MEMORANDUM

Agenda Item No. 8(M)(1)

TO: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

DATE: July 6, 2016

FROM: Abigail Price-Williams
County Attorney

SUBJECT: Resolution waiving by two-thirds vote of the members present the requirements of Implementing Order 7-44 in connection with the hiring of Ms. Rosalind Ray Morgan as a Special Projects Administrator 2 for the Department of Solid Waste Management

The accompanying resolution was prepared by the Solid Waste Management Department and placed on the agenda at the request of Prime Sponsor Vice Chairman Esteban L. Bovo, Jr.

Abigail Price-Williams
County Attorney

APW/cp

Memorandum

MIAMI-DADE COUNTY

Date: July 6, 2016

To: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor

Subject: Recommendation to Waive by a Two-Thirds Vote of the Members Present the Requirements of Implementing Order 7-44 and Authorize the Hiring of a Special Projects Administrator 2 in the Department of Solid Waste Management

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Recommendation

It is recommended that the Board of County Commissioners (Board) waive, by a two-thirds vote of the members present, Implementing Order 7-44 to authorize the hiring of Rosalind Ray Morgan into the position of Special Projects Administrator 2 (SPA 2) in the Miami-Dade County (County) Department of Solid Waste Management (DSWM) effective March 21, 2016.

In December 2005, Ms. Morgan retired as the Budget Director for the Miami-Dade Commission Auditor's Office. Prior to serving as Budget Director, Ms. Morgan worked for the County's Office of Management and Budget.

Implementing Order 7-44 states that it is the policy that retirees of the County who seek re-employment with the County shall be subject to the County's regular hiring process and start at the applicable entry-level salary if rehired. When necessary to attract and hire qualified applicants for a particular County classification, such as the need to fill highly technical positions, the Mayor may seek Board approval to grant exceptions to this policy in advance of hiring for the particular classification or classifications in question. It is therefore recommended that the Board waive the restrictions imposed by Implementing Order 7-44, as further explained in the background section below.

Scope

The position would be responsible for activities that are countywide in nature.

Fiscal Impact/Funding Source

This position is funded from DSWM proprietary funds.

Monitoring/Track Record

Approval of this item does not require the monitoring of an interlocal agreement or grant with any outside entity.

Background

DSWM advertised the position as open competitive and interviewed candidates to fill the SPA2 position. From the list of applicants four (4) qualified applicants were selected for interviews. After reviewing the candidates' qualifications in a structured interview process, Ms. Morgan was ranked the highest by all panelists. Ms. Morgan was offered the job based on the results of the interview process and her extensive experience in budget, accounting, procurement, policies, and procedures and process improvement analysis. Therefore, the hiring of Ms. Morgan complied with the policy objective of Implementing Order 7-44 because she was the best qualified candidate resulting from the County's regular hiring process. At the time of offering Ms. Morgan the SPA2 position, Ms. Morgan was employed with the City of Fort Lauderdale as a Financial Administrator. Ms. Morgan was offered the SPA2 position by DSWM at the annual rate of $95,000.00, which was five (5) percent more than her current salary and executive benefits at the City of Fort Lauderdale. It is worth noting that the salary

DSWM offered Ms. Morgan for the SPA2 position is lower than her previous salary when she retired from the County in 2005. The pay range for the SPA 2 position is $60,831.94 - $101.327.46.

Ms. Morgan's responsibilities in the SPA2 position include direct oversight of the Audit and Compliance Unit, as well as assisting the Assistant Director of Administration with review, analysis and preparing reports for the Administrative Divisions (Budget, Accounting and Bond Administration, Human Resources, Procurement and Contract Management, and Information Technology) encompassing all aspects of DSWM. Because of her extensive experience and her salary at the City of Ft. Lauderdale was in excess of $90,000, it is recommended that the entry-level salary requirements of Implementing Order 7-44 be waived.

It is respectfully requested that the advance approval requirements of Implementing Order 7-44 be waived. Ms. Morgan has already proven to be a valuable asset to DSWM, utilizing her knowledge and skills to assist in complex financial and administrative matters.

Alina T. Hudak
Deputy Mayor

MEMORANDUM

(Revised)

TO: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

DATE: July 6, 2016

FROM: Abigail Price-Williams
County Attorney

SUBJECT: Agenda Item No. 8(M)(1)

Please note any items checked.

