

# Memorandum



**Date:** April 2, 2012

**To:** Lester Sola, Director  
Internal Services Department

**From:** Carlos A. Gimenez  
Mayor

A handwritten signature in black ink, appearing to read "Carlos A. Gimenez", written over the printed name of the Mayor.

**Subject:** Organizational Review

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As a result of the implementation of my organizational plan, various appointments, reclassifications and/or title changes are indicated. The attached chart and corresponding tables of organization reflect the first stage of the indicated changes. Please ensure that the appropriate changes to the Miami-Dade County Pay Plan and employee records are implemented.

It is my expectation that the concerned department directors, Human Resources and the Office of Management and Budget will continue to endeavor to refine these new organizational structures to become even more efficient. Therefore, it is anticipated that more changes will be forthcoming. Further, I am directing each Deputy Mayor to coordinate the submission to your attention of all corresponding Personnel Change Documents, to include any appropriate pay changes.

Please do not hesitate to contact Deputy Mayor Edward Marquez with any questions.

c: Office of the Mayor Senior Staff  
Jennifer Moon, Budget Director

# DIRECTORS AND ASSISTANT DIRECTORS

VERSION 3

	DEPARTMENT NAME	LAST NAME	FIRST NAME	NEW TITLE	CES WAIVER	APPOINTED/ RECLASSIFICATION/ TITLE CHANGE/COMMENT	PAY GRADE
1	COMMUNITY ACTION AND HUMAN SERVICES	DAVIS-RAIFORD	LUCIA	DIR, COMM. ACTION & HUM. SRVC		X	13
2	COMMUNITY ACTION AND HUMAN SERVICES	PARJUS	ALBERTO	ASST. DIR, COMM. ACT. & HUM. SRVC 2	X		12
3	COMMUNITY ACTION AND HUMAN SERVICES	TYNES SAUNDERS	PHYLLIS	ASST. DIR, COMM. ACT. & HUM. SRVC 2		X	12
4	COMMUNITY ACTION AND HUMAN SERVICES	EDWARDS	JULIEANN	ASST. DIR, COMM. ACT. & HUM. SRVC 1		X	11
5	COMMUNITY INFORMATION AND OUTREACH	SORI	HENRY	DIR, COMM. INFORMATION/OUTREACH		X	13
6	COMMUNITY INFORMATION AND OUTREACH	GLOVER	BECKY	ASST. DIR, COMM. INFORMATION/OUTREACH		X	10
7	COMMUNITY INFORMATION AND OUTREACH	MARTINEZ	AIMEE	ASST. DIR, COMM. INFORMATION/OUTREACH		X	10
8	FIRE RESCUE	SOMMERHOFF	CURTIS	ASST. DIR, FIRE EMERGENCY MGMT.		X	12
9	INTERNAL SERVICES	SOLA	LESTER	DIR. INTERNAL SERVICES		X	14
10	INTERNAL SERVICES	RIZZO	MARY LOU	ASST. DIR, INTERNAL SERVICES		X	13
11	INTERNAL SERVICES	SINGER	MIRIAM	ASST. DIR, INTERNAL SERVICES		X	13
12	INTERNAL SERVICES	NORRIS	WENDI	ASST. DIR, INTERNAL SERVICES		X	13
13	INTERNAL SERVICES	JOHNSON-WRIGHT	HEIDI	DIR, ADA COORDINATION		X	9
14	MANAGEMENT AND BUDGET	WALL	DANIEL	ASST. DIR, OSBM		X	11
15	PARKS, RECREATION AND OPEN SPACES	KARDYS	JACK	DIR, PARK, REC, AND OPEN SPACES		X	13
16	PARKS, RECREATION AND OPEN SPACES	NAVARRETE	GEORGE	ASST. DIR. PARK, REC. AND OPEN SPCS 2		X	11
17	PARKS, RECREATION AND OPEN SPACES	KRUSE	J CAROL	ASST. DIR. PARK, REC. AND OPEN SPCS 1		X	9
18	PUBLIC HOUSING AND COMMUNITY DEV	FORTNER	GREGORY	DIR, PUB. HOUSING AND COM. DEV.		X	14
19	PUBLIC HOUSING AND COMMUNITY DEV	CLAY	CRAIG	ASST. DIR, PUB HOUSING AND COM. DEV. 3		X	12
20	PUBLIC HOUSING AND COMMUNITY DEV	CRAWFORD	ROWENA	ASST. DIR, PUB HOUSING AND COM. DEV. 2		X	11
21	PUBLIC HOUSING AND COMMUNITY DEV	SAYDAL-HAMILTON	MARIA	ASST. DIR, PUB HOUSING AND COM. DEV. 1		X	10
22	PUBLIC WORKS AND WASTE MANAGEMENT	WOODS-RICHARDSON	KATHLEEN	DIR. PUB. WORKS AND WASTE MGT		X	14
23	PUBLIC WORKS AND WASTE MANAGEMENT	MAURIELLO	PAUL	ASST. DIR, PUB WORKS AND WASTE MGT		X	11
24	PUBLIC WORKS AND WASTE MANAGEMENT	ROSE	CHRISTOPHER	ASST. DIR, PUB WORKS AND WASTE MGT		X	11
25	REGULATORY AND ECONOMIC RESOURCES	DANGER	CHARLES	ASST. DIR, REG. AND ECO. RESOURCES 2		X	13
26	REGULATORY AND ECONOMIC RESOURCES	HEFTY	LEE	ASST. DIR, REG. AND ECO. RESOURCES 2		X	13
27	REGULATORY AND ECONOMIC RESOURCES	WOERNER	MARK	ASST. DIR, REG. AND ECO. RESOURCES 1	X		11
28	REGULATORY AND ECONOMIC RESOURCES	GODERICH	MARIO	ASST. DIR, REG. AND ECO. RESOURCES 1		X	11
29	REGULATORY AND ECONOMIC RESOURCES	SILVA	ERIC	ASST. DIR, REG. AND ECO. RESOURCES 1	X		11

PAY GRADE 14: \$147,879 - \$262,351

PAY GRADE 13: \$126,216 - \$222,857

PAY GRADE 12: \$117,125 - \$189,447

PAY GRADE 11: \$108,709 - \$174,518

PAY GRADE 10: \$100,838 - \$160,785

PAY GRADE 9: \$93,646 - \$148,244

# ANIMAL SERVICE DEPARTMENT

## Division Staffing Chart

FY 2010-11 Budget & FY 2011-12 Base

DIRECTOR'S OFFICE		
FY 10/11		FY 11/12
1	Director - 1168	1
1	Adm. Coord.-9188	1
2		2

BUDGET & FINANCE		
FY 10/11		FY 11/12
1	Manager - 1167	1
1	Sr. Sys. Prog. - 1845	1
1	Pers. Spec. 3 - 0414	1
3		3

CODE ENFORCEMENT		
FY 10/11		FY 11/12
1	Manager -1167	1
1		1

OPERATIONS		
FY 10/11		FY 11/12
1	Manager - 9118	1
1		1

Finance		
1	Accountant 3 - 0317	1
1	Accountant 1 - 0315	1
2	Licensing Clerk - 9111	2
.	Account Clerk-0310	1
5		5

Licensing Unit		
1	Accountant 1-0315	1
4	Licensing Clerk - 9111	4
5		5

CODE ENFORCEMENT		
FY 10/11		FY 11/12
1	Invest. Supr -1150	1
6	Investigators - 1150	6
7		7
Dispatch		
2	Dispatch Clerks	2
Citations		
1	Citations Spec -9142	2
2	Enforce. Clerks -9112	0
3		2
Disposal (Funded by Solid Waste)		
3	Disposal Techs -1149	3
3		3
Animal Control		
1	ACO Supervisor - 1144	0
16	Animal Cont Spec -1142	13
17		13

Customer Service		
1	Cust. Svc Supr 2 -	1
1	Cust. Svc Supr - 8141	1
11	Customer Clerks - 9114	11
13		13
3	Customer Clerks - 9114 (p/t)	3
3		3

Kennel		
2	Kennel Supr - 1148	1
32	Animal Care Spec -1146	31
34		32

Facility & Materials Mgmt		
1	Facil & Proc Spec.-9557	1
1	Maint. Mech.-6101	1
1	Pharmacy Clerk-9115	1
3		3

Veterinary/Clinic Services		
0	Chf, Vet Svcs (new position)	1
3	Veterinarians-1216	3
3		4
Clinic		
1	Vet Tech Supr-1165	1
13	Vet Techs-1215	13
14		14

Department Summary		
FY 10/11		FY 11/12
2	Director	2
16	Budget & Finance	16
33	Code Enforcement	28
65	Operations	64
116		110 ✓

FY 12-13 prelim 110

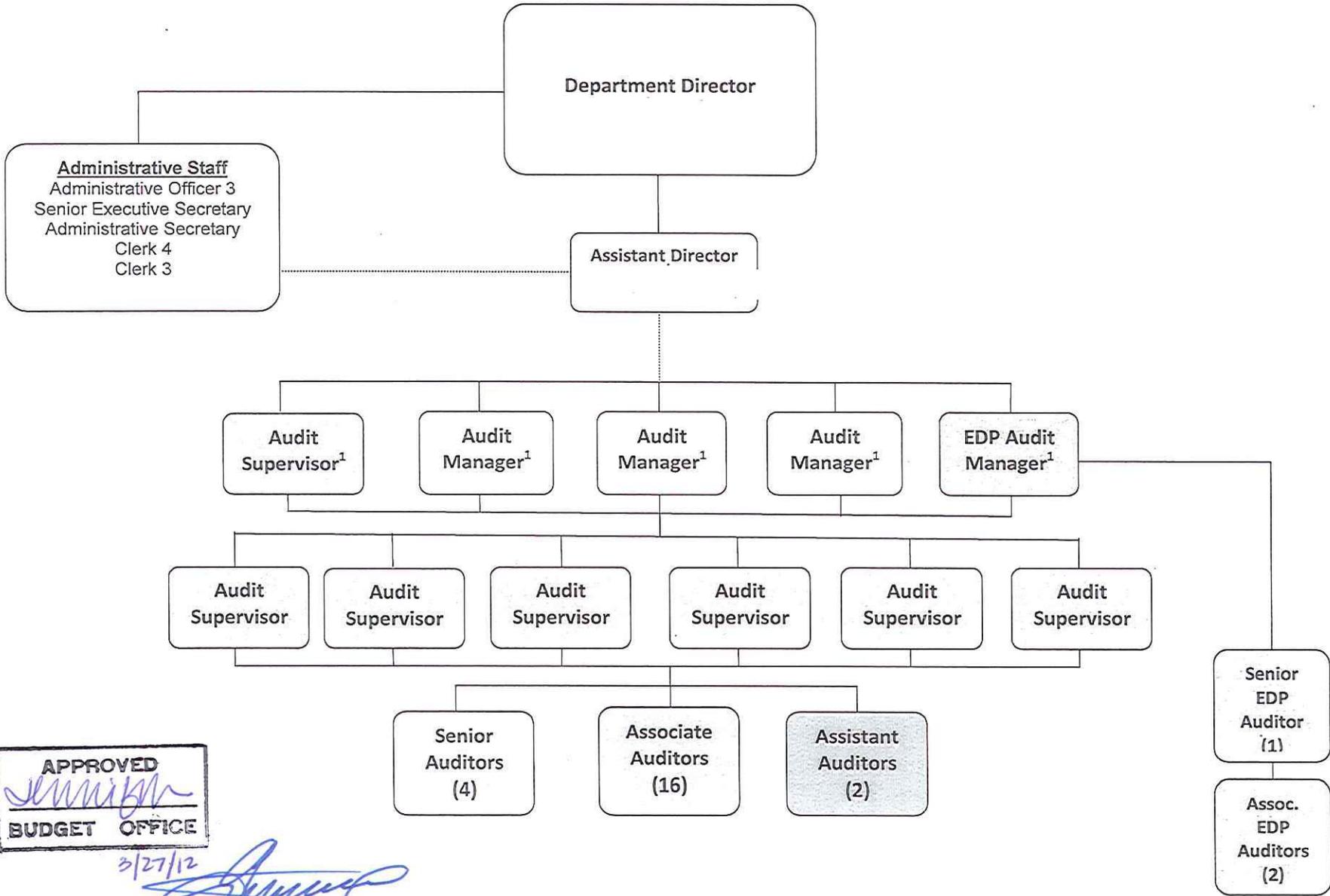
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**APPROVED**  
  
