory groups. Keeps informed on current developments in local, state and federal regulations pertaining to equal opportunity and contract compliance. Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance. Performs related work as required. **KNOWLEDGES, ABILITIES, AND SKILLS** Thorough knowledge of local and federal laws and regulations pertaining to contract compliance, certification and minority business programs. Thorough knowledge of the goals and objectives of a County program to assure equal opportunity for minority and small business contractors. Considerable knowledge of established policies and procedures concerning minority business contract compliance, certification, and recertification. Knowledge of supervisory principles and practices. Knowledge of research techniques and sources and availability of current information. Knowledge of public relations principles and techniques. Ability to coordinate contract certification activities to assure equal opportunity for minority and small business contractors. Ability

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Employee Relations Department

to supervise subordinates in a manner conducive to full performance and high morale. Ability to assure compliance with certification and recertification regulations, policies and procedures. Ability to establish and maintain effective working relations with subordinates, superiors and officials of private companies. Ability to communicate clearly and concisely, verbally and in writing. NEW 7-92

Nature of work

This is advanced professional and supervisory work in minority business development for the Department of Business and Economic Development.



Employee Relations Department

DBD Contractor Compliance Officer 2 (009897)

Job status	3	Recruit. type	Resume	Minimum	\$42,530.02	Probation	26
Job category	B	Testing		Maximum	\$71,940.96	Range	06
Pos. status	Classified	Specialist	ORI	Frequency	Annually	Grade	NA
Job type	Professional/Managerial			Protection	Not protected	Union	K

Pay steps

T \$1,563.27	3 \$1,804.97	6 \$2,077.60	9 \$2,397.22	12 \$2,766.96	15 \$3,177.46	18 \$3,638.17
1 \$1,635.77	4 \$1,892.71	7 \$2,184.17	10 \$2,516.34	13 \$2,901.76	16 \$3,324.80	19 \$3,813.67
2 \$1,717.24	5 \$1,980.49	8 \$2,284.51	11 \$2,638.52	14 \$3,036.54	17 \$3,475.17	20 \$3,992.23

Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, or a related field. One year of professional experience in budget preparation, contracts compliance, auditing, or personnel administration is required. Advanced clerical or field experience in a construction, payroll, enforcement, or investigative environment may substitute for the required education on a year-for-year basis.

Job Specifications

No Job Specification Available

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Employee Relations Department

DBD Contractor Compliance Officer 1 (009896)

Job status	1	Recruit. type	Resume	Minimum	\$33,730.58	Probation	26
Job category	B	Testing		Maximum	\$56,788.42	Range	06
Pos. status	Classified	Specialist	ORI	Frequency	Annually	Grade	NA
Job type	Professional/Managerial			Protection	Not protected	Union	K

Pay steps

T \$1,237.53	3 \$1,425.85	6 \$1,635.77	9 \$1,892.71	12 \$2,184.17	15 \$2,516.34	18 \$2,901.76
1 \$1,297.33	4 \$1,491.65	7 \$1,717.24	10 \$1,980.49	13 \$2,284.51	16 \$2,638.52	19 \$3,036.54
2 \$1,360.01	5 \$1,563.73	8 \$1,804.97	11 \$2,077.60	14 \$2,397.22	17 \$2,766.96	20 \$3,177.46

Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, or a related field. Advanced clerical or field experience in contract monitoring, construction, payroll, enforcement, or investigation may substitute for the required education on a year-for-year basis.

Job Specifications

No Job Specification Available

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Employee Relations Department

Administrative Officer 1 (000810-A)

Job status	3	Recruit. type	Resume	Minimum	\$30,716.92	Probation	26
Job category	B	Testing		Maximum	\$51,492.74	Range	06
Pos. status	Classified	Specialist	LISCAN	Frequency	Annually	Grade	
Job type	Professional/Managerial			Protection	Not protected	Union	M

Pay steps

T	\$1,126.87	3	\$1,297.33	6	\$1,491.65	9	\$1,717.24	12	\$1,980.49	15	\$2,284.51	18	\$2,638.52
1	\$1,181.42	4	\$1,360.01	7	\$1,563.73	10	\$1,804.97	13	\$2,077.60	16	\$2,397.22	19	\$2,766.96
2	\$1,244.06	5	\$1,425.85	8	\$1,635.77	11	\$1,892.71	14	\$2,184.17	17	\$2,516.34	20	\$2,901.76

Minimum Qualifications
Bachelor's degree.

Job Specifications

NATURE OF WORK This is administrative work in performing various administrative activities in a central administrative division or special program in a county department or agency. Employees in this class are responsible for performing various administrative duties in assisting departmental management in carrying out required administrative operations. Duties or combination of duties performed vary, depending on the department to which assigned. Some incumbents in the class perform specialized duties of a staff nature relating to a specific program. Employees are assigned duties such as cost analysis and control, budget preparation and expenditure control, purchasing and inventory work, methods and procedure studies, report or grant proposal preparation and personnel administration. Incumbents exercise some independent judgment in devising and installing new work methods, interpreting rules, regulations and procedures and in making recommendations to superiors. Supervision may be exercised over clerical and technical employees who assist in various phases of administrative operations. Supervision is received from an administrative superior who reviews work for attainment of desired management objectives and conformity with established administrative and departmental policies and procedures through conferences, personal inspections and review of reports. **ILLUSTRATIVE TASKS** Assists in planning and preparing divisional or project budgets; insures adherence to budget procedures and guidelines; reviews completed budget documents for format, accuracy of budget codes and computations; monitors budget forecasts and expenditures for departmental projects and activities; prepares periodic budget reports. Supervises clerical subordinates engaged in preparation of invoices and billings for equipment or services, issuance of purchase orders and requisitions, reconciliation of computer reports and related clerical activities; provides training to employees in new procedures required with automated accounting and reporting systems. Coordinates the maintenance of various accounting records such as cash and surety bonds; audits departmental financial records to obtain data for management reports relative to budget control, purchasing standards, stores and equipment inventory control or improvements in operational efficiency; recommends procedures for collection and reporting of data on departmental programs in cost analysis and revenue producing activities; accounts for costs and reviews revenue summaries to assure revenues are properly collected. Analyzes financial, procurement and administrative procedures for simplification and improvement in efficiency; analyzes purchase orders to determine requirements; checks requisitions for completeness and accuracy; writes specifications and requisitions and assists in selection of bids for departmental equipment or supplies. Interviews applicants for employment to determine qualifications; provides information to applicants regarding career county employment; requests eligible lists and coordinates panel interviews for departmental positions; processes affirmative action complaints from employees through appropriate channels. Assists in the supervision of clerical subordinates engaged in processing departmental personnel actions; discusses work related problems with employees; coordinates departmental personnel activities with federal funded employment programs as necessary. Conducts assigned research, procedural or administrative studies and prepares narrative and statistical reports, proposing courses of action; reviews workload reports from operating segments for conformance with department instructions; audits program records reflecting client or patron workloads for conformance with departmental instructions and accuracy of computations. Makes recommendations regarding hiring, discipline and

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Employee Relations Department

promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Considerable knowledge of the principles of general management and their application to governmental administration. Considerable knowledge of research techniques and the sources and availability of current information applicable to the area of assignment. Knowledge of budget preparation procedures and reporting requirements. Knowledge of departmental, legal, administrative and procedural regulations. Knowledge of the principles and procedures of modern office administration. Knowledge of basic accounting principles, practices and procedures. Knowledge of the use of data processing and cost accounting systems. Knowledge of the principles, practices and procedures of public personnel administration. Knowledge of supervisory principles and practices. Ability to analyze administrative problems and make sound recommendations as to their solution. Ability to supervise the work of subordinates in a manner conducive to full performance and high morale. Ability to understand and carry out complex oral and written instructions. Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials and the general public. Ability to express ideas clearly and concisely, both verbally and in writing. Ability to supervise preparation of records and reports on a timely and complete basis. Ability to prepare complete narrative and statistical reports. Ability to conduct appropriate interviews with prospective employees and obtain pertinent information. Ability to prepare accurate accounting and budgetary reports. REV 05/98

Nature of work

This is administrative work in performing various administrative activities in a central administrative division or special program in a county department or agency.



Employee Relations Department

Manager, DBD Business Assistance Section (003678)

Job status	3	Recruit. type	Resume	Minimum	\$57,771.22	Probation	00
Job category	B	Testing		Maximum	\$93,932.80	Range	99
Pos. status		Specialist	SUMO	Frequency	Annually	Grade	04
Job type	Professional/Managerial			Protection		Union	L

Pay steps

T	3	6	9	12	\$3,612.80	15	18
1	\$2,221.97	4	7	10	13	16	19
2	\$2,599.72	8	11	14	17	20	

Minimum Qualifications

Bachelor's degree. A minimum of two to four years of outreach, marketing, small and minority business professional administrative experience is required.

Job Specifications

No Job Specification Available



Employee Relations Department

Business Development Technical Assistance Coordinator (003685)

Job status	3	Recruit. type	Resume	Minimum	\$47,050.90	Probation	00
Job category	B	Testing		Maximum	\$74,839.96	Range	99
Pos. status		Specialist	JOHN	Frequency	Annually	Grade	01
Job type	Professional/Managerial			Protection	Not protected	Union	L

Pay steps

T	3	6	9	12	\$2,878.46	15	18
1	\$1,809.65	4	7	10		16	19
2		5	\$2,117.30	8		11	14
				11		14	17
						17	20

Minimum Qualifications

Bachelor's degree in Finance, Business Administration, Public Administration or related field. Two years of experience in mortgage financing, commercial banking, community relations, marketing, business administration or public administration are required. Additional experience may substitute for required education on a year-for-year basis.

Job Specifications

NATURE OF WORK This is advanced professional work in the preparation, development and implementation of community-based economic development training programs for the Department of Business and Economic Development. An employee in this class is responsible for assisting small businesses in obtaining financial assistance for expansion, relocation and commercial revitalization through technical and professional seminars and training workshops. Emphasis of the work is on researching appropriate training aids and materials, developing or adapting training materials, scheduling training sessions, and preparing narrative and statistical training reports. Related duties include developing an extensive public information, publicity and industrial news writing program, and writing and editing material for workshop participants and for release to the mass media. Considerable independent judgment is exercised in the application of professional knowledges of small business assistance and economic revitalization to the development of community training programs. General supervision is received from a professional superior who reviews work for effectiveness, thoroughness and professional quality of completed work products.

ILLUSTRATIVE TASKS Confers with Business and Economic Development departmental staff to assist in planning and implementing public workshops and training programs. Compiles and edits seminar materials, including agendas, course outlines, training schedules and training aids; prepares reports on training accomplishments and conducts training surveys. Identifies appropriate training and development needs, and plans and implements economic development training programs. Develops visual aids to promote better understanding of economic development programs; completes arrangements for use of speakers or workshops. Develops, writes and edits training manuals. Participates in local area service and business groups to gather relevant information and assist in small business financial assistance activities. Gathers and disseminates information concerning economic development activities and small business programs. Participates in conferences, workshops and seminars. Performs related work as required.

KNOWLEDGES, ABILITIES, AND SKILLS Thorough knowledge of the goals and objectives of small business assistance and commercial revitalization programs. Considerable knowledge of the various sources of financial assistance available to small business enterprises. Considerable knowledge of techniques in the preparation, development and implementation of workshops, seminars, and training programs. Considerable knowledge of the eligibility requirements, rules, regulations and procedures pertaining to various financial assistance programs funded by federal agencies. Knowledge of general adult education theories, principles and techniques. Knowledge of public relations principles and techniques. Ability to plan, develop and implement workshops, seminars, and training programs in economic development and small business assistance. Ability to gather, prepare, write and edit a variety of training materials. Ability to apply adult education principles and techniques to effective economic development and small business assistance training activities. Ability to communicate clearly and concisely, verbally and in writing, to groups or individuals. Ability to establish and maintain effective working relations with departmental staff and officials of private enterprise. Ability to identify training and development needs in the area of assignment. NEW 7-92

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Employee Relations Department

Nature of work

This is advanced professional work in the preparation, development and implementation of community-based economic development training programs for the Department of Business and Economic Development.



Employee Relations Department

Training Specialist 2 (000422-A)

Job status	3	Recruit. type	Resume	Minimum	\$38,782.90	Probation	26
Job category	B	Testing		Maximum	\$65,424.84	Range	06
Pos. status	Classified	Specialist	JIMJAMES	Frequency	Annually	Grade	
Job type	Professional/Managerial			Protection		Union	M

Pay steps

T	\$1,419.15	3	\$1,635.77	6	\$1,892.71	9	\$2,184.17	12	\$2,516.34	15	\$2,901.76	18	\$3,324.80
1	\$1,491.65	4	\$1,717.24	7	\$1,980.49	10	\$2,284.51	13	\$2,638.52	16	\$3,036.54	19	\$3,475.17
2	\$1,563.73	5	\$1,804.97	8	\$2,077.60	11	\$2,397.22	14	\$2,766.96	17	\$3,177.46	20	\$3,638.17

Minimum Qualifications

Bachelor's degree in Education, Personnel Management, Business Administration, Public Administration, or related field. One year of professional experience in developing and facilitating training programs is required.

Job Specifications

NATURE OF WORK This is advanced professional work with some administrative responsibility in the development, administration and evaluation of diversified in-service training programs in a county department. Employees in this class are responsible for planning, implementing, supervising and evaluating varied training programs in a county department. Responsibilities include consulting with supervisors to determine their training needs and priorities, evaluating on-going programs, recommending additional training activities to supervisors and management, planning development of new or revision of existing programs, and maintaining contact with various community educational resources and programs, as well as centralized county training activities. Emphasis of the work is on the mental needs. Some employees in the class may be assigned to the planning and supervision of federally funded programs designed for specific training purposes. Supervision is exercised over clerical support personnel and training specialists who assist in preparation and implementation of varied training programs. Supervision is received from an administration or professional superior who reviews program activities for timely progress and quality of results in meeting management goals and objectives for training.

ILLUSTRATIVE TASKS Consults with management and supervisors to determine current training needs and relative priorities; specifies additional training needs observed in contacts within the department; advises on methods and programs to meet new training objectives. Plans new training courses or revisions in existing courses within the department; supervises the compilation of materials including course outlines, lesson plans, and training aids; researches, edits and develops training materials for use in specific programs. Participates in selected in-service training by conducting formal sessions or seminars; assists the supervisory staff in training methods and techniques in the conduct of sessions; advises supervisors in the systematic planning and conduct of on-the-job training. Confers with officials in centralized county training activities to coordinate or change scheduling of employees in courses given on a county-wide basis; requests assistance in design of departmental training courses, or stimulation of employee interest in county-wide training or academic training programs. Advises supervisors and employees on career development and the availability of training courses in community educational programs; keeps informed on local college curricula in relation to department organizational and functional needs so as to better advise employees and supervisors. Evaluates training programs in progress or upon completion to determine effectiveness of training efforts in relation to departmental needs; discusses evaluation findings with the supervisory staff and management and confers on the best approach to improvements in training where needed; completes narrative and statistical reports of training accomplished and under way, including comprehensive evaluation of completed training. Supervises the maintenance of resource library materials, training aids and equipment; orders training materials; supervises the scheduling of departmental personnel in training programs and the maintenance of related records. Keeps informed on current bibliographic and other published information in various training fields. Makes recommendations regarding hiring of subordinates; counsels with subordinates on work-related problems; evaluates and rates employee performance. Performs related work as required.

KNOWLEDGES, ABILITIES AND SKILLS Considerable knowledge of general adult educational theories and principles. Considerable knowledge of local educational



Employee Relations Department

resources and sources of available information useful in planning of departmental training programs. Considerable knowledge of departmental organization and operations in relation to requirements for effective training. Considerable knowledge of the planning and conduct of training programs in diversified fields. Knowledge of content and scheduling of centralized training programs. Knowledge of county personnel rules, regulations and procedures. Knowledge of supervisory principles, techniques and procedures. Ability to plan and implement various departmental training programs. Ability to exercise good judgment and professional knowledge in the selection of training programs and techniques designed to meet specific training needs. Ability to present classroom instruction and conduct seminars and discussion sessions effectively so as to achieve training objectives. Ability to keep informed on local education resources, available published training information and local college curricula. Ability to evaluate training accomplished and recommend alternative approaches to achieve training objectives. Ability to give comprehensive advice to employees and supervisors concerning educational requirements and training for career progression, job performance improvement and fulfillment of departmental training needs. Ability to maintain effective relationships with management, supervisors, employees and various officials outside the department. Ability to prepare complete and comprehensive narrative and statistical training reports. Ability to communicate clearly, concisely and persuasively both orally and in writing. **MINIMUM QUALIFICATIONS** Bachelor's degree in Education, Personnel Management, Business Administration, Public Administration, or related field. One year of professional experience in developing and facilitating training programs is required. REV 10-79

Commission Auditor

Board of County Commissioners

OFFICE OF COMMISSION AUDITOR

- Provides independent budgetary, audit, management, revenue forecasting, and fiscal analysis of Board policies, County services, and contracts
- Provides objective and critical analysis of proposed legislation for Board consideration
- Conducts research and policy analysis and assists in formulating and developing legislation

FY 2006-07
19

FY 2007-08
19

COUNTY COMMISSION

- Comprised of 13 single-member districts that reflect the diversity and unique demographics of one of the nation's largest metropolitan areas
- Establishes regulations, laws, and fiscal policies that best serve the interests of our community and visitors
- Oversees essential public services, including planning and zoning and fiscal administration and ensures citizen participation and interaction at every level of local government
- Develops framework for promulgating legislative and policy priorities to ensure accountability, transparency, and efficiency

FY 2006-07
128

FY 2007-08
128

OFFICE OF INTERGOVERNMENTAL AFFAIRS

- Coordinates the County's intergovernmental relations at the local, state, and federal levels

FY 2006-07
7

FY 2007-08
7

MEDIA, PROTOCOL, AND EMPLOYEE RECOGNITION

- Produces quarterly Commission newspaper
- Produces, coordinates, and schedules radio and TV programs
- Prepares media kits and informational/educational materials
- Conducts necessary research for the Office of the Chairman and members of the Board of County Commissioners (BCC)
- Coordinates and assists with events for all 13 Commissioners
- Coordinates all protocol and employee recognition functions for the Office of the Chairman and Members of the BCC
- Coordinates/liases Commission protocol, dignitary visits, Consular Corps, and Intergovernmental Visits

FY 2006-07
5

FY 2007-08
5

OFFICE OF THE CHAIRMAN

- Serves as chief presiding officer of the legislative and governing body of County government
- Establishes Committee System
- Appoints members to all Commission Committees and Subcommittees
- Provides guidance/leadership to Commission Committees on legislative issues of countywide significance
- Oversees the efficient and productive assignment and scheduling of legislation
- Oversees process to appoint members to advisory boards, authorities, trusts, and committees
- Coordinates Commission and Committee calendars
- Presides over all Board of County Commissioners meetings
- Oversees Commission Sergeant-at-Arms, Support, Employee Recognition, and Protocol staffs
- Liaises and coordinates workplan with the Office of Intergovernmental Affairs
- Liaises and coordinates workplan with the Office of Commission Auditor

FY 2006-07
10

FY 2007-08
10

SUPPORT STAFF SERVICES

- Provides support staff to the Chairman and BCC
- Coordinates with Sergeants-at-Arms to maintain decorum at meetings and security for Commissioners

FY 2006-07
17

FY 2007-08
17

FY 2006-07 186

FY 2007-08 186

Office of Commission Auditor
Staffing Chart

<u>Commission Auditor</u>		
Occ. Code	FY 2006-07	FY 2007-08
8661	1	1
8651	1	1
8625	1	1
	<u>Total</u>	<u>Total</u>
	3	3

<u>Auditors Division</u>		
Occ. Code	FY 2006-07	FY 2007-08
8665	1	1
8658	2	2
8657	2	2
8667	2	2
8656	3	3
	<u>Total</u>	<u>Total</u>
	10	10

<u>Legislative Division</u>		
Occ. Code	FY 2006-07	FY 2007-08
8655	1	1
8653	2	2
8654	3	3
	<u>Total</u>	<u>Total</u>
	6	6

FY 2006-07 19
 Total Position Count
 FY 2007-08 19



Employee Relations Department

Commission Auditor (008661)

Job status	3	Recruit. type	Spec Instr	Minimum	\$31,651.10	Probation	00
Job category	A	Testing		Maximum	\$253,208.80	Range	99
Pos. status		Specialist	JSS	Frequency	Annually	Grade	
Job type	Professional/Managerial			Protection		Union	L

Pay steps

T	3	6	9	12	15	18
1	\$1,217.35	4	7	10	13	16
2	5	\$1,217.35	8	11	14	17
				14	17	20

Minimum Qualifications

Bachelor's degree. Five years of progressively responsible managerial experience in governmental accounting, auditing and program evaluation are required. Must possess a State of Florida Certified Public Accountant license. Certified Public Accountants who are not licensed in the State of Florida must obtain a Florida Certified Public Accountant license prior to their appointment. As a condition of continued employment, a State of Florida Certified Public Accountant license must be maintained current. Applicants qualifying for employment will be subject to an extensive background check including, but not limited to, fingerprint checks, employment verification and other procedures. All resume submittals are subject to State of Florida Public Records Law.

Job Specifications

NATURE OF WORK This is advanced professional auditing work for the Board of County Commissioners. Employees in this class conduct audits; management and legislative analyses; fiscal analyses; analyses of County policies, services and contracts; program evaluations; reviews of proposed budgets and revenue forecasts; and budget preparation. Responsibilities include performing complex auditing assignments of Board departments to determine whether the fiscal and legislative policy directions of the Commission are being efficiently and effectively implemented. Supervision is received from the Board of County Commissioners who review work for achievement of desired goals and objectives.

ILLUSTRATIVE TASKS Determines the extent to which legislative policies are being faithfully, efficiently and effectively implemented by the County Manager and County personnel. Determines whether County programs are achieving their desired objectives. Reviews both the administrative control and executive control systems as established by the County Manager and departmental personnel; determines whether such control systems are adequate and effective in accomplishing their objectives. Performs financial and compliance audits; economy and efficiency audits; program results audits; contract audits and special studies; prepares follow-up reports and memoranda. Gives information to the Commission whenever required regarding any subject relating to County affairs. Offers input throughout the budgetary process. Reviews the reasonableness of all revenue estimates included in the Mayor's and Manager's proposed budgets. Reviews all departmental budgets and performs an analysis of the Manager's and Mayor's proposed budgets; makes recommendations to the Commission regarding adjustments to the proposed budgets. Prepares a budget for the County if requested by the Commission. Makes periodic reports to the Commission. Performs related work as required.

KNOWLEDGES, ABILITIES AND SKILLS Considerable knowledge of generally accepted accounting principles, public finance administration and internal control systems. Considerable knowledge of the methods and application of accounting principles, public finance administration and internal control systems to the development, installation and auditing of governmental accounting systems. Knowledge of supervisory practices and procedures. Ability to plan, organize and direct efforts to achieve audit objectives. Ability to perform complex auditing assignments. Ability to understand, interpret and implement auditing policies, goals and programs. Ability to exercise judgment and discretion in making sound auditing decisions. Ability to apply policies and procedures specified in audit program guidelines for various departments and agencies. Ability to prepare more complex accounting reports and statements. Ability to promote and maintain effective departmental and public relations. Ability to maintain an objective attitude in the conduct of audits. Ability to perform detailed work involving written and numerical data. Ability to make arithmetic calculations rapidly and accurately.



Employee Relations Department

Ability to communicate clearly and concisely, verbally and in writing. 7/2005

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Employee Relations Department

Commission Auditor Senior Executive Secretary (008651)

Job status	1	Recruit. type	Resume	Minimum	\$31,651.10	Probation	00
Job category	F	Testing		Maximum	\$253,208.80	Range	99
Pos. status		Specialist		Frequency	Annually	Grade	
Job type	Administrative Support/Clerical/Paraprofessional			Protection		Union	I

Pay steps

T	3	6	9	12	\$9,738.80	15	18
1	\$1,217.35	4	7	10		13	16
2		5	\$1,217.35	8		11	14
						17	20

Job Specifications

NATURE OF WORK This is advanced and highly responsible executive secretarial and related clerical work for the office of the Commission Auditor. Employees in this class perform a variety of complex secretarial and clerical duties. Emphasis of the work is on the performance of advanced secretarial duties requiring a thorough knowledge of assigned areas of responsibilities and an understanding of established policies, programs, procedures and regulations. Duties typically include handling highly confidential matters for immediate supervisor, ensuring departmental compliance with County protocol requirements for various documents and reports, arranging for and attending conferences, independently answering inquiries where there is established policy or precedent action, taking and transcribing dictation, composing and typing correspondence and performing research to compile data for special reports and other purposes. Incumbents utilize a variety of office skills and considerable independent judgment in relieving supervisor of administrative details and in managing the office. Supervision may be exercised over subordinate clerical employees through assignment of tasks and review of completed work for accomplishment of desired objectives. General supervision is received from the Department Director or comparable executive official who reviews work for satisfactory performance of executive secretarial duties and for attainment of desired goals and objectives.