_____ **"3-Day Rule" for committees applicable if raised**

_____ **6 weeks required between first reading and public hearing**

_____ **4 weeks notification to municipal officials required prior to public hearing**

_____ **Decreases revenues or increases expenditures without balancing budget**

_____ **Budget required**

_____ **Statement of fiscal impact required**

_____ **Statement of social equity required**

_____ **Ordinance creating a new board requires detailed County Mayor's report for public hearing**

_____ **No committee review**

✓ **Applicable legislation requires more than a majority vote (i.e., 2/3's ✓, 3/5's ____, unanimous _____) to approve**

_____ **Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required**

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 8(M)(1)
7-6-16

RESOLUTION No. _____

RESOLUTION WAIVING BY TWO-THIRDS VOTE OF THE MEMBERS PRESENT THE REQUIREMENTS OF IMPLEMENTING ORDER 7-44 IN CONNECTION WITH THE HIRING OF MS. ROSALIND RAY MORGAN AS A SPECIAL PROJECTS ADMINISTRATOR 2 FOR THE DEPARTMENT OF SOLID WASTE MANAGEMENT

WHEREAS, Implementing Order 7-44 states that retirees of Miami-Dade County who seek re-employment with the County shall be subject to the County's regular hiring process, including job applications, testing and interviews where applicable and if hired shall start at the applicable entry-level salary; and

WHEREAS, when necessary to attract and hire qualified applicants for a particular County classification, the Mayor may seek Board approval to grant exceptions to this policy in advance of hiring for the particular classification; and

WHEREAS, such exceptions require approval by a two-thirds vote of the Board members present; and

WHEREAS, the Department of Solid Waste Management has advertised and interviewed candidates to fill the Special Projects Administrator 2 position. After reviewing the candidates' qualifications in a structured interview setting, Ms. Rosalind Ray Morgan was ranked the highest by all panelists.

WHEREAS, Ms. Morgan retired from the Miami-Dade Commission Auditor's Office in 2005 and, as the Special Projects Administrator 2 for the Department of Solid Waste Management, she will have direct oversight of the Audit & Compliance Unit, as well as assisting the Assistant Director of Administration with review, analysis and preparing reports for the Administrative Divisions (Budget, Accounting and Bond Administration, Human Resources,

Procurement and Contract Management, and Information Technology) encompassing all aspects of the Department.; and

WHEREAS, as a result of the unanimous ranking of Ms. Morgan by the interview panel and her lengthy management and extensive experience in budget, accounting, procurement, policies and procedures and process improvement analysis, the Mayor has determined that it is in the best interest of the County to waive the requirements of Implementing Order 7-44 in connection with the hiring of Ms. Morgan for this important position; and

WHEREAS, consistent with this determination, the Mayor recommends that the Board waive the requirements of Implementing Order 7-44 in the connection with the hiring of Ms. Morgan as a Special Projects Administrator 2 for the Department of Solid Waste Management,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that the requirements of Implementing Order 7-44 are waived by a two-thirds vote of the Board members present in connection with the hiring of Ms. Rosalind Ray Morgan as a Special Projects Administrator 2 for the Department of Solid Waste Management.

The foregoing resolution was offered by Commissioner , who moved its adoption. The motion was seconded by Commissioner and upon being put to a vote, the vote was as follows:

Jean Monestime, Chairman
Esteban L. Bovo, Jr., Vice Chairman

Bruno A. Barreiro	Daniella Levine Cava
Jose "Pepe" Diaz	Audrey M. Edmonson
Sally A. Heyman	Barbara J. Jordan
Dennis C. Moss	Rebeca Sosa
Sen. Javier D. Souto	Xavier L. Suarez
Juan C. Zapata	

The Chairperson thereupon declared the resolution duly passed and adopted this 6th day of July, 2016. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this Resolution and the filing of this approval with the Clerk of the Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By:_____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

Eric A. Rodriguez

3527 SW 174 Way
Miramar, FL 33029

ROSALIND RAY MORGAN

(305) 790-0299
RozMorg@gmail.com

EMPLOYMENT

Financial Administrator | **City of Fort Lauderdale Department of Sustainable Development** | **February 2015 - Present**

- Oversee the financial and budget aspects of five divisions within the department including, Building Services, Urban Design and Planning, Housing and Community Development, Code Enforcement, Economic and Community Development divisions.
- Coordinate development of the operating and capital budgets; prepare expenditure projections and budget estimates; review and approve division funding requests; monitor expenditure levels.
- Develop, draft and implement policies and procedures.
- Prepare Commission agenda items; review Commission agenda items to ensure fiscal/financial information is correct; also verify that funds are budgeted and available.
- Provide monthly financial reports to division personnel to assist them in monitoring revenues and expenditures and preparing projections for the current year and estimates for next year budget requests.
- Review and approve purchase requisitions, invoices, and payment requests.