**BUDGET OFFICE**

3/27/12

## Audit and Management Services Department Proposed Table of Organization

Budgeted Positions FY11-12	<u>43</u>
Budgeted Positions FY12-13	<u>43</u> ✓



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**BUDGET OFFICE**

3/27/12  
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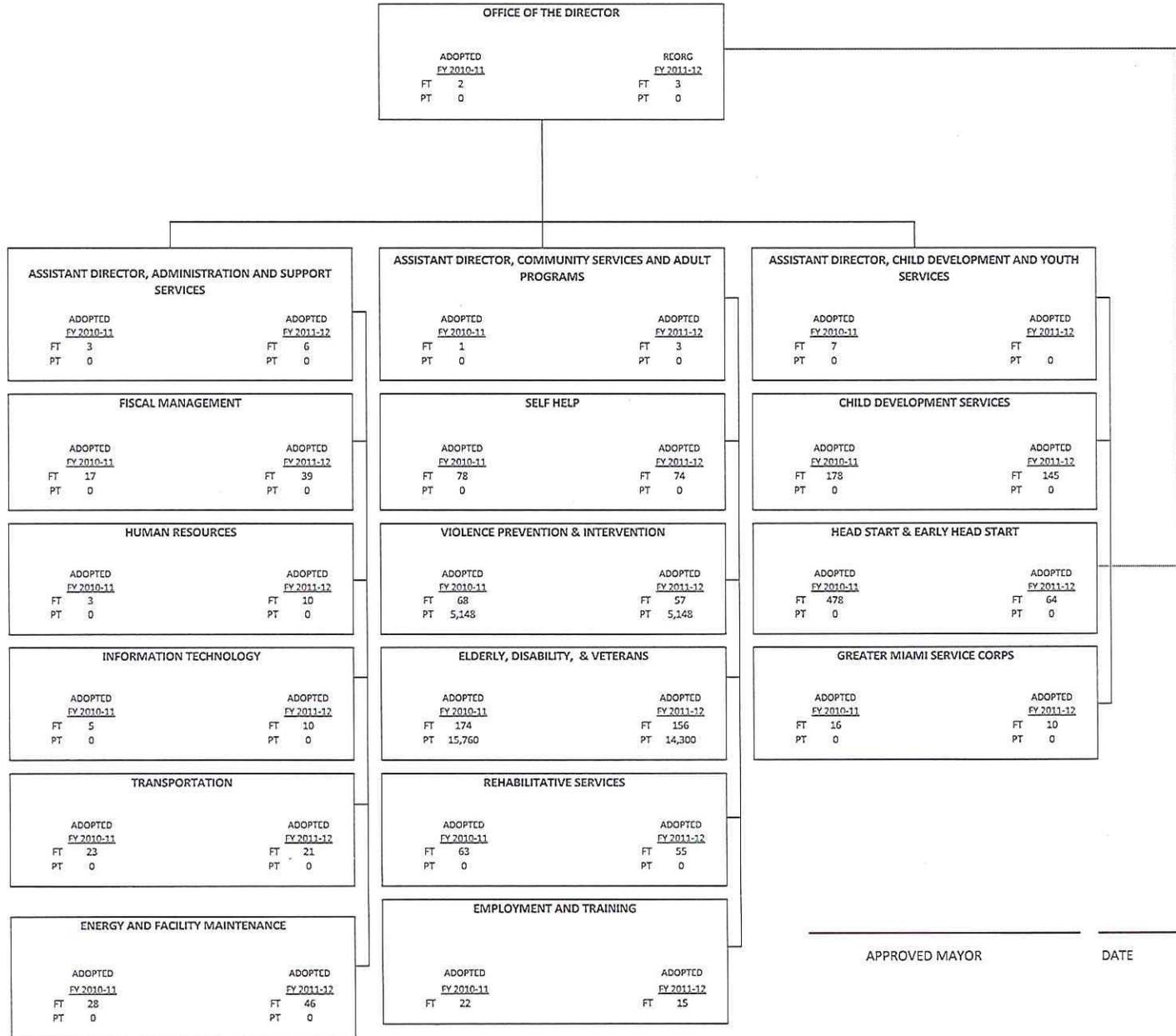
Note 1: These individuals supervise 2-3 audit assignments concurrently. Assignments usually comprise an In-Charge (Audit Supervisor or Senior Auditor) and a team of Associate/Assistant Auditors. Audit teams vary in size, depending on the nature and complexity of the audit engagements.

DEPARTMENT OF COMMUNITY ACTION AND HUMAN SERVICES

CAA TOTAL					
ADOPTED FY 2010-11		PROPOSED FY 2011-12		REORG FY 2011-12	
FT	654	FT	248	FT	237
PT	0	PT	0	PT	23,608
DHS TOTAL					
ADOPTED FY 2010-11		PROPOSED FY 2011-12		REORG FY 2011-12	
FT	543	FT	506	FT	477
PT	21,948	PT	22,048	PT	23,608
FINAL					
ADOPTED FY 2010-11		PROPOSED FY 2011-12		ADOPTED FY 2011-12	
FT	1,197	FT	754	FT	714
PT	21,948	PT	22,048	PT	23,608

Prelim 12-13 698

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**BUDGET OFFICE**  
3/27/12



**COMMUNITY INFORMATION AND OUTREACH**  
**Table of Organization**  
**3/8/2012**

FY 10/11	Director's Office	FY 11/12	FY 12/13
1	Director - Henry F. Sori	1	1
1	Sr. Executive Secretary	1	1
1	Special Projects Admn. 2	0	0
3		2	2

FY 10/11	311 Answer Center & Outreach	FY 11/12	FY 12/13
1	Assistant Director	1	1
0	Executive Secretary	0	1
1		1	2

FY 10/11	Print and Digital Communication	FY 11/12	FY 12/13
1	Assistant Director	1	1
1	Executive Secretary	1	0
2		2	1

FY 10/11	Administrative Support	FY 11/12	FY 12/13
1	Mgr. Financial Serv	1	1
1	Accountant 2	1	1
1	Account Clerk	1	1
1	HR Manager	1	1
1	Personnel Tech.	0	0
0	HRD Section Supervisor	1	0
0	TBD	0	1
1	Regional Coord	0	0
1	Inf. Referral Spec	0	0
1	NbHd Comp Officer	0	0
8		5	5

FY 10/11	311 Answer Center & Outreach	FY 11/12	FY 12/13
1	Mgr. 311 Answer Center	1	1
9	Call Center Supervisor (A)	8	7
99	311 Call Specialist	96	96
16	Sr. 311 Call Specialist	16	15
1	Special Proj. Admin 1	1	1
1	Special Proj. Admin 2	1	1
4	Training Specialist 2	3	3
131	(5 Part Timers)	126	124

1V

FY 10/11	eGov, Content Mgmt & Business Intelligence	FY 11/12	FY 12/13
1	Computer Svc. Mgr.	1	1
2	Senior Web Developer	2	2
2	Web Developer	2	3
1	Senior Web Publisher	1	1
2	Senior Systems Analyst	2	2
2	Information Technology Specialist	1	0
10	(2 Part Timers)	9	9

FY 10/11	Online Services	FY 11/12	FY 12/13
1	Mgr. Online Svc	1	1
2	Sr. Web Designer	2	2
2	Web Designer	2	2
2	Senior Web Publisher	2	2
1	Senior Web Developer	1	1
7	Web Publisher	7	6
15	(8 Part Timers)	15	14

1V

(A) Eliminated 2 Supervisors from FY 10-11 to 11-12; Span increased from 1:11 to 1:13

FY 10/11	Miami-Dade Television	FY 11/12	FY 12/13
1	Station Manager	1	1
1	TV Broadcast Eng.	1	1
1	Executive Producer (B)	1	0
	TBD	0	1
3	TV Producer	2	2
2	Mgr. TV Prod. & Oper. (B)	2	0
0	TBD	0	2
1	TV Director/Editor	1	1
3	Video/Editor	2	2
1	TV Graphic Specialist	0	0
1	Broadcasting Tech	1	1
1	Asst. Broadcast Tech.	0	0
15	(5 Part Timers)	11	11

(B) Downgrading 3 supervisory positions this year; Span will increase from 1:3 to 1:10

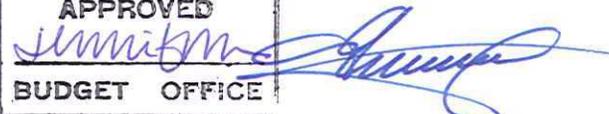
FY 10/11	Design, Advertising & Translations	FY 11/12	FY 12/13
1	Graphics Svc. Mgr	1	1
3	Graphics Designer	3	2
1	Graphics Tech. 2	1	1
2	Photographer	2	2
1	Adv. Specialist	1	1
1	Assist. Adv. Spectst	1	1
2	Translator 2	2	2
1	Translator 1	1	1
1	Special Projects Admn 2	0	0
13		12	11