ILLUSTRATIVE TASKS Performs executive secretarial duties for the Department Director or comparable executive official; commits time in making appointments and maintains calendar; maintains itinerary and makes travel and hotel arrangements as required. Handles highly confidential matters for submission to senior County management; oversees the preparation of major policy documents affecting departmental operations. Monitors the Agenda of the Board of County Commissioners for department-related items and informs Director and appropriate senior departmental executives. Ensures compliance with County policies and procedures, legal deadlines and other requirements for correspondence, legal advertising, certifications and other documents. Prepares or coordinates the preparation of resolutions, contracts, professional service agreements and reports for presentation to the Board of County Commissioners and its subcommittees. Follows protocol guidelines in reviewing various written submissions from operating divisions to ensure compliance with department and County requirements; monitors the timely response to correspondence from senior County management and other County officials. Arranges for and attends various conferences and meetings; informs participants and provides background information; serves as recording secretary at conferences, board meetings and staff consultations; takes official minutes and prepares reports of proceedings; follows through on actions required. Takes and transcribes dictation which may vary by subject matter including legal, technical, financial or other specialized terminology; takes verbatim transcript from telephone calls or in conferences as requested; operates personal computer and other computerized office equipment. Manages the Department Director's office; opens, screens and distributes mail; marks important parts of instructions, orders and regulations, and organizes mail according to priorities; maintains control of correspondence flow through office. Composes correspondence from verbal instructions and independently drafts replies to inquiries. Receives and screens telephone calls and visitors; responds to requests for information by answering questions where there are established policies or regulations, or precedent actions taken by Director. Plans, assigns and reviews the work of subordinate clerical employees engaged in typing reports, correspondence and other documents, filing, and performing a variety of other clerical duties; provides training in procedures and methods in the organization of assignments. Researches and compiles data from a variety of sources in connection with special reports, budget preparation and other matters; assembles material for reply to correspondence demanding Director's personal attention. Keeps various activity and production records; types various activity reports, requisitions,



Employee Relations Department

work orders and personnel forms; composes reports on caseloads, workloads or other subjects as delegated; authorizes expenditures from petty cash; requisitions office supplies; performs arithmetic calculations for budget requests and other matters. Maintains office filing systems; reorganizes files as required; establishes subject matter files; purges files of unnecessary items according to established policies and procedures. Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Extensive knowledge of executive secretarial methods, techniques and procedures. Extensive knowledge of general office procedures, practices and equipment. Thorough knowledge of executive protocol and the proper order of etiquette in conducting secretarial activities with responsible County and other officials. Thorough knowledge of the department to which assigned including its policies, procedures, regulations, organization and work flow. Thorough knowledge of the responsibilities of a Department Director and the relationships with elected representatives, senior County management, other Department Directors and officials and the public. Considerable knowledge of business English, spelling and arithmetic. Considerable knowledge of the structure and function of various County departments. Considerable knowledge of public relations principles and techniques. Knowledge of supervisory principles and practices. Ability to establish and maintain an effective working secretarial relationship with a Department Director, Senior Assistant to the County Manager or comparable executive official. Ability to take and transcribe dictation at a high rate of speed. Ability to operate typewriters, personal computers and other computerized office equipment with accuracy and speed. Ability to develop and maintain effective working relationships with subordinates, elected representatives and their staff, senior County management, and a variety of other County and private officials. Ability to express ideas clearly and concisely, verbally and in writing. Ability to establish and revise office policies and procedures. Ability to research and develop information from a variety of sources. Ability to supervise subordinates in a manner conducive to full performance and high morale. NEW 10/05



Employee Relations Department

Office of Legislative Analysis Administrative Assistant (008625)

Job status	3	Recruit. type	Resume	Minimum	\$31,651.10	Probation	00
Job category	B	Testing		Maximum	\$253,208.80	Range	99
Pos. status	Exempt	Specialist		Frequency	Annually	Grade	
Job type	Administrative Support/Clerical/Paraprofessional			Protection	Not protected	Union	L

Pay steps

T	3	6	9	12	\$9,738.80	15	18
1	\$1,217.35	4	7	10	13	16	19
2	\$1,217.35	5	8	11	14	17	20

Job Specifications
No Job Specification Available



Employee Relations Department

Senior Audit Budget Manager (008665)

Job status	3	Recruit. type	Resume	Minimum	\$26,780.00	Probation	00
Job category	A	Testing		Maximum	\$214,240.00	Range	
Pos. status	Exempt	Specialist	JSS	Frequency	Annually	Grade	
Job type	Professional/Managerial			Protection		Union	L

Pay steps

T	3	6	9	12	\$8,240.00	15	18
1	\$1,030.00	4	7	10		13	16
2		5	\$1,030.00	8		11	14
						17	20

Minimum Qualifications

Bachelor's degree in Public Administration, Business Administration, or related field. A minimum of five to ten years of professional experience to include developing, monitoring, or reviewing budgets, performing related fiscal or management analysis is required. A Master's degree may substitute for one year of the required experience.

Job Specifications

No Job Specification Available



Employee Relations Department

BCC Audit Manager (008658)

Job status	3	Recruit. type	Spec Instr	Minimum	\$31,651.10	Probation	00
Job category	B	Testing		Maximum	\$253,208.80	Range	99
Pos. status	Exempt	Specialist	JSS	Frequency	Annually	Grade	
Job type	Professional/Managerial			Protection	Not protected	Union	L

Pay steps

T	3	6	9	12	15	18
1	\$1,217.35	4	7	10	13	16
2	5	\$1,217.35	8	11	14	17
				14	17	20

Minimum Qualifications

Bachelor's degree in Accounting, Business Administration, Public Administration or related field. A minimum of three to six years of professional auditing or related experience to include three years of supervisory experience is required. Must possess a Certified Public Accountant (CPA) license, Certified Internal Auditor (CIA) license, or Certified Information Systems Auditor (CISA) license.

Job Specifications

NATURE OF WORK This is highly responsible supervisory and administrative professional auditing work for the Board of County Commissioners in the audit of various financial operations in County departments, external government organizations having contractual relationship with the County and commercial firms doing business with Miami-Dade County. Employees in this class are responsible for planning, directing and conducting reviews of assigned organizational and functional activities in accordance with professional auditing principles and departmental standards. Primary responsibilities include directing the conduct of operational, compliance, performance and financial audits of external companies, contractors and grantees having a contractual relationship with Miami-Dade County. Duties include assessing the adequacy of internal controls, appraising the management of resources, and determining compliance with procedures, contract terms, laws and regulations. Incumbents exercise considerable independent judgment and technical expertise in the application of advanced auditing knowledges to the management of complex auditing programs. Supervision is exercised through subordinate supervisors over a staff of professional auditors engaged in conducting auditing assignments.

General direction is received from an administrative superior who holds the incumbent responsible for the effective management of multiple auditing assignments, quality of professional results, and accomplishment of audit objectives.

ILLUSTRATIVE TASKS Plans, directs and coordinates the work of subordinate supervisors and professional auditors engaged in the auditing of assigned organizational and functional activities. Plans and determines the focus and direction of specific audits; assists in formulating an annual audit plan; plans the objectives, approach, scope and work program to accomplish audit objectives in accordance with professional and departmental standards and within time constraints. Monitors activities of subordinates and work progress; provides direction on proper documentation techniques, data gathering, analysis methods, and quality and quantity of audit documentation. Reviews and evaluates completed work, findings and recommendations for accuracy, adequacy and presence of sufficient supporting documentation; assures that working papers support findings and conclusions and are in accordance with professional and departmental standards. Obtains, analyzes and appraises evidentiary data in support of audit objectives, conclusions and findings. Participates in audits of highly technical or complex areas to determine the adequacy and effectiveness of management controls, effectiveness and efficiency of activities under review, and compliance with policies, procedures, laws and regulations. Evaluates audit findings for inclusion in audit reports; distinguishes critical and non-critical matters when assessing the significance of deficiencies and making recommendations for improvement. Regularly informs management of auditing progress and/or technical problems; conducts periodic project status meetings with staff; prepares administrative reports regarding job scheduling and assigned activities. Reviews audit reports and analyzes for thoroughness and conformance with audit program guidelines and professional auditing standards; participates in exit conferences with operating department employees; evaluates responses to reports to determine reasonableness and suggests follow-up actions.

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Employee Relations Department

Performs special reviews and serves on special committees. Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance. Performs related work as required. **KNOWLEDGES, ABILITIES, AND SKILLS** Thorough knowledge of the special principles, practices and procedures of auditing pertaining to financial operations of County departments, and external companies, contractors and grantees having contractual relationship with Miami-Dade County. Thorough knowledge of the principles of governmental accounting, business and public administration. Thorough knowledge of local, state and federal laws, ordinances and regulations pertaining to fiscal management of government agencies. Thorough knowledge of the organization and operations of departments and agencies assigned for audit. Thorough knowledge of professional and departmental standards for the conduct of comprehensive auditing programs. Thorough knowledge of the provisions of various contracts between Miami-Dade County and external companies, contractors and grantees. Considerable knowledge of supervisory principles and practices. Considerable knowledge of public relations principles and techniques. Ability to plan the objectives, approach, scope and work plan to accomplish audit objectives in accordance with professional and departmental standards. Ability to direct and coordinate the work of an auditing staff to achieve audit objectives within projected time constraints. Ability to supervise subordinates in a manner conducive to full performance and high morale. Ability to analyze and interpret accounting data, devise audit procedures and techniques, and evaluate completed audit reports. Ability to determine the adequacy and effectiveness of management controls over operational activities. Ability to exercise judgment and discretion in evaluating audit findings for critical and non-critical matters. Ability to communicate clearly and concisely, verbally and in writing. NEW 6/05



Employee Relations Department

BCC Senior Auditor (008657)

Job status	3	Recruit. type	Spec Instr	Minimum	\$31,651.10	Probation	00
Job category	B	Testing		Maximum	\$253,208.80	Range	99
Pos. status		Specialist	JSS	Frequency	Annually	Grade	
Job type	Professional/Managerial			Protection		Union	L

Pay steps

T	3	6	9	12	15	18
1	\$1,217.35	4	7	10	13	16
2	5	\$1,217.35	8	11	14	17
				14	17	20

Minimum Qualifications

Bachelor's degree in Accounting, Business Administration, Public Administration, or related field. Three years of professional auditing or related experience to include project management experience are required. A Master's degree, Certified Public Accountant (CPA) license, Certified Internal Auditor (CIA) license, Certified Information Systems Auditor (CISA) license or equivalent license may substitute for one year of the required experience.

Job Specifications

NATURE OF WORK This is advanced and supervisory professional auditing work for the Board of County Commissioners in the audit of various financial operations in county departments, external governmental organizations having contractual relationships with the county, and commercial firms doing business with Miami-Dade County. Employees in this class are responsible for the supervision of the conduct of various moderately difficult and complex audit program including major auditing assignments. Incumbents must exercise professional and independent judgement in the audit of various management and financial operations. **ILLUSTRATIVE TASKS** Supervises and participates in audits of financial records of county administrative and revenue-producing departments, including records of revenue, expenditures, assets and liabilities; supervises and participates in audits of concessionaires and operators of facilities leased, franchised or regulated by Miami-Dade County; prepares reports of audits performed. Assigns and supervises subordinate employees in the preparation of detailed financial reports, projections and analyses comparing the assignment of work papers; reviews draft reports and work papers for adherence to audit program, internal guidelines and auditing standards. Determines whether county organizational units and applicable external organizations are performing their planning, custodial, accounting or control activities in compliance with policies, procedures, standards, laws and regulations, and in a manner consistent with objectives and standards of administrative practices and applicable federal, state and local laws and ordinances. Evaluates effectiveness of internal controls, procurement and estimating procedures and costs systems of more than average complexity. Prepares entire audit programs and audit reports when serving as auditor-in-charge; when serving as a lead auditor, prepares portions thereof on segments of complex audit assignments. Determines audit procedures to be used, including statistical sampling and the use of electronic data processing equipment. Recommends necessary staff required to complete audits and modifications of audit programs for supervisory approval. Obtains, analyzes, and appraises evidentiary data or a base for an informed and objective opinion in the adequacy and effectiveness of the system and efficiency of performance of the activities being reviewed and on the adequacy of outside commercial firms, franchisers, or concessioners representations. Makes oral or written presentations to management during and at the conclusion of the examination, after approval by the supervising auditor, discussing deficiencies and recommending corrective actions. Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave; evaluates and rates employee performance. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS**

Considerable knowledge of generally accepted accounting principles, public finance administration and internal control systems and their methods and application to the development, installation and audit of governmental accounting systems. Considerable knowledge of all federal, state and local laws, ordinances, rules, regulations and guidelines pertaining to fiscal management of government agencies. Considerable knowledge of the special principles, practices, and procedures of auditing with reference to public finance and governmental accounting. Considerable knowledge of federal, state and

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Employee Relations Department

local laws, rules, regulations and guidelines relating to financial records of county departments and agencies funded by federal grants. Considerable knowledge of the organization and operating activities of departments and agencies assigned for audit. Knowledge of supervisory practices and procedures. Ability to coordinate and supervise the work of an auditing staff in a manner conducive to full performance and high morale. Ability to analyze and interpret accounting data, devise audit procedures and techniques or specialized and general accounting systems. Ability to supervise the preparation of or prepare complete and accurate accounting reports and statements, including those of a complex nature. Ability to promote and maintain effective departmental and public relations. Ability to communicate effectively, both verbally and in writing. Ability to exercise sound judgment in the application of audit standards and principles to complex auditing problems. Ability to plan an audit program and organize and audit staff for a major audit assignment. Ability to understand, interpret and implement auditing policies, goals and programs. NEW 6/05



Employee Relations Department

BCC Budget Analyst 2 (008667)

Job status	3	Recruit. type	Resume	Minimum	\$501.54	Probation	00
Job category	B	Testing		Maximum	\$9,738.80	Range	99
Pos. status	Classified	Specialist		Frequency		Grade	
Job type	Professional/Managerial			Protection		Union	L

Pay steps

T	3	6	9	12	\$9,738.80	15	18
1	\$501.54	4	7	10	13	16	19
2	5	\$501.54	8	11	14	17	20

Job Specifications
No Job Specification Available



Employee Relations Department

BCC Associate Auditor (008656)

Job status	3	Recruit. type	Spec Instr	Minimum	\$31,651.10	Probation	00
Job category	B	Testing		Maximum	\$253,208.80	Range	99
Pos. status		Specialist	JSS	Frequency	Annually	Grade	
Job type	Professional/Managerial			Protection		Union	L

Pay steps

T	3	6	9	12	15	18
1	\$1,217.35	4	7	10	13	16
2	5	\$1,217.35	8	11	14	17
				14	17	20

Minimum Qualifications

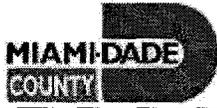
Bachelor's degree in Accounting, Business Administration, Public Administration, or related field. Two years of professional auditing, budget development and monitoring, fiscal management analysis or related experience are required. A Master's degree, Master's degree in Business Administration, Master's degree in Public Administration, Certified Public Accountant (CPA) license, Certified Internal Auditor (CIA) license, Certified Information Systems Auditor (CISA) license or equivalent license may substitute for one year of the required experience.

Job Specifications

NATURE OF WORK This is advanced professional auditing work for the Board of County Commissioners with some supervisory responsibility in the audit of various financial operations in county departments, external government organizations having contractual relationships with the county, and audit assignments of commercial firms doing business with Miami-Dade County. Employees in this class perform more complex auditing assignments in various staff and operating agencies, departments and in external organizations, or serve as team leaders in the conduct of small-scale routine audits. Incumbents may also be assigned to assist professional superiors in the conduct of special auditing assignments of considerable complexity. Work differs from that found in the Assistant Auditor class in that the positions require more advanced professional knowledge of auditing theory and practices and the application of a greater degree of professional judgment in the disposition of accounting problems which arise. Emphasis may be assigned to a variety of departments and agencies or may specialize in audits of specifically assigned federally funded programs. Some incumbents are engaged in audits of firms that have contracts or franchises with the county. Supervision is received from a professional superior who reviews statements and reports and evaluates work for quality of results and adherence to professional auditing standards and program guidelines.

ILLUSTRATIVE TASKS Supervises subordinate personnel in conducting audits of fiscal records of county departments; personally audits more difficult fiscal records; reviews and corrects records of audits for subordinate personnel; prepares or supervises preparation of final reports, summaries and supporting information together with analytical statements. Conducts and supervises audits of outside firms that have franchises with the county, as assigned; conducts and supervises audits of outside agencies that are funded by federal grants; reviews compliance of firms and agencies with federal, state and local laws, rules, regulations and guidelines. Determines whether county organizational units and applicable external organizations are performing their planning, custodial, accounting or control activities in compliance with policies, procedures, standards, laws and regulations, and in a manner consistent with objectives and standards of administrative practices and applicable federal, state and local laws and ordinances. Performs audit assignments typically involving complete segments of audit programs involving manual accounting systems or generally automated systems. Reviews incurred costs, forward pricing or bid proposals, progress payment requests, reimbursement claims, overhead costs, price redeterminations; termination claims, defective pricing reviews, purchasing, estimating and accounting surveys, and other miscellaneous audits and contract administration assignments. Develops audit programs and contacts contractor/ subcontractor personnel to explain purpose of the audit and to obtain audit information. Determines or assists in determining the direction, theory, thrust and scope (approach) of audit. Obtains, analyzes, and appraises evidential data as a basis for an informed and objective opinion on the adequacy and effectiveness of the system and the efficiency of performance of the activities being reviewed and on the

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adequacy of outside commercial firms, franchisers, or concessioners representations. Makes, or assists in making, oral or written presentations to management during and at the conclusion of the examinations, after approval by the supervising auditor, discussing deficiencies and recommending corrective actions. Prepares formal written reports, as requested, expressing opinions on the adequacy and effectiveness of the system and the efficiency with which activities are carried out. Appraises, or assists in appraising, the adequacy of corrective actions taken to improve deficient conditions. Assists superior in the conduct of more complex assignments such as those of an investigative nature. Prepares summaries, schedules and supporting information for phases of audits assigned. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Considerable knowledge of generally accepted accounting principles, public finance administration and internal control systems and their methods and application to the development, installation and audit of governmental accounting systems. Considerable knowledge of the special principles, practices and procedures of auditing with reference to public finance and governmental accounting. Considerable knowledge of established audit program guidelines applicable to audits assigned. Considerable knowledge of established audit program guidelines applicable to audits assigned. Considerable knowledge of federal, state and local laws, rules, regulations and guidelines relating to financial records of county departments and agencies funded by federal grants. Knowledge of the organization and operating activities of departments and agencies funded by federal grants. Knowledge of supervisory practices and procedures. Ability to plan organize and direct efforts to achieve audit objectives. Ability to understand, interpret and implement auditing policies, goals and programs. Ability to exercise judgment and discretion in making sound auditing decisions. Ability to apply policies and procedures specified in audit program guidelines for various departments and agencies. Ability to prepare more complex accounting reports and statements. Ability to promote and maintain effective departmental and public relations. Ability to maintain and objective attitude in the conduct of audits. Ability to perform detailed work involving written and numerical data. Ability to make arithmetic calculations rapidly and accurately. Ability to communicate effectively, both verbally and in writing. NEW 6/05



Employee Relations Department

Chief Legislative Analyst (008655)

Job status	3	Recruit. type	Spec Instr	Minimum	\$31,651.10	Probation	00
Job category	B	Testing		Maximum	\$253,208.80	Range	99
Pos. status		Specialist		Frequency	Annually	Grade	
Job type	Professional/Managerial			Protection		Union	L

Pay steps

T	3	6	9	12	\$9,738.80	15	18
1	\$1,217.35	4	7	10		13	16
2	\$1,217.35	5	8	11		14	17

Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, Economics, Public Policy, or related field. Three years of relevant professional experience performing research and analyses for a legislative body or other related experience are required. Master's degree or Juris Doctorate degree may substitute for one year of the required experience.

Job Specifications

NATURE OF WORK This is advanced, highly responsible professional and supervisory legislative analysis work in the Office of the Commission Auditor. Employees in this class supervise Office of the Commission Auditor staff performing legislative analysis activities in support of the Board of County Commissioners. Duties include planning and directing research, analysis and reporting on legislative and public policy matters; developing project definition for large scale or critical assignments; assigning staff to support the various committees of the Commission; developing and maintaining relationships with Commissioners, Commission staff, and County administrators; and ensuring legislative and policy analysis needs of the Commission are met. Employees in this class serve as the Commission's primary contact for analysis of critical legislative and public policy issues and related research and analysis projects. The incumbent exercises considerable independent judgment and professional knowledge in the management of a variety of complex legislative research and analysis activities. Supervision is exercised over professional subordinates engaged in various phases of legislative and policy analysis and reporting. General direction is received from the Commission Auditor who holds the incumbent responsible for the professional management of County legislative analysis functions. **ILLUSTRATIVE TASKS**

Conducts research and policy analyses to assist the Commission in formulating and developing legislation and public policy. Maintains awareness of local, state and national current events and literature that may have implications for the BCC. Provides objective and critical analyses of proposed legislation and of public policy issues for the Board of County Commissioners, including analyses of large, complex issues requiring support from lower level legislative analysts. Provides preliminary determinations of impact of proposed legislation on the County; projects costs, increased or lost revenue, and potential impact to County policies or programs as a result of legislation or regulatory changes. Ensures timely, accurate and thorough written and oral reports and briefings are provided the Commission. Coordinates the provision of legislative analysis support to the Commission and its various committees. Supervises and reviews the work of, and provides guidance and mentoring to, all Commission Legislative Analysts and Senior Commission Legislative Analysts.

Provides opportunities for and encourages continued professional development of Office of Commission Auditor legislative staff. Develops project definitions, work plans and staff assignments. Communicates with Office of Commission Auditor staff, and with the Chairperson and members of the Board of County Commissioners to facilitate projects. Communicates effectively with County administrators, the County Attorney and other department or agency officials in carrying out legislative staff functions. Supervises the assembly of documentation and report generation detailing analysis of legislative and public policy issues for review by the Commission. Performs a range of administrative tasks in support of Office of the Commission Auditor and legislative staff activities, including project and agenda coordination, payroll and budgeting. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Thorough knowledge of research and writing principles and practices. Thorough knowledge of the principles of public administration. Thorough knowledge of the legislative process at all jurisdictional levels. Thorough knowledge of the relationships among the various County

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departments and agencies. Thorough knowledge of executive protocol and order of etiquette in dealing with various elected and appointed County officials. Thorough knowledge of the structure, functions and organization of Miami-Dade County government. Considerable knowledge of supervisory principles and practices. Ability to plan, coordinate and facilitate research and analysis activities. Ability to communicate clearly and concisely, verbally and in writing. Qualitative skills to analyze fiscal impacts of proposed legislation. **MINIMUM QUALIFICATIONS** Bachelor's degree Business Administration, Public Administration, Economics, Public Policy or a related field. Three years of professional experience performing research and analyses for a legislative body or other related experience required. Master's degree or Juris Doctorate may substitute for one year of the required experience. Must possess excellent qualitative, analytical and communication skills. NEW 06/05



Employee Relations Department

Senior Commission Legislative Analyst (008653)

Job status	3	Recruit. type	Resume	Minimum	\$1,217.35	Probation	00
Job category	B	Testing		Maximum	\$9,738.80	Range	99
Pos. status	Exempt	Specialist	JSS	Frequency		Grade	
Job type	Professional/Managerial			Protection		Union	L

Pay steps

T	3	6	9	12	15	18
1	\$1,217.35	4	7	10	13	16
2	\$1,217.35	8	11	14	17	20

Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, Economics, Public Policy, or related field. Two years of relevant professional experience are required including at least one year as a Legislative Analyst or equivalent. Must possess excellent quantitative, analytical, computer, and communication skills. Master's degree or J.D. may substitute for one year of experience.

Job Specifications

NATURE OF WORK This is advanced and responsible professional legislative analysis work in the Office of the Commission Auditor. Employees in this class serve in an advanced capacity monitoring, analyzing and reporting on all events, public policy and legislative matters of interest in support of assigned committees of the Board of County Commissioners. Duties include overseeing the work of lower level legislative analysis staff carrying out projects for assigned committees; reviewing the work of and providing advice and guidance to lower level legislative analysts; corresponding with and receiving input from other Office of the Commission Auditor staff, the Commission and its staff, County administrators and the County Attorney's Office; providing objective and critical analyses, reports and briefings to the Commission; and facilitating special analysis projects directly relating to work of assigned committees. Employees in this class serve as a senior legislative correspondent, ensuring accurate, timely and thorough analysis of critical issues, and completion of a wide range of special analysis assignments. Incumbents exercise considerable independent judgment, discretion and initiative in facilitating analysis and reporting activities. General direction is received from an administrative superior who evaluates work for quality of results in the effective analysis of legislative matters. **ILLUSTRATIVE TASKS** Conducts research and policy analyses to assist the Commission in formulating and developing legislation and public policy. Maintains awareness of local, state and national current events and literature that may have implications for the Board of County Commissioners. Provides objective and critical analyses of proposed legislation and of public policy issues for the Board of County Commissioners, including analyses of large, complex issues requiring support from lower level legislative analysts. Makes preliminary determinations of impact of proposed legislation on the County; projects costs, increased or lost revenue, and potential impact to County policies or programs as a result of legislation or regulatory changes. Provides timely, accurate and thorough written and oral reports and briefings. Coordinates the provision of legislative analysis support to several committees of the Commission. Reviews the work of and provides guidance and mentoring to lower level legislative analysts assigned to their committees and/or projects. Encourages continued professional development of lower level analysts. Assists the Chief Legislative Analyst in development of project definitions, work plans and staff assignments. Corresponds and communicates effectively, and coordinates projects, with other Office of the Commission Auditor legislative staff and with the chairperson and members of the Commission and their staff. Effectively participates on individual projects and as a team member on joint projects. Assembles documentation and generates reports detailing analysis of legislative and public policy issues for review by the Commission. Provides timely, accurate and thorough written and oral reports for the Commission. Briefs the Commission on pending legislative or policy matters. Communicates effectively with County administrators, the County Attorney and other department or agency officials in carrying out legislative staff functions. Performs a range of administrative tasks in support of Office of Commission Auditor activities. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS**

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Considerable knowledge of research and writing principles and practices. Considerable knowledge of the principles of public administration. Considerable knowledge of the legislative process at all jurisdictional levels. Considerable knowledge of the relationships among the various County departments and agencies. Considerable knowledge of executive protocol and order of etiquette in dealing with various elected and appointed County officials. Considerable knowledge of the structure, functions and organization of Miami-Dade County government. Knowledge of supervisory principles and practices. Ability to plan, coordinate and facilitate research and analysis activities. Ability to communicate clearly and concisely, verbally and in writing. Qualitative skills to analyze fiscal impacts of proposed legislation. **MINIMUM QUALIFICATIONS** Bachelor's degree in Business Administration, Public Administration, Economics, Public Policy or a related field and two years of related professional experience are required, including at least one year as a legislative analyst. Master's degree or Juris Doctorate may substitute for one year of the required experience. Must possess excellent qualitative, analytical and communication skills. NEW 06/05



Employee Relations Department

Commission Legislative Analyst (008654)

Job status	3	Recruit. type	Spec Instr	Minimum	\$31,651.10	Probation	00
Job category	B	Testing		Maximum	\$253,208.80	Range	99
Pos. status	Exempt	Specialist		Frequency	Annually	Grade	
Job type	Professional/Managerial			Protection	Not protected	Union	L

Pay steps

T	3	6	9	12	\$9,738.80	15	18
1	\$1,217.35	4	7	10	13	16	19
2	\$1,217.35	5	8	11	14	17	20

Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, Economics, Public Policy or related field. Two years of professional experience are required. Must possess excellent quantitative, analytical, computer and communication skills. Master's degree may substitute for one year of experience.

Job Specifications

No Job Specification Available

Fair Employment Practices

Total Positions	<u>8</u>
Total No. of Vacancies	<u>3</u>
Value of Vacant Positions	<u>\$129,771.01</u>

Director

Formulates policy; responsible for planning, directing and coordinating the activities of the Office of Fair Employment Practices. Responsibilities include directing the investigation and reconciliation of establishing and maintaining effective working relationships with a variety of public and private officials and organizations and establishing preventive measures such as mediation to prevent discrimination complaints.

FY 06-07
2 FTE

FY 07-08
2 FTE

Programs/Administrative Services

Conducts administrative and field investigation of discrimination complaints. Conducts fact-finding conference and provides mediation to resolve workplace conflicts. Conducts and develops toward creating a discrimination-free environment. Provides liaison services to all County departments.

FY 06-07
3 FTE

FY 07-08
3 FTE

Tracking/Legal Services

Ensures staff awareness of current case and statutory laws governing equal employment opportunity and fair employment practices. Supports administrative functions including report generating, budgeting, research and special case handling, as directed.

FY 06-07
2 FTE

FY 07-08
2 FTE

Training

Responsible for quality control of subject area training services. Provides monthly training through ERD's supervisor certification program. Supports Director and Program/Services as needed.

FY 06-07
1 FTE

FY 07-08
1 FTE

OFFICE OF FAIR EMPLOYMENT PRACTICES
FY 06-07 STAFFING CHART - As of 3/13/07

06-07	Fair Employment Practices - FE261719	07-08
1	Department Director	1
1	Senior Executive Secretary	1
3	Fair Employment Practices Specialist	3
1	Training Specialist 3	1
1	FEP Administrative Specialist	1
1	FEP Legal Liaison	1
8		8



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Director, Office of Fair Employment Practices (000646)

Job status	3	Recruit. type	Resume	Minimum	\$94,135.08	Probation	00
Job category	A	Testing		Maximum	\$150,098.00	Range	99
Pos. status		Specialist	SAA	Frequency	Annually	Grade	10
Job type	Professional/Managerial			Protection		Union	L

Pay steps

T	3	6	9	12	15	18
1	\$3,620.58	4	7	10	13	16
2	5	\$3,982.65	8	11	14	17
				14	17	20

Minimum Qualifications

Bachelor's degree. A minimum of five to ten years of personnel or related experience is required with a preference for three years of experience in implementing or managing equal employment opportunity and affirmative action policies and practices or conflict resolution.