Capital Projects Administrator | **City of Miami Beach Capital Improvement Projects Office** | **July 2013 – January 2015**

- Supervised a staff of seven Financial Analysts, Office Associates and Receptionist.
- Reviewed and approved consultant/contractor invoices and payment applications.
- Created a new tracking system for staff to track their payment packages, contracts, amendments, change orders and other documents.
- Developed and implemented a database to ensure consultants and contractors maintained up-to-date insurance.
- Developed and implemented a database to track the dollar value of work awarded to consultants, which served as a tool for rotating work among consultants on a fair and equitable basis.
- Assisted in the preparation of the capital and operating budgets, including projections and forecasts.

Owner/Operator | **Sparkle Cleaning Professionals** | **January 2006 – February 2013**

- Managed all aspects of the business – budgeting, accounting, payroll, marketing, and hiring.
- Developed operating and employee benefits manual.
- Trained employees using effective cleaning techniques I developed.

Budget Director | **Miami-Dade County** | **September 2004 – December 2005**
Office of the Commission Auditor

- Supervised up to twelve auditors and budget analysts.
- Intricately involved in the budget development process, including the review of department budget submissions, preparing and reviewing revenue and expenditure projections, and attending departmental budget hearings.
- Developed various report formats for providing budget information to the County Commission.
- Served as the budget liaison between County departments and the Board of County Commissioners.
- Coordinated and completed analysis of budget policy, fiscal analysis.
- Reviewed and approved audit reports.

Assistant Director | **Miami-Dade County** | **February 2004 – September 2004**
Office of Management and Budget

- Assisted in the overall development and publication of the operating and capital budgets.
- Assisted in the planning of the budget development process.
- Coordinated the review of Commission agenda items with emphasis on those with fiscal impacts. Ensured that the fiscal impacts were correct, reasonable, realistic and attainable.

Capital Budget Coordinator | **Miami-Dade County** | **December 1997 – February 2004**
Office of Management and Budget

- Supervised three budget analysts and a programmer.
- Coordinated the development and publication of the annual Capital Budget and Multi-Year Capital Plan.
- Managed the County's Capital Outlay Reserve (Pay-As-You-Go) Fund.
- Coordinated the development of an online, real time data base system, which allowed departments to enter capital budget project information.
- Recognized by Mayor for outstanding work on Mayor's Annual Budget Message.

Senior Budget Analyst | **Miami-Dade County** | **February 1994 – December 1997**
Budget Analyst | **Office of Management and Budget**

- Monitored departmental operating and capital budgets.
- Reviewed and analyzed department operating and capital budget submissions.
- Overseer of the County's Business Incentives Programs.
- Reviewed and approved new hire requisitions and travel requests.

Contracts Compliance Coordinator | **Miami-Dade County Office of Business Development** | **January 1993 – February 1994**

- Responsible for the supervision of twelve individuals who were charged with auditing the payroll records of contractors awarded county construction contracts; to ensure contractor employees were paid wages and provided health insurance in accordance with the County's Living Wage Ordinance".

Associate Auditor | **Miami-Dade County** | **October 1983 – January 1993**
Assistant Auditor | **Audit and Management Services**

- Audited the financial records of revenue producing and administrative departments.
- Audited Miami International Airport (MIA) concessionaire agreements.
- Prepared report of audit findings and recommendations.
- Assisted the US Justice Department and Miami Dade County State Attorney in criminal investigations using audit and computer techniques; served as an expert witness.

EDUCATION

Miami, FL | **Florida International University** | **September 1978 - December 1981**

- Bachelor of Business Administration Degree (Accounting)

Miami, FL | **Miami Dade Community College** | **January 1974 - December 1981**

- Associate In Arts Degree

Certified Public Accountant, Florida
License No. 15045
November 1984
Status: Current/Inactive
Reactivation June 2016

References furnished upon

STATE OF FLORIDA

Board of Accountancy

BE IT KNOWN THAT

Rosalind Ray

has passed all examinations and has met all of the other requirements prescribed by law and by the rules of this Board for qualification as an expert public accountant, and is, therefore, entitled to append the letters C. P. A. after this registrant's name to evidence registration by this Board as a

Certified Public Accountant

IN WITNESS WHEREOF, the said Board grants this certificate, No. 15045 under its seal this 15th day of November, A.D. 1984.