1V

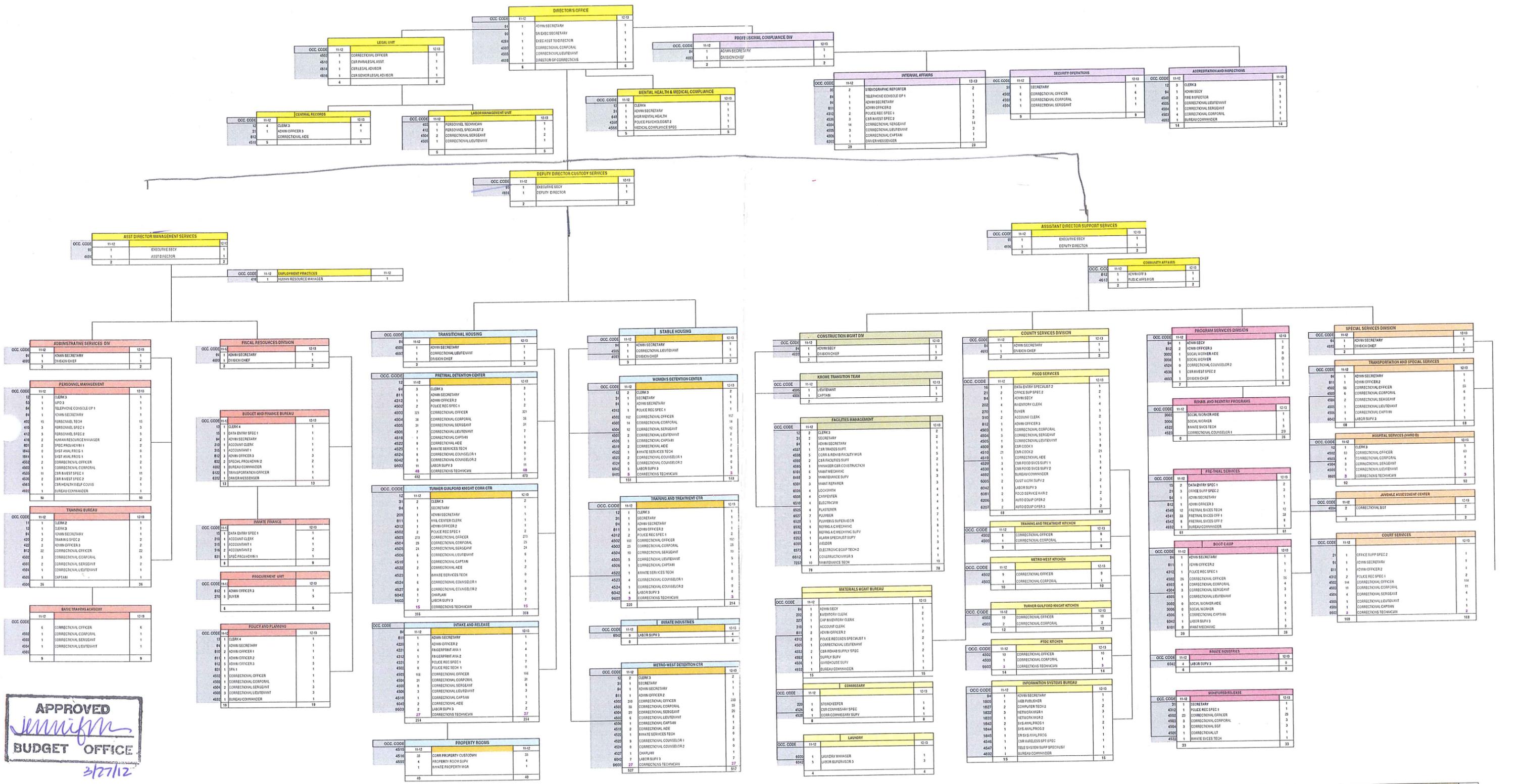
10/11	Part Time Employees	11/12	12/13
5	311 and Outreach	5	5
7	Marketing and Public Education	15	15
12	Total	20	20

FY 10/11	Department Total	FY 11/12	FY 12/13
3	Director	2	2
132	311 and Outreach	127	126
63	Print and Digital Communications	54	51
198	Total FTEs	183	179

Downgrade Position to non-supervisory - TBD  
 Vacant positions being eliminated this year per OMB

**APPROVED**  
  
**BUDGET OFFICE**

MIAMI-DADE CORRECTIONS AND REHABILITATION DEPARTMENT FISCAL YEAR 2012-2013 ORGANIZATIONAL CHART



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BUDGET OFFICE  
3/27/12

97	ADMINISTRATIVE SERVICES DIVISION	97	49	BUDGET AND FINANCE BUREAU	49	1145	TRANSITIONAL HOUSING	1145	2016	CUSTODY SERVICES	2016	82	CONSTRUCTION MGMT DIVISION	82	157	COUNTY SERVICES TOTAL	157	144	PROGRAM SERVICES TOTAL	144	302	SPECIAL SERVICES DIVISION TOTAL	302
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THIS ORGANIZATIONAL CHART DOES NOT INCLUDE THE REDUCTION OF 12 POSITIONS IN FY 1213 (TBD); SAVINGS OF \$748,000 HAVE BEEN INCORPORATED IN THE FY 1213 BUDGET

**MIAMI-DADE COUNTY DEPARTMENT OF CULTURAL AFFAIRS  
FY 2011-2012 Staffing Chart - With Reorg. Assumptions**

**GSAF Eliminations**

**Department Totals**

BOFY  
2011-2012  
45 ✓  
FTE  
(plus 30  
P/T)

REORG  
2011-2012  
34  
FTE/PT  
position  
counts to be  
significantly  
overhauled

Prelim 12-13 44

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**BUDGET OFFICE**

3/27/12

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**Mayor Carlos Gimenez and Board of County Commissioners**

**Art in Public Places Trust**  
*Cindi Nash, Chairman*  
(15 Member Autonomous Board)

**Cultural Affairs Council**  
*Adolfo Henriques, Chairman*  
(15 Member Advisory Board)

**Senior Advisor to the Mayor**  
Lisa Martinez

**Tourist Development Council**  
*Dennis C. Moss, Chairman*  
(9 Member Statutorily established Board)

BOFY 2011-12	Occ. Code	Director's Office	REORG 2011-12
1	8920	Director / Michael Spring	1
1	8919	Deputy Director / Deborah Margol	1
1	8915	Cult. Affairs Projects Manager / Sue Camp	1
n/a	TBD	Cultural Affairs Finance Manager / TBD	1
1	TBD	Cult. Affairs Proj.s Officer / William Campbell	1
<b>4</b>			<b>5</b>

BOFY 2011-12	Occ. Code	Cultural Development	REORG 2011-12
7	8917	Cult. Affairs Proj. Adm. Kelly Allocco Gilda Battle Mooney Nikenna Benjamin Liliana Hernandez Adriana Perez Dana Pezoldt New Hire	7
1	8966	Art in Public Places APP Proj.s Manager Brandi Reddick	1
<b>8</b>			<b>8</b>

BOFY 2011-12	Occ. Code	Cultural Facilities Improvement	REORG 2011-12
	TBD	Cult. Affairs Sr. Projects Mgr. Marie Denis	1
4	8916	Cult. Affairs Constr. Mgr. Carolina Alfonso Lisa D'Andrea Thompson Alejandro Peraza	3
2		Art in Public Places Projects Managers Patricia Romeu Jessica Berthin	2
4	8965	Collections Specialist New Hire	4
<b>7</b>			<b>7</b>

BOFY 2011-12	Occ. Code	Education, Coordination, Information & Outreach	REORG 2011-12
	TBD	Cult. Affairs Sr. Projects Mgr. Francine Andersen	1
1	8917	Cultural Affairs Projects Adm New Hire	1
2	8917	Culture Shock Miami: Cultural Affairs Projects Administrator Christina Beauvoir Gerry Landreth	2
<b>3</b>			<b>4</b>

BOFY 2011-12	Occ. Code	Grants & Program Support Services	REORG 2011-12
3	0811	Cultural Affairs Projects Officer Roseline Duberceau-Baptiste	1
1	0022	Office Support Specialist Marchelle Henry	1
n/a	0011	Clerk 2 Doriamny Cardenas (P/T)	n/a
<b>4</b>			<b>2</b>

BOFY 2011-12	Occ. Code	Cultural Facilities Operations & Programming	REORG 2011-12
<i>South Miami-Dade Cultural Arts Center</i>			
1	8928	General Manager Eric Fliss	1
1	9152	Theater Op.s Manager Daphne Webb	1
1	9193	Production Manager Joyce Fleming	1
1	9195	Marketing Manager Nicolle Ugarriza	1
1	8955	Theater Ed. & Outreach Mgr. Carla Hill	1
1	8951	Box Office Manager Dana Sorensen	1
1	6468	Maintenance Manager Sixto Tamarit	1
1	0013	Clerk 4 (Theater Office Admin) Caren McDaniel	1
n/a		House Manager (P/T) Stephanie Aponte	n/a
n/a		Ticket Seller (P/T) Nathalie Barrueco Galde	n/a
<i>M-D County Auditorium/Caleb/African Heritage</i>			
4	various	Full-time	TBD
n/a	7202	Part-time/year round (3)	n/a
<i>Miami-Dade County Auditorium</i>			
0		Full-time	TBD
n/a	various	Part-time/year round (7)	n/a
<i>African Heritage Cult. Arts Ctr.</i>			
7	various	Full-time	TBD
n/a	7202/7303	Part-time/year round (11)	TBD
n/a	7202/7303	Part-time/as needed (7)	TBD
<b>19</b>			<b>8</b>

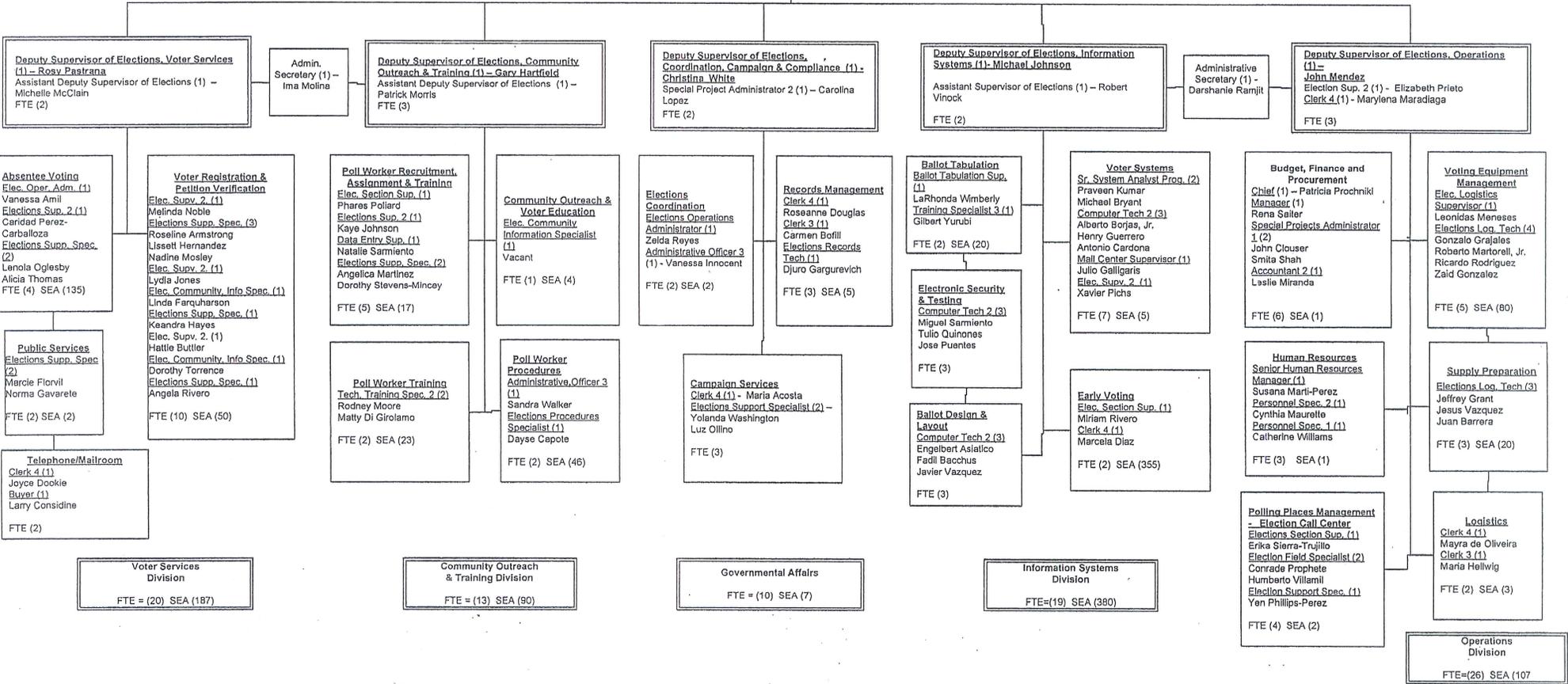
Table of Organization

Miami-Dade County Elections Department (FY 11-12)