Job Specifications

NATURE OF WORK This is highly responsible executive level work in directing and ensuring equal employment opportunity policies and practices in Miami-Dade County government and managing conflict resolution. An employee in this class is responsible for planning, directing and coordinating the activities of the Office of Fair Employment Practices. Responsibilities include directing the investigation and reconciliation of complaints filed with a variety of federal agencies; establishing and maintaining effective working relationships with a variety of public and private officials and organizations and establishing preventive measures such as mediation to prevent discrimination complaints. The incumbent exercises extensive independent judgment in the application of local and federal laws, rules and regulations to a variety of affirmative action activities. Supervision is exercised over subordinate professional and clerical employees through assignment of work and review for adherence to established policies and procedures. General supervision is received from the County Manager who reviews work for quality of results in the application of affirmative action guidelines.

ILLUSTRATIVE TASKS Directs the investigation of a variety of alleged complaints received from individuals, contractors and employees concerning violations of equal employment opportunity guidelines and federal labor standards; interviews employees to determine the nature and validity of the complaint and whether the complaint is covered under applicable rules and regulations; explains established affirmative action laws and county grievance procedures; resolves affirmative action problems with departmental affirmative action officials. Prepares investigative reports for county legal authorities containing background information, statements of the complaint, analysis, conclusions and recommendations for appropriate action; explains results of investigations to employee concerned; attends fact finding conferences and arbitration hearings to present investigation results of cases to which assigned, as required. Meets with departmental officials to explain county affirmative action guidelines and assist in developing affirmative action plans; reviews and evaluates completed affirmative action plans for content, programmatic updates, statistical summaries, goals and timetables for progress in meeting affirmative action guidelines; makes recommendations concerning the quality of departmental plans. Insures that private contractors working on county projects and operating with Federal funds are in compliance with affirmative action employment practices and Federal labor standards; attends pre-award reviews to determine if contractors have acceptable affirmative action plans and to provide information on the availability of minority business enterprises as potential sub-contractors; explains affirmative action requirements to prime and sub-contractors in pre-construction conferences; develops equal opportunity specifications for bid documents, contract agreements and other related documents. Negotiates with contractors to reconcile and mediate complaints and obtain agreements with contractors to take steps within agreed time periods to meet equal employment opportunity guidelines; makes recommendations concerning contractors' non-compliance and develops case files for litigation. Reviews, performs calculations and analyzes statistical information pertaining to employees as it relates to affirmative action activities to determine deficiencies and trends and provide assistance to departments, and the general public, and for use in special projects. Attends meetings and conferences to provide training to officials of departments,

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municipalities and other government organizations concerning affirmative action programs, plans and legislative developments; attends workshops and seminars on affirmative action and equal employment opportunity. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Extensive knowledge of established local and federal laws, rules, regulations and ordinances pertaining to equal employment opportunity and affirmative action. Extensive knowledge of established procedures for the investigation and resolution of affirmative action complaints. Thorough knowledge of the provisions of a variety of federal contracts compliance programs. Thorough knowledge of case investigation techniques and litigation proceedings concerning affirmative action complaints. Thorough knowledge of the goals and objectives of the county affirmative action program. Thorough knowledge of appropriate techniques in maintaining effective contacts with various employers and public and private organizations. Considerable knowledge of the structure and function of related county departments. Considerable knowledge of public relations principles and public speaking techniques. Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials, union officials and the public. Ability to exercise discretion and judgment in interpreting and applying affirmative action rules and regulations to a variety of affirmative action activities. Ability to express ideas and information clearly and concisely, verbally and in writing. NEW 1/98

Nature of work

This is highly responsible executive level work in directing and ensuring equal employment opportunity policies and practices in Miami-Dade County government and managing conflict resolution.



Employee Relations Department

Senior Executive Secretary (000096)

Job status	1	Recruit. type	Resume	Minimum	\$37,072.10	Probation	00
Job category	F	Testing		Maximum	\$62,327.72	Range	99
Pos. status		Specialist	jss	Frequency	Annually	Grade	A3
Job type	Administrative Support/Clerical/Paraprofessional			Protection		Union	L

Pay steps

T	3	6	9	12	\$2,397.22	15	18
1	\$1,425.85	4	7	10		16	19
2	5	\$1,717.24	8	11		17	20

Minimum Qualifications

High school diploma or GED. Four years of advanced secretarial experience are required.

Job Specifications

NATURE OF WORK This is advanced and highly responsible executive secretarial and related clerical work for a Department Director or comparable executive official. Employees in this class perform a variety of complex secretarial and clerical duties. Emphasis of the work is on the performance of advanced secretarial duties requiring a thorough knowledge of assigned areas of responsibilities and an understanding of established policies, programs, procedures and regulations. Duties typically include handling highly confidential matters for immediate supervisor, ensuring departmental compliance with County protocol requirements for various documents and reports, arranging for and attending conferences, independently answering inquiries where there is established policy or precedent action, taking and transcribing dictation, composing and typing correspondence and performing research to compile data for special reports and other purposes. Incumbents utilize a variety of office skills and considerable independent judgment in relieving supervisor of administrative details and in managing the office. Supervision may be exercised over subordinate clerical employees through assignment of tasks and review of completed work for accomplishment of desired objectives. General supervision is received from a Department Director or comparable executive official who reviews work for satisfactory performance of executive secretarial duties and for attainment of desired goals and objectives.

ILLUSTRATIVE TASKS Performs executive secretarial duties for the Department Director or comparable executive official; commits time in making appointments and maintains calendar; maintains itinerary and makes travel and hotel arrangements as required. Handles highly confidential matters for submission to senior County management; oversees the preparation of major policy documents affecting departmental operations. Monitors the Agenda of the Board of County Commissioners for department-related items and informs Director and appropriate senior departmental executives. Ensures compliance with County policies and procedures, legal deadlines and other requirements for correspondence, legal advertising, certifications and other documents. Prepares or coordinates the preparation of resolutions, contracts, professional service agreements and reports for presentation to the Board of County Commissioners and its subcommittees. Follows protocol guidelines in reviewing various written submissions from operating divisions to ensure compliance with department and County requirements; monitors the timely response to correspondence from senior County management and other County officials. Arranges for and attends various conferences and meetings; informs participants and provides background information; serves as recording secretary at conferences, board meetings and staff consultations; takes official minutes and prepares reports of proceedings; follows through on actions required. Takes and transcribes dictation which may vary by subject matter including legal, technical, financial or other specialized terminology; takes verbatim transcript from telephone calls or in conferences as requested; operates personal computer and other computerized office equipment. Manages the Department Director's office; opens, screens and distributes mail; marks important parts of instructions, orders and regulations, and organizes mail according to priorities; maintains control of correspondence flow through office. Composes correspondence from verbal instructions and independently drafts replies to inquiries. Receives and screens telephone calls and visitors; responds to requests for information by answering questions where there are established policies or regulations, or precedent actions taken by Director. Plans, assigns and reviews the work of subordinate clerical employees engaged in typing reports,

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correspondence and other documents, filing, and performing a variety of other clerical duties; provides training in procedures and methods in the organization of assignments. Researches and compiles data from a variety of sources in connection with special reports, budget preparation and other matters; assembles material for reply to correspondence demanding Director's personal attention. Keeps various activity and production records; types various activity reports, requisitions, work orders and personnel forms; composes reports on caseloads, workloads or other subjects as delegated; authorizes expenditures from petty cash; requisitions office supplies; performs arithmetic calculations for budget requests and other matters. Maintains office filing systems; reorganizes files as required; establishes subject matter files; purges files of unnecessary items according to established policies and procedures. Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Extensive knowledge of executive secretarial methods, techniques and procedures. Thorough knowledge of general office procedures, practices and equipment. Thorough knowledge of executive protocol and the proper order of etiquette in conducting secretarial activities with responsible County and other officials. Thorough knowledge of the department to which assigned including its policies, procedures, regulations, organization and work flow. Thorough knowledge of the responsibilities of a Department Director and the relationships with elected representatives, senior County management, other Department Directors and officials and the public. Considerable knowledge of business English, spelling and arithmetic. Considerable knowledge of the structure and function of various County departments. Considerable knowledge of public relations principles and techniques. Knowledge of supervisory principles and practices. Ability to establish and maintain an effective working secretarial relationship with a Department Director, Senior Assistant to the County Manager or comparable executive official. Ability to take and transcribe dictation at a high rate of speed. Ability to operate typewriters, personal computers and other computerized office equipment with accuracy and speed. Ability to develop and maintain effective working relationships with subordinates, elected representatives and their staff, senior County management, and a variety of other County and private officials. Ability to express ideas clearly and concisely, verbally and in writing. Ability to establish and revise office policies and procedures. Ability to research and develop information from a variety of sources. Ability to supervise subordinates in a manner conducive to full performance and high morale. REV 10/00

Nature of work

This is advanced and highly responsible executive secretarial and related clerical work for a Department Director or comparable executive official.



Employee Relations Department

Fair Employment Practices Specialist (000638)

Job status	3	Recruit. type	Resume	Minimum	\$50,385.92	Probation	00
Job category	B	Testing		Maximum	\$80,693.08	Range	99
Pos. status		Specialist		Frequency	Annually	Grade	02
Job type	Professional/Managerial			Protection		Union	L

Pay steps

T	3	6	9	12	\$3,103.58	15	18
1	\$1,937.92	4	7	10		16	19
2	\$2,267.36	8	11	14		17	20

Minimum Qualifications

Bachelor's degree. Two years of administrative or professional experience in affirmative action, personnel administration, equal employment, training development or related field are required.

Job Specifications

NATURE OF WORK This is advanced professional work in assuring equal employment opportunity through a county-wide program of affirmative action. Employees in this class are responsible for performing a variety of difficult and complex assignments in various phases of an affirmative action program to assure equal employment opportunity for minorities, women and the physically handicapped. Emphasis of the work is on the investigation and resolution of alleged affirmative action complaints, assisting departmental personnel in formulating affirmative action plans, reviewing department plans, and assuring that private contractors working on county projects and operating with federal funds are in compliance with affirmative action employment practices and federal labor standards. Work requires the establishment and maintenance of effective working relationships with a variety of public and private officials and organizations. Incumbents may be assigned to serve as specialists for groups of departments and exercise considerable judgment in the application of local and federal laws, rules and regulations to a variety of affirmative action functions, and in dealing tactfully and persuasively with officials of government agencies, departments and private enterprises. General supervision is received from a professional or administrative superior who reviews recommendations and reports and evaluates completed work for quality of results in the application of affirmative action guidelines. **ILLUSTRATIVE TASKS** Receives a variety of alleged complaints from individual employees relating to violations of equal employment opportunity guidelines; interviews employees to determine the nature and validity of the complaint and whether the complaint is covered under affirmative action rules and regulations; explains established affirmative action laws and county grievance procedures; attempts to resolve affirmative action problems with departmental affirmative action officials. Prepares correspondence to department directors and affirmative action personnel concerning complaints which are not resolved informally; investigates complaints by discussing pertinent information with departmental employees and supervisors, consulting established affirmative action regulations and examining related departmental records. Prepares reports of complex and difficult investigations of affirmative action complaints, containing background information, statements of the complaint, analysis, conclusions and recommendations for appropriate action; explains results of investigations to employee concerned; attends arbitration committee meetings to present affirmative action investigation results of cases to which assigned, as required. Meets with departmental officials to explain county affirmative action guidelines and assist in developing affirmative action plans; reviews and evaluates completed affirmative action plans for content, programmatic updates, statistical summaries, goals and timetables for progress in meeting affirmative action guidelines; makes recommendations concerning the quality of departmental plans. Insures that private contractors working on county projects and operating with federal funds are in compliance with affirmative action employment practices and federal labor standards; attends pre-award reviews to determine if contractors have acceptable affirmative action plans and to provide information on the availability of minority business enterprises as potential subcontractors; explains affirmative action requirements to prime and subcontractors in pre-construction conferences; develops equal opportunity specifications for bid documents, contract agreements and other related documents. Negotiates with contractors to reconcile and mediate complaints and obtain agreements with contractors to

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Employee Relations Department

take steps within agreed upon time periods to meet equal employment opportunity guidelines; makes recommendations concerning contractors' non-compliance to appropriate superiors. Reviews, performs calculations and analyzes statistical information pertaining to employees as it relates to affirmative action activities to determine deficiencies and trends and provide assistance to departments, and the general public, and for use in special projects. Attends meetings and conferences to provide training to officials of departments, municipalities and other government organizations concerning affirmative action programs, plans and legislative developments; attends workshops and seminars on affirmative action and equal employment opportunity. Refers handicapped persons to various governmental and private agencies to determine the need for assistance and eligibility for the various community services available to the handicapped; attends speaking engagements and provides information on the benefits of employing handicapped individuals and stimulates the interest and enthusiasm of community leaders, government officials and private organizations in handicap concerns. Serves as a member of various committees functioning in a liaison capacity with government agencies, chambers of commerce and private business organizations; serves as a speaker for various business, civic and fraternal groups. Keeps informed on developments in federal and local laws, rules, regulations and ordinances concerning equal opportunity and affirmative action; explains elements of pertinent regulations to employees, departmental officials and the general public. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Thorough knowledge of established local and federal laws, rules, regulations and ordinances pertaining to equal employment opportunity and affirmative action. Thorough knowledge of the goals and objectives of the County's affirmative action program. Considerable knowledge of appropriate techniques in maintaining effective contacts with various employers and public and private organizations. Considerable knowledge of research techniques and the sources and availability of current information. Knowledge of office equipment, practices and procedures. Knowledge of public relations principles and public speaking techniques. Knowledge of modern developments, current literature and other sources of information in the field of affirmative action and equal employment opportunity. Ability to monitor affirmative action plans for compliance with established local and Federal rules, regulations and ordinances. Ability to analyze affirmative action complaints and problems and make sound recommendations for their resolution. Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials, representatives of private businesses, union officials and the general public. Ability to exercise discretion and judgment in interpreting and applying affirmative action rules and regulations to a variety of affirmative action activities. Ability to express ideas and information clearly and concisely, verbally and in writing. Ability to train employees in the area of assignment. **MINIMUM QUALIFICATIONS** Graduation from an accredited college or university with a Bachelor's degree. Two years of administrative or professional experience in affirmative action, personnel administration, equal employment, training development or related field are required. NEW 10/99

Nature of work

This is advanced professional work in assuring equal employment opportunity through a county-wide program of affirmative action.



Employee Relations Department

Training Specialist 3 (000424-C)

Job status	3	Recruit. type	Resume	Minimum	\$46,929.22	Probation	26
Job category	B	Testing		Maximum	\$78,950.04	Range	06
Pos. status		Specialist	JIMJAMES	Frequency	Annually	Grade	00
Job type	Professional/Managerial			Protection	Not protected	Union	M

Pay steps

T	\$1,716.90	3	\$1,980.49	6	\$2,284.51	9	\$2,638.52	12	\$3,036.54	15	\$3,475.17	18	\$3,992.23
1	\$1,804.97	4	\$2,077.60	7	\$2,397.22	10	\$2,766.96	13	\$3,177.46	16	\$3,638.18	19	\$4,180.29
2	\$1,892.71	5	\$2,184.17	8	\$2,516.34	11	\$2,901.76	14	\$3,324.80	17	\$3,813.67	20	\$4,380.85

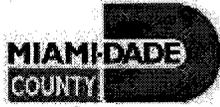
Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, Personnel Administration, Education, or a related field. Two years of professional experience in planning, developing, implementing, or conducting training programs or employee development programs are required. Must possess State of Florida Juvenile Probation Officer Certification and be eligible for Instructor Training Workshop certification.

Job Specifications

NATURE OF WORK This is advanced professional and supervisory work with administrative responsibility in the development, administration and evaluation of County training programs. Employees in this class are responsible for planning, implementing, supervising and evaluating training programs involving complexities in administration. Incumbents typically plan and supervise training activities training programs for a large department which have county-wide scope and level are typically characterized by geographical dispersion, inclusion of professional, management and specialized training, requirement for broad community or inter-departmental contracts, need for considerable coordination, and difficulty in planning and supervision. Difficulty in planning and supervision is occasioned by such factors as requirement for projecting training needs, lack of precedent in training materials, necessity for innovation and development of original training materials or use of materials requiring lengthy research. Incumbents also actively participate in personnel management, recommend policies for training administration, establish priorities and procedures, and serve in a resource role for management and supervisory personnel. Responsibilities include the exercise of a high degree of resourcefulness, judgment, initiative and professional knowledge of educational and training theory, principles and techniques in identifying needs, planning, advising management as well as coordinating and evaluating training. Supervision is exercised over clerical support personnel and training specialists who assist in various phases of training including scheduling, assembling materials, conducting training sessions and evaluating training in progress or upon completion. Supervision is received from an administrative or professional superior who discusses plans and evaluates work progress and the quality of professional results through conferences and review of written reports.

ILLUSTRATIVE TASKS Designs or adapts diverse training plans for use in various departments including management, professional, supervisory, clerical or trades skills; assists departments in utilizing such plans. Consults with management and supervisors in various departments to assist in training plans and sessions; advises on educational resources which may be used for lecture or demonstration materials, training aides, or location of instructional staffs of a specialized nature. Advises various departments in planning for and completing training surveys; consults with management officials in evaluating departmental training needs, and advises on the kinds of training which will respond to such needs. Advises departmental officials on methods of follow-up and qualitative evaluation of training in progress or upon completion; requests reports of completed training to be used for county-wide statistical data. Observes training needs which occur across county departmental lines; critically analyzes the nature of such needs and recommends plans for the conduct of centralized training sessions for departmental employees to meet such needs. Plans for, develops and conducts selected training sessions for selected training courses for a large department or of county-wide impact such as management seminars to improve management skills. Confers with management of various departments on projected training needs due to addition of new county functions, expanded programs, changes in organization, and other changes; advises on the timing and methods of training which will accommodate future department



Employee Relations Department

plans. Completes research for training planning where precedent is not readily available; reviews materials for suitability of use or adaptation for use in various county departments. Keeps informed on bibliographic information, community educational programs, local college curricula, current literature in various training fields and other resources; informs superiors and advises departmental management of significant developments. Supervises the maintenance of resource library materials, training aids and records; supervises training specialists engaged in compilation and distribution of training materials, conduct of training sessions, preparation of reports and related activities. Makes recommendations regarding hiring of subordinate personnel; counsels with subordinates on work-related problems; evaluates and rates employee performance. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Through knowledge of general adult educational theories and principles. Thorough knowledge of current techniques, methods and practices in adult education. Thorough knowledge of educational resources and sources of available information useful in planning and conduct of training programs in diversified fields. Considerable knowledge of training requirements for various occupations. Considerable knowledge of the organization, functions and operations of various departments in relation to requirements for effective training. Considerable knowledge of supervisory principles, techniques and procedures. Ability to plan and implement training programs in a diversity of fields. Ability to exercise sound judgment and professional knowledge in the selection of training programs and techniques designed to meet specific training needs. Ability to present classroom instruction and conduct seminars and discussion sessions effectively so as to achieve training objectives. Ability to keep informed on local educational resources, available published training information and local college curricula. Ability to evaluate a variety of training programs and recommend alternative approaches to achieve training objectives. Ability to give comprehensive advice to management and supervisors concerning conduct of training surveys, determination of training needs, design of course content and evaluation of training. Ability to give comprehensive advice to management and supervisors concerning specialized needs of training for career progression and job performance improvement. Ability to maintain effective relationships with management, supervisors, employees and various officials outside the County. Ability to prepare complete and comprehend narrative and statistical training reports. Ability to communicate clearly, concisely and persuasively both orally and in writing. **MINIMUM QUALIFICATIONS** Bachelor's degree in Business Administration, Public Administration, Personnel Administration, Education, or a related field. Two years of professional experience in planning, developing, implementing, or conducting training programs or employee development programs are required. REV 4-81



Employee Relations Department

Fair Employment Practices Administrative Specialist (000639)

Job status	3	Recruit. type	Resume	Minimum	\$53,960.40	Probation	00
Job category	B	Testing		Maximum	\$87,103.38	Range	99
Pos. status		Specialist	JANICE	Frequency	Annually	Grade	03
Job type	Professional/Managerial			Protection		Union	L

Pay steps

T	3	6	9	12	\$3,350.13	15	18
1	\$2,075.40	4	7	10	13	16	19
2	\$2,428.24	8	11	14	17	20	

Minimum Qualifications

Bachelor's degree in Computer Science, Management Information Systems, Computer Information Systems, Business Administration, Public Administration or a related field to include a minimum of 15 semester credits in Computer Science. Two years of experience in systems analysis and report writing are required. Two years of related professional experience may substitute for the 15 semester credits in Computer Science.

Job Specifications

No Job Specification Available

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Employee Relations Department

FEP Legal Liaison (009834)

Job status	3	Recruit. type	Resume	Minimum	\$61,820.98	Probation	00
Job category	B	Testing		Maximum	\$101,318.88	Range	99
Pos. status	Exempt	Specialist	HERNANE	Frequency	Annually	Grade	05
Job type	Professional/Managerial			Protection	Not protected	Union	L

Pay steps

T	3	6	9	12	\$3,896.88	15	18
1	\$2,377.73	4	7	10		13	16
2	5	\$2,781.95	8	11		14	17
						17	20

Minimum Qualifications

The Miami-Dade County Office of Fair Employment Practices (OFEP) has the responsibility for developing, implementing and monitoring all equal employment opportunity requirements and fair employment practice guidelines for Miami-Dade County government and its 30,000+ employees. OFEP is seeking a proactive professional with excellent analytical skills and a strong working knowledge of employment, civil rights and labor law. Minimum requirements include a Juris Doctorate degree and a minimum of three to five years of progressively responsible legal experience including complex investigations and legal research. A Florida State Bar membership is preferred.

Job Specifications

No Job Specification Available

Intergovernmental Affairs

Board of County Commissioners

OFFICE OF COMMISSION AUDITOR

- Provides independent budgetary, audit, management, revenue forecasting, and fiscal analysis of Board policies, County services, and contracts
- Provides objective and critical analysis of proposed legislation for Board consideration
- Conducts research and policy analysis and assists in formulating and developing legislation

FY 2006-07
19

FY 2007-08
19

COUNTY COMMISSION

- Comprised of 13 single-member districts that reflect the diversity and unique demographics of one of the nation's largest metropolitan areas
- Establishes regulations, laws, and fiscal policies that best serve the interests of our community and visitors
- Oversees essential public services, including planning and zoning and fiscal administration and ensures citizen participation and interaction at every level of local government
- Develops framework for promulgating legislative and policy priorities to ensure accountability, transparency, and efficiency

FY 2006-07
128

FY 2007-08
128

OFFICE OF INTERGOVERNMENTAL AFFAIRS

- Coordinates the County's intergovernmental relations at the local, state, and federal levels

FY 2006-07
7

FY 2007-08
7

MEDIA, PROTOCOL, AND EMPLOYEE RECOGNITION

- Produces quarterly Commission newspaper
- Produces, coordinates, and schedules radio and TV programs
- Prepares media kits and informational/educational materials
- Conducts necessary research for the Office of the Chairman and members of the Board of County Commissioners (BCC)
- Coordinates and assists with events for all 13 Commissioners
- Coordinates all protocol and employee recognition functions for the Office of the Chairman and Members of the BCC
- Coordinates/liases Commission protocol, dignitary visits, Consular Corps, and Intergovernmental Visits

FY 2006-07
5

FY 2007-08
5

OFFICE OF THE CHAIRMAN

- Serves as chief presiding officer of the legislative and governing body of County government
- Establishes Committee System
- Appoints members to all Commission Committees and Subcommittees
- Provides guidance/leadership to Commission Committees on legislative issues of countywide significance
- Oversees the efficient and productive assignment and scheduling of legislation
- Oversees process to appoint members to advisory boards, authorities, trusts, and committees
- Coordinates Commission and Committee calendars
- Presides over all Board of County Commissioners meetings
- Oversees Commission Sergeant-at-Arms, Support, Employee Recognition, and Protocol staffs
- Liaises and coordinates workplan with the Office of Intergovernmental Affairs
- Liaises and coordinates workplan with the Office of Commission Auditor

FY 2006-07
10

FY 2007-08
10

SUPPORT STAFF SERVICES

- Provides support staff to the Chairman and BCC
- Coordinates with Sergeants-at-Arms to maintain decorum at meetings and security for Commissioners

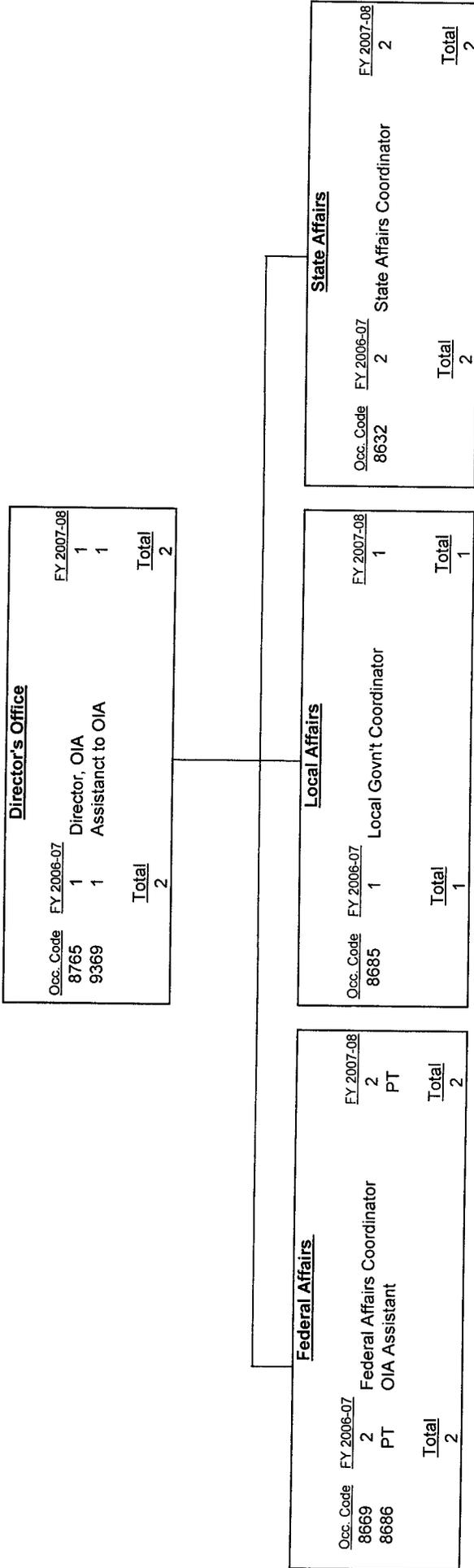
FY 2006-07
17

FY 2007-08
17

FY 2006-07 186

FY 2007-08 186

Office of Intergovernmental Affairs
Staffing Chart



Total Position Count	
FY 2006-07	FY 2007-08
7	7
1	1
	Part Time



Employee Relations Department

Director, Office of Intergovernmental Affairs (008765-T)

Job status	3	Recruit. type	Spec Instr	Minimum	\$31,651.10	Probation	00
Job category	A	Testing		Maximum	\$253,208.80	Range	99
Pos. status	Exempt	Specialist		Frequency	Annually	Grade	09
Job type	Professional/Managerial			Protection		Union	L

Pay steps

T	3	6	9	12	15	18
1	\$1,217.35	4	7	10	13	16
2	5	\$1,217.35	8	11	14	17
				14	17	20

Minimum Qualifications

Bachelor's degree. Relevant experience working in the federal or state legislative process or representing either public or private entities at the federal or state level is required.