ATTEST

Chairman — Vice-Chairman

Board of Accountancy.

Florida International University

On recommendation of the Faculty and by virtue of the authority vested in it by the Florida Board of Regents hereby confers upon

Rosalind Ray Edwards

the degree of

Bachelor of Business Administration

School of Business and Organizational Sciences

In Testimony Whereof, the signatures of the University's officers are hereto affixed in Miami, Florida,

December 8, 1981

Chairman, Board of Regents

Governor

President of the University

Chancellor, State University System

Interim Dean

Miami-Dade Community College

Miami Florida

Has conferred on

Rosalind Ray Edwards

the degree

Associate in Arts

and all the rights and privileges thereunto appertaining.

In Witness Whereof, this diploma, duly signed, has been issued and the seal of the College affixed.

Issued by the District Board of Trustees of Miami-Dade Community College upon recommendation of the Faculty of the College at Miami, this month of December, A.D. 1981.

Garth C. Reeves
Chairman, District Board of Trustees

Robert H. McCabe
President

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JOB DESCRIPTION

POSITION: **SPECIAL PROJECTS ADMINISTRATOR 2**
OCC: **000832**
ANNUAL SALARY: **$ 60,831.94 - $ 101,327.46**

MINIMUM QUALIFICATIONS:
Bachelor's degree. Four years of professional administrative experience to include supervisory experience are required.

NATURE OF WORK:
This is advanced and responsible professional work with supervisory responsibility managing a county-wide program or a major program or function in a county department or agency.

Employees in this class are responsible for managing the planning, research, design, development and evaluation of a county-wide or major departmental program or function. 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 full assistants to deputy or department director. Employees are typically engaged in formulating, developing, implementing, conducting, supervising and monitoring programs, procedures, and operational initiatives; formulating departmental policies and procedures; and establishing organizational goals and performance measures. Work differs from that found in the Special Projects Administrator 1 classification in that incumbents are responsible for directing the implementation or a county-wide program or implementing a departmental program without established guidelines. 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.

ILUSTRATIVE TASKS:

- Researches, designs and develops comprehensive programs to systematically achieve departmental or county goals; ensures that program results are consistent with the policies and objectives of the county, state or federal agencies; oversees and participates in the development of project and program budgets; forecasts necessary funds for staffing, materials and supplies; negotiates and oversees contracts; writes and administers grants.
- Manages the operations, services and activities of a county or departmental program; supervises the training and evaluation of staff; manages the work of consultants.
- Conducts and supervises the collection, analysis and interpretation of information; develops and implements projects in accordance with established guidelines; evaluates the outcome and effectiveness of programs; develops status reports to detail program outcomes; presents reports to upper management, the County Executive Office and the Board of County Commissioners and other agencies.
- Plans and organizes workshops and meetings with various shareholders including county departments, representatives from affected private sectors, municipalities and regulatory agencies; reviews and discusses specific initiatives and develops consensus on measures to be incorporated into the program.
- Manages the implementation of program saving measures; assists county departments and agencies in the implementation of program measures in their specific areas.

- Prepares policy and legislation related to programs in collaboration with the County Attorney's Office; prepares technical and administrative reports; prepares written correspondence.
- Identifies opportunities for specific program initiatives and pilot projects; encourages participation by county departments and agencies.
- Secures funding and resources for the implementation of program initiatives or pilot projects; monitors and pursues grant opportunities on behalf of Miami-Dade County.
- 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 state, federal and county laws, rules and regulations relating to financial records of county departments and agencies funded by grants.
- 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.
- Knowledge of public relations principles and techniques.
- Knowledge of inventory control and county procurement and requisitioning procedures.
- Ability to perform statistical analysis to develop and implement management reporting processes that support systematic program evaluation and workload forecasting.
- Ability to evaluate and predict trends and to advise management of appropriate actions and policies to ensure successful program implementation and management.
- Ability to develop and administer county-wide or departmental programs.
- Ability to analyze, explain and apply applicable policies, procedures, laws, codes and regulations pertain to specific programs or initiatives.
- 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.