T.O. FY 11-12  
 TOTAL FTE (81) ✓  
 TOTAL SEA (771)  
 TOTAL (862)

Prelim FY 2012-13 90

**Director's Office**  
 Supervisor of Elections (1) – Penelope Townley  
 Chief Deputy Supervisor of Elections (1) – Tara Smith  
 Senior Executive Secretary (1) – Joan Gordon  
 FTE (3)



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**BUDGET OFFICE**

3/27/12

FINANCE DEPARTMENT  
DIVISION STAFFING CHART

FY 12 BUDGET/ADJ'ED FOR SAVINGS - FY 13 PROPOSED

FY 2011-12 296  
FY 2012-13 Prelim 293



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Finance Director	
Edward Marquez	

Assistant Finance Director		
Graciela Cespedes		
FY11-12 Budget	FY11-12 Adj'd for Savings	FY12-13 Proposed
Administration		
1	1	Exec. Asst. to Dept Dir. 4284
1	1	Sr. Human Res Mgr. 0417
1	1	Personnel Specialist I 0410
0	0	Credit & Collection Mgr.
3	3	3

Controller Division		
FY11-12 Budget	FY11-12 Adj'd for Savings	FY12-13 Proposed
Controller Administration		
1	1	Controller 0377
1	1	Admin Sec 0094
2	2	2

Bond Administration Division		
FY11-12 Budget	FY11-12 Adj'd for Savings	FY12-13 Proposed
1	1	Dir., Bond Admin. 0389
1	0	Dir., Bond Admin. Designe
0	1	Senior Bond Analyst
2	2	Bond Analyst 0387
1	1	Accountant III 0317
1	1	Accountant I 0315
1	1	Executive Secretary 0095
1	1	Admin Secretary 0094
8	8	8

Cash Management Division		
FY11-12 Budget	FY11-12 Adj'd for Savings	FY12-13 Proposed
1	1	Dir., Cash Mgt. 0386
1	1	Chief Portfolio Mgr. 0332
1	1	Asst. Portfolio Manager 0330
1	1	Asc. Portfolio Manager 0327
1	1	Inv. Portfolio Spec. 0331
1	1	Inv. Portfolio Clerk 0329
1	1	Account Clerk 0310
7	7	7

Tax Collector Administration Division		
FY11-12 Budget	FY11-12 Adj'd for Savings	FY12-13 Proposed
Tax Collector Admin		
1	1	Tax Collector 0371
1	1	Asst Tax Col 0370
1	1	Admin Secretary 0094
1	1	Admin. Officer III 0812
1	1	Admin. Officer II 0811
1	1	Fin Info Sys Admin 0321
1	1	Spec Proj Adm II 0832
7	7	7

FY11-12 Budget	FY11-12 Adj'd for Savings	FY12-13 Proposed
Accounts Payable		
1	1	Asst Controller 0375
1	1	Accountant IV 0318
1	1	Accountant III 0317
3	3	Accountant II 0316
3	3	Accountant I 0315
3	3	Clerk IV 0013
1	1	Clerk II 0011
1	1	Clerk I 0010
14	14	Account Clerk 0310
1	1	AP Comp. Spec. 0328
29	29	29
Accounts Payable - Funded by DHS		
0	1	Accountant III
0	1	Accountant I
0	2	Account Clerk
0	4	
29	33	33
Payroll		
1	1	Accountant IV 0318
1	1	Accountant III 0317
2	2	Accountant II 0316
2	2	Accountant I 0315
1	1	Account Clerk 0310
1	1	Office Supp Spec II 0021
8	8	8
Bank Reconciliation		
1	1	Accountant III 0317
2	2	Accountant II 0316
1	1	Accountant I 0315
1	1	Account Clerk 0310
1	1	O.S.S. II 0021
1	1	Clerk IV 0013
1	1	Clerk II 0011
8	8	8
Accounting and Reporting		
1	1	Asst. Controller 0375
1	1	Mgr, Fin. Reporting 0374
5	5	Accountant III 0317
2	2	Accountant II 0316
1	1	Clerk IV 0013
1	1	Fin. Information Spec 0320
11	11	11
Financial Information Systems		
1	1	Fin. Info. Sys Support Admin. 0321
1	1	FAMIS Coordinator 0324
1	1	Network Mgr 1 1832
1	1	Special Proj. Adm. I 0831
2	2	Accountant II 0316
1	1	Asst. Famis Cord 9077
2	2	Data Entry Spec. I 0015
3	3	Account Clerk 0310
1	1	Clerk IV 0013
1	1	Computer Tech. II 1827
1	1	Buyer 270
15	15	15
AP Workflow (GF030)		
1	1	Finance Shared Services Man
1	1	Finance Shared Services Sup
0	1	Accountant II 0316
0	4	Accountant I 0315
0	7	Account Clerk 0310
0	3	Clerk 2
2	17	17
Finance IT Projects/Training Sys (Fund 050)		
1	1	Accountant IV 0318
1	0	Admin. Officer 2 0811
2	1	
19	33	33
Budget/Capital/FEMA		
1	1	Asst Controller 0375
1	1	
Capital		
1	1	Accountant III 0317
3	3	Accountant II 0316
1	1	Accountant I 0315
1	1	Account Clerk 0310
6	6	6
FEMA		
1	1	Accountant III 0317
3	3	Accountant II 0316
1	1	Accountant I 0315
2	2	Account Clerk 0310
7	7	7
14	14	14

FY11-12 Budget	FY11-12 Adj'd for Savings	FY12-13 Proposed
Tax Collector IT		
1	1	Network Manager 1832
1	1	Sr. Sys Ana/Prog 1845
2	2	Sys Ana/Prog I 1843
2	2	Computer Tech 1827
6	6	6
Auto Tag		
2	1	Tax Coll Supv II 0361
3	3	Tax Coll Supv I 0360
1	1	Tax Col Mgr 0362
1	1	Sr Tax Rec Spec 0351
11	11	Tax Rec Spec II 0350
2	2	Tax Rec Spec I 0349
5	5	Account Clerk 0310
1	1	Inventory Clerk 0202
2	2	Fin Coll & Enf Off 0350
28	27	27
FPPU		
1	1	Tax Coll Supv II 0361
3	3	Sr. Tax Rec Spec 0351
6	6	Tax Rec Spec II 0350
2	2	Tax Rec Spec I 0349
1	1	Account Clerk
1	1	Inv Clerk 0202
14	14	14
Credit / Collections		
1	1	Asst. C & C Mgr. 9305
1	1	Credit & Coll. Supv
5	5	Paralegal Coll. Spec 0305
12	12	Fin. Coll. Spec 0308
1	1	Admin. Officer 2 0811
1	1	Accountant II 0316
2	0	Account Clerk 0310
1	1	Cashier 0301
1	1	Clerk IV 0013
1	1	Hospital Liaison
2	2	Billing Clerk
28	26	26
Ad Valorem		
1	1	Micrographics Tech 0075
6	6	Paralegal Coll. Spec. 0305
1	1	Paralegal Coll. Supv 0306
1	2	Accountant III 0317
1	1	Accountant II 0316
0	2	Account Clerk 0310
4	4	Tax Rec Spec I 0349
23	23	Tax Rec Spec II 0350
8	8	Sr Tax Rec Spec 0351
2	2	Tax Coll Supv I 0360
5	4	Tax Coll Supv II 0361
2	2	Tax Coll. Manager 0362
1	1	Chief, Ad Valorem 0367
55	57	57
Business License		
1	1	Chief Bus Lic & Tax
3	3	Tax Rec Spec II 0350
1	1	Tax Coll Supv I 0360
2	2	Sr. Tax Rec Spec 0351
7	7	7
Convention & Tourist Tax		
1	1	Conv/Tour Tax Exam I 0337
2	2	Conv/Tour Tax Exam II 0338
2	2	Fin Coll & Enf Off. 0348
1	1	Tax Rec Spec I 0349
1	1	Tax Rec Spec II 0350
1	1	Sr. Tax Rec Spec 0351
1	1	Conv/Tour Tax Mgr
9	9	9
Enforcement		
1	1	Tax Collection Mgr 0362
1	1	Tax Coll Supv I
13	13	Fin Coll & Enf Off. 0348
1	1	Tax Coll Supv II 0361
3	3	Tax Record Spec II 0350
19	19	19
Accounting		
1	1	Chief Finance
1	0	Accountant III 0317
5	5	Accountant II 0316
4	4	Accountant I 0315
2	2	Account Clerk 0310
13	12	12

# MIAMI DADE FIRE RESCUE

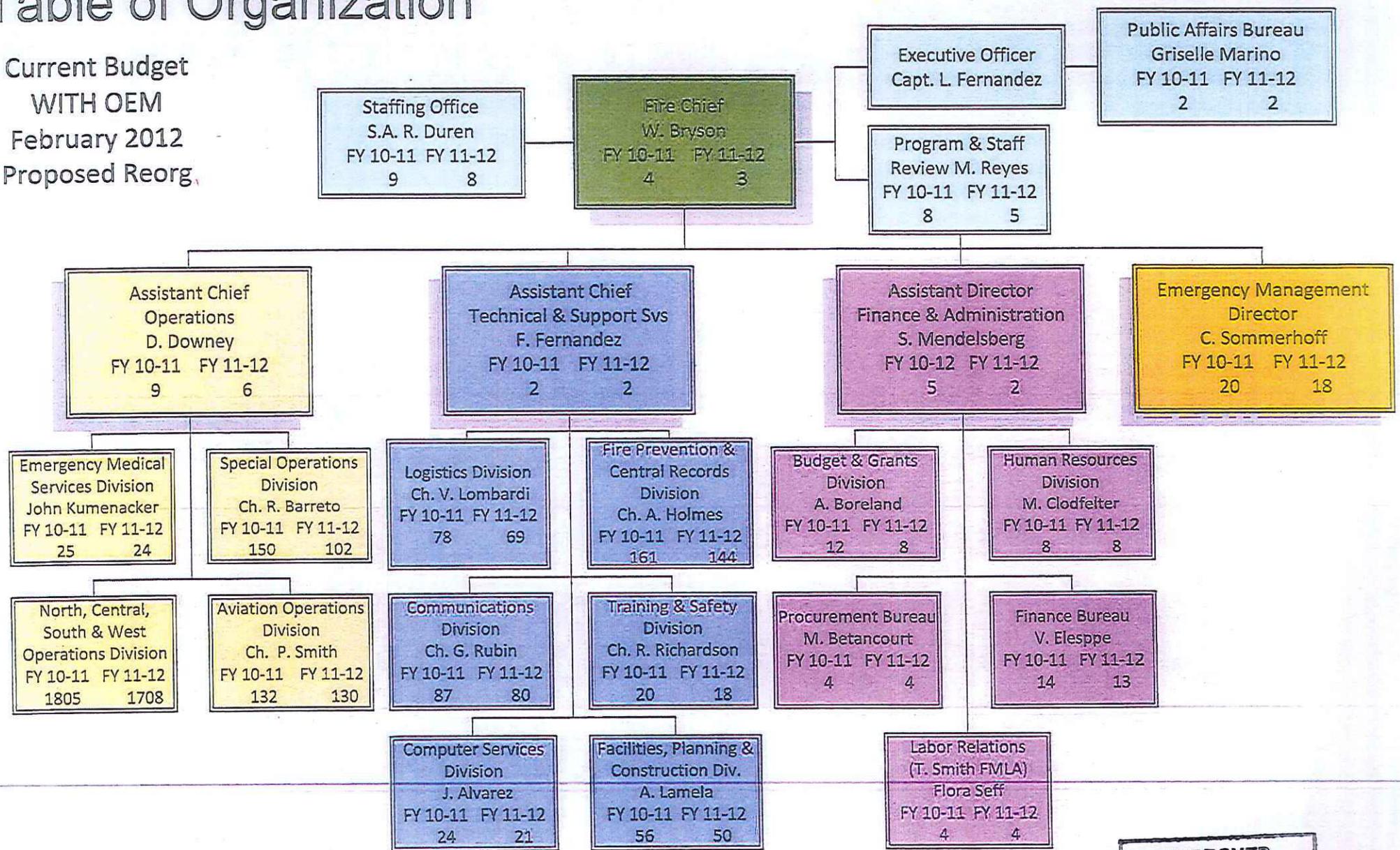
## Table of Organization

*[Handwritten Signature]*

FY 2010-11 2600  
 FY 2011-12 2432

*FY 2012-13 Prelim 2420*

Current Budget  
 WITH OEM  
 February 2012  
 Proposed Reorg.