Job Specifications

NATURE OF WORK This is highly responsible professional and administrative work in planning and directing activities for the Office of Intergovernmental Affairs. An employee in this class is responsible for coordinating intergovernmental relations activities at the federal, state and local levels on behalf of the Miami-Dade County Board of County Commissioners. Responsibilities include preparing federal and state legislative packages, coordinating meetings between the Board and the County's legislative delegations, reporting to the Board regarding the filing and progress of current bills and appropriations and providing recommendations regarding any legislative action that may benefit Miami-Dade County. The incumbent exercises considerable independent judgment in formulating and directing numerous promotional and public relations activities to ensure the goals as set forth by the commission are being met. General direction is received from the Board of County Commissioners who holds the incumbent responsible for the effective administration of the legislative affairs of the office.

ILLUSTRATIVE TASKS Coordinates the County's intergovernmental relations at the federal, state, and local levels. Manages the County's federal and state governmental representation and consulting services contracts. Prepares annual federal and state legislative packages in a timely manner for the Board's consideration and approval and inform the Board of all issues affecting the County. Develops and submits to the Board an annual timetable for the preparation, consideration and approval of the federal and state legislative packages to allow the Board sufficient time to review and approve such packages. Meets with the Board during each board meeting while the congressional session and the Florida Legislature are in session and meeting in committee; otherwise meets with the Board on a monthly basis. Coordinates meetings and facilitates relationships between the Board and the Miami-Dade County state and federal legislative delegations no less than once each quarter pursuant to Resolution No. 1060-93. Advises the Board, Mayor, County Manager and County Departments of the filing, progress and amendment of bills, appropriations, and legislative reports and projects that may affect the County. Discusses and recommends any affirmative legislative action that may benefit the County given the current legislative trends and dynamics, including actions related to both substantive legislation and appropriations. Makes decisions regarding hiring, discipline and promotion of subordinates; reviews performance reports prepared by subordinates and rates employee performance. Performs related work as required.

KNOWLEDGES, ABILITIES, AND SKILLS Thorough knowledge of the mission, goals and objectives of the Board of County Commissioners. Thorough knowledge of federal, state and local legislative processes. Considerable knowledge of the principles and practices of lobbying and the interrelationships between governmental entities. Considerable knowledge of all federal, state and local programs, laws and regulatory requirements. Ability to perform research, analysis and evaluation of policy issues that may affect the County. Ability to establish cooperative relationships with elected and appointed officials at the state and local levels including the ability to mediate and reach consensus which accommodates conflicting interests. Ability to organize, plan and direct a variety of detail oriented activities. Ability to communicate clearly and concisely, verbally and in writing, with groups and individuals at all levels of service. NEW 9/05



Employee Relations Department

Administrative Assistant, Office of Intergovernmental Affairs (009369)

Job status	1	Recruit. type	Resume	Minimum		Probation	00
Job category	F	Testing		Maximum		Range	99
Pos. status	Exempt	Specialist		Frequency	Annually	Grade	
Job type	Administrative Support/Clerical/Paraprofessional			Protection		Union	I

Pay steps

T	3	6	9	12	15	18
1	4	7	10	13	16	19
2	5	8	11	14	17	20

Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, Political Science, Human Resources, or a related field. One year of professional administrative experience is required. Additional experience may substitute for the required experience on a year-for-year basis.

Job Specifications

NATURE OF WORK Responsible for planning, coordinating, and organizing various administrative activities for the Board of County Commission, Office of Intergovernmental Affairs. Employees in this class are responsible for planning, coordinating and organizing the personnel, financial, budgetary and procurement activities for the BCC Office of Intergovernmental Affairs. Duties include cost analysis and control, revenue management, budget preparation, expenditure controls, procurement and inventory controls, personnel administration, grant proposals, information system analysis and special investigations. Assignments are broad in nature with considerable opportunity for the exercise of independent judgment. General direction is received from an administrative superior who evaluates work for adherence to departmental policies and attainment of desired goals and objectives through personal conferences and review of reports of operations.

ILLUSTRATIVE TASKS Coordinates the financial process of the BCC Office of Intergovernmental Affairs, coordinates the budget preparation including salary and fringe projections; prepares journal entries and financial reports and monitors FAMIS reports for inaccuracies in charges. Coordinates inventory control procedures for the receipt and distribution of materials and supplies; reviews and prepares specifications for the acquisition of a large variety of goods and services; reviews and approves fiscal transactions to assure proper funding and compliance with Federal, State and County laws, rules, regulations and departmental goals and objectives; coordinates fiscal matters with administrative and supervisory personnel of the department, other government agencies and departments. Prepares requisitions for purchases through Miami-Dade County's ADPICS system including blanket purchase orders, requisitions, direct purchase orders, contract releases, change orders and modification of existing contracts; meets with vendors to discuss equipment needs and makes recommendations on equipment purchases. Coordinates the interviewing process for applicant's initial employment or for promotional positions; evaluates applicants' experience and training for adherence to minimum requirements; refers prospective employees to departmental hiring authorities for employment consideration and makes recommendations for selection or rejection; processes new employees for appointment in accordance with established procedures. Serves as a departmental contact person for payroll related matters; provides information, resolves problems, and receives and responds to inquiries; coordinates work between departmental office and field operations, and the centralized personnel-payroll system; prepares and reviews the preparation of various personnel and payroll documents; assures accuracy of information and timely submission. Prepares various statistical reports for use by department officials including leave usage analyses and vacancy reports, affirmative action reports, and others as required. Maintains departmental table of organization; records changes such as transfers, demotions and status changes to insure availability of accurate information. Performs related work as required.

KNOWLEDGES, ABILITIES AND SKILLS Thorough knowledge of the principles of general management, public and business administration and their application to governmental administration. Thorough knowledge of the policies and procedures used in large scale budget preparation, justification, monitoring and reporting. Thorough knowledge of applicable state, federal and county laws, rules and regulations pertaining to departmental

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Employee Relations Department

operations. Thorough knowledge of the principles of public personnel administration and of county personnel policies and procedures. Thorough knowledge of state, federal and county laws, rules and regulations relating to financial records of county departments and agencies funded by grants. Considerable knowledge of basic accounting principles, practices and procedures and their application to governmental computerized accounting systems. Considerable knowledge of supervisory principles and practices. Considerable knowledge of research techniques and the sources and availability of current information in the area of assignment. Considerable knowledge of the principles and practices of modern office administration. Considerable knowledge of the use of data processing and cost accounting systems. Knowledge of public relations principles and techniques. Knowledge of inventory control and county procurement and requisitioning procedures. Ability to exercise judgment and discretion in devising, installing and interpreting department or county-wide rules, regulations, policies or procedures. Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness. Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials, officials of other agencies and the general public. NEW 9/05



Employee Relations Department

Federal Affairs Coordinator (008669)

Job status	3	Recruit. type	Resume	Minimum	\$31,651.10	Probation	00
Job category	B	Testing		Maximum	\$253,208.80	Range	99
Pos. status	Exempt	Specialist	JSS	Frequency	Annually	Grade	
Job type	Professional/Managerial			Protection		Union	L

Pay steps

T	3	6	9	12	\$9,738.80	15	18
1	\$1,217.35	4	7	10		13	16
2		5	\$1,217.35	8		11	14
						17	20

Minimum Qualifications

Bachelor's degree with major coursework in public administration, political science, business administration or a related field and three years experience in the legislative process required.

Job Specifications

NATURE OF WORK This is highly responsible professional work communicating and advocating for federal legislative initiatives on behalf of Miami-Dade County. Employees in this class advocate County positions at the federal jurisdictional level. Duties include identifying and prioritizing legislative issues of interest to the County; participating in the planning and coordination of meetings to discuss pending legislation with County officials, delegations to the federal government and related associations with mutual interests; attending County and Congressional hearings; and building and maintaining relationships with local, regional and national committees and leaders for the purpose of communicating and advocating the County's legislative interests. Employees in this class serve as a key legislative correspondent and liaison, ensuring accurate, timely and thorough presentation of the County's policy positions to legislators and their associates. Incumbents exercise considerable independent judgment and discretion in facilitating numerous advocacy activities. General direction is received from the Director, Office of Intergovernmental Affairs who evaluates work for quality of results in the effective promotion of the County's federal legislative interests. **ILLUSTRATIVE TASKS** Attends hearings and proceedings and reviews publications, agendas and registers for the purpose of tracking federal legislative activities. Monitors initiatives, programs, communications, reports and legislation issued by Commissioners, the Mayor, the County Manager and department directors relating to federal legislative matters. Plans and facilitates meetings with County administrators, Commissioners, and delegations to the federal government to discuss and present the County's position relating to federal legislative matters. Ensures Commissioners or department level officials are placed on the Florida Congressional Delegation's agenda for the purpose of presenting or discussing issues critical to Miami-Dade County. Prepares and assists in the preparation of testimonies, talking points and leave-behinds for Congressional offices and agencies and for use by parties presenting positions of interest to the County. Monitors and reports on the performance of the County's lobbyists. Assists and participates in the planning and coordination of visits to Washington, D.C. by Commissioners, the Mayor, the County Manager or department level officials. Liaisons with caucuses including members and representation from other large counties and municipalities. Generates regular and intermittent reports detailing legislative activities and advocacy activities relating to pending legislation. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Thorough knowledge of the federal legislative process. Considerable knowledge of the principles of public administration. Considerable knowledge of the principles and practices of lobbying and advocacy, and the interrelationships between governmental entities. Considerable knowledge of federal programs, laws and regulatory requirements. Considerable knowledge of the structure, functions and organization of Miami-Dade County government. Ability to plan, coordinate and facilitate advocacy activities. Ability to effectively communicate the County's interests before elected and appointed officials. Ability to conduct research and prepare written reports and analyses. NEW 9/05

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Employee Relations Department

Intergovernmental Affairs Assistant (008686)

Job status	3	Recruit. type	Resume	Minimum	\$36,049.78	Probation	00
Job category	B	Testing		Maximum	\$167,107.20	Range	99
Pos. status	Exempt	Specialist	JSS	Frequency	Annually	Grade	
Job type	Professional/Managerial			Protection	Not protected	Union	L

Pay steps

T	3	6	9	12	\$6,427.20	15	18
1	\$1,386.53	4	7	10		13	16
2		5	\$1,386.53	8		11	14
						17	20

Minimum Qualifications
Bachelor's degree is required.

Job Specifications
No Job Specification Available

Nature of work

The DC Office of Intergovernmental Affairs for Miami-Dade County, Florida, is looking for a self-motivated, accurate, detail oriented team player to assist with the implementation of legislative strategy and to assist with critical needs of over 50 County departments. Candidate will assist in coordinating federal appropriations and legislative requests, perform legislative research, report on hearings and draft official correspondence. Applicants must fax one copy of their resume and a cover letter to: Eric Olafson at (202) 624-1497.



Employee Relations Department

Local Government Coordinator (008685)

Job status	3	Recruit. type	Resume	Minimum	\$31,651.10	Probation	00
Job category	B	Testing		Maximum	\$300,685.58	Range	99
Pos. status	Exempt	Specialist	JSS	Frequency	Annually	Grade	
Job type	Professional/Managerial			Protection		Union	L

Pay steps

T	3	6	9	12	\$11,564.83	15	18
1	\$1,217.35	4	7	10		16	19
2		5	\$1,217.35	8		14	17
				11		17	20

Minimum Qualifications

Bachelor's degree and seven years of responsible administrative experience in a legislative, governmental, or private sector environment to include experience with legal, governmental, public welfare or regulatory issues. Additional experience may substitute for the required education on a year-for-year basis.

Job Specifications

NATURE OF WORK This is advanced responsible professional work monitoring legislative issues for Miami-Dade County. An employee in this class is responsible for working as a liaison between the County Manager's Office, Board of County Commissioners, the Mayor's Office and the Tri-County Commissioners and the municipalities to identify, develop and monitor legislative initiatives. Responsibilities include assisting cities with issues involving all facets of services delivery such as solid waste management, traffic control, code enforcement and transportation. Responsibilities also include working on a wide variety of special projects to facilitate the resolution of problems and concerns through legislative action; participating in various Councils and Association meetings and lobbying decision makers on County's pending legislation. The incumbent exercises a considerable degree of independent judgment in making recommendations for problem resolution. Supervision is received from an administrative superior who reviews work through personal conferences, written reports and the achievement of objectives.

ILLUSTRATIVE TASKS Establishes and maintains communication with Miami-Dade County's municipalities and establishes communication between the Board of County Commissioners and the Tri-County Commissioners and the municipalities. Serves as a member of various committees functioning in a liaison capacity with Miami Dade League of Cities, Gold Coast League of Cities, Local Chambers of Commerce, and Local Civic Groups/Organization meetings. Collects and provides information regarding upcoming or pending legislation. Analyzes current and proposed legislation changes to determine the impact on Miami Dade County. Monitors and lobbies for legislation and appropriations supportive of Miami-Dade County services. Researches legislation and develops pertinent information to respond to requested information from County Manager's Office, Board of County Commissioners, the Mayor's Office, Tri-County Commissioners and the municipalities. Performs related duties as assigned.

KNOWLEDGES, SKILLS AND ABILITIES Thorough knowledge of the principles of public administration. Thorough knowledge of the public relations principles and techniques. Thorough knowledge of the structure, functions and organization of Miami-Dade County government. Thorough knowledge of executive protocol and order of etiquette in dealing with various elected and appointed federal, state, county and municipal officials. Considerable knowledge of the structure, functions and organization of state and federal government. Considerable knowledge of the legislative process. Ability to effectively coordinate municipal affairs activities between local cities and Miami-Dade County government. Ability to represent Miami-Dade County in various organizations, associations, and legislation bodies. Ability to communicate clearly and concisely, verbally and in writing. Ability to express ideas and information clearly and concisely, both verbally and in writing. Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials, officials of other agencies and the general public. Ability to analyze complex governmental issues, make recommendations for resolution, and help build consensus for chosen initiative. NEW - 9/05

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Employee Relations Department

State Affairs Coordinator (008632)

Job status	3	Recruit. type	Resume	Minimum	\$31,651.10	Probation	00
Job category	B	Testing		Maximum	\$253,208.80	Range	99
Pos. status	Exempt	Specialist		Frequency	Annually	Grade	
Job type	Professional/Managerial			Protection	Not protected	Union	L

Pay steps

T	3	6	9	12	15	18
1	\$1,217.35	4	7	10	13	16
2	5	\$1,217.35	8	11	14	17
				14	17	20

Minimum Qualifications

Bachelor's degree in Public Administration, Political Science, Business Administration or a related field. Two years of experience in the legislative process are required. Additional experience may substitute for the required education on a year-for-year basis. Position requires frequent travel to Tallahassee. Must be able to spend greater part of the legislative session in Tallahassee during that period each year.

Job Specifications

NATURE OF WORK This is highly responsible professional work communicating and advocating for state legislative initiatives on behalf of Miami-Dade County. Employees in this class advocate County positions at the state jurisdictional level. Duties include identifying and prioritizing legislative issues of interest to the County; participating in the planning and coordination of meetings to discuss pending legislation with County officials, delegations to the state government and related associations with mutual interests; attending County and State Legislature hearings; and building and maintaining relationships with local, regional and statewide committees and leaders for the purpose of communicating and advocating the County's legislative interests. Employees in this class serve as a key legislative correspondent and liaison, ensuring accurate, timely and thorough presentation of the County's policy positions to legislators and their associates. Incumbents exercise considerable independent judgment and discretion in facilitating numerous advocacy activities. General direction is received from an administrative superior who evaluates work for quality of results in the effective promotion of the County's state legislative interests. **ILLUSTRATIVE TASKS** Attends hearings and proceedings and reviews publications, agendas and registers for the purpose of tracking state legislative activities. Monitors initiatives, programs, communications, reports and legislation issued by Commissioners, the Mayor, the County Manager and department directors relating to state legislative matters. Plans and facilitates meetings with County administrators, Commissioners, and delegations to the state legislature to discuss and present the County's position relating to state legislative matters. Ensures Commissioners or department level officials are notified of and available at state legislative hearings and proceedings for the purpose of presenting or discussing issues critical to Miami-Dade County. Prepares and assists in the preparation of testimonies, talking points and leave-behinds for Florida Legislature offices and agencies and for use by parties presenting positions of interest to the County. Monitors and reports on the performance of the County's lobbyists.

Assists and participates in the planning and coordination of visits to Tallahassee by Commissioners, the Mayor, the County Manager or department level officials. Liaisons with caucuses including members and representation from other large counties and municipalities. Generates regular and intermittent reports detailing legislative activities and advocacy activities relating to pending legislation. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Thorough knowledge of the state legislative process. Considerable knowledge of the principles of public administration. Considerable knowledge of the principles and practices of lobbying and advocacy, and the interrelationships between governmental entities. Considerable knowledge of state programs, laws and regulatory requirements. Considerable knowledge of the structure, functions and organization of Miami-Dade County government. Ability to plan, coordinate and facilitate advocacy activities. Ability to effectively communicate the County's interests before elected and appointed officials. Ability to conduct research and prepare written reports and analysis. NEW 9/05



Employee Relations Department

Nature of work

Position requires frequent travel to Tallahassee especially during the state legislative session, Incumbents must be able to spend a greater part of the legislative session in Tallahassee during this time period every year.

Property Appraiser

PROPERTY APPRAISAL DEPARTMENT
 TABLE OF ORGANIZATION
 Fiscal Year 2007-08

Total Positions	283
Total Vacancies	17
Value of Vacant Positions	\$27,562

OPERATIONS AND ADMINISTRATION

06-07	07-08
FTE 14	FTE 15

This Division is responsible for all departmental budget, fiscal personnel and office management functions. Responsible for coordination with Data Processing in the innovative development of systems to implement a complete computerized assessment operation. Develops and coordinates intra-divisional operations. Acts as Liaison for County, Municipal, State and Department of Revenue functions relative to millages, assessment certificates, tax rolls, recapitulation, etc.

Department Totals	
2006-07	2007-08
283 FTE	284 FTE

REAL ESTATE DIVISION

06-07	07-08
FTE 170	FTE 170

Responsible for annual determination of all property values, including condominiums, townhouses, and clusters, using the three approaches to value. Computerized sales analysis data is reviewed to determine the feasibility for adjustment. All new construction in the County is evaluated to determine if substantially complete, building site, grade construction, and other variables determined through field inspections that affect the value of the property. This division is also responsible to inspect all existing improvements once every five years.

- This division also performs other support functions:
- Maintains a computerized permit control system.
- Makes all separations and groupings of land parcels.
- Writes legal descriptions when necessary.
- Maintains and updates zoning maps.
- Classifies agriculture properties.

This division is also responsible for establishing capitalization rates that are prepared annually, based on local economic trends.

Responsible for the analysis of market data for rents and operating expenses to be utilized in the development of assessments for incoming producing properties. Includes South Dade personnel.

PERSONAL PROPERTY DIVISION

06-07	07-08
FTE 50	FTE 50

This Division is responsible for the assessment of all personal property in the County. Returns of personal property are analyzed, compared and verified against field evaluation and against the guidelines furnished by the State Department of Revenue. Field evaluators annually contact all commercial enterprises in the County to establish valuation of furniture, fixtures, equipment, and inventory. Assessment is made on the basis of best information available when no returns are filed. Includes South Dade personnel.

INFORMATION SERVICES

06-07	07-08
17 FTE	17 FTE

This division is responsible for maintaining a complete real estate property record file on the computer by transmitting all changes to the file. It is responsible to maintain a Master Land and a Master Building assessment file by coding and transmitting basic data other than rate. Data prepared for both on-line and off-line transmission after screening for appropriate action. This division controls data by data processing on input. Data output is checked for completeness and distributed to proper divisions for filing and further analysis.

PUBLIC SERVICE & EXEMPTIONS DIVISION

06-07	07-08
FTE 32	FTE 32

This operating division is responsible for receiving, verifying, approving or disapproving, all applications for statutory exemptions. This division is also responsible for dissemination of all types of statistical information relating to real estate parcels. The Public Outreach program and coordination with 311 Answer Center is a primary responsibility of this division.

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<u>Department Totals</u>	
2006-07	2007-08
283 FTE	284 FTE

DEPARTMENT STAFFING CHART
OFFICE OF PROPERTY APPRAISER

<u>06-07</u>	<u>07-08</u>
1	1
1	1
2	2

0156 Director
0096 Sr. Exec. Secretary

OPERATIONS & ADMINISTRATION
06-07 07-08

1	2307 Public Info Officer	1
1	0810 Admin Officer 1	1
1	0270 Buyer	1
2	0154 Asst. Prop. Apprs.	2
1	0144 P. A. Senior Sup.	1
1	0147 Manager for Admin.	1
2	0095 Executive Secty.	2
1	0410 Personnel Spec. 1	1
2	0137 Legal Spec. 1	2
1	0138 Legal Spec. 2	1
<u>12</u>		<u>13</u>

INFORMATION SERVICES
06-07 07-08

7	0102 Prop Appr. Clerk 1	7
1	0420 Training Specialist 1	1
2	0103 Prop. Appr. Clerk 2	2
1	0122 Prop. Eval. Spec.	1
1	1832 Network Manager 1	1
1	1827 Computer Tech 2	1
1	1844 System Analyst 2	1
2	0141 Prop. Appr. Sup. 2	2
<u>17</u>	0153 Chief, Info. Serv. 1	<u>17</u>

PERSONAL PROPERTY DIVISION
06-07 07-08

1	0094 Admin. Sec. 1	1
13	0102 Prop. Appr. Clerk 1	13
2	0103 Prop. Appr. Clerk 2	2
11	0131 P.P. Evaluator 1	11
8	0132 P.P. Evaluator 2	8
10	0122 Prop. Eval. Spec.	10
3	0140 Prop. Appr. Sup. 1	3
1	0141 Prop. Appr. Sup. 2	1
<u>50</u>	0142 Prop. Appr. Sup. 3	<u>50</u>

PUBLIC SERVICES & EXEMPTIONS
06-07 07-08

1	0103 Prop. Appr. Clerk 2	1
7	0102 Prop. Appr. Clerk 1	7
2	0031 Secretary	2
2	0140 Prop. Appr. Sup. 1	2
1	0141 Prop. Appr. Sup. 2	1
6	0110 R.E. Evaluator 1	6
10	0111 R.E. Evaluator 2	10
1	0122 Prop Eval Spec	1
1	0094 Admin. Secty.	1
<u>32</u>	0013 Clerk 4	<u>32</u>

REAL ESTATE & CONDOMINIUM DIVISION
06-07 07-08

1	0094 Admin. Secty.	1
29	0102 Prop. Appr. Clerk 1	29
7	0103 Prop. Appr. Clerk 2	7
6	0104 Realty Change Clerk	6
16	0110 R.E. Evaluators 1	16
39	0111 R.E. Evaluators 2	39
0	0122 Prop. Eval. Spec.	0
26	0120 Income Eval. Spec.	26
9	0140 Prop. Appr. Sup. 1.	9
3	0141 Prop. Appr. Sup. 2	3
3	0142 Prop. Appr. Sup. 3	3
1	0150 Dir., Residential	1
1	0149 Dir., Commercial	1
<u>142</u>	1018 Cadastral Tech.	<u>142</u>

SOUTH DADE BRANCH
06-07 07-08

9	0102 Prop. Appr. Clerk 1	9
2	0103 Prop. Appr. Clerk 2	2
3	0110 R.E. Evaluator 1	3
11	0111 R.E. Evaluator 2	11
2	0140 Prop. Appr. Sup. 1	2
<u>28</u>	0142 Prop. Appr. Sup. 3	<u>28</u>



Employee Relations Department

Property Appraiser (000156)

Job status	3	Recruit. type	Resume	Minimum	\$109,339.	Probation	00
Job category	A	Testing		Maximum	\$176,854.86	Range	99
Pos. status	Exempt	Specialist	HERNANE	Frequency	Annually	Grade	12
Job type	Professional/Managerial			Protection		Union	L

Pay steps

T	3	6	9	12	\$6,802.11	15	18
1	\$4,205.37	4	7	10		13	16
2	5	\$4,625.92	8	11		14	17
						17	20

Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration or a related field. A minimum of six to ten years of progressively responsible managerial and/or administrative experience in property appraisal to include supervisory experience are required.

Job Specifications

NATURE OF WORK This is highly responsible executive level work in planning and directing the activities of the Miami-Dade County Property Appraiser Department. An employee in this class is responsible for serving as a constitutional officer and directing all County operations required for the production and defense of the annual property tax roll. Responsibilities include planning and directing all tax roll functions in conformance with Florida Statutes and Department of Revenue rules and regulations, establishing and installing departmental policies, directing complex divisional property appraisal operations, supervising fiscal activities and preparation of the annual departmental budget, and maintaining contacts with other property tax officials, taxing authorities and appraisal associations. The incumbent exercises extensive independent judgment and professional managerial knowledge in the administration of a large and complex property appraisal operation. Supervision is exercised through subordinate executives and supervisors over a large staff of professional, technical and clerical employees. General direction is received from the County Manager who holds the incumbent responsible for the professional management of departmental operations and completion of the annual property tax roll in accordance with applicable regulations. **ILLUSTRATIVE TASKS** Plans, directs and coordinates, through subordinate executives and supervisors, complex property appraisal activities including making and recording evaluations of tangible and intangible personal property for tax assessment purposes, assessing buildings and land, maintaining maps and records in conformance with legal descriptions, processing Homestead Exemption applications, and participating in Value Adjustment Board processes and hearings. Establishes department programs, functions and direction; sets goals and objectives and monitors their achievement; evaluates departmental operations and their effectiveness in meeting statutory requirements and the needs of the citizens of Dade County. Reviews organizational patterns, work relationships, data reporting systems and staff responsibilities; structures the organization of the department to effectively achieve organizational goals. Reviews and approves division budgets, disbursements, capital expenditures and departmental charges; directs preparation of departmental annual budget; analyzes expenditures to ensure maximum production at minimum cost. Attends meetings with property owners and their agents to discuss and resolve property appraisal issues; meets with County Attorney's with regard to property appraisal litigation. Coordinates property appraisal activities with the Mayor's Office, Board of County Commissioners and other County departments as required. Directs preparation of resolutions and reports for the Board of County Commissioners. Attends local, state and national professional meetings and conferences to keep abreast of current developments in the field of property taxes. Meets with executive, supervisory and administrative employees to discuss and resolve budgetary issues, policies and procedures, proposed legislation, new or revised property appraisal regulations, work progress, and other subjects. Makes decisions regarding hiring, discipline and promotion of subordinates; reviews performance reports prepared by subordinates and rates employee performance; exercises authority for departmental personnel actions consistent with collective bargaining agreements, County personnel rules and all other applicable rules and regulations. Performs related work as required. **KNOWLEDGES, ABILITIES AND**

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Employee Relations Department

SKILLS Extensive knowledge of the organization, interrelationships and activities of the Miami-Dade Property Appraiser Department. Extensive knowledge of the mission, goals and objectives of the department in meeting the needs of the citizens of Dade County and statutory requirements. Extensive knowledge of the principles of general management, business and public administration. Thorough knowledge of appraisal methods and techniques used in the assessment of real, tangible and intangible personal property, and land for purposes of tax assessment. Thorough knowledge of Florida Statutes and the Department of Revenue rules and regulations pertaining to the production of the annual property tax roll. Thorough knowledge of supervisory principles and practices. Thorough knowledge of public relations principles and techniques. Ability to apply advanced professional knowledge of the principles of management and public administration in directing, supervising and coordinating a large and complex County property appraisal operation. Ability to plan, organize and coordinate, through subordinate executives and supervisors, the work of subordinates in a manner conducive to full performance and high morale. Ability to delegate the authority to subordinates necessary to complete responsibilities in varied departmental activities. Ability to communicate clearly and concisely, verbally and in writing, to groups and individuals. Ability to establish and maintain effective working relationships with subordinates, senior County management, elected officials, the public, and officials of other public and private organizations. Ability to exercise judgment and discretion in devising, installing and interpreting departmental and County policies, rules and regulations. Ability to determine if departmental standards, objectives and goals are being met and to redirect priorities as necessary. REVISED 01/98

Nature of work

This is highly responsible executive level work in planning and directing the activities of the Miami-Dade County Property Appraiser Department.



Employee Relations Department

Senior Executive Secretary (000096)

Job status	1	Recruit. type	Resume	Minimum	\$37,072.10	Probation	00
Job category	F	Testing		Maximum	\$62,327.72	Range	99
Pos. status		Specialist	jss	Frequency	Annually	Grade	A3
Job type	Administrative Support/Clerical/Paraprofessional			Protection		Union	L

Pay steps

T	3	6	9	12	15	18
1	\$1,425.85	4	7	10	13	16
2	5	\$1,717.24	8	11	14	17
				14	17	20

Minimum Qualifications

High school diploma or GED. Four years of advanced secretarial experience are required.

Job Specifications

NATURE OF WORK This is advanced and highly responsible executive secretarial and related clerical work for a Department Director or comparable executive official. Employees in this class perform a variety of complex secretarial and clerical duties. Emphasis of the work is on the performance of advanced secretarial duties requiring a thorough knowledge of assigned areas of responsibilities and an understanding of established policies, programs, procedures and regulations. Duties typically include handling highly confidential matters for immediate supervisor, ensuring departmental compliance with County protocol requirements for various documents and reports, arranging for and attending conferences, independently answering inquiries where there is established policy or precedent action, taking and transcribing dictation, composing and typing correspondence and performing research to compile data for special reports and other purposes. Incumbents utilize a variety of office skills and considerable independent judgment in relieving supervisor of administrative details and in managing the office. Supervision may be exercised over subordinate clerical employees through assignment of tasks and review of completed work for accomplishment of desired objectives. General supervision is received from a Department Director or comparable executive official who reviews work for satisfactory performance of executive secretarial duties and for attainment of desired goals and objectives.

ILLUSTRATIVE TASKS Performs executive secretarial duties for the Department Director or comparable executive official; commits time in making appointments and maintains calendar; maintains itinerary and makes travel and hotel arrangements as required. Handles highly confidential matters for submission to senior County management; oversees the preparation of major policy documents affecting departmental operations. Monitors the Agenda of the Board of County Commissioners for department-related items and informs Director and appropriate senior departmental executives. Ensures compliance with County policies and procedures, legal deadlines and other requirements for correspondence, legal advertising, certifications and other documents. Prepares or coordinates the preparation of resolutions, contracts, professional service agreements and reports for presentation to the Board of County Commissioners and its subcommittees. Follows protocol guidelines in reviewing various written submissions from operating divisions to ensure compliance with department and County requirements; monitors the timely response to correspondence from senior County management and other County officials. Arranges for and attends various conferences and meetings; informs participants and provides background information; serves as recording secretary at conferences, board meetings and staff consultations; takes official minutes and prepares reports of proceedings; follows through on actions required. Takes and transcribes dictation which may vary by subject matter including legal, technical, financial or other specialized terminology; takes verbatim transcript from telephone calls or in conferences as requested; operates personal computer and other computerized office equipment. Manages the Department Director's office; opens, screens and distributes mail; marks important parts of instructions, orders and regulations, and organizes mail according to priorities; maintains control of correspondence flow through office. Composes correspondence from verbal instructions and independently drafts replies to inquiries. Receives and screens telephone calls and visitors; responds to requests for information by answering questions where there are established policies or regulations, or precedent actions taken by Director. Plans, assigns and reviews the work of subordinate clerical employees engaged in typing reports,

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Employee Relations Department

correspondence and other documents, filing, and performing a variety of other clerical duties; provides training in procedures and methods in the organization of assignments. Researches and compiles data from a variety of sources in connection with special reports, budget preparation and other matters; assembles material for reply to correspondence demanding Director's personal attention. Keeps various activity and production records; types various activity reports, requisitions, work orders and personnel forms; composes reports on caseloads, workloads or other subjects as delegated; authorizes expenditures from petty cash; requisitions office supplies; performs arithmetic calculations for budget requests and other matters. Maintains office filing systems; reorganizes files as required; establishes subject matter files; purges files of unnecessary items according to established policies and procedures. Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Extensive knowledge of executive secretarial methods, techniques and procedures. Extensive knowledge of general office procedures, practices and equipment. Thorough knowledge of executive protocol and the proper order of etiquette in conducting secretarial activities with responsible County and other officials. Thorough knowledge of the department to which assigned including its policies, procedures, regulations, organization and work flow. Thorough knowledge of the responsibilities of a Department Director and the relationships with elected representatives, senior County management, other Department Directors and officials and the public. Considerable knowledge of business English, spelling and arithmetic. Considerable knowledge of the structure and function of various County departments. Considerable knowledge of public relations principles and techniques. Knowledge of supervisory principles and practices. Ability to establish and maintain an effective working secretarial relationship with a Department Director, Senior Assistant to the County Manager or comparable executive official. Ability to take and transcribe dictation at a high rate of speed. Ability to operate typewriters, personal computers and other computerized office equipment with accuracy and speed. Ability to develop and maintain effective working relationships with subordinates, elected representatives and their staff, senior County management, and a variety of other County and private officials. Ability to express ideas clearly and concisely, verbally and in writing. Ability to establish and revise office policies and procedures. Ability to research and develop information from a variety of sources. Ability to supervise subordinates in a manner conducive to full performance and high morale. REV 10/00

Nature of work

This is advanced and highly responsible executive secretarial and related clerical work for a Department Director or comparable executive official.



Employee Relations Department

Information Officer (002307-A)

Job status	3	Recruit. type	Resume	Minimum	\$18.65	Probation	26
Job category	B	Testing		Maximum	\$31.45	Range	06
Pos. status		Specialist	ORI	Frequency	Hourly	Grade	
Job type	Professional/Managerial			Protection		Union	K

Pay steps

T	\$1,419.15	3	\$1,635.77	6	\$1,892.71	9	\$2,184.17	12	\$2,516.34	15	\$2,901.76	18	\$3,324.80
1	\$1,491.65	4	\$1,717.24	7	\$1,980.49	10	\$2,284.51	13	\$2,638.52	16	\$3,036.54	19	\$3,475.17
2	\$1,563.73	5	\$1,804.97	8	\$2,077.60	11	\$2,397.22	14	\$2,766.96	17	\$3,177.46	20	\$3,638.17

Minimum Qualifications

Bachelor's degree in Journalism, Communications, Public Relations, Marketing, English or related field. One year of professional experience in journalism, advertising, marketing or public relations is required.

Job Specifications

NATURE OF WORK This is responsible journalistic and public relations work in developing and maintaining an extensive program of public information, publicity and industrial news writing. The employee in this classification is responsible for developing and coordinating public information activities directed toward developing local and national public acceptance of the County's recreational, cultural, industrial and economic facilities. Work includes gathering, writing and editing material to be released to newspapers, radio broadcasters, periodicals, and to be used in speeches. Supervision may be exercised over clerical assistants by assignment and review of completed work. Assignments are received in general form through conferences with the department head or other administrative officials. Work is conducted with considerable independence and reviewed continuously for effectiveness through appraisal of public response. **ILLUSTRATIVE TASKS** Confers with administrative officials in planning public information and educational projects. Originates and writes news articles for release to newspapers, radio and television broadcasters, periodicals and other publications. Assembles information to be used in speeches and special reports. Edits and supervises publication of a departmental newspaper or other publication of specialized or technical appeal. Takes photographs for departmental publication, news releases and special purposes. Confers with and advises administrative officials regarding the adoption of publicity projects and preparation of data for use in special reports and publication; assembles and condenses industrial news data; publishes newsletter depicting the advantages of the local industrial area. Visits industrial plant sites and manufacturers' expositions, attends conferences and conventions to obtain prime source data relative to the industrial development of the local metropolitan area. Directs the preparation of slides and motion pictures; prepares posters, charts and other illustrative devices. Plans and writes special pamphlets and booklets on departmental objectives and activities. Obtains and disseminates news material through interview and correspondence; participates in preparation for conventions and publicity events. Condenses lengthy reports into brief and newsworthy copy. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Thorough knowledge of journalistic principles and practices, the techniques of planning, composing, and editing publicity material. Thorough knowledge of English usage and the requirements of press, radio and television broadcasters. Thorough knowledge of industrial news writing and publicity techniques. Ability to write and assemble interesting and informative news releases, pamphlets, brochures, scripts and related publicity materials. Ability to plan and organize informational programs. Ability to edit and analyze informational material prepared by others. Ability to create and maintain effective working relationships with the public, department directors, industrial representatives and the public media. Skill in the use of photographic equipment. **MINIMUM QUALIFICATIONS** Graduation from an accredited college or university with a Bachelor's degree in Journalism, Communications, Public Relations, Marketing, English or related field. One year of professional experience in journalism, advertising, marketing or public relations is required. REV 8/00

Nature of work



Employee Relations Department

This is responsible journalistic and public relations work in developing and maintaining an extensive program of public information, publicity and industrial news writing.

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Employee Relations Department

Administrative Officer 1 (000810-A)

Job status	3	Recruit. type	Resume	Minimum	\$30,716.92	Probation	26
Job category	B	Testing		Maximum	\$51,492.74	Range	06
Pos. status	Classified	Specialist	LISCAN	Frequency	Annually	Grade	
Job type	Professional/Managerial			Protection	Not protected	Union	M

Pay steps

T	\$1,126.87	3	\$1,297.33	6	\$1,491.65	9	\$1,717.24	12	\$1,980.49	15	\$2,284.51	18	\$2,638.52
1	\$1,181.42	4	\$1,360.01	7	\$1,563.73	10	\$1,804.97	13	\$2,077.60	16	\$2,397.22	19	\$2,766.96
2	\$1,244.06	5	\$1,425.85	8	\$1,635.77	11	\$1,892.71	14	\$2,184.17	17	\$2,516.34	20	\$2,901.76

Minimum Qualifications
Bachelor's degree.

Job Specifications

NATURE OF WORK This is administrative work in performing various administrative activities in a central administrative division or special program in a county department or agency. Employees in this class are responsible for performing various administrative duties in assisting departmental management in carrying out required administrative operations. Duties or combination of duties performed vary, depending on the department to which assigned. Some incumbents in the class perform specialized duties of a staff nature relating to a specific program. Employees are assigned duties such as cost analysis and control, budget preparation and expenditure control, purchasing and inventory work, methods and procedure studies, report or grant proposal preparation and personnel administration. Incumbents exercise some independent judgment in devising and installing new work methods, interpreting rules, regulations and procedures and in making recommendations to superiors. Supervision may be exercised over clerical and technical employees who assist in various phases of administrative operations. Supervision is received from an administrative superior who reviews work for attainment of desired management objectives and conformity with established administrative and departmental policies and procedures through conferences, personal inspections and review of reports. **ILLUSTRATIVE TASKS** Assists in planning and preparing divisional or project budgets; insures adherence to budget procedures and guidelines; reviews completed budget documents for format, accuracy of budget codes and computations; monitors budget forecasts and expenditures for departmental projects and activities; prepares periodic budget reports. Supervises clerical subordinates engaged in preparation of invoices and billings for equipment or services, issuance of purchase orders and requisitions, reconciliation of computer reports and related clerical activities; provides training to employees in new procedures required with automated accounting and reporting systems. Coordinates the maintenance of various accounting records such as cash and surety bonds; audits departmental financial records to obtain data for management reports relative to budget control, purchasing standards, stores and equipment inventory control or improvements in operational efficiency; recommends procedures for collection and reporting of data on departmental programs in cost analysis and revenue producing activities; accounts for costs and reviews revenue summaries to assure revenues are properly collected. Analyzes financial, procurement and administrative procedures for simplification and improvement in efficiency; analyzes purchase orders to determine requirements; checks requisitions for completeness and accuracy; writes specifications and requisitions and assists in selection of bids for departmental equipment or supplies. Interviews applicants for employment to determine qualifications; provides information to applicants regarding career county employment; requests eligible lists and coordinates panel interviews for departmental positions; processes affirmative action complaints from employees through appropriate channels. Assists in the supervision of clerical subordinates engaged in processing departmental personnel actions; discusses work related problems with employees; coordinates departmental personnel activities with federal funded employment programs as necessary. Conducts assigned research, procedural or administrative studies and prepares narrative and statistical reports, proposing courses of action; reviews workload reports from operating segments for conformance with department instructions; audits program records reflecting client or patron workloads for conformance with departmental instructions and accuracy of computations. Makes recommendations regarding hiring, discipline and

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Employee Relations Department

promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Considerable knowledge of the principles of general management and their application to governmental administration. Considerable knowledge of research techniques and the sources and availability of current information applicable to the area of assignment. Knowledge of budget preparation procedures and reporting requirements. Knowledge of departmental, legal, administrative and procedural regulations. Knowledge of the principles and procedures of modern office administration. Knowledge of basic accounting principles, practices and procedures. Knowledge of the use of data processing and cost accounting systems. Knowledge of the principles, practices and procedures of public personnel administration. Knowledge of supervisory principles and practices. Ability to analyze administrative problems and make sound recommendations as to their solution. Ability to supervise the work of subordinates in a manner conducive to full performance and high morale. Ability to understand and carry out complex oral and written instructions. Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials and the general public. Ability to express ideas clearly and concisely, both verbally and in writing. Ability to supervise preparation of records and reports on a timely and complete basis. Ability to prepare complete narrative and statistical reports. Ability to conduct appropriate interviews with prospective employees and obtain pertinent information. Ability to prepare accurate accounting and budgetary reports. REV 05/98

Nature of work

This is administrative work in performing various administrative activities in a central administrative division or special program in a county department or agency.



Employee Relations Department

Buyer (000270-A)

Job status	1	Recruit. type	Resume	Minimum	\$32,441.24	Probation	26
Job category	F	Testing		Maximum	\$54,034.76	Range	06
Pos. status		Specialist	SAA	Frequency	Annually	Grade	
Job type	Administrative Support/Clerical/Paraprofessional			Protection		Union	H

Pay steps

T	\$1,191.83	3	\$1,365.84	6	\$1,565.24	9	\$1,802.05	12	\$2,078.26	15	\$2,397.24	18	\$2,768.84
1	\$1,247.74	4	\$1,429.73	7	\$1,640.90	10	\$1,894.06	13	\$2,180.17	16	\$2,515.61	19	\$2,893.42
2	\$1,311.62	5	\$1,496.80	8	\$1,716.59	11	\$1,986.16	14	\$2,292.01	17	\$2,640.59	20	\$3,023.64

Minimum Qualifications

High school diploma or GED. Two years of experience in large-scale purchasing to include purchasing commodities and services through a bidding process are required.

Job Specifications

NATURE OF WORK This is specialized work in the purchase of assigned commodities in a central procurement operation of the county. Employees in this class are responsible for purchasing various items in assigned commodity groups for one or more departments. Emphasis of the work is on review of requisitions, preparation of bid invitations, analysis of bids, recommendation of awards and preparation of purchase orders. Duties include communication with vendors and departmental officials on purchasing, shipping, receiving and invoicing problems and processes. Some employees in this class perform procurement work in a hospital facility and may be assigned to purchase of certain groups of commodities, such as hospital drugs. Incumbents must apply knowledge of specifications of frequently purchased commodities, sources of supply, current prices and market trends in the timely purchasing of a large volume of goods. Supervision is received from a technical or administrative superior who reviews work progress and completed work to assure conformance with established policies and procedures. **ILLUSTRATIVE TASKS** Reviews purchase requests; contacts departmental officials to clarify amounts or nature of items requested; refers to current supply catalogues and other references for sources of supply. Reviews specifications used as the basis for bids on all commodities within an assigned commodity group. Obtains competitive bid quotations from vendors; maintains mailing lists of vendors; tabulates and analyzes bids to determine lowest and best bidders; prepares purchase orders; maintains files of vendors to whom bids have been sent. Makes studies and collects data on current market conditions to keep informed on market trends; interviews salesmen regarding ordering of supplies. Schedules delivery dates and follows-up on delayed deliveries. Selects and purchases a limited variety of merchandise items for resale. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Knowledge of large scale purchasing methods and procedures in an assigned commodity grouping. Knowledge of federal, state and local laws, rules, regulations and ordinances effective in governing the purchase of commodities and services. Knowledge of specifications, grades, qualities, supply sources and market factors of commodity categories frequently required by departments in the area of assignment. Knowledge of departmental policies, rules and regulations regarding the purchase of assigned commodity groupings. Knowledge of methods used in maintaining accurate and systematic procurement records. Ability to analyze and process a large volume of procurement records and to perform a variety of related clerical work. Ability to obtain and interpret market prices and trends and apply these to procurement problems. Ability to maintain effective relationships with departmental officials and vendors. Ability to prepare invitations to bid and to tabulate and analyze bids. Ability to communicate effectively, verbally and in writing. REV 10-78

Nature of work

This is specialized work in the purchase of assigned commodities in a central procurement operation of the county.



Employee Relations Department

Assistant Property Appraiser (000154)

Job status	3	Recruit. type	Resume	Minimum	\$94,135.08	Probation	00
Job category	A	Testing		Maximum	\$150,098.00	Range	99
Pos. status	Exempt	Specialist	HERNANE	Frequency	Annually	Grade	10
Job type	Professional/Managerial			Protection		Union	L

Pay steps

T	3	6	9	12	\$5,773.00	15	18
1	\$3,620.58	4	7	10		13	16
2	\$3,982.65	5	8	11		14	17

Minimum Qualifications

Bachelor's degree. A minimum of five to ten years of professional managerial experience to include two years of senior management or supervisory experience in property appraisal is required.

Job Specifications

NATURE OF WORK This is highly responsible professional and administrative work assisting in the management of the Miami-Dade County Property Appraiser Department. Employees in this class are responsible for coordinating and administering various departmental activities required for the production and defense of the annual property tax roll. Responsibilities may include directing divisional property appraisal operations, coordinating litigation pertaining to property tax cases, directing departmental activities in support of the Value Adjustment Board, preparing various annual reports required by the State of Florida, directing technical studies related to tax roll evaluation, maintaining contacts with other taxing authorities related to property assessment and tax operations, coordinating work with data processing officials to develop and implement mass appraisal systems, and supervising various fiscal and administrative activities. Incumbents exercise considerable independent judgment and professional managerial knowledge in assisting in the management of a large and complex property appraisal operation. Supervision is exercised through subordinate executives and supervisors over a large staff of professional, technical and clerical employees. General direction is received from the department director who holds incumbents responsible for the professional management of departmental operations and completion of the annual tax roll in accordance with applicable regulations.

ILLUSTRATIVE TASKS Plans, directs and coordinates, through subordinate executives and supervisors, complex property appraisal activities including evaluations of tangible and intangible personal property for tax assessment purposes, assessing buildings and land, maintaining maps and records, processing Homestead Exemption applications, and participating in Value Adjustment Board processes and hearings. Maintains contacts with municipal, county and state agencies, the Dade County School Board, and other taxing authorities related to property assessment and tax operations. Coordinates departmental operations with data processing officials to implement on-going mass appraisal systems; exercises responsibility for departmental budget preparation and other fiscal matters. Assists in directing departmental operations relating to the Value Adjustment Board annual appeal process; prepares annual reports to the state for the Preliminary Tax Roll, the first Certified Roll and the Final Tax Roll. Coordinates the defense or prosecution of property tax cases taken to court. Supervises technical studies related to property appraisal including land valuation techniques, building inspection and cost estimation, mass appraisal market approach techniques, and statistical analyses related to tax roll evaluations. Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; reviews performance reports prepared by subordinates and rates employee performance. Performs related work as required.

KNOWLEDGES, ABILITIES, AND SKILLS Extensive knowledge of the organization, interrelationships and activities of the Miami-Dade Property Appraiser Department. Extensive knowledge of the mission, goals and objectives of the department in meeting the needs of the citizens of Dade County and statutory requirements. Thorough knowledge of the principles of general management, business and public administration. Thorough knowledge of appraisal methods and techniques used in the assessment of real, tangible and intangible personal property and land for purposes of tax assessment. Thorough knowledge of Florida Statutes and the Department of Revenue rules and regulations pertaining to the production of the annual property tax roll. Thorough knowledge of



Employee Relations Department

supervisory principles and practices. Ability to provide effective assistance in directing, supervising and coordinating a large and complex County property appraisal operation. Ability to plan, organize and coordinate, through subordinate executives and supervisors, the work of subordinates in a manner conducive to full performance and high morale. Ability to delegate the authority to subordinates necessary to complete responsibilities in varied departmental activities. Ability to establish and maintain effective working relationships with subordinates, senior County management, elected officials, the public, and officials of other public and private organizations. Ability to exercise judgment and discretion in devising, installing and interpreting departmental and County policies, rules and regulations. NEW 10-97



Employee Relations Department

Senior Property Appraiser Supervisor (000144)

Job status	3	Recruit. type	Resume	Minimum	\$70,570.24	Probation	00
Job category	A	Testing		Maximum	\$109,403.32	Range	99
Pos. status		Specialist	HERNANE	Frequency	Annually	Grade	06
Job type	Professional/Managerial			Protection		Union	L

Pay steps

T	3	6	9	12	\$4,207.82	15	18
1	\$2,714.24	4	7	10		13	16
2	5	\$2,985.64	8	11		14	17

Minimum Qualifications

Bachelor's degree. A minimum of four to six years professional experience in mass appraisal or personal property to include supervisory experience is required. Must possess a Certified Florida Evaluator Designation.

Job Specifications

No Job Specification Available



Employee Relations Department

Manager, Property Appraisal Administration (000147)

Job status	3	Recruit. type	Resume	Minimum	\$61,820.98	Probation	00
Job category	B	Testing		Maximum	\$101,318.88	Range	99
Pos. status		Specialist	JSS	Frequency	Annually	Grade	05
Job type	Professional/Managerial			Protection		Union	L

Pay steps

T	3	6	9	12	\$3,896.88	15	18
1	\$2,377.73	4	7	10		13	16
2		5	\$2,781.95	8		11	14
						17	20

Minimum Qualifications

Bachelor's degree. A minimum of three to five years professional administrative experience to include budget preparation, personnel administration, procurement and supervisory experience is required.

Job Specifications

No Job Specification Available



Employee Relations Department

Executive Secretary (000095-A)

Job status	1	Recruit. type	Resume	Minimum	\$33,730.58	Probation	00
Job category	F	Testing		Maximum	\$56,788.42	Range	99
Pos. status	Exempt	Specialist	jss	Frequency	Annually	Grade	A2
Job type	Administrative Support/Clerical/Paraprofessional			Protection	Not protected	Union	L

Pay steps

T	3	6	9	12	15	18
1	\$1,297.33	4	7	10	13	16
2	\$1,563.73	8	11	14	17	20

Minimum Qualifications

High school diploma or GED. Three years of advanced secretarial experience are required.

Job Specifications

NATURE OF WORK This is executive secretarial and related clerical work for an Assistant Director or a Deputy Director of a County Department or comparable executive official. Employees in this class perform a variety of complex secretarial and clerical duties for an Assistant Department Director, Deputy Department Director or comparable executive official. Emphasis of the work is on the performance of advanced secretarial duties requiring considerable knowledge of the executive's responsibilities and an understanding of the policies, programs, procedures and regulations in effect in the department. Duties typically include arranging for and attending conferences, independently answering inquiries where there is established policy or precedent action, taking and transcribing dictation, composing and typing correspondence and performing research to compile data for special reports and other purposes. Incumbents utilize a variety of office skills and considerable independent judgement in relieving supervisor of administrative details. Supervision may be exercised over subordinate clerical employees through assignment of tasks and review of completed work for accomplishment of desired objectives. General supervision is received from an Assistant Department Director, Deputy Department Director or comparable executive official who reviews work for satisfactory performance of executive secretarial duties and for attainment of desired goals and objectives.

ILLUSTRATIVE TASKS Performs executive secretarial duties for an Assistant Department Director, Deputy Department Director or comparable executive official; commits time in making appointments and maintains calendar; maintains itinerary and makes travel and hotel arrangements as required. Arranges for and attends various conferences and meetings; informs participants and provides background information; serves as recording secretary at conferences, board meetings and staff consultations; takes official minutes and prepares reports of proceedings; follows through on actions required as a result of conferences. Takes and transcribes dictation which may vary by subject matter including legal, technical, financial or other specialized terminology; takes verbatim transcript from telephone calls or in conferences as requested; operates personal computer and other computerized office equipment. Opens, screens and distributes mail; marks important parts of instructions, orders and regulations for executive, and organizes mail according to priorities; maintains control of correspondence flow through office; insures that report deadlines are met and that all information distributed is complete. Composes correspondence from verbal instructions of superior, and independently drafts replies to inquiries; reviews correspondence prepared by others for superior's signature to insure correct grammar, format and completeness. Receives and screens telephone calls and visitors; responds to requests for information by answering questions where there are established policies or regulations, or precedent actions taken by supervisor. Plans, assigns and reviews the work of subordinate clerical employees engaged in typing reports, correspondence and other documents, filing, and performing a variety of other clerical duties; provides training in procedures and methods in the organization of assignment. Researches and compiles data from a variety of sources in connection with special reports, budget preparation and other matters; assembles material for reply to correspondence demanding superior's personal attention. Keeps various activity and production records; types various activity reports, requisitions, work orders and personnel forms; composes reports on caseloads, workloads or other subjects as delegated; authorizes expenditures from petty cash; requisitions office supplies; performs arithmetic calculations for budget requests and other



Employee Relations Department

matters. Establishes and maintains office filing systems; reorganizes files as required; establishes subject matter files; purges files of unnecessary items according to established policies and procedures. Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Extensive knowledge of executive secretarial methods, techniques and procedures. Thorough knowledge of general office procedures, practices and equipment. Thorough knowledge of the department to which assigned including its policies, procedures, regulations, organization and work flow. Thorough knowledge of executive protocol and the proper order of etiquette in conducting secretarial activities with responsible County and other officials. Considerable knowledge of business English, spelling and arithmetic. Considerable knowledge of the structure and function of various County departments. Considerable knowledge of the responsibilities of an Assistant Department Director, Deputy Department Director or comparable executive official and the relationship with other department executives, managers and supervisors. Knowledge of supervisory principles and practices. Ability to establish and maintain an effective working secretarial relationship with an Assistant Department Director, Deputy Department Director or comparable executive official. Ability to take and transcribe dictation at a high rate of speed. Ability to operate typewriters, personal computers and other computerized office equipment with accuracy and speed. Ability to develop and maintain effective working relationships with subordinates, superiors and a variety of County and other officials. Ability to express ideas clearly and concisely, verbally and in writing. Ability to establish and revise office policies and procedures. Ability to research and develop information from a variety of sources. Ability to supervise subordinates in a manner conducive to full performance and high morale. NEW 10/98

Nature of work

This is executive secretarial and related clerical work for an Assistant Director or a Deputy Director of a County Department or comparable executive official.