**APPROVED**  
*[Signature]*  
**BUDGET OFFICE**  
 3/27/12

# Information Technology Department Table of Organization

FY 2011-12



Department Director  
Chief Information Officer  
Total Dept. FTE: 552

Department Director 1  
Sr. Executive Secretary 1  
Executive Asst. to Director 1

FY 2012-13 Prelim SA1

Division Director  
Enterprise Security Division  
Total Divisional FTE: 20

Division Director	1
Systems Support Manager	1
Senior Operating Systems Programmer	9
Operating Systems Programmer	4
Senior Security Systems Engineer	2
Senior Data Security Analyst	1
Security Systems Engineer	1
Network Systems Integrator	1

Division Director  
Operational Support Services  
Total Divisional FTE: 31

Division Director	1
Executive Secretary	1
Manager, Budget & Accounting	1
Special Projects Administrator	2
Administrative Officer 2	2
Accountant 2	2
Accountant 1	4
Account Clerk	1
IT Contracts & Procurement Supv	1
IT Contracts & Procurement Officer	2
Buyer	1
ETSD Program Manager	1
Personnel Specialist 2	2
Personnel Specialist 1	1
ETSD Info. Center Analyst 1	1
Computer Operations Specialist 1	1
Senior Systems Analyst/Programmer	1
IT Project Manager	4
Clerk 4	1
Clerk 3	1

Division Director  
Radio Communication Services  
Total Divisional FTE: 57

Division Director	1
ETSD Infrastructure Systems Manager	1
ETSD Sr. Infrastructure Sys. Engineer	6
ETSD Infrastructure Systems Engineer	1
ETSD Radio Systems Manager	1
Telecommunications Infra. Specialist	3
Telecommunications Supervisor	2
Senior Telecommunications Technician	13
Telecommunications Technician	14
Telecommunications Installer	7
Technical Support Analyst	3
Administrative Officer 1	1
Electronic Parts Specialist	1
Clerk 3	1
Inventory Clerk	2

Director Shared Services  
Shared Services  
Total Divisional FTE: 17

Shared Services Director	1
Senior Systems Analyst/Programmer	2
Systems Analyst/Programmer 2	2
Systems Analyst/Programmer 1	1
MDC Telephone Sys Supervisor	1
Communications Service Rep.2	7
Communications Service Rep.1	1
Information Technology Specialist	2

Assistant Director  
Executive Secretary

Assistant Director  
Enterprise Application Services  
Total Divisional FTE: 184

Assistant Director  
Enterprise Computing/Network Infrastructure  
Total Divisional FTE: 240

Assistant Director  
Executive Secretary

Division Director  
Enterprise Solutions  
Total Divisional FTE: 46

Division Director	1
System Support Manager	2
Senior Operating Sys Programmer	7
Senior Data Base Administrator	1
Operating Systems Programmer	3
Technical Support Analyst	1
Network Manager 1	1
Computer Services Manager	2
Senior Systems Analyst/Programmer	12
Systems Analyst/Programmer 2	9
Systems Analyst/Programmer 1	4
Information Technology Specialist	3

Division Director  
Enterprise Applications  
Total Divisional FTE: 72

Division Director	1
Computer Services Manager	4
Senior Systems Analyst/Programmer	30
Systems Analyst/Programmer 2	28
Systems Analyst/Programmer 1	6
Technical Support Analyst	2
Information Technology Specialist	1

New \*\*Division Director  
Enterprise Resource (ERP)  
Total Divisional FTE: 64

Division Director***	1
Systems Support Manager	1
Senior Operating Sys Programmer	5
Senior Data Security Analyst	1
Senior Database Administrator	1
PeopleSoft Systems Administrator	1
Technical Support Analyst	2
Computer Services Manager	3
Senior Systems Analyst/Programmer	31
Systems Analyst/Programmer 2	11
Systems Analyst/Programmer 1	5
Information Technology Specialist	1
IT Project Manager	1

Division Director  
Field Services  
Total Divisional FTE: 109

Division Director	1
System Support Manager	1
Sr. Database Administrator	1
Senior Operating Sys Programmer	10
Operating Systems Programmer	4
Infrastructure Sys Manager	1
Sr. Infrastructure Engineer	1
Infrastructure Engineer	2
Telecommunications Manager	1
Telecommunications Supervisor	5
Senior Telecommunications Tech	38
Telecommunications Technician	35
Computer Technician 2	1
Cadastral Technician	1
Communications Service Rep. 1	1
Commission Info. Systems Analyst	1
Electronic Parts Specialist	2
Inventory Clerk	1
Clerk 3	2

Division Director  
Enterprise Architecture  
Total Divisional FTE: 45

Division Director	1
Database Manager	1
Systems Support Manager	2
Senior Operating Sys Programmer	14
Middleware Senior Administrator	2
Sr. Database Administrator	1
Database Administrator	1
Operating Sys Programmer	11
Technical Support Analyst	2
Senior Systems/Analyst Programmer	4
Systems Analyst/Programmer 2	4
Systems Analyst/Programmer 1	1

Division Director  
Enterprise Data Center  
Total Divisional FTE: 84

Division Director	1
Computer Operations Manager	1
Computer Operations Supervisor	3
Computer Operations Supervisor 2	1
Production Control Specialist	5
Computer Operations Specialist 2	11
Computer Operations Specialist 1	5
Computer Operations Supp Clk.2	9
Computer Operations Supp Clk.1	2
Systems Support Manager	3
Senior Operating Sys Programmer	22
Operating Systems Programmer	14
Network Systems Integrator	1
Computer Technician	1
Technical Support Analyst	1
Senior Telecommunication Tech	1
Systems Analyst/Programmer 2	1
Systems Analyst/Programmer 1	1
Production Support Analyst	1

**INTERNAL SERVICES DEPARTMENT**

**STAFFING CHART FY 2011-12 & PROPOSED FY 2012-13**

DIRECTOR'S OFFICE			
OCC		BUDGET FY 11-12	PROPOSED FY 12-13
295	Internal Services Director	0	1
4284	Exec Assistant to Department Director	1	1
9684	ISD, Administrative Coordinator	0	1
9328	Special Development Program Administrator	1	1
811	Administrative Officer 2	1	1
812	Administrative Officer 3 (1)	1	0
6415	Director, ADA Administration	1	1
<b>Total Director's Office</b>		<b>5</b>	<b>6</b>

ASSISTANT ISD DIRECTOR			
OCC		FY 11-12	FY 12-13
295	Assistant Director	1	1
0296	Assistant to the Assistant Director (1)	1	0
95	Senior Exec Secretary/Admin Sec	1	1
<b>Total Assistant Director's Office</b>		<b>3</b>	<b>2</b>

ASSISTANT ISD DIRECTOR			
OCC		FY 11-12	FY 12-13
295	Assistant Director	1	1
0296	Assistant to the Assistant Director (1)	1	0
95	Sr. Executive Secretary	1	1
<b>Total Assistant Director's Office</b>		<b>3</b>	<b>2</b>

ASSISTANT ISD DIRECTOR			
OCC		FY 11-12	FY 12-13
295	Assistant Director	1	1
0296	Assistant to the Assistant Director (1)	1	0
95	Sr. Executive Secretary	1	1
21	Office Support Specialist 2	1	1
<b>Total Assistant Director's Office</b>		<b>4</b>	<b>3</b>

Business Services			
OCC		BUDGET FY 11-12	PROPOSED FY 12-13
<b>Division Director's Office</b>			
297	Division Director 2, GSA	1	1
290	GSA Operations Coordinator	1	1
94	Admin. Sec.	0	1
		<b>2</b>	<b>3</b>
<b>Accounting</b>			
833	Manager, Budget & Accounting	1	1
317	Accountant 3	1	1
316	Accountant 2	1	1
315	Accountant 1(1)	6	5
13	Clerk 4	1	1
310	Account Clerk (1)	7	6
		<b>17</b>	<b>15</b>
<b>Information Technology</b>			
1847	Computer Services Manager	1	1
1850	Operating Systems Programmer	1	1
1845	Sen. Systems Analyst/Programmer (2)	4	2
1844	Systems Analyst Programmer 2	4	4
1832	Network Manager 1	3	3
180	Technical Services Manager	1	1
118	Procurement Tech Special.	1	1
1827	Computer Technician 2	1	1
		<b>16</b>	<b>14</b>
<b>Printing, Graphics &amp; Mail</b>			
255	GSA Graphics Services Manager	1	1
254	Graphics Manager	3	3
249	Offset Lithographer 3 (1)	3	2
247	Offset Lithographer 2	2	2
245	Offset Lithographer 1	3	3
251	Lithographic Imaging Technician	1	1
1282	Duplicating Equipment Supervisor	1	1
243	Graphics Typesetter	3	3
244	Graphics Designer	2	2
233	Materials Management Supervisor	1	1
31	Secretary	1	1
240	Variable Data Printing Specialist	1	1
211	Mail Center Clerk 2	1	1
209	Mail Center Clerk 1 (1)	2	1
		<b>25</b>	<b>23</b>
<b>Total Admin. &amp; Business</b>		<b>60</b>	<b>55</b>

Risk Management			
OCC		BUDGET FY 11-12	PROPOSED FY 12-13
<b>Division Director's Office</b>			
297	Division Director 2, GSA	1	1
290	GSA Operations Coordinator	1	1
94	Administrative Secretary	1	1
21	Office Support Specialist 2	1	1
		<b>4</b>	<b>4</b>
<b>Data Unit</b>			
1918	Claims Administrator	1	1
1927	Insurance Data Supervisor	1	1
1974	Risk Management Analyst	1	1
1951	Insurance Data Technician	1	1
13	Clerk 4	1	1
		<b>5</b>	<b>5</b>
<b>Property &amp; Casualty Unit</b>			
1976	Mgr. Risk Mgmt. Prop. & Casualty	1	1
1973	Risk Management Specialist	3	3
1970	Risk Management Insurance Rep.	3	3
		<b>7</b>	<b>7</b>
<b>Tort Liability</b>			
1916	Liability Claims Manager	1	1
1903	Claims Representative 1 (1)	4	3
1904	Claims Representative 2 (1)	5	4
1909	Liability Claims Investigator	5	5
1912	Liability Legal Claims Investigator	1	1
1913	Risk Management Appraiser	1	1
1914	Liability Claims Adjuster	9	9
1919	Liability Claims Coordinator	1	1
9325	Subrogation Claims Examiner	1	1
		<b>28</b>	<b>26</b>
<b>Workers Compensation</b>			
1932	Manager, GSA Workers Compensation	1	1
1903	Claims Representative 1	5	5
1904	Claims Representative 2	3	3
1907	Legal Claims Adjuster	5	5
1925	Workers Comp. Claims Repres.(2)	8	6
1927	Insurance Data Supervisor	1	1
1928	Disability Management Specialist	1	1
1929	Workers Comp. Claims Adjuster	12	12
1931	Workers Comp. Claims Examiner	5	5
		<b>41</b>	<b>39</b>
<b>Office of Safety</b>			
1969	Loss Prevention Supervisor (1)	1	0
1967	Loss Prevention Specialist	6	6
31	Secretary	1	1
		<b>8</b>	<b>7</b>
<b>Total Risk Management</b>		<b>93</b>	<b>88</b>

Human Resources			
OCC		BUDGET FY 11-12	PROPOSED FY 12-13
<b>Division Director's Office</b>			
598	HR Director/Division Director 2	0	0
96	Senior Exec Secretary/Admin Sec	0	0
451	HR Services Clerk	1	0
592	Operations Coordinator	1	0
438	Manager, ESS	1	1
437	HR Clinical Supervisor	2	2
446	Program Developer (1)	1	0
13	Clerk 4 (1)	1	0
		<b>7</b>	<b>3</b>
<b>Labor Management &amp; Compensation</b>			
457	HR Division Director/Chief	1	1
94	Administrative Secretary/OSS3	1	1
9136	Senior Labor Management Spec.	1	1
475	Labor Management Specialist	3	3
448	HR Section Manager	1	1
430	HR Section Supervisor	1	1
553	Sr. Compensation Specialist	1	1
553	In Station Sr. Comp. Specialist (1)	2	1
451	HR Services Clerk	0	1
543	HR Personnel Services Specialist 2 (1)	4	3
		<b>15</b>	<b>14</b>
<b>Payroll &amp; Information Management</b>			
457	HR Division Director/Chief	1	1
9576	Asst. Director/Manager - 000448	1	1
94	Administrative Secretary/OSS3	1	1
462	Shared Services Analyst	5	5
460	HR Records Supervisor	1	1
458	HR Records Technician	2	2
451	HR Services Clerk	1	1
467	HR Payroll Supervisor	1	1
467	In Station HR Payroll Supervisor	1	1
465	Payroll Technician	20	20
9097	In Station Payroll Technician	10	10
419	Training Technician	1	1
9096	Personnel Payroll Tech W/Comp (1)	3	2
		<b>50</b>	<b>49</b>
<b>Recruitment, Testing, &amp; Career Development</b>			
31	Secretary	1	1
94	Administrative Secretary/OSS3	1	1
13	Clerk 4	1	1
430	HR Section Supervisor (1)	3	2
442	Employee Development Specialist 2	1	1
446	Program Developer	1	1
448	HR Section Manager	3	3
451	HR Services Clerk (1)	3	2
453	New Hire Center Supervisor	1	1
455	HR Coordinator	1	1
457	HR Division Director/Chief	1	1
524	Examination Technician	2	2
524	In Station Examination Technician	1	1
542	HR Personnel Services Spec. 1	7	7
542	In Station HR PSS1	2	2
543	HR Personnel Services Spec. 2	2	2
811	Administrative Officer 2	1	1
		<b>32</b>	<b>30</b>
<b>Benefits Administration</b>			
1955	Benefits Manager	1	1
1937	Senior Employee Benefits Specialist	5	5
310	Account Clerk	2	2
31	Secretary	1	1
21	Office Support Specialist 2	2	2
1938	Benefits Supervisor	2	2
11	Clerk 2	1	1
1941	Benefits Administrator	1	1
1934	Benefits Representative	5	5
		<b>20</b>	<b>20</b>
<b>Personnel</b>			
417	Sen. Human Resources Manager	1	1
414	Personnel Specialist 3	1	1
412	Personnel Specialist 2	1	1
410	Personnel Specialist 1	1	1
402	Personnel Technician (2)	4	2
31	Secretary	1	1
811	Administrative Officer 2	0	0
9559	Shared Tech	0	1
		<b>9</b>	<b>8</b>
<b>Total Human Resources</b>		<b>133</b>	<b>124</b>

Procurement Management			
OCC		BUDGET FY 11-12	PROPOSED FY 12-13
<b>Administrative Coordination</b>			
192	Division Director (1)	1	0
834	Fiscal Manager	1	1
94	Admin. Sec.	1	0
831	Agenda Coordinator (SPA1)	1	1
13	Clerk 2	1	1
592	Special Projects Administrator	0	1
831	Special Projects Administrator	6	5
<b>Purchasing</b>			
195	Division Director/Chief	1	1
94	Administrative Secretary	1	1
190	Procurement Analyst (1)	2	1
191	Procurement Contracting Mgr	4	4
189	Procurement Contracting Off. 2 (1)	10	9
188	Procurement Contracting Off. (3)	29	26
196	Chief Negotiator	1	1
171	Procurement Contracting Assoc (1)	15	14
		<b>63</b>	<b>57</b>
<b>Transit Unit</b>			
180	Rail Procurement Contract. Officer	1	1
189	Procurement Contracting Off. 2	1	1
191	Procurement Contracting Mgr.	1	1
188	Procurement Contracting Off. 1	2	2
		<b>5</b>	<b>5</b>
<b>Vendor Services Section</b>			
9316	Vendor Services Manager	1	1
9626	Procurement Vdr. Svcs. Coord.	1	1
13	Clerk 4	1	1
812	Administrative Officer 3	1	1
170	Procurement Mgr. Insur. Liaison	1	1
8050	Procurement Contracting Techns.	4	4
191	Procurement Qual. Ctrl. Spec.	1	1
		<b>10</b>	<b>10</b>
<b>Professional Services</b>			
710	Manager, GOB Program Scheduling	1	1
184	Sr A & E Cons. Scl. Coord	1	1
183	A & E Cons. Coord.	2	2
714	Division Chief, OCI	1	1
725	Cap. Imp. Proj. Anal.	2	2
811	Administrative Officer 2	1	1
		<b>8</b>	<b>8</b>
<b>Misc. Construction Contracts</b>			
725	Capital Improv Projects Analyst	2	2
720	Manager, Capital Improvement (1)	1	0
		<b>3</b>	<b>2</b>
<b>Property Control &amp; Bus. Supplies</b>			
260	Manager, GSA	1	1
223	Capital Inventory Clerk	3	3
226	Property Control Officer (1)	1	0
1826	Computer Technician 1	0	0
202	Inventory Clerk	3	3
256	GSA Supply Specialist	5	5
310	Account Clerk	1	1
257	GSA Supply Supervisor	1	1
270	Buyer (1)	1	0
224	Surplus Property Clerk	5	5
225	GSA Surplus Property Supervisor	1	1
233	Materials Management Supervisor	2	2
9164	GSA Services Clerk	1	1
9999	Warehouse & Purchasing Manager	1	1
		<b>26</b>	<b>24</b>
<b>Total Procurement Division</b>		<b>121</b>	<b>111</b>

Design & Construction Services			
OCC		BUDGET FY 11-12	PROPOSED FY 12-13
<b>Division Director's Office</b>			
9554	Division Director 3 GSA	1	1
94	Administrative Secretary	1	1
290	GSA Operations Coordinator	1	1
		<b>3</b>	<b>3</b>
<b>Construction Management</b>			
294	Manager, GSA Construction Mgr.	1	1
6611	Construction Manager 2	17	17
6612	Construction Manager 3 (1)	3	2
6601	Construction Field Representative	3	3
		<b>24</b>	<b>23</b>
<b>Design Services</b>			
6484	Manager, Design Services	1	1
13	Clerk 4	1	1
6481	Interior Design Specialist (2)	8	6
		<b>10</b>	<b>8</b>
<b>Graphics Management</b>			
6477	Manager, Signage & Design	1	1
268	Graphics Technician 2	4	4
		<b>5</b>	<b>5</b>
<b>Special Projects</b>			
6483	GSA Projects Manager	1	1
1029	Architectural Drafter 2	1	1
6611	Construction Manager 2	1	1
		<b>3</b>	<b>3</b>
<b>Architectural &amp; Engineering</b>			
1050	Professional Engineer	4	4
291	Manager, A & E Services	1	1
1021	Engineer 2	3	3
1022	Engineer 3	1	1
1025	CADD Specialist	1	1
1029	Architectural Drafter 2	1	1
1033	Architect 2	2	2
1034	Architect 3 (1)	4	3
1035	Architect 4	1	1
1051	Senior Professional Engineer	3	3
1053	Senior Registered Architect	1	1
7399	Landscape Architect 3	1	1
13	Clerk 4	24	

**MIAMI-DADE JUVENILE SERVICES DEPARTMENT (JSD)  
DIVISION STAFFING CHART  
FY2012-13 PROPOSED BUDGET**

FY 2011-12 103  
FY 2012-13 102  
Prelim

OFFICE OF DIRECTOR			
FY 11-12		Occ Code	FY 12-13
Director's Office			
1	Director	4390	1
1	Senior Executive Secretary	0096	1
2			2

GUARDIAN AD LITEM			
FY 11-12		Occ Code	FY 12-13
1	Juvenile Support Specialist 1	4393	1
1	Juvenile Support Clerk	4392	1
1	Computer Technician 1	1826	1
1	Juvenile Support Specialist 2	4395	1
1	GAL Coordinator	3244	1
2	GAL Legal Advisor	3245	2
7			7

**APPROVED**  
*[Signature]*  
**BUDGET OFFICE**

*[Signature]*

3/27/12

CLINICAL ASSESSMENT AND DIVERSION SERVICES			
FY 11-12		Occ Code	FY 12-13
1	Manager of JSD Clinical Services	4351	1
2	Juv Asses Counselor Sup1	4397	2
1	Mental Health Assess Specialist	3183	1
4	Juvenile Assessment Supervisor	4399	4
30	Juvenile Assessment Counselor*	4396	28
1	Social Worker Aid	3002	1
1	Secretary	0031	1
0	Clerk 4	0013	0
1	JSD Civil Citation Specialist*	9999	1
4	Office Support Specialist 2	0021	4
45			43

CARE AND CUSTODY			
FY 11-12		Occ Code	FY 12-13
1	Manager JSD Intake Services	9520	1
1	Executive Secretary	0095	1
5	Juv Asses Counselor Sup1	4397	5
17	Juv Assessment Counselor	4396	17
11	Police Records Technician 1	4321	11
1	Mental Health Assess Specialist	3183	1
36			36
<b>Shift Commanders Funded by C&amp;R</b>			
2	Sergeant C & R		2

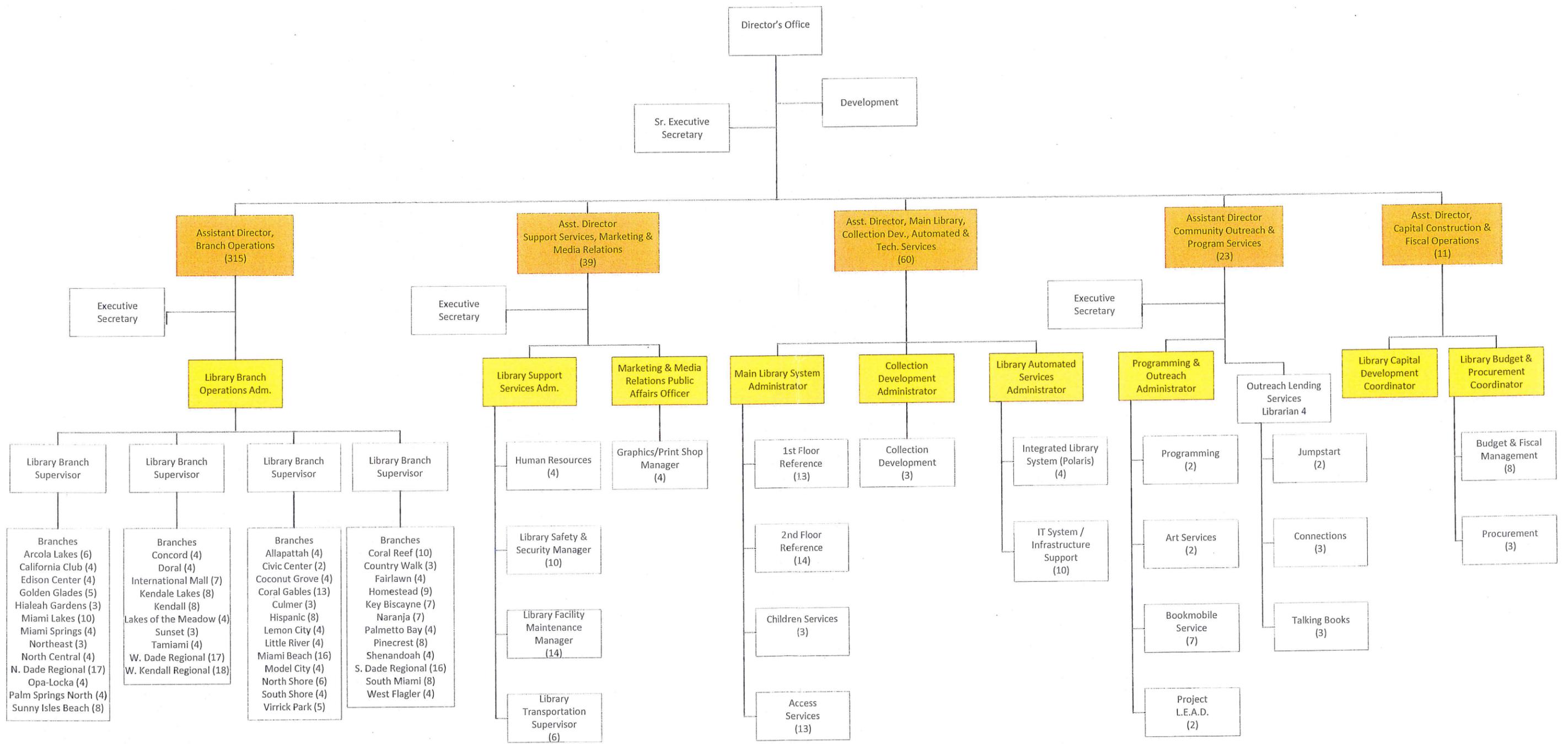
OPERATIONAL SUPPORT			
FY 11-12		Occ Code	FY 12-13
1	Manager Admin Services	4400	1
1	Spec Proj Admin 1	0831	1
1	JSD Grant & Fiscal Spec.	9090	1
1	Clerk 4	0013	1
1	JAC Records Supervisor	0809	1
1	Clerk 3	0012	1
1	Office Support Specialist 2	0021	1
7			7

COMMUNITY SERVICE			
FY 11-12		Occ Code	FY 12-13
1	Manager, JSD Pol, Rsch, &	4388	1
1	Administrative Officer 2	0811	0
1	JSD Statistics & Res Spec	4412	1
1	Just Assist Program Dir	3186	1
1	Clerk 4	0013	1
1	JSD Detention Cost Clerk	4401	1
6			5

Overage

FY 11-12 Full-Time Position Count		FY 12-13
2	Office of the Director	2
7	Guardian Ad-Litem	7
45	Clinical Assessment and Diversion S	43
36	Booking, Intake, Screening and Trair	36
7	Operational Support	7
6	Community Services	5
103		100
Out Stationed		
2	C & R	2

Miami-Dade Public Library System  
Organizational Chart  
Fiscal Year 2011-12



Department Total  
466 Positions ✓

FI 2012-13 Prelim 465

**APPROVED**  
*Jenniffer*  
**BUDGET OFFICE**  
3/27/12

**MEDICAL EXAMINER DEPARTMENT  
DIVISION STAFFING CHART  
FY 11 BUDGET - FY 12 BASE**

DIRECTOR'S OFFICE			
Adopted 11-12			Base 12-13
1	Medical Examiner	2994	1
1	Sr. Executive Secretary	0096	1
2			2

OPERATION'S DIVISION			
Adopted 11-12			Base 12-13
1	Director of Operations	2976	1
1	Executive Secretary	0095	1
2			2

FORENSIC PATHOLOGY DIVISION			
Adopted 11-12			Base 12-13
1	Deputy Chief, Div. Pathology	2992	1
1			1

BUSINESS OFFICE			
Adopted 11-12			Base 12-13
1	Accountant 3	0317	1
1	AO3	0812	1
1	Clerk 4	0013	1
3			3

FORENSIC INVESTIGATIONS BUREAU			
Adopted 11-12			Base 12-13
1	Mgr. Forensic Investigations	2962	1
1	Med. Examiner Case Facilitator 1	2957	1
1	Forensic Investigator	2956	1
7	Medicolegal Investigator	2955	7
3	Forensic Investigator Assistant	2954	3
13			13

FORENSIC PATHOLOGY			
Adopted 11-12			Base 12-13
5	Assistant Medical Examiner	2990	5
4	Forensic Pathology Fellow	2988	4
9			9

RECORDS & TRANSCRIPTION			
Adopted 11-12			Base 12-13
1	ME Records Coordinator	2908	1
1	Forensic Records Technician	2905	1
2			2

MORGUE BUREAU			
Adopted 11-12			Base 12-13
1	Morgue Bureau Manager	2964	1
5	Sr. Forensic Technician	2952	5
2	Forensic Technician	2950	2
1	FERT* Supervisor	2917	1
12	FERT Technician	2916	12
21			21

FORENSIC TOXICOLOGY DIVISION			
Adopted 11-12			Base 12-13
1	Director of Laboratory	2938	1
1			1

COMPUTER SERVICES UNIT			
Adopted 11-12			Base 12-13
1	Sr. Systems Analyst	1845	1
1	Syst. Anal. Programmer 1	1843	1
2			2

PART-TIME HOURS			
Adopted 11-12			Base 12-13
1	Forensic Technician	2950	1
1	FERT Technician	2916	1
2			2

FORENSIC TOXICOLOGY			
Adopted 11-12			Base 12-13
1	Asst. Lab Director	2937	1
4	Toxicologist 3	2936	4
2	Toxicologist 2	2935	2
3	Toxicologist 1	2934	3
1	Clerk 4	0013	1
11			11

FULL TIME POSITION COUNT - SUMMARY FY10 BUDGET FY11 BASE			
Adopted 11-12	DIVISION		Base 12-13
2	Director		2
2	Operations		2
3	Business Office		3
2	Computer Services		2
13	Investigations		13
21	Morgue		21
3	Photography		3
1	Public Interment		1
2	Records		2
10	Pathology		10
12	Toxicology		12
71			71

FORENSIC IMAGING BUREAU			
Adopted 11-12			Base 12-13
1	Forensic Photo. Supervisor	2944	1
2	Forensic Photographer	2942	2
3			3

\* Forensic Evidence Recovery Team (FERT)

PUBLIC INTERMENT PROGRAM			
Adopted 11-12			Base 12-13
1	Public Int. Program Coord.	2920	1
1			1

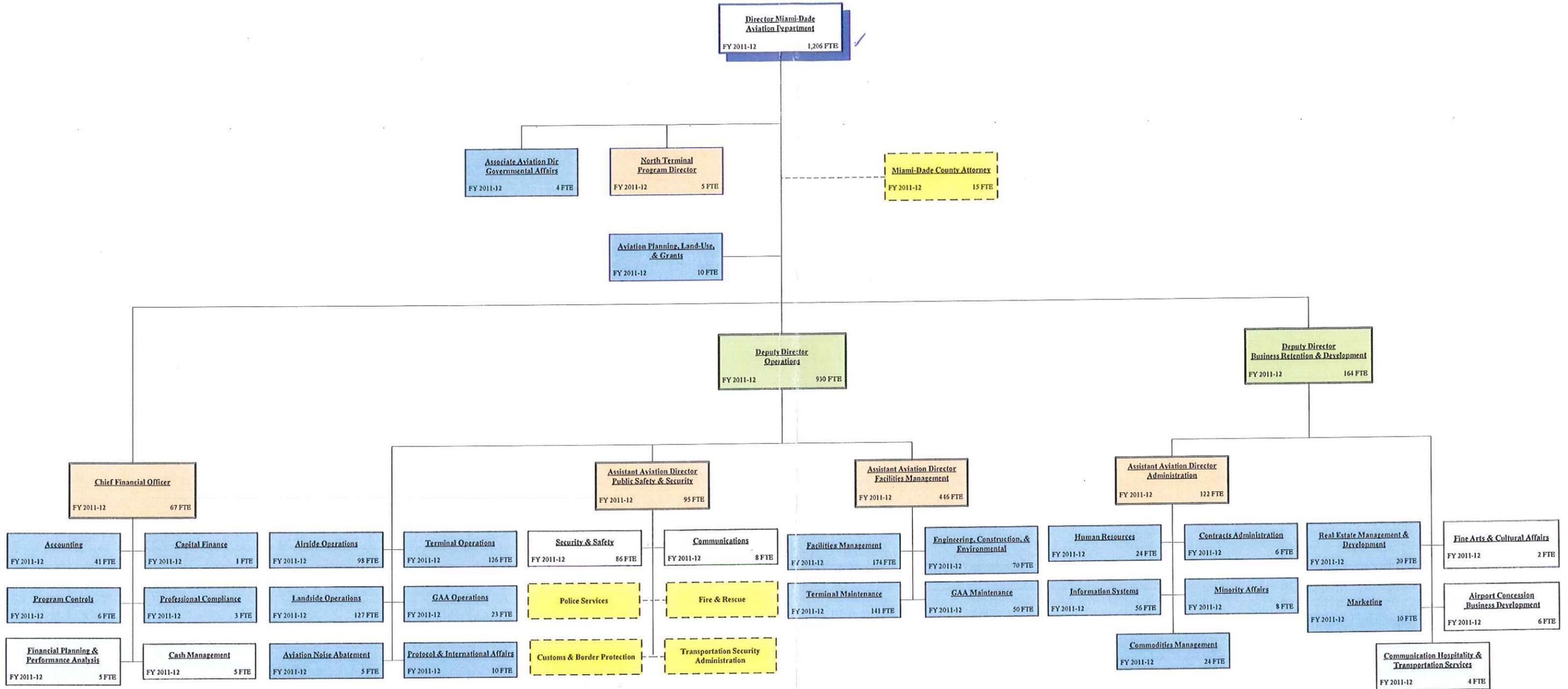
PART-TIME POSITION COUNT - SUMMARY FY11 BUDGET FY12 BASE			
Adopted 10-11			Base 11-12
1	Forensic Technician	2950	1
1	FERT Technician	2916	1
2			2

Total FY 2011-12 71  
FY 2012-13 71

**APPROVED**  
*[Signature]*  
**BUDGET OFFICE**

*[Signature]*  
3/27/12

## Miami-Dade Aviation Department Table of Organization



**APPROVED**  
  
**BUDGET OFFICE**

 3/27/12

**MIAMI-DADE POLICE DEPARTMENT**  
9105 N.W. 25th Street, Miami, Florida 33172



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**BUDGET OFFICE**

3/27/12

*[Signature]*

FY 2011-2012	FY 2012-2013
4,121	4,065

DIRECTOR'S OFFICE		
	2011-2012	2012-2013
TOTAL	7	7
NS	5	5
SWORN	2	2

Professional Compliance Bureau		
	2011-2012	2012-2013
TOTAL	72	71
NS	15	15
SWORN	57	56

Homeland Security Bureau		
	2011-2012	2012-2013
TOTAL	59	59
NS	15	15
SWORN	44	44

Psychological Services Section		
	2011-2012	2012-2013
TOTAL	5	5
NS	4	4
SWORN	1	1

Police Legal Bureau		
	2011-2012	2012-2013
TOTAL	27	27
NS	20	20
SWORN	7	7

Public Information & Education Bureau		
	2011-2012	2012-2013
TOTAL	34	33
NS	11	10
SWORN	23	23

Public Corruption Investigations Bureau		
	2011-2012	2012-2013
TOTAL	45	45
NS	12	11
SWORN	34	34

School Crossing Guard Section		
	2011-2012	2012-2013
TOTAL	13	13

Miami-Dade Public Safety Training Institute		
	2011-2012	2012-2013
TOTAL	53	51
NS	15	15
SWORN	38	36

POLICE SERVICES		
	2011-2012	2012-2013
TOTAL	6	6
NS	3	3
SWORN	3	3

INVESTIGATIVE SERVICES		
	2011-2012	2012-2013
TOTAL	2	3
NS	1	2
SWORN	1	1

North Operations Division			South Operations Division		
	11-12	12-13		11-12	12-13
TOTAL	3	3	TOTAL	3	3
NS	1	1	NS	1	1
SWORN	2	2	SWORN	2	2
Intracoastal District			Hammocks District		
	11-12	12-13		11-12	12-13
TOTAL	192	189	TOTAL	216	213
NS	23	21	NS	20	18
SWORN	169	169	SWORN	196	195
Northside District			Agricultural Patrol Section		
	11-12	12-13		11-12	12-13
TOTAL	256	253	TOTAL	23	16
NS	24	21	NS	2	2
SWORN	232	232	SWORN	21	14
Northwest District			Kendall District		
	11-12	12-13		11-12	12-13
TOTAL	159	158	TOTAL	195	193
NS	23	23	NS	24	23
SWORN	136	135	SWORN	171	170
Airport District			Midwest District		
	11-12	12-13		11-12	12-13
TOTAL	165	185	TOTAL	184	192
NS	15	15	NS	19	18
SWORN	150	170	SWORN	165	164
Town of Miami Lakes			South District		
	11-12	12-13		11-12	12-13
TOTAL	49	49	TOTAL	227	224
NS	3	3	NS	23	21
SWORN	46	46	SWORN	204	203
Special Patrol Bureau			Village of Palmetto Bay		
	11-12	12-13		11-12	12-13
TOTAL	165	165	TOTAL	43	43
NS	17	17	NS	3	3
SWORN	148	148	SWORN	40	40
Police Operations Section			Town of Cutler Bay		
	11-12	12-13		11-12	12-13
TOTAL	73	73	TOTAL	57	55
NS	23	23	NS	6	6
SWORN	50	50	SWORN	51	50
Seaport Operations Section					
	11-12	12-13			
TOTAL	43	56			
NS	3	3			
SWORN	40	53			

Chief Financial Officer		
Personnel Management Bureau		
	11-12	12-13
TOTAL	62	59
NS	55	53
SWORN	6	6
Fiscal Administration Bureau		
	11-12	12-13
TOTAL	82	78
NS	73	74
SWORN	4	4
Central Records Bureau		
	11-12	12-13
TOTAL	160	149
NS	155	145
SWORN	4	4
Communications Bureau		
	11-12	12-13
TOTAL	274	273
NS	254	253
SWORN	20	20
Information Technology Services Bureau		
	11-12	12-13
TOTAL	50	50
NS	48	48
SWORN	2	2

COPS GRANT		
	2011-2012	2012-2013
TOTAL	50	50

ELIMINATED SERVICE AND DIVISIONS					
Support Services			Investigative Services Division		
	11-12	12-13		11-12	12-13
TOTAL	3	0	TOTAL	2	0
NS	2	0	NS	1	0
SWORN	1	0	SWORN	1	0
Administration & Technology Division			Uniform Services Division		
	11-12	12-13		11-12	12-13
TOTAL	2	0	TOTAL	2	0
NS	1	0	NS	1	0
SWORN	1	0	SWORN	1	0

Criminal Investigations Division			Special Investigations Division		
	11-12	12-13		11-12	12-13
TOTAL	2	2	TOTAL	2	2
NS	1	1	NS	1	1
SWORN	1	1	SWORN	1	1
Forensic Services Bureau			Economic Crimes Bureau		
	11-12	12-13		11-12	12-13
TOTAL	69	65	TOTAL	58	47
NS	67	61	NS	8	8
SWORN	2	2	SWORN	50	39
Crime Scene Inv. Section			Narcotics Bureau		
	11-12	12-13		11-12	12-13
TOTAL	103	101	TOTAL	124	123
NS	58	55	NS	10	9
SWORN	45	45	SWORN	114	114
Property & Evidence Section			Organized Crimes		
	11-12	12-13		11-12	12-13
TOTAL	45	43	TOTAL	35	35
NS	23	22	NS	6	5
SWORN	22	21	SWORN	30	30
Homicide Bureau			Sheriff Services Bureau		
	11-12	12-13		11-12	12-13
TOTAL	79	79	TOTAL	81	80
NS	14	14	NS	22	22
SWORN	65	65	SWORN	59	58
Robbery Bureau			Court Services Section		
	11-12	12-13		11-12	12-13
TOTAL	154	147	TOTAL	176	173
NS	12	12	NS	77	74
SWORN	142	135	SWORN	99	99
Special Victims Bureau					
	11-12	12-13			
TOTAL	55	55			
NS	8	8			
SWORN	47	47			
Sexual Crimes Section					
	11-12	12-13			
TOTAL	73	72			
NS	21	20			
SWORN	52	52			

Revised: February 16, 2012  
\*NS - Non Sworn



**OFFICE OF HUMAN RIGHTS AND FAIR EMPLOYMENT PRACTICES  
FUNCTIONAL TABLE OF ORGANIZATION**

Total Positions

Adopted 10-11	Base 11-12
10 ✓	9 ✓

*Prelim 12-13 9*

Director		
Adopted 10-11		Base 11-12
1	Director	1
1	Assistant to the Director	1
1	Senior Executive Secretary	1
3	Total	3

Programs/Administrative Services		
Adopted 10-11		Base 11-12
3	HRFEP Specialist	3
1	SPA 2	
4	Total	3

Tracking/Legal Services		
Adopted 10-11		Base 11-12
1	Legal Liaison	1
1	Systems Analyst	1
1	Administrative Secretary	1
3	Total	3

Training	
Adopted 10-11	Base 11-12
0	0
Total	Total

Approved:

\_\_\_\_\_  
Deputy Mayor

\_\_\_\_\_  
Date:



*[Signature]*

**OFFICE OF MANAGEMENT AND BUDGET**

FY 2010-11 Adopted Budget	90
FY 2011-12 Adopted Budget	83 ✓
FY 2011-12 Re-Organization Budget	80

FY 2012-13 prelim 81

Director's Office	
Director - 0869 (14)	Moon, Jennifer
Program Coord. - 0865 (9)	Golberg, Marla
SPA 1 - 0831 (3 equiv.)	Kong, Chris
Senior Exec. Sec. - 0096	Luciani, Erika

Countywide Healthcare Planning	
Exec. Dir., OCHCP - 8674 (10)	Perkins, Janet
Asst. Dir., OCHCP - 8694 (7)	Lucia, Martin
Senior Associate - 0673 (5)	Hernandez, Gilbert
Senior Associate - 0673 (5)	Lazarus, Carrie
Senior Associate - 0673 (5)	White, Gina

Management and Budget	
Dep. Director - 0868 (13)	Salazar, Hugo
Admin. Sec. - 0094	Moya, Amelia

Management Planning & Performance Analysis	
Asst. Director - 0867 (11)	Scher, Ray
Bus. Analyst Mgr. - 0858 (7)	Horton-Tavera, Amy
Bus. Analyst Mgr. - 0858 (7)	Maxwell, Carlos
Snr. Bus. Analyst - 0855 (5)	Avalos, Lourdes
Snr. Bus. Analyst - 0855 (5)	Busutil, William
Business Analyst - 0854 (3)	Morales, Mayra

Grants Coordination	
Asst. Director - 0867 (11)	Wall, Dan
SPA 2 - 0832 (4 equiv.)	Nieves-Giron, Esmeralda
Senior Exec. Sec. - 0096	Junor, Hardai

Management and Budget	
OSBM Coord. - 0860 (10)	Galvez, Barbara
OSBM Coord. - 0860 (10)	Johnson, Maria
OSBM Coord. - 0860 (10)	Parjus, Alberto
Bus. Analyst Mgr. - 0858 (7)	Clodfeller, David
Bus. Analyst Mgr. - 0858 (7)	Elliott, Ryan
Snr. Bus. Analyst - 0855 (5)	Colter, Christina
Snr. Bus. Analyst - 0855 (5)	Gibboney, Anita
Snr. Bus. Analyst - 0855 (5)	Ruiz, Michael
Snr. Bus. Analyst - 0855 (5)	Sarduy, John
Business Analyst - 0854 (3)	Gonzalez-Cao, Vivian
Business Analyst - 0854 (3)	Tuzeo, Cara
Asst. Bus. Analyst - 0853 (1)	Keels, Kimberly

Contracts and Grants Management	
OSBM Coord. - 0860 (10)	Fiano, Theresa
Ryan White Prog. Admin. - 9239 (4)	Valle Schwenk, Carla
RW Fiscal Adm-9567 (below 5 equiv)	Nilsen, Clarisol
Contracts Officer - 3820 (1 equiv.)	Stovall, Randy
Contracts Officer - 3820 (1 equiv.)	Fernandez, Antonio
Contracts Officer - 3820 (1 equiv.)	Nieto, Ana
Contracts Officer - 3820 (1 equiv.)	Smith, Theresa
Accountant 1 - 0315 (below 0)	Jarquín, Rosibel
Accountant 1 - 0315 (below 0)	Orozco, Orlando
Accountant 1 - 0315 (below 0)	Hernandez, Adolfo
Accountant 1 - 0315 (below 0)	Kim, Cecilia
Account Clerk - 0310	Hernandez, Marvin
Account Clerk - 0310	Guerra, Mayda
SPA 2 - 0832 (4 equiv.)	Rivero, Felipe
SPA 1 - 0831 (3 equiv.)	Vazquez, Manuel
SPA 1 - 0831 (3 equiv.)	Martin, Alphermeia
Contracts Officer - 3