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Personnel Specialist 1 (000410-A)

Job status	3	Recruit. type	Resume	Minimum	\$30,716.92	Probation	26
Job category	B	Testing		Maximum	\$51,492.74	Range	06
Pos. status	Classified	Specialist	JIMJAMES	Frequency	Annually	Grade	
Job type	Professional/Managerial			Protection	Personnel protected	Union	L

Pay steps

T	\$1,126.87	3	\$1,297.33	6	\$1,491.65	9	\$1,717.24	12	\$1,980.49	15	\$2,284.51	18	\$2,638.52
1	\$1,181.42	4	\$1,360.01	7	\$1,563.73	10	\$1,804.97	13	\$2,077.60	16	\$2,397.22	19	\$2,766.96
2	\$1,244.06	5	\$1,425.85	8	\$1,635.77	11	\$1,892.71	14	\$2,184.17	17	\$2,516.34	20	\$2,901.76

Minimum Qualifications

Bachelor's degree in Personnel Administration, Human Resources Management, Business Administration, Public Administration, or a related field is required.

Job Specifications

NATURE OF WORK This is professional personnel management work in County departments and agencies. Employees in this class are responsible for performing a variety of personnel duties within County departments or agencies. Incumbents assigned to departments and agencies supervise records activities and perform recruitment, placement, and related personnel management work. Employees in departments and agencies perform various combinations of work depending on the nature of their assignment. Supervision may be directly exercised over subordinate personnel technicians and other support personnel. Supervision is received from a professional or administrative superior who confers on difficult recruitment, disciplinary or other actions and reviews work for conformance with established merit system personnel policies, rules and procedures. **ILLUSTRATIVE TASKS** Serves in the personnel or administrative offices of County departments and agencies, performing an assigned combination of personnel management work; explains established personnel rules and procedures to supervisors and employees; prepares advertising notices to recruit for vacancies; interviews candidates responding to advertisements or certified from eligible listings from the central personnel agency; makes recommendations for hiring; keeps informed on departmental vacancies and maintains contact with the central employee relations department to initiate announcements and testing, as assigned. Assists supervisors in the preparation of position descriptions; explains position classification procedures; informs employees on the provisions of applicable labor-management contracts; informs supervisors and employees on available training sessions; informs supervisors on rules and regulations which pertain to disciplinary actions, as needed; explains provisions of employees benefit programs such as leave or retirement; conducts training sessions as assigned. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Considerable knowledge of general personnel management theories and principles. Knowledge of principles and procedures relating to public personnel and county merit system administration. Knowledge of personnel rules, regulations and procedures specified in county statutes, codes and administrative orders. Knowledge of various pay provisions in the county pay plan. Knowledge of specific regulations and procedures relating to personnel actions and maintenance of records. Knowledge of qualification requirements for various positions in the area of assignment. Some knowledge of the provisions of current labor-management contracts as applicable to the area of assignment. Some knowledge of specific regulations and procedures relating to disciplinary actions and grievances. Some knowledge of the affirmative action plan for the department to which assigned. Ability to exercise good judgment in evaluating qualifications of applicants for positions. Ability to keep abreast of new and revised county personnel policies, rules and regulations, pay provisions and the provisions of labor-management contracts. Ability to interpret and explain County personnel policies, rules and regulations. Ability to maintain effective relationships with other staff members. Ability to achieve rapport and deal effectively and persuasively with the public and County supervisors and employees. Ability to communicate effectively, both verbally and in writing. REV 6/98

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Nature of work

This is professional personnel management work in County departments and agencies.



Employee Relations Department

Property Appraiser Legal Specialist 1 (000137)

Job status	3	Recruit. type	Resume	Minimum	\$51,492.74	Probation	26
Job category	B	Testing		Maximum	\$86,444.80	Range	06
Pos. status		Specialist	JOHN	Frequency	Annually	Grade	
Job type	Professional/Managerial			Protection		Union	L

Pay steps

T	\$1,887.37	3	\$2,184.17	6	\$2,516.34	9	\$2,901.76	12	\$3,324.80	15	\$3,813.67	18	\$4,380.85
1	\$1,980.49	4	\$2,284.51	7	\$2,638.52	10	\$3,036.54	13	\$3,475.17	16	\$3,992.23	19	\$4,587.60
2	\$2,077.60	5	\$2,397.22	8	\$2,766.96	11	\$3,177.46	14	\$3,638.17	17	\$4,180.29	20	\$4,806.99

Minimum Qualifications

Three years of experience as a Personal Property Evaluator 1 or 2, or as a Real Estate Evaluator 1 or 2; or one year of experience as a Property Evaluation Specialist or Income Evaluation Specialist is required. Must possess certification as a Florida Evaluator.

Job Specifications

NATURE OF WORK This is technical work assisting in handling legal actions for the Property Appraiser. An employee in this class is responsible for assisting in the preparation of files for litigation for cases filed by the County Attorney or filed against the Property Appraiser by taxpayers. Responsibilities include assembling case files for litigation, providing data for discovery and interrogatories, producing documents for litigants, assisting in preparation of settlement discussions, and reviewing documents for settlement. The incumbent exercises some independent judgment in the application of property appraisal knowledges and techniques to cases involving property appraisal disputes. Supervision is received from an administrative superior who reviews work through personal conferences for effective assistance in preparation of files for litigation and performance of related duties. **ILLUSTRATIVE TASKS** Assists in preparing and assembling files for the Property Appraiser and County Attorney on court cases filed by taxpayers against the Property Appraiser and on court cases filed by the Property Appraiser against taxpayers. Provides responses to complex discovery questions including answering interrogatory requests for production and admissions submitted to the Property Appraiser by the opposing attorney. Produces documents to opposing attorneys; reviews subject property and selects appropriate documents, files and books. Assists in the preparation of interrogatories. Assists in the preparation of settlement discussions. Reviews documents and proposals submitted by the taxpayer for settlement purposes. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Considerable knowledge of statutes, ordinances, court rulings and other regulations pertaining to the appraisal of personal property for Ad Valorem taxation. Considerable knowledge of appraisal methods and techniques used in the assessment of real, tangible and intangible personal property and land for the purposes of tax assessment. Knowledge of legal procedures related to litigation filed by taxpayers against the Property Appraiser or by the Property Appraiser against taxpayers. Knowledge of legal descriptions, deeds, contracts and closing statements, pertaining to the purchase and sale of real estate, and related documents used for property appraisal purposes. Knowledge of public relations principles and techniques. Ability to provide assistance in the handling of legal actions for the Property Appraiser. Ability to apply advanced principles of property appraisal to accurately access the value of property for purposes of tax assessment. Ability to assist in the preparation of files for the Property Appraiser and the County Attorney on court cases filed by taxpayers or cases filed by the Property Appraiser. Ability to exercise tact and diplomacy in dealing with taxpayers and their representatives concerning tax assessment litigation. Ability to communicate clearly and concisely, verbally and in writing.

Nature of work

This is technical work assisting in handling legal actions for the Property Appraiser.



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Property Appraiser Legal Specialist 2 (000138)

Job status	3	Recruit. type	Resume	Minimum	\$57,771.22	Probation	00
Job category	B	Testing		Maximum	\$93,932.80	Range	99
Pos. status		Specialist	JOHN	Frequency	Annually	Grade	04
Job type	Professional/Managerial			Protection		Union	L

Pay steps

T	3	6	9	12	\$3,612.80	15	18
1	\$2,221.97	4	7	10		13	16
2	\$2,599.72	5	8	11		14	17
						17	20

Minimum Qualifications

Bachelor's degree in Real Estate, Business Administration, Public Administration or a related field. Two years of experience in mass appraisal of real or personal property to include one year in a supervisory capacity are required.

Job Specifications

NATURE OF WORK This is advanced technical and supervisory work in the handling of legal actions for the Property Appraiser. An employee in this class is responsible for preparation of files for litigation for cases filed by the County Attorney or filed against the Property Appraiser by taxpayers. Responsibilities include responding to interrogatory requests, reviewing documents and proposals submitted by taxpayers, assisting in the negotiation of settlements, preparing files for court cases, producing documents for opposing attorneys, and attending depositions and trials. The incumbent exercises considerable independent judgment in the application of property appraisal knowledges and techniques to cases involving property appraisal disputes. Supervision is exercised over subordinate technical and clerical employees assisting with various phases of the work. General supervision is received from an administrative superior who holds the incumbent responsible for effective assistance in a variety of litigation processes.

ILLUSTRATIVE TASKS Prepares files for the Property Appraiser and County Attorney on court cases filed by taxpayers; assists in answering the court complaint, reviewing the court complaint for errors or possible dismissal, describing the subject property and any unusual circumstances surrounding the case, and selecting documents to be included in the file. Prepares files for the Property Appraiser and the County Attorney on court cases filed by the Property Appraiser; explains reasons for filing the court case, describes subject property, and selects documents to be included in the file. Provides responses to complex discovery questions including answering interrogatory requests for production and admissions submitted to the Property Appraiser by the opposing attorney. Reviews documents and proposals submitted by the taxpayer for settlement purposes. Discusses possible resolutions of court cases with Property Appraiser officials and the County Attorney; attends mediation and settlement meetings; calculates taxes and interest due on settlement values; assists in the negotiation of settlements. Produces documents to opposing attorneys; reviews subject property and selects appropriate documents, files and books. Attends depositions and trials with the County Attorney; suggests strategies and lines of questioning. Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance. Performs related work as required.

KNOWLEDGES, ABILITIES AND SKILLS Thorough knowledge of statutes, ordinances, court rulings and other regulations pertaining to the appraisal of personal property for Ad Valorem taxation. Thorough knowledge of appraisal methods and techniques used in the assessment of real, tangible and intangible personal property and land for the purposes of tax assessment. Considerable knowledge of legal procedures related to litigation filed by taxpayers against the Property Appraiser or by the Property Appraiser against taxpayers. Considerable knowledge of legal descriptions, deeds, mortgage documents, contracts and closing statements, pertaining to the purchase and sale of real estate, and related documents used for property appraisal purposes. Considerable knowledge of public relations principles and techniques. Knowledge of supervisory principles and practices. Ability to apply advanced principles of property appraisal to accurately assess the value of property for purposes of tax assessment. Ability to supervise subordinates in a manner conducive to full performance and high morale. Ability to prepare files for the Property Appraiser and the County Attorney on court cases filed by taxpayers or cases filed by the

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Property Appraiser. Ability to exercise tact and diplomacy in dealing with taxpayers and their representatives concerning tax assessment litigation. Ability to communicate clearly and concisely, verbally and in writing. NEW 10-96

Nature of work

This is advanced technical and supervisory work in the handling of legal actions for the Property Appraiser.



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Property Appraiser Clerk 1 (000102)

Job status	1	Recruit. type	Resume	Minimum	\$24,340.16	Probation	26
Job category	F	Testing		Maximum	\$37,332.88	Range	06
Pos. status	Classified	Specialist	VXW	Frequency	Annually	Grade	
Job type	Administrative Support/Clerical/Paraprofessional			Protection	Not protected	Union	H

Pay steps

T	\$899.42	3	\$1,012.81	6	\$1,132.36	9	\$1,270.31	12	\$1,435.88	15	\$1,622.88	18	\$1,847.05
1	\$936.16	4	\$1,049.60	7	\$1,172.19	10	\$1,322.45	13	\$1,494.11	16	\$1,692.47	19	\$1,929.20
2	\$976.06	5	\$1,092.48	8	\$1,221.24	11	\$1,377.60	14	\$1,556.61	17	\$1,771.31	20	\$2,017.61

Minimum Qualifications

High school diploma or GED. Six months of clerical experience in a tax assessment, property appraisal, or real estate sales abstracting titles are required. Completion of 30 semester credits may substitute for the required experience.

Job Specifications

NATURE OF WORK This is specialized clerical work in preparation of countywide property tax rolls. Employees in this class are responsible for the initiation and maintenance of various property records in a large property appraisal department.

Emphasis of the work is on performance of varied independent clerical tasks involved in assessing just value on real and personal property. Work involves the use of predetermined evaluation schedules, established depreciation computations, legal ownership records, and established tax exemption criteria. Employees must exercise judgment and initiative in accurately carrying out assigned tasks. Duties may also include the use of standard office equipment for which some prior experience is required. Supervision is received from a technical superior who reviews work for completeness and accuracy.

ILLUSTRATIVE TASKS Receives and processes building construction cards, computer printouts, permit cards, legal records of property and verification of legal descriptions by maps or plats; maintains a roster of buildings under construction, modifications, additions, dates of inspections and stage of completion; records information from field data and other sources and computes value computations according to established procedures, as required. Processes and maintains land sales data, assessment rates, zoning changes and municipal resolutions, property ownership, metes and bounds folio numbers, new plats, tax exempt properties and related data; prepares mass land change forms; checks and verifies mass land change updates and posts changes to the land master appraisal history print. Reviews personal property returns with special emphasis as to correctness of location and mailing address; verifies information against evaluator's field checks; assigns established property assessment and posts to taxpayer's account file; maintains current records on commercial and taxable residential accounts. Assists taxpayers by answering questions concerning assessments, exemptions, tax billings and related matters; compiles necessary records for review with taxpayer and requests field check, if necessary; compiles and verifies specific information required by the Property Appraiser Adjustment Board. Assists the public with filing of homestead and related exemption applications; explains established legal provisions and determines if these requirements are satisfied referring questionable cases to supervisors; files exemption applications for those who qualify but are confined to home, hospital or nursing facility. Codes changes to building and land files which are submitted for data processing; performs continuous maintenance of master assessment files; performs control functions to insure changes to various master assessment files are correct; processes transfer of property ownership, correspondence and new homestead applications. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Knowledge of the general principles and practices used in determining land and building values for assessment purposes. Knowledge of statutes and ordinances governing property assessment, exemptions and various established legal instruments used to convey property title. Knowledge of the principles and practices used in making personal property evaluations. Knowledge of legal descriptions, metes and bounds and related means of locating property in an atlas. Knowledge of various established departmental procedures for the processing of property appraisal records in the area of assignment. Some knowledge of building types and construction methods used in residential and commercial structures as they relate to appraisal information. Some knowledge of standard office equipment and practices. Ability to graphically portray



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information onto strip maps, subdivision plats or aerial photographs. Ability to follow established departmental procedures with accuracy and appropriate attention to detail. Ability to maintain roster, logs, record cards and other records completely and accurately. Ability to make arithmetic computations with speed and accuracy. Ability to meet and deal tactfully with property owners, businessmen and the general public. Ability to express ideas clearly and concisely, orally and in writing. REV 10-79

Nature of work

This is specialized clerical work in preparation of countywide property tax rolls.



Employee Relations Department

Property Appraiser Supervisor 2 (000141)

Job status	3	Recruit. type	Resume	Minimum	\$56,788.42	Probation	26
Job category	B	Testing		Maximum	\$94,592.42	Range	06
Pos. status		Specialist	JANICE	Frequency	Annually	Grade	
Job type	Professional/Managerial			Protection		Union	K

Pay steps

T	\$2,083.03	3	\$2,397.22	6	\$2,766.96	9	\$3,177.46	12	\$3,638.17	15	\$4,180.29	18	\$4,806.99
1	\$2,184.17	4	\$2,516.34	7	\$2,901.76	10	\$3,324.80	13	\$3,813.67	16	\$4,380.85	19	\$5,035.74
2	\$2,284.51	5	\$2,638.52	8	\$3,036.54	11	\$3,475.17	14	\$3,992.23	17	\$4,587.60	20	\$5,280.16

Minimum Qualifications

Must possess designation as a Certified Florida Evaluator. Four years of experience as a Personal Property Evaluator 1, Personal Property Evaluator 2, Real Estate Evaluator 1 or Real Estate Evaluator 2; or High school diploma or GED. Two years of experience as a Property Evaluation Specialist, Income Evaluation Specialist, or Property Appraiser Supervisor 1 are required.

Job Specifications

NATURE OF WORK This is advanced technical and supervisory work in planning and managing multiple functions of the Property Appraisal Department. Employees in this class are responsible for supervising, through subordinate supervisors, the work of technical and clerical employees engaged in evaluating property for tax assessment purposes or functioning in various support capacities. Responsibilities include assisting in organizing resources and establishing priorities to complete scheduled departmental work assignments, developing new and revised methods and procedures, assisting subordinates with complex issues, preparing significant Value Adjustment Board cases and providing expert testimony, coordinating work with other departmental units and other County departments, directing the processing of Homestead Exemption applications, and assisting taxpayers, their agents and attorneys with a variety of assessment issues. Incumbents exercise considerable independent judgment in the application of property appraisal knowledges and techniques to tax assessment problems, in dealing tactfully and diplomatically with taxpayers, and in managing work to meet required deadlines. Supervision is exercised over supervisory, technical and clerical employees engaged in various phases of operations. Supervision is received from an administrative superior who reviews work for efficient and effective management of assigned responsibilities. **ILLUSTRATIVE TASKS** Plans, assigns, and reviews the work of subordinate supervisory employees, property appraisal evaluators, specialists, and clerks engaged in evaluating property or serving in various support capacities. Assists in organizing resources and establishing priorities to complete work products and meet deadlines; establishes and revises methods and procedures. Provides assistance to subordinates on complex tax assessment cases and those with multi-million dollar impact. Prepares significant Value Adjustment Board cases; conducts negotiations and provides expert testimony, as required. Approves or denies proposed changes to assessment rolls. Meets with taxpayers, their agents and attorneys to discuss, resolve and clarify tax assessment issues and problems. Coordinates work among sections of the Property Appraisal Department and with other County departments involved in property appraisal and tax assessment activities. Supervises processing of Homestead Exemption applications; evaluates procedures and recommends enhancements; assists in resolving complex questions and problems. Receives and processes new applications for Ad Valorem Tax Exemptions; coordinates field inspections of properties, confers with County attorneys on granting or denying exemptions, responds to taxpayers, testifies at depositions and in court actions, as required. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Thorough knowledge of statutes, ordinances, court rulings and other regulations pertaining to the appraisal of personal property for Ad Valorem taxation. Thorough knowledge of appraisal methods and techniques used in the assessment of real, tangible and intangible personal property, and land for purposes of tax assessment. Considerable knowledge of the principles and practices of public administration. Considerable knowledge of legal descriptions, deeds, mortgage documents, contracts and closing statements, pertaining to the purchase and sale of real estate, and related documents used for property

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appraisal purposes. Considerable knowledge of supervisory principles and practices. Considerable knowledge of public relations principles and techniques. Ability to plan, assign and review the work of subordinates in a manner conducive to full performance and high morale. Ability to devise and install new and revised procedures and methods to improve efficiency and effectiveness of office and field operations. Ability to apply advanced principles of property appraisal to accurately assess the value of property for purposes of tax assessment. Ability to exercise tact and diplomacy in dealing with tax- payers and their representatives concerning tax assessment issues and problems. Ability to interpret and explain complex property appraisal methods and the provisions of property appraisal statutes and ordinances. Ability to defend assessments before the Value Adjustment Board or at court hearings. Ability communicate clearly and concisely, verbally and in writing. NEW 10/93

Nature of work

This is advanced technical and supervisory work in planning and managing multiple functions of the Property Appraisal Department.



Employee Relations Department

Chief, Property Appraiser Information Services Division (000153)

Job status	3	Recruit. type	Resume	Minimum	\$75,764.00	Probation	00
Job category	A	Testing		Maximum	\$118,321.84	Range	99
Pos. status		Specialist	JANICE	Frequency	Annually	Grade	07
Job type	Protective Services/Code Enforcement			Protection		Union	L

Pay steps

T	3	6	9	12	\$4,550.84	15	18
1	\$2,914.00	4	7	10	13	16	19
2	\$3,205.41	8	11	14	17	20	

Minimum Qualifications

Bachelor's degree. A minimum of four to seven years of progressively responsible experience in a complex data processing organization to include one year of experience in a supervisory capacity is required.

Job Specifications

No Job Specification Available



Employee Relations Department

Administrative Secretary (000094-A)

Job status	1	Recruit. type	Resume	Minimum	\$29,143.14	Probation	00
Job category	F	Testing		Maximum	\$51,492.74	Range	99
Pos. status	Exempt	Specialist	JSS	Frequency	Annually	Grade	A1
Job type	Administrative Support/Clerical/Paraprofessional			Protection	Not protected	Union	L

Pay steps

T	3	6	9	12	15	18
1	\$1,120.89	4	7	10	13	16
2	\$1,331.63	8	11	14	17	20

Minimum Qualifications

High school diploma or GED. Three years of secretarial or related word processing experience are required.

Job Specifications

NATURE OF WORK This is advanced responsible secretarial and related clerical work for a division head or an exempt executive official in the County service. Employees in this class perform a variety of complex secretarial and clerical duties for division directors or other comparable executive officials within the County organization. Emphasis of the work is on the performance of advanced secretarial duties requiring considerable knowledge of the executive's responsibilities and an understanding of the policies, programs, procedures and regulations in effect in the area of assignment. Duties typically include arranging for and attending conferences, independently answering inquiries where there is established policy or precedent action, taking and transcribing dictation, composing and typing correspondence and performing research to compile data for special reports and other purposes. Incumbents utilize a variety of office skills and considerable judgment in relieving the executive of administrative details. Supervision may be exercised over subordinate clerical employees through assignment of tasks and review of completed work for accomplishment of desired objectives. General supervision is received from a division director or an executive official who reviews work for satisfactory performance of executive secretarial duties and for attainment of desired goals and objectives. **ILLUSTRATIVE TASKS** Performs secretarial and clerical duties for a division director or other comparable executive official; commits supervisor's time in making appointments and maintains calendar; maintains supervisor's itinerary and makes travel and hotel arrangements as required. Arranges for and attends various conferences and meetings; informs participants and provides background information; serves as recording secretary at conferences, board meetings and staff consultations; takes official minutes and prepares reports of proceedings; follows through on actions required as a result of conferences. Takes and transcribes dictation which may vary by subject matter including legal, technical, financial or other specialized terminology; takes verbatim transcript from telephone calls or in conferences as requested. Opens, screens and distributes mail; marks important parts of instructions, orders and regulations for executive, and organizes mail according to priorities; maintains control of correspondence flow through office; insures that report deadlines are met and that all information distributed is complete. Composes correspondence from verbal instructions of superior, and independently drafts replies to inquiries; reviews correspondence prepared by others for superior's signature to ensure correct grammar, format and completeness. Receives and screens telephone calls and visitors; responds to requests for information by answering questions where there are established policies or regulations, or precedent actions taken by supervisor. Plans, assigns and reviews the work of subordinate clerical employees engaged in typing reports, correspondence and other documents, filing, and performing a variety of other clerical duties; provides training in procedures and methods in the organization of assignment. Researches and compiles data from a variety of sources in connection with special reports, budget preparation and other matters; assembles material for supervisor's reply to correspondence demanding superior's personal attention. Keeps various activity and production records; types various activity reports, requisitions, work orders and personnel forms; composes reports on caseloads, workloads or other subjects as delegated; authorizes expenditures from petty cash; requisitions office supplies; performs arithmetic calculations for budget requests and other matters. Establishes and maintains office filing systems; reorganizes files as required; establishes subject matter files for superior; purges files of unnecessary items



Employee Relations Department

according to established policies and procedures. Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Thorough knowledge of executive secretarial methods, techniques and procedures. Thorough knowledge of general office procedures, practices and equipment. Considerable knowledge of the operation to which assigned including its policies, procedures, regulations, organization and workflow. Considerable knowledge of executive protocol and the proper order of etiquette in conducting secretarial activities with responsible county and other officials. Considerable knowledge of business English, spelling and arithmetic. Considerable knowledge of the structure and function of various county departments. Knowledge of supervisory principles and practices. Ability to establish and maintain an effective working secretarial relationships with an executive official. Ability to take and transcribe dictation at a high rate of speed. Ability to operate typewriters, personal computers and other office machines with accuracy and speed. Ability to develop and maintain effective working relationships with subordinates, superiors and a variety of county and other officials. Ability to express ideas clearly and concisely, verbally and in writing. Ability to establish and revise office policies and procedures. Ability to research and develop information from a variety of sources. Ability to supervise subordinates in a manner conducive to full performance and high morale. NEW 10/98



Employee Relations Department

Training Specialist 1 (000420)

Job status	3	Recruit. type	Resume	Minimum	\$30,716.92	Probation	26
Job category	B	Testing		Maximum	\$51,492.74	Range	06
Pos. status		Specialist	JIMJAMES	Frequency	Annually	Grade	
Job type	Professional/Managerial			Protection		Union	M

Pay steps

T	\$1,126.87	3	\$1,297.33	6	\$1,491.65	9	\$1,717.24	12	\$1,980.49	15	\$2,284.51	18	\$2,638.52
1	\$1,181.42	4	\$1,360.01	7	\$1,563.73	10	\$1,804.97	13	\$2,077.60	16	\$2,397.22	19	\$2,766.96
2	\$1,244.06	5	\$1,425.85	8	\$1,635.77	11	\$1,892.71	14	\$2,184.17	17	\$2,516.34	20	\$2,901.76

Minimum Qualifications

Bachelor's degree in Education, Personnel Management, Business Administration, Public Administration or a related field.

Job Specifications

NATURE OF WORK This is professional work in the preparation, development and implementation of in-service training programs in a county department. Employees in this class are responsible for participation in the planning, supervision and administration of varied training programs in a county department. Incumbents performs various combinations of duties, depending on the department to which assigned. Typical duties include research for appropriate training aids and materials, development or adaptation of training materials, revision of existing training course content, scheduling of training sessions and preparation of narrative and statistical training reports. Additional responsibilities may include counseling employees on availability of specified training in outside institutions, conduct of assigned lectures for groups in training programs, and assisting in arrangements for use of instructors or consultants for training purposes. Incumbents typically work with programs relating to orientation, supervisory and communication skills, specialized procedures or work techniques unique to the department, and other types of programs. Some employees in the class may be assigned to various duties in a federally funded program designed for specific training purpose. Supervision is received from an administrative or professional superior who reviews and evaluates work in progress and upon completion for effectiveness of results in meeting management objectives for training. **ILLUSTRATIVE TASKS** Compiles and edits training materials including course outlines, training schedules, lesson plans and training aids; prepares reports on the quantity of various training accomplished; assists superiors in the conduct of training surveys. Conducts portions of training programs by lectures or discussion method, such as orientation, supervisory or specialized department subject-matter training; assists supervisors in preparation of in-service training materials, presentation and evaluation of training, and conduct of effective on-the-job training. Advises employees on availability of training courses in the locality, course requirements and related career development information. Assists in completing arrangements for use of instructors or consultants from outside institutions in the preparation or conduct of training programs. Recommends changes in course content or development of new training programs. Maintains library references, training aids and equipment in order to provide optimum utilization of instructional facilities; publicizes announcement of training programs, as assigned. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Considerable knowledge of general adult educational theories and principles. Knowledge of current technical methods and practices in adult education. Knowledge of departmental organization and operations in relation to requirements for effective training. Knowledge of local educational resources and sources of available published information useful in development of training programs. Ability to assist in development, compilation and analysis of course outlines, lesson plans and training aids suitable for varied department programs. Ability to present classroom instruction and discussion sessions effectively so as to achieve training objectives. Ability to advise employees concerning training and educational requirements for career progression, job performance improvement and other purposes. Ability to maintain effective relationships with staff members, supervisory personnel and various officials outside the department. Ability to prepare complete narrative and statistical training reports. Ability to carry out complex oral and written instructions. Ability to communicate clearly and concisely, orally and in writing. **MINIMUM QUALIFICATIONS** Bachelor's degree in Education, Personnel Management, Business Administration, Public Administration or a related field.

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Nature of work

This is professional work in the preparation, development and implementation of in-service training programs in a county department.

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Property Appraiser Clerk 2 (000103)

Job status	1	Recruit. type	Resume	Minimum	\$27,289.60	Probation	26
Job category	F	Testing		Maximum	\$42,194.88	Range	06
Pos. status		Specialist	JIMJAMES	Frequency	Annually	Grade	
Job type	Administrative Support/Clerical/Paraprofessional			Protection		Union	H

Pay steps

T	\$1,007.44	3	\$1,132.36	6	\$1,270.31	9	\$1,435.88	12	\$1,622.88	15	\$1,847.05	18	\$2,108.41
1	\$1,049.60	4	\$1,172.19	7	\$1,322.45	10	\$1,494.11	13	\$1,692.47	16	\$1,929.20	19	\$2,203.26
2	\$1,092.48	5	\$1,221.24	8	\$1,377.60	11	\$1,556.61	14	\$1,771.31	17	\$2,017.61	20	\$2,302.42

Minimum Qualifications

High school diploma or GED. One year of clerical experience in a tax assessment, property appraisal, real estate sales, or abstracting titles is required. Completion of 30 semester credits in Real Estate and/or Appraisal related coursework may substitute for the required experience.

Job Specifications

No Job Specification Available



Employee Relations Department

Property Evaluation Specialist (000122)

Job status	3	Recruit. type	Resume	Minimum	\$49,210.46	Probation	26
Job category	B	Testing		Maximum	\$82,613.96	Range	06
Pos. status	Classified	Specialist	JANICE	Frequency	Annually	Grade	
Job type	Professional/Managerial			Protection		Union	H

Pay steps

T \$1,809.58	3 \$2,077.60	6 \$2,397.22	9 \$2,766.96	12 \$3,177.46	15 \$3,638.17	18 \$4,180.29
1 \$1,892.71	4 \$2,184.17	7 \$2,516.34	10 \$2,901.76	13 \$3,324.80	16 \$3,813.67	19 \$4,380.85
2 \$1,980.49	5 \$2,284.51	8 \$2,638.52	11 \$3,036.54	14 \$3,475.17	17 \$3,992.23	20 \$4,587.60

Minimum Qualifications

Bachelor's degree in Real Estate, Finance, or Business Administration; or Bachelor's degree and two years of experience in real estate appraisal are required. Must possess a Certified Florida Evaluator designation or equal coursework* provided by various professional associations; or high school diploma or GED and two years of experience in mass appraisal of residential, industrial, commercial, personal property or computer-assisted mass appraisal is required. Must possess a Certified Florida Evaluator designation or equal coursework* provided by various professional associations. *Equal coursework is the completion of four appraisal courses including Introduction to Appraising, Income Approach to Value, and two elective courses such as Mass Appraisal of Residential Property taught by the International Association of Assessing Officers, the American Institute of Real Estate Appraisers/Society of Real Estate Appraisers, or the American Society of Appraisers.

Job Specifications

NATURE OF WORK This is advanced technical work with supervisory responsibility in the appraisal of all types of property for Ad Valorem taxation. Employees in this class are responsible for supervising and participating in complex property appraisal work to estimate the value of various kinds of real estate for the purposes of Ad Valorem taxation. Responsibilities include planning and distributing field and office assignments to subordinates, assessing large and complex properties, interviewing taxpayers or their representatives, coordinating work with other property appraisal units and other County departments, assisting internal auditors with their examination of the tax roll, and representing the County before the Value Adjustment Board. Some incumbents in this class may assist with the development of computerized data systems. Incumbents exercise independent judgment in applying knowledges of appraisal methods and techniques, and in dealing tactfully and diplomatically with taxpayers. Supervision is exercised over a staff of property appraisal evaluators and property appraisal clerks assigned to various phases of operations. Supervision is received from an administrative and technical superior who reviews work for technical quality and effectiveness of unit activities.

ILLUSTRATIVE TASKS Plans, assigns, and reviews the work of subordinate property appraisal evaluators and property appraisal clerks; plans and distributes field and office assignments; trains employees and assists with difficult or unusual problems; prepares regular reports on work progress. Coordinates appraisal activities with other departmental property appraisal units, internal auditors, tax collection officials, County attorney, and others as required. Reviews cut-outs prepared by evaluators and writes more difficult cut-outs; assists internal auditor with explanations of cut-outs; assesses large and complex accounts; analyzes income tax returns, leases, affidavits, and contracts; reviews and presents assessment appeals to special master. Verifies large cancels; interviews taxpayers, their agents, attorneys and accountants; approves reductions; prepares for and attends Value Adjustment Board hearings; performs special field inspections and field visits. Audits possible cancellations of large accounts and reassesses related accounts, when necessary; implements back assessments as required; investigates comparable properties to assure equalization of assessments; testifies under oath. Inspects agricultural areas to determine eligibility for agricultural classification; reviews new and renewal applications; consults with applicants denied agricultural classification to explain or adjust; represents the County before the Value Adjustment Board. Assures the correct and timely assessment of buildings in Dade County valued at one million dollars or more; trains evaluators, performs field inspections, and conducts interviews; assists in preparing for legal hearings.

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Supervises the Realty Change, Zoning, Resolution and Ordinance unit; checks all cut-outs and separations for land calculation and legal descriptions. Assists taxpayers in person and by telephone; prepares correspondence to provide information and resolve problems. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Considerable knowledge of audit appraisal methods and techniques used in the cost approach to value. Considerable knowledge of statutes, ordinances, court rulings, and other regulations pertaining to the appraisal of personal property for Ad Valorem tax. Considerable knowledge of public relations principles and techniques. Knowledge of furniture, fixtures, and equipment used in business including operating conditions, trends and technological changes, and the effect upon economic life expectancy. Knowledge of supervisory principles and practices. Knowledge of the records, reports, and forms used in the area of assignment. Knowledge of general office practices and procedures. Knowledge of accounting and bookkeeping practices. Ability to supervise subordinates in a manner conducive to full performance and high morale. Ability to accurately assess the value of real property for purposes of Ad Valorem taxation. Ability to exercise tact and diplomacy in dealing with taxpayers. Ability to make rapid and accurate mathematical calculations. Ability to prepare reports and tabulations of office activities. Ability to express ideas clearly and concisely, verbally and in writing. NEW 7-92

Nature of work

This is advanced technical work with supervisory responsibility in the appraisal of all types of property for Ad Valorem taxation.



Employee Relations Department

Network Manager 1 (001832-A)

Job status	3	Recruit. type	Resume	Minimum	\$53,605.76	Probation	26
Job category	B	Testing		Maximum	\$87,922.64	Range	99
Pos. status	Classified	Specialist	jss	Frequency	Annually	Grade	IF
Job type	Information Technology			Protection	Not protected	Union	K

Pay steps

T	3	6	9	12	\$3,381.64	15	18
1	\$2,061.76	4	7	10	13	16	19
2	\$2,472.28	8	11	14	17	20	

Minimum Qualifications

Completion of 60 semester credits to include 15 semester credits in a computer related field and two years of experience in the installation and maintenance of local area networks; or completion of an information technology certification program (Novell, UNIX, Microsoft, Oracle, DELL, or NORTEL) and four years of experience in the installation and maintenance of local area networks or wide area networks are required. Additional experience may substitute for the required education on a year-for-year basis.

Job Specifications

No Job Specification Available

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Employee Relations Department

Computer Technician 2 (001827-A)

Job status	1	Recruit. type	Resume	Minimum	\$38,800.58	Probation	26
Job category	C	Testing		Maximum	\$65,424.84	Range	99
Pos. status		Specialist	JSS	Frequency	Annually	Grade	ID
Job type	Information Technology			Protection	Not protected	Union	K

Pay steps

T	3	6	9	12	15	18
1	\$1,492.33	4	7	10	13	16
2	5	\$1,804.97	8	11	14	17
				14	17	20

Minimum Qualifications

Completion of 60 semester credits to include 15 semester credits in a computer related field and one year of experience in the installation, maintenance or repair of personal computers and related equipment are required; Completion of a vocational or trade school program in the installation, maintenance or repair of personal computers and related equipment and one year of experience in the installation, maintenance or repair of personal computers and related equipment are required; or High school diploma or GED and two years of experience in the installation, maintenance or repair of personal computers and related equipment are required.

Job Specifications

No Job Specification Available



Employee Relations Department

Systems Analyst/Programmer 2 (001844-A)

Job status	3	Recruit. type	Resume	Minimum	\$53,605.76	Probation	26
Job category	B	Testing		Maximum	\$87,922.64	Range	99
Pos. status		Specialist	jss	Frequency	Annually	Grade	IF
Job type	Information Technology			Protection		Union	H

Pay steps

T	3	6	9	12	\$3,381.64	15	18
1	\$2,061.76	4	7	10	13	16	19
2	\$2,472.28	8	11	14	17	20	

Minimum Qualifications

Completion of 60 semester credits to include 15 semester credits in a computer related field or completion of an information technology certification program (Novel, UNIX, Microsoft, or Oracle). Two years of programming and systems analysis experience are required. Additional programming and systems analysis experience may substitute for the required education on a year-for-year basis.



Employee Relations Department

Personal Property Evaluator 1 (000131)

Job status	1	Recruit. type	Resume	Minimum	\$37,140.22	Probation	26
Job category	C	Testing		Maximum	\$62,327.72	Range	06
Pos. status	Classified	Specialist	JIMJAMES	Frequency	Annually	Grade	
Job type	Professional/Managerial			Protection	Not protected	Union	H

Pay steps

T	\$1,360.70	3	\$1,563.73	6	\$1,804.97	9	\$2,077.60	12	\$2,397.22	15	\$2,766.96	18	\$3,177.46
1	\$1,428.47	4	\$1,635.77	7	\$1,892.71	10	\$2,184.17	13	\$2,516.34	16	\$2,901.76	19	\$3,324.80
2	\$1,492.33	5	\$1,717.24	8	\$1,980.49	11	\$2,284.51	14	\$2,638.52	17	\$3,036.54	20	\$3,475.17

Minimum Qualifications

One year of experience appraising personal property, performing inventory management of capitalized assets, or appraising and adjusting insurance claims and policies involving tangible personal property, and completion of six semester credits in Accounting are required; Completion of 60 semester credits to include three credits in Finance, Economics, or Accounting and three credits in Statistics or Mathematics are required; or One year of advanced clerical experience in a governmental personal property appraisal operation, completion of three semester credits in Accounting, and completion of one real estate or personal property appraisal class from an institution or taught by professional organizations such as the International Association of Assessing Officers, the American Institute of Real Estate Appraisers, the Society of Real Estate Appraisers, or the American Society of Appraisers are required. Must present a Driver license during the interview selection process.

Job Specifications

NATURE OF WORK This is specialized field work in the appraisal of tangible personal property for tax assessment purposes. Employees in this class are responsible for the evaluation of all fixtures, inventory and equipment used in stores, offices, factories, warehouses and other commercial establishments within an assigned territory. Work involves the verification of ownership of commercial properties, recognizing taxable items, reviewing inventory and sales records and determining fair value after applying the necessary discounts and allowances. Duties require use of tact and independent judgment in contacting business representatives and in appraising property through use of various inventory evaluation formulas and price manuals. Work is performed in accordance with generally accepted appraisal methods and techniques, departmental procedures and legal provisions governing tax assessment. Supervision is received from a superior who checks work upon completion for accuracy and thoroughness and who personally assists on difficult field appraisals.

ILLUSTRATIVE TASKS Contacts owners of commercial properties or their designated representatives and arranges for access to the fixtures, equipment and inventory or the records pertaining to these items. Lists all taxable items in office buildings such as business machines, furniture and equipment; evaluates property taking note of original cost, replacement cost, obsolescence, condition, utility value, depreciation and similar factors affecting assessment. Physically inspects apartment houses, hotels and motels evaluating furnishings such as carpeting, kitchen appliances, air conditioning, linens, and similar items. Appraises industrial items noting factors such as condition of goods, time in storage, shrinkage, obsolescence, pilferage and damage to property. Audits sales records of retail establishments to verify data on gross sales, mark-up, inventory turnover or computes floor space square footage as a basis of assessment. Computes assessment using property evaluation manuals and formulas based on gross sales ratios, stock turnover rates and square footage, calculations; applies appropriate allowances and discount schedules. Explains assessment criteria to business owners and their agents, answers questions relative to property values, appraisal techniques and statutory provisions regarding tax assessment. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Knowledge of personal property appraisal methods and techniques. Knowledge of the statutes and ordinances governing tax assessment of personal property. Knowledge of the various types of equipment, fixtures and inventories typically used in commercial establishments. Knowledge of the general operating characteristics of the various types of commercial business enterprises. Ability to tactfully answer questions and give information to the public. Ability to make rapid and

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accurate mathematical calculations. Ability to prepare and submit concise records on field inspections. Ability to perform field assignments with a minimum of supervision in all types of neighborhoods. REV 10-65

Nature of work

This is specialized field work in the appraisal of tangible personal property for tax assessment purposes.



Employee Relations Department

Personal Property Evaluator 2 (000132)

Job status	1	Recruit. type	Resume	Minimum	\$44,648.24	Probation	26
Job category	B	Testing		Maximum	\$75,445.76	Range	06
Pos. status		Specialist	JANICE	Frequency	Annually	Grade	
Job type	Professional/Managerial			Protection		Union	H

Pay steps

T	\$1,636.97	3	\$1,892.71	6	\$2,184.17	9	\$2,516.34	12	\$2,901.76	15	\$3,324.80	18	\$3,813.67
1	\$1,717.24	4	\$1,980.49	7	\$2,284.51	10	\$2,638.52	13	\$3,036.54	16	\$3,475.17	19	\$3,992.23
2	\$1,804.97	5	\$2,077.60	8	\$2,397.22	11	\$2,766.96	14	\$3,177.46	17	\$3,638.17	20	\$4,180.29

Minimum Qualifications

High school diploma or GED. One year of experience as a Personal Property Evaluator 1 with Miami-Dade County is required.

Job Specifications

NATURE OF WORK This is advanced specialized work in the appraisal of tangible personal property for tax assessment purposes. Employees in this class are responsible for conducting field appraisals of the larger and more specialized commercial establishments, assisting in tax litigation cases and supervising subordinate evaluators in difficult assignments. Work involves the coordination of field evaluators and office clerical staff, carrying out administrative directives on assessment and assisting a superior with the office procedures required in producing a personal property tax roll. Positions allocated to this class differ from the Personal Property Evaluator 1 level in that complex field appraisals are performed independently or responsible supervisory office tasks are required. Duties require the use of tact and independent judgment in conducting discussions with business representatives and in evaluating difficult commercial properties requiring specialized knowledge of furnishings, fixtures and inventory types. Supervision is exercised over subordinate evaluators by assignment and review of work and by providing assistance in difficult or unusual field appraisals. Supervision is received from an assessment administrative superior who reviews work for general effectiveness by review of appraisal data, analysis of operating reports and satisfactory completion of field schedules. **ILLUSTRATIVE TASKS** Evaluates the larger and more specialized types of commercial enterprises such as luxury type hotels, cooperative apartment houses, regional shopping centers, manufacturing plants, heavy equipment users, electronics equipment producers and similar business organizations; assists subordinate evaluators in difficult appraisals. Reviews assessment appeals, compiles necessary records, request field rechecks of property and provides data for Board of Equalization hearings. Supervises and coordinates the work of the clerical staff in maintaining commercial personal property, assessment records; approves changes to the tax roll, verifies data and investigates discrepancies. Discusses tax evaluation information with business owners, managers, attorneys, accountants and similar individuals; explains assessment criteria, statutory requirements and the various inventory appraisal formulas and discount schedules. Assists the Sheriff's Office in foreclosures on personal property tax levies; computes delinquent tax and accrued interest due. Assists administrative superiors in such areas as selection, training and assignment of staff, methods and procedures studies, forms improvement and similar functions of office management. Replies to written correspondence and personal inquiries received in the department and presents detailed information in report form as required. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Considerable knowledge of personal property appraisal methods and techniques. Considerable knowledge of the statutes and ordinances governing tax assessment of personal property. Knowledge of the various types of equipment, fixtures and inventories typically used in commercial establishments. Knowledge of the general operating characteristics of the various types of commercial business enterprises. Ability to supervise the work of subordinates in a manner conducive to full performance and high morale. Ability to make rapid and accurate mathematical calculations. Ability to tactfully answer questions and give information to the public. Ability to express ideas clearly and concisely, orally and in writing. Ability to prepare simple reports and tabulations of office activity. NEW 10-65

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Nature of work

This is advanced specialized work in the appraisal of tangible personal property for tax assessment purposes.



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Property Appraiser Supervisor 1 (000140)

Job status	3	Recruit. type	Resume	Minimum	\$51,492.74	Probation	26
Job category	B	Testing		Maximum	\$86,444.80	Range	06
Pos. status		Specialist	JANICE	Frequency	Annually	Grade	
Job type	Professional/Managerial			Protection		Union	K

Pay steps

T	\$1,887.37	3	\$2,184.17	6	\$2,517.33	9	\$2,901.76	12	\$3,324.80	15	\$3,813.67	18	\$4,380.85
1	\$1,980.49	4	\$2,284.51	7	\$2,638.52	10	\$3,036.54	13	\$3,475.17	16	\$3,992.23	19	\$4,587.60
2	\$2,077.60	5	\$2,397.22	8	\$2,766.96	11	\$3,177.46	14	\$3,638.17	17	\$4,180.29	20	\$4,806.99

Minimum Qualifications

Currently employed by Miami-Dade County with three years of experience as a Personal Property Evaluator 1, Personal Property Evaluator 2, Real Estate Evaluator 1 or Real Estate Evaluator 2; or One year of experience in the County service as a Property Evaluation Specialist and/or Income Evaluation Specialist is required. Must possess Certified Florida Evaluator certification.

Job Specifications

NATURE OF WORK This is advanced technical and supervisory work in planning work activities of a specialized section in the Property Appraisal Department. Employees in this class are responsible for planning, assigning and reviewing the work of technical and clerical subordinates engaged in varied activities for purposes of estimating the value of real property for Ad Valorem taxation. Responsibilities include planning and scheduling field and office work to meet deadlines, monitoring work progress, assisting subordinates with work-related problems, responding to taxpayer correspondence and telephone calls, performing research and analyzing assessments, and preparing cases for and attending Value Adjustment Board hearings. Some incumbents may be assigned to specialized combinations of responsibilities with emphasis in data processing operations, litigation preparation, or other areas. Independent judgment is exercised in the application of property appraisal methods and techniques, in dealing tactfully with taxpayers, and in ensuring the efficient operation of the unit. Supervision is exercised over a staff of technical and clerical employees engaged in real property assessment activities or in various support capacities. Supervision is received from a technical and administrative superior who reviews work for achievement of unit goals and objectives. **ILLUSTRATIVE TASKS** Plans, assigns and reviews the work of subordinate property appraisal evaluators, specialists and clerks; plans and schedules field and office assignments; conducts meetings to explain instructions and discuss changes; trains employees in methods and procedures, and assists with difficult and unusual problems; prepares regular reports on work progress. Responds to taxpayer correspondence and telephone calls; interviews taxpayers and agents to explain assessments; conducts research on claims for adjustments and for defense of assessed values. Supervises subordinates engaged in formulating assessments for income-producing properties, preparing for Value Adjustment Board hearings, verifying and analyzing real estate sales transactions for the commercial sales database, and performing surveys and analyses involving ratio studies related to income and expenses for various property types. Reviews staff recommendations and negotiates settlements with taxpayers and agents, in lieu of Value Adjustment Board hearings or litigation; explains methods and procedures used and regulations related to assessments. Assists in preparing cases for litigation; reviews special master's reductions; conducts research to assist case and produce required documents; reviews cases for possible settlement, attends Value Adjustment Board meetings, calculates settlement figures including taxes interest and penalties; assists County Attorney's Office as required. Coordinates work with other sections of the Property Appraisal Department. Keeps informed on changes in regulations related to assessments, conditions in the real estate market, and the economy. Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Considerable knowledge of statutes, ordinances, court rulings and other regulations pertaining to the appraisal of personal property for Ad Valorem taxation. Considerable knowledge of appraisal methods and techniques used in the assessment of real, tangible and intangible

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personal property, and land for purposes of Ad Valorem taxation. Considerable knowledge of legal descriptions, deeds, mortgage documents, contracts and closing statements pertaining to the purchase and sale of real estate, and related documents used for property appraisal purposes. Considerable knowledge of public relations principles and practices. Knowledge of supervisory principles and practices. Knowledge of modern office administration practices and procedures. Ability to plan, assign and review the work of subordinates in a manner conducive to full performance and high morale. Ability to apply advanced principles of property appraisal to accurately assess the value of real property for purposes of Ad Valorem taxation. Ability to exercise tact and diplomacy in dealing with taxpayers concerning assessments for Ad Valorem taxes. Ability to interpret and explain complex property appraisal methods and the provisions of property appraisal statutes and ordinances. Ability to defend assessments before the Value Adjustment Board or at court hearings. Ability to communicate clearly and concisely, verbally and in writing. REV 9-94

Nature of work

This is advanced technical and supervisory work in planning work activities of a specialized section in the Property Appraisal Department.



Employee Relations Department

Property Appraiser Supervisor 3 (000142)

Job status	3	Recruit. type	Resume	Minimum	\$61,820.98	Probation	00
Job category	B	Testing		Maximum	\$101,318.88	Range	99
Pos. status		Specialist	ANNETTA	Frequency	Annually	Grade	05
Job type	Professional/Managerial			Protection		Union	L

Pay steps

T	3	6	9	12	\$3,896.88	15	18
1	\$2,377.73	4	7	10		13	16
2		5	\$2,781.95	8		11	14
						17	20

Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration, Real Estate, or a related field. Three years of experience in mass appraisal of real estate or personal property to include one year of experience in a supervisory capacity are required. Must possess designation as a Certified Florida Evaluator.

Job Specifications

NATURE OF WORK This is advanced responsible administrative and supervisory work in planning and directing diversified functions of the Property Appraisal Department. Employees in this class are responsible for directing, through subordinate supervisors, the work of technical and clerical employees engaged in evaluating property for tax assessment purposes or functioning in various specialized or support capacities. Responsibilities include organizing resources and establishing priorities to complete scheduled work assignments, overseeing staff participation in Value Adjustment Board hearings, performing advanced technical work in property appraisal, preparing significant Value Adjustment Board cases, directing public service activities, coordinating work with other departmental units and other County departments, and assisting taxpayers, their agents and attorneys with a variety of assessment issues. Incumbents exercises considerable independent judgment and technical expertise in directing property appraisal activities and functions, and in applying advanced property appraisal methods and techniques to tax assessment problems. Supervision is exercised over supervisory, technical and clerical employees engaged in a variety of appraisal functions or specialized activities. General supervision is received from an administrative superior who holds the incumbent responsible for achievement of established goals and objectives.

ILLUSTRATIVE TASKS Plans, assigns and reviews the work of subordinate supervisory employees, technical field and office personnel and clerical employees engaged in a variety of activities including making and recording evaluations of tangible and intangible personal property for tax assessment purposes, assessing buildings and land, maintaining maps and records in conformance with legal descriptions, processing Homestead Exemption applications, participating in Value Adjustment Board processes and hearings, and performing other duties. Interprets and explains statutory requirements, rules, regulations and procedures pertaining to the appraisal/assessment process, including administrative and judicial review procedures, to employees, taxpayers, their agents and attorneys. Personally determines the value for assessment of special or complex properties, including public utilities, major airlines, cable TV companies, and similar properties. Oversees staff participation in Value Adjustment Board hearings, and presents and defends Property Appraiser's position where high values and/or important issues are involved. Coordinates work among sections and divisions of the Property Appraisal Department and with other County departments involved in property appraisal and tax assessment activities. Coordinates departmental data processing activities; plans development and monitors current projects; prepares design criteria and participates in analysis, programming and implementation phases of projects. Develops guidelines and procedures for physical and audit appraisal methods, Homestead Exemption processing, and other functions, and trains employees. Keeps informed on current developments affecting property appraisal functions, including legislative changes in local and state policies and procedures. Prepares detailed reports, summaries and correspondence. Meets with and assists municipalities in compliance with uniform tax roll; explains techniques used in arriving at assessments. Performs related work as required.

KNOWLEDGES, ABILITIES AND SKILLS Extensive knowledge of statutes, ordinances, court rulings and other regulations pertaining to the appraisal of

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personal property for tax assessment purposes. Extensive knowledge of appraisal methods and techniques used in the assessment of real, tangible and intangible personal property, and land for purposes of tax assessment. Thorough knowledge of the principles and practices of public administration. Thorough knowledge of legal descriptions, deeds, mortgage documents, contracts and closing statements pertaining to the purchase and sale of real estate, and related documents used for property appraisal purposes. Thorough knowledge of public relations principles and techniques. Thorough knowledge of supervisory principles and practices. Ability to plan, direct and coordinate the work of field and office employees in a manner conducive to full performance and high morale. Ability to devise and install new and revised procedures and methods to improve efficiency and effectiveness of office and field operations. Ability to apply advanced principles of property appraisal to accurately assess the value of property for purposes of tax assessment. Ability to exercise tact and diplomacy in dealing with taxpayers and their representatives concerning tax assessment issues and problems. Ability to interpret and explain complex property appraisal methods and the provisions of property appraisal statutes and ordinances. Ability to defend assessments before the Value Adjustment Board or at court hearings. Ability to communicate clearly and concisely, verbally and in writing. NEW 10-93

Nature of work

This is advanced responsible administrative and supervisory work in planning and directing diversified functions of the Property Appraisal Department.



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Secretary (000031-A)

Job status	1	Recruit. type	Application	Minimum	\$27,289.60	Probation	26
Job category	F	Testing		Maximum	\$42,194.88	Range	06
Pos. status	Classified	Specialist	JIMJAMES	Frequency	Annually	Grade	
Job type	Administrative Support/Clerical/Paraprofessional			Protection	Not protected	Union	H

Pay steps

T	\$1,007.44	3	\$1,132.36	6	\$1,270.31	9	\$1,435.88	12	\$1,622.88	15	\$1,847.05	18	\$2,109.12
1	\$1,049.60	4	\$1,172.19	7	\$1,322.45	10	\$1,494.11	13	\$1,692.47	16	\$1,929.20	19	\$2,203.90
2	\$1,092.48	5	\$1,221.24	8	\$1,377.60	11	\$1,556.61	14	\$1,771.31	17	\$2,017.61	20	\$2,301.69

Minimum Qualifications

High school diploma or GED. One year of advanced clerical experience is required.

Job Specifications

NATURE OF WORK This is advanced secretarial and related clerical work for responsible County officials, administrators and managers. Employees in this class typically perform advanced secretarial duties for a Section Head official who reports to an exempt Division Director or other exempt executive at the divisional level or above. Work includes utilizing the full range of modern secretarial skills to perform secretarial duties, operation of word processing equipment, micro-computers, typewriters and other office equipment, assigning and reviewing the work of lower-level clerical employees and preparing a variety of reports, forms, requisitions and correspondence. Duties may include taking and transcribing dictation which may involve financial, engineering or other technical terminology. Supervision is received from an administrative official who reviews work for the efficient and effective performance of secretarial duties in support of unit operations.

ILLUSTRATIVE TASKS Performs advanced secretarial duties for a County official or administrator who is located organizationally directly underneath an exempt Division Director; makes appointments and maintains calendar; arranges for conferences and meetings; attends meetings and conferences taking minutes or summary notes. Opens and distributes mail; maintains control of correspondence flow through section and assures that response deadlines are met; composes correspondence or selects standardized formats; prepares a variety of reports, correspondence, documents, forms and requisitions. Receives visitors and screens telephone callers; acts as receptionist and answers requests for information involving department, division or section activities and established policies and procedures. Operates word processing, micro-computer or advanced typewriting equipment to prepare and create report, generate correspondence or other documents, and complete forms, requisitions and other similar standardized records. Assigns and reviews the work of subordinate clerical employees engaged in typing, filing and other clerical activities; provides advice and assistance as questions arise concerning work tasks and section procedures. Retrieves and assembles material from files; authorizes expenditures from petty cash funds; requisitions office supplies; performs arithmetic calculations as needed. Takes and transcribes dictation as required, involving technical or specialized terminology. Performs related work as required.

KNOWLEDGES, ABILITIES AND SKILLS Considerable knowledge of secretarial procedures, methods and techniques. Knowledge of modern office procedures, practices and equipment. Knowledge of business English, spelling and arithmetic. Some knowledge of supervisory principles and practices. Some knowledge of County organization and operations. Ability to establish and maintain an effective working secretarial relationship with a governmental official. Ability to operate modern office equipment. Ability to search for and compile information from files and other sources. Ability to make minor decisions in accordance with office procedures and departmental regulations. Ability to develop and maintain effective departmental and public relations. REV 10/98

Nature of work

This is advanced secretarial and related clerical work for responsible County officials, administrators and managers.

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Real Estate Evaluator 1 (000110-A)

Job status	1	Recruit. type	Resume	Minimum	\$37,140.22	Probation	26
Job category	B	Testing		Maximum	\$62,327.72	Range	06
Pos. status		Specialist	JANICE	Frequency	Annually	Grade	
Job type	Administrative Support/Clerical/Paraprofessional			Protection		Union	H

Pay steps

T	\$1,360.70	3	\$1,563.73	6	\$1,804.97	9	\$2,077.60	12	\$2,397.22	15	\$2,766.96	18	\$3,177.46
1	\$1,428.47	4	\$1,635.77	7	\$1,892.71	10	\$2,184.17	13	\$2,516.34	16	\$2,901.76	19	\$3,324.80
2	\$1,492.33	5	\$1,717.24	8	\$1,980.49	11	\$2,284.51	14	\$2,638.52	17	\$3,036.54	20	\$3,475.17

Minimum Qualifications

Bachelor's degree in Business Administration, Real Estate, Accounting, Finance or a related field; high school diploma or GED and two years of experience as a Certified Real Estate Appraiser; or high school diploma or GED, two years of advanced clerical experience in a governmental tax assessment department and completion of three of the required or comparable educational courses necessary for award of the Certified Florida Evaluator rating. Educational courses taught by the International Association of Assessing Office, the American Institute of Real Estate Appraisers, the Society of Real Estate Appraisers, or the American Society of Appraisers.

Job Specifications

NATURE OF WORK This is specialized technical work in the appraisal of all types of property for Ad Valorem taxation. Employees in this class are responsible for applying cost, market and income approaches to estimate the value of various kinds of real estate for purposes of Ad Valorem taxation. Duties include compiling necessary records, inspecting property, analyzing sales data, explaining assessment criteria to property owners and calculating real estate values using appropriate data. Work is performed in accordance with generally accepted appraisal methods and techniques, departmental procedures and legal requirements governing tax assessment. Supervision is received from a technical superior who reviews work after completion for accuracy and thoroughness and for effective application of appraisal methods and techniques. **ILLUSTRATIVE TASKS** Compiles all records necessary for field appraisals including zoning classification, legislative resolutions, variances, deed restrictions, special permits and folios. Inspects properties for physical characteristics, area development, accessibility, population trends, transportation, schools, community facilities, and compliance with zoning and other regulations. Compiles sales data from local government records, title and abstract sources, newspaper reports and real estate listings; determines sales price and equalizes data by comparison with similar transactions. Analyzes the allocation of sale prices between real estate and personal property. Derives land and building rates to appropriately reflect market value. Analyzes special-types market transactions necessitating investigation as to grantor-grantee relationship and type of financing. Explains assessment criteria to property owners and answers questions relative to property values and appraisal techniques prescribed by state statutes. Draws buildings to scale on property cards indicating value and depreciation of component parts. Calculates building values by using applicable data and techniques. Prepares for and attends Property Appraisal Adjustment Board hearings to explain techniques and criteria used in estimating value. Performs various duties related to completion of the annual tax roll. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Knowledge of real estate appraisal methods and techniques. Knowledge of the Statutes and Ordinances governing tax assessment of real property. Knowledge of general land values and land use characteristics of the Dade County Metropolitan area. Knowledge of the general methods, products and workmanship typically used in residential and commercial construction. Knowledge of legal descriptions, metes and bounds, and related means of locating property in an atlas. Ability to understand the relationship between real estate and personal property. Ability to use various approaches to estimate the value of real estate for Ad Valorem taxation. Ability to make rapid and accurate mathematical calculations. Ability to perform simple drafting tasks with clarity. Ability to tactfully answer questions and provide information to the public. Ability to perform assignments in the field with a minimum of supervision in all types of neighborhoods. REV 02/99

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Nature of work

This is specialized technical work in the appraisal of all types of property for Ad Volorem taxation.



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Real Estate Evaluator 2 (000111)

Job status	1	Recruit. type	Resume	Minimum	\$44,648.24	Probation	26
Job category	B	Testing		Maximum	\$75,445.76	Range	06
Pos. status		Specialist	JANICE	Frequency	Annually	Grade	
Job type	Administrative Support/Clerical/Paraprofessional			Protection		Union	H

Pay steps

T	\$1,636.97	3	\$1,892.71	6	\$2,184.17	9	\$2,516.34	12	\$2,901.76	15	\$3,324.80	18	\$3,813.67
1	\$1,717.24	4	\$1,980.49	7	\$2,284.51	10	\$2,638.52	13	\$3,036.54	16	\$3,475.17	19	\$3,992.23
2	\$1,804.97	5	\$2,077.60	8	\$2,397.22	11	\$2,766.96	14	\$3,177.46	17	\$3,638.17	20	\$4,180.29

Minimum Qualifications

High school diploma or GED. One year of experience as a Real Estate Evaluator 1 with Miami-Dade County is required.

Job Specifications

NATURE OF WORK This is advanced specialized technical work with some supervisory responsibility in the appraisal of all types of property for Ad Valorem taxation. Employees in this class are responsible for applying cost, market and income approaches to complex appraisal problems to estimate the value of various kinds of Real Estate for purposes of Ad Valorem taxation. Duties include compiling necessary records, inspecting property, analyzing sales data, explaining assessment criteria to property owners and calculating real estate values using appropriate data. Additional responsibilities include reviewing the work of subordinate evaluators and conducting appraisals of large structures used for various purposes. Responsibility differs from that of the next lower class in that more difficult appraisals are independently performed and incumbents have some supervisory responsibility. Work is performed in accordance with generally accepted appraisal methods and techniques, departmental procedures and legal requirements governing tax assessment. Supervision is exercised over subordinate evaluators through a review of daily work. Supervision is received from an administrative and technical superior who reviews work for the effective application of appraisal methods and techniques to complex appraisal problems.

ILLUSTRATIVE TASKS Review daily work with subordinate evaluators, checks accuracy of computations and examines data collected in the field. Conducts appraisals of large hotels, office buildings, industrial plants, and similar structures by determining architectural characteristics, size, age of building, mechanical equipment provided, design, type and cost of materials, electrical and plumbing features, depreciation and replacement. Compiles all records necessary for field appraisals including zoning classification, legislative resolutions, variances, deed restrictions, special permits and folios. Inspects properties for physical characteristics, area development, accessibility, population trends, transportation, schools, community facilities, and compliance with zoning and other regulations. Analyzes the allocation of sale prices between real estate and personal property. Derives land and building rates to appropriately reflect market value. Analyzes special-type market transactions necessitating investigation as to grantor-grantee relationship and type of financing. Explains assessment criteria to property owners and answers questions relative to property values and appraisal techniques prescribed by State Statutes. Draws building outline to scale on property card, indicating fractional value percentage for prescribed structural variations; applies construction material costs from standard data; computes cost and square footage proration using predetermined information; computes assessment. Prepares reports on property sales, values and economic trends affecting assessments. Prepares for and attends Property Appraisal Adjustment Board hearings to explain techniques and criteria used in estimating value. Performs various duties related to completion of the annual tax roll. Performs related work as required.

KNOWLEDGES, ABILITIES AND SKILLS Considerable knowledge of real estate appraisal methods and techniques. Considerable knowledge of the statutes and ordinances governing tax assessment of real property. Knowledge of general land values and land use characteristics of the Dade County Metropolitan area. Knowledge of the general methods, products and workmanship typically used in residential and commercial construction. Knowledge of legal descriptions, metes and bounds, and related means of locating property in an atlas. Some knowledge of supervisory principles and practices. Ability to supervise subordinates in a manner conducive to full performance and high morale. Ability to understand the relations between real estate and personal

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property. Ability to use various approaches to estimate the value of real estate for Ad Valorem taxation. Ability to determine the accessibility and value of leasehold improvements. Ability to make rapid and accurate mathematical calculations. Ability to perform simple drafting tasks with clarity. Ability to tactfully answers questions and provide information to the public. Ability to perform simple drafting tasks with clarity. Ability to perform assignments in the field with a minimum of supervision in all types of neighborhoods. REV 02/99

Nature of work

This is advanced specialized technical work with some supervisory responsibility in the appraisal of all types of property for Ad Valorem taxation.



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Administrative Secretary (000094-A)

Job status	1	Recruit. type	Resume	Minimum	\$29,143.14	Probation	00
Job category	F	Testing		Maximum	\$51,492.74	Range	99
Pos. status	Exempt	Specialist	JSS	Frequency	Annually	Grade	A1
Job type	Administrative Support/Clerical/Paraprofessional			Protection	Not protected	Union	L

Pay steps

T	3	6	9	12	\$1,980.49	15	18
1	\$1,120.89	4	7	10		16	19
2		5	\$1,331.63	8	11	14	17
						17	20

Minimum Qualifications

High school diploma or GED. Three years of secretarial or related word processing experience are required.

Job Specifications

NATURE OF WORK This is advanced responsible secretarial and related clerical work for a division head or an exempt executive official in the County service. Employees in this class perform a variety of complex secretarial and clerical duties for division directors or other comparable executive officials within the County organization. Emphasis of the work is on the performance of advanced secretarial duties requiring considerable knowledge of the executive's responsibilities and an understanding of the policies, programs, procedures and regulations in effect in the area of assignment. Duties typically include arranging for and attending conferences, independently answering inquiries where there is established policy or precedent action, taking and transcribing dictation, composing and typing correspondence and performing research to compile data for special reports and other purposes. Incumbents utilize a variety of office skills and considerable judgment in relieving the executive of administrative details. Supervision may be exercised over subordinate clerical employees through assignment of tasks and review of completed work for accomplishment of desired objectives. General supervision is received from a division director or an executive official who reviews work for satisfactory performance of executive secretarial duties and for attainment of desired goals and objectives.

ILLUSTRATIVE TASKS Performs secretarial and clerical duties for a division director or other comparable executive official; commits supervisor's time in making appointments and maintains calendar; maintains supervisor's itinerary and makes travel and hotel arrangements as required. Arranges for and attends various conferences and meetings; informs participants and provides background information; serves as recording secretary at conferences, board meetings and staff consultations; takes official minutes and prepares reports of proceedings; follows through on actions required as a result of conferences. Takes and transcribes dictation which may vary by subject matter including legal, technical, financial or other specialized terminology; takes verbatim transcript from telephone calls or in conferences as requested. Opens, screens and distributes mail; marks important parts of instructions, orders and regulations for executive, and organizes mail according to priorities; maintains control of correspondence flow through office; insures that report deadlines are met and that all information distributed is complete. Composes correspondence from verbal instructions of superior, and independently drafts replies to inquiries; reviews correspondence prepared by others for superior's signature to ensure correct grammar, format and completeness. Receives and screens telephone calls and visitors; responds to requests for information by answering questions where there are established policies or regulations, or precedent actions taken by supervisor. Plans, assigns and reviews the work of subordinate clerical employees engaged in typing reports, correspondence and other documents, filing, and performing a variety of other clerical duties; provides training in procedures and methods in the organization of assignment. Researches and compiles data from a variety of sources in connection with special reports, budget preparation and other matters; assembles material for supervisor's reply to correspondence demanding superior's personal attention. Keeps various activity and production records; types various activity reports, requisitions, work orders and personnel forms; composes reports on caseloads, workloads or other subjects as delegated; authorizes expenditures from petty cash; requisitions office supplies; performs arithmetic calculations for budget requests and other matters. Establishes and maintains office filing systems; reorganizes files as required; establishes subject matter files for superior; purges files of unnecessary items

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according to established policies and procedures. Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Thorough knowledge of executive secretarial methods, techniques and procedures. Thorough knowledge of general office procedures, practices and equipment. Considerable knowledge of the operation to which assigned including its policies, procedures, regulations, organization and workflow. Considerable knowledge of executive protocol and the proper order of etiquette in conducting secretarial activities with responsible county and other officials. Considerable knowledge of business English, spelling and arithmetic. Considerable knowledge of the structure and function of various county departments. Knowledge of supervisory principles and practices. Ability to establish and maintain an effective working secretarial relationships with an executive official. Ability to take and transcribe dictation at a high rate of speed. Ability to operate typewriters, personal computers and other office machines with accuracy and speed. Ability to develop and maintain effective working relationships with subordinates, superiors and a variety of county and other officials. Ability to express ideas clearly and concisely, verbally and in writing. Ability to establish and revise office policies and procedures. Ability to research and develop information from a variety of sources. Ability to supervise subordinates in a manner conducive to full performance and high morale. NEW 10/98



Employee Relations Department

Clerk 4 (000013-A)

Job status	1	Recruit. type	Resume	Minimum	\$30,470.44	Probation	26
Job category	F	Testing		Maximum	\$49,374.26	Range	06
Pos. status	Classified	Specialist	JIMJAMES	Frequency	Annually	Grade	
Job type	Administrative Support/Clerical/Paraprofessional			Protection	Not protected	Union	K

Pay steps

T	\$1,121.96	3	\$1,281.64	6	\$1,454.01	9	\$1,657.69	12	\$1,899.01	15	\$2,171.61	18	\$2,494.39
1	\$1,171.94	4	\$1,334.97	7	\$1,522.95	10	\$1,739.20	13	\$1,986.73	16	\$2,274.98	19	\$2,610.30
2	\$1,222.16	5	\$1,394.44	8	\$1,585.60	11	\$1,814.37	14	\$2,077.60	17	\$2,384.74	20	\$2,732.57

Minimum Qualifications

High school diploma or GED. Three years of advanced clerical experience are required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment.

Job Specifications

NATURE OF WORK This is supervisory clerical work involving some administrative responsibility in the management of diversified clerical operations of a major organizational unit. Employees in this class perform a range of responsible duties including work planning and progression, the assignment and review of other supervisory and operating employees in moderately large units engaged in processing and maintaining a volume of fiscal and operating functions. Work may also involve assisting an administrative superior by relieving him of routine office management functions or performing specialized operational or clerical activities under general supervision. The incumbent is responsible for the proper performance of independent work decisions based on experience and knowledge of departmental operations but refers policy, difficult technical or procedural matters to a superior for resolution. Work is assigned and reviewed through conferences with administrators or technical superiors who review work for general administrative effectiveness by personal observation, review of written reports and by providing assistance in matters of policy interpretation.

ILLUSTRATIVE TASKS
 Supervises the fiscal and clerical operations of a major departmental unit as an office manager or assistant to the administrator performing departmental functions. Supervises the duplicating of printed materials for all county departments; supervises the county mail and messenger service and maintains a daily record of mail costs for each department; maintains record control of all office and material supplies for county departments and insures that all charges are correct and the books are properly balanced. Coordinates the maintenance of a criminal history record file, master name file and entry and retrieval of computerized criminal history data; assigns and supervises the record control of all open metro warrants and corresponding cross indexes and dissemination of information to municipal, state and federal law enforcement agencies; assists in the development of police records systems and coordinates them with data processing personnel. Plans, assigns and supervises the work of subordinates engaged in waste administration, volume billing and records keeping, reviews procedures, processes delinquent accounts requiring investigation and prosecution, performs periodic balance of accounts. Plans, assigns and supervises the work of subordinates engaged in phases of property tax collection and assessment including complex property valuations; performs tax receipt audits, computes distribution to tax receipts, conducts tax sales, counsels dissident taxpayers. Coordinates the preparation of weekly payroll timesheets based on transit route assignments; supervises the recording of route revenues, mileage readings and related cost items of a large transit operation. Supervises the processing of all real estate exemptions; reviews and approves applications from religious, fraternal, and charitable organizations claiming total exemption from taxes; makes field inspections of properties and consults with county attorney on protested applications. Performs related work as required.

KNOWLEDGES, ABILITIES AND SKILLS Thorough knowledge of modern office practices, procedures and equipment. Considerable knowledge of the principles of office management, business accounting and the legal procedural requirements of the department assigned. Considerable knowledge of business English, spelling and accounting. Ability to plan, assign and

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supervise the work of a staff of clerical and other subordinates in a manner conducive to full performance and high morale. Ability to develop effective office and field work procedures and training programs. Ability to acquire complex knowledge of the legal, administrative and procedural requirements of the department assigned. Ability to promote and maintain effective departmental and public relations. Ability to prepare correspondence, operational and statistical tabulations and reports. Ability to communicate effectively, orally and in writing. REV 10/98

Nature of work

This is supervisory clerical work involving some administrative responsibility in the management of diversified clerical operations of a major organizational unit.



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Realty Change Clerk (000104)

Job status	1	Recruit. type	Resume	Minimum	\$27,289.60	Probation	26
Job category	F	Testing		Maximum	\$42,194.88	Range	06
Pos. status	Classified	Specialist	JIMJAMES	Frequency	Annually	Grade	
Job type	Administrative Support/Clerical/Paraprofessional			Protection	Not protected	Union	H

Pay steps

T	\$1,007.44	3	\$1,132.36	6	\$1,270.31	9	\$1,435.88	12	\$1,622.88	15	\$1,847.05	18	\$2,108.41
1	\$1,049.60	4	\$1,172.19	7	\$1,322.45	10	\$1,494.11	13	\$1,692.47	16	\$1,929.20	19	\$2,203.26
2	\$1,092.48	5	\$1,221.24	8	\$1,377.60	11	\$1,556.61	14	\$1,771.31	17	\$2,017.61	20	\$2,302.42

Minimum Qualifications

High school diploma or GED. One year of clerical experience in tax assessment, property appraisal, real estate sales, or abstracting titles to include experience with complex legal descriptions is required. Completion of 30 semester credits in Real Estate and/or Appraisal related coursework may substitute for the required experience.

Job Specifications

No Job Specification Available



Employee Relations Department

Realty Change Clerk (000104)

Job status	1	Recruit. type	Resume	Minimum	\$27,289.60	Probation	26
Job category	F	Testing		Maximum	\$42,194.88	Range	06
Pos. status	Classified	Specialist	JIMJAMES	Frequency	Annually	Grade	
Job type	Administrative Support/Clerical/Paraprofessional			Protection	Not protected	Union	H

Pay steps

T	\$1,007.44	3	\$1,132.36	6	\$1,270.31	9	\$1,435.88	12	\$1,622.88	15	\$1,847.05	18	\$2,108.41
1	\$1,049.60	4	\$1,172.19	7	\$1,322.45	10	\$1,494.11	13	\$1,692.47	16	\$1,929.20	19	\$2,203.26
2	\$1,092.48	5	\$1,221.24	8	\$1,377.60	11	\$1,556.61	14	\$1,771.31	17	\$2,017.61	20	\$2,302.42

Minimum Qualifications

High school diploma or GED. One year of clerical experience in tax assessment, property appraisal, real estate sales, or abstracting titles to include experience with complex legal descriptions is required. Completion of 30 semester credits in Real Estate and/or Appraisal related coursework may substitute for the required experience.

Job Specifications

No Job Specification Available



Employee Relations Department

Income Evaluation Specialist (000120)

Job status	3	Recruit. type	Resume	Minimum	\$49,210.46	Probation	26
Job category	B	Testing		Maximum	\$82,613.96	Range	06
Pos. status		Specialist	JIMJAMES	Frequency	Annually	Grade	
Job type	Professional/Managerial			Protection		Union	H

Pay steps

T	\$1,809.58	3	\$2,077.60	6	\$2,397.22	9	\$2,766.96	12	\$3,177.46	15	\$3,638.17	18	\$4,180.29
1	\$1,892.71	4	\$2,184.17	7	\$2,516.34	10	\$2,901.76	13	\$3,324.80	16	\$3,813.67	19	\$4,380.85
2	\$1,980.49	5	\$2,284.51	8	\$2,638.52	11	\$3,036.54	14	\$3,475.17	17	\$3,992.23	20	\$4,587.60

Minimum Qualifications

Bachelor's degree in Public Administration, Business Administration, Real Estate, Finance, Economics, or Accounting; or completion of 60 semester credits, Certified Florida Evaluator certification or equivalent, and two years of experience in real estate appraisal; or high school diploma or GED, Certified Florida Evaluator certification or equivalent, and two years of experience in mass appraisal in residential, industrial, commercial or personal property is required.

Job Specifications

NATURE OF WORK This is advanced specialized technical work in planning and conducting specialty income assessments and programs. Employees in this class are responsible for mass appraisal work in technical income assessment specialties involving all phases of real estate and personal property assessments. Responsibilities include establishing and applying appropriate capitalization rates, analyzing market data for rents and operating expenses used to develop assessments for income-producing properties, and recommending market value assessments for multi-million dollar properties. Work is performed in accordance with generally accepted appraisal methods and techniques, departmental procedures and legal requirements governing assessment, and incumbents exercise considerable independent judgment in recommending market value assessments for high value properties. Supervision is received from a professional superior who reviews work for the effective application of technical appraisal methods to complex income assessment specialties.

ILLUSTRATIVE TASKS Establishes and applies appropriate capitalization rates that are prepared annually, based on local economic trends, property types, location, and other physical factors affecting value. Compiles information on local economic trends, property types, location, and other financial factors affecting value. Analyzes market data for rents and operating expenses to be used in the development of assessments for income-producing properties in accordance with statutes that provide that income from commercial property must be considered as one of the criteria for just value assessments. Develops recommendations for market value assessments for multi-million dollar properties such as hotels, shopping centers and office towers. Analyzes special-type market transactions necessitating investigation as to grantor-grantee relationship and type of financing. Prepares for and attends Property Adjustment Board hearings to explain techniques and criteria used in estimating all three approaches to value. Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS Considerable knowledge of real estate appraisal methods and techniques. Considerable knowledge of the Statutes and Ordinances governing tax assessment and real property. Considerable knowledge of balance sheets, operating statements, tax returns, present worth concepts and discounted cash flows. Knowledge of the principles of accounting. Knowledge of general land values and land use characteristics of the Dade County Metropolitan area. Knowledge of public relations principles and techniques. Ability to develop effective recommendations for assessments of income-producing property. Ability to make income projections based on market trends. Ability to use various approaches to estimate the value of real estate for Ad Valorem taxation. Ability to analyze a variety of market data for rents and operating expenses to use in the development of recommendations for assessments. Ability to answer questions tactfully and provide information to the public. Ability to understand and analyze a variety of financial statements, reports and schedules. NEW 1-84

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Employee Relations Department

Nature of work

This is advanced specialized technical work in planning and conducting specialty income assessments and programs.



Employee Relations Department

Director, Residential Valuation Division (000150)

Job status	3	Recruit. type	Resume	Minimum	\$70,570.24	Probation	00
Job category	A	Testing		Maximum	\$109,403.32	Range	99
Pos. status		Specialist		Frequency	Annually	Grade	06
Job type	Professional/Managerial			Protection		Union	L

Pay steps

T	3	6	9	12	\$4,207.82	15	18
1	\$2,714.24	4	7	10	13	16	19
2	\$2,985.64	8	11	14	17	20	

Minimum Qualifications

Bachelor's degree. A minimum of three to six years of supervisory experience in real estate appraisal operations to include experience in mass appraisal of residential property is required. Must possess a Certified Florida Evaluator designation.

Job Specifications

No Job Specification Available

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Employee Relations Department

Director, Commercial Valuation Division (000149)

Job status	3	Recruit. type	Resume	Minimum	\$70,570.24	Probation	00
Job category	A	Testing		Maximum	\$109,403.32	Range	99
Pos. status		Specialist		Frequency	Annually	Grade	06
Job type	Professional/Managerial			Protection		Union	L

Pay steps

T	3	6	9	12	15	18
1	\$2,714.24	4	7	10	13	16
2	5	\$2,985.64	8	11	14	17
				14	17	20

Minimum Qualifications

Bachelor's degree. Five years of supervisory experience in real estate assessment operations to include experience in mass appraisal of commercial property are required. A Certified Florida Evaluator designation is required.

Job Specifications

No Job Specification Available

201



Employee Relations Department

Senior Cadastral Technician (001018)

Job status	1	Recruit. type	Resume	Minimum	\$38,800.58	Probation	26
Job category	E	Testing		Maximum	\$65,424.84	Range	06
Pos. status		Specialist		Frequency	Annually	Grade	
Job type	Administrative Support/Clerical/Paraprofessional			Protection		Union	H

Pay steps

T	\$1,419.15	3	\$1,635.77	6	\$1,892.71	9	\$2,184.17	12	\$2,516.34	15	\$2,901.76	18	\$3,324.80
1	\$1,491.65	4	\$1,717.24	7	\$1,980.49	10	\$2,284.51	13	\$2,638.52	16	\$3,036.54	19	\$3,475.17
2	\$1,563.73	5	\$1,804.97	8	\$2,077.60	11	\$2,397.22	14	\$2,766.96	17	\$3,177.46	20	\$3,638.17

Minimum Qualifications

Bachelor's degree in Engineering, Land Surveying or related field; or High school diploma or GED. Four years of experience in cadastral engineering or land surveying to include experience in computerized surveying, design calculation and mapping systems are required. Additional experience in cadastral engineering or land surveying to include experience in computerized surveying, design calculation and mapping systems may substitute for the required education on a year-for-year basis up to two years.

Job Specifications

No Job Specification Available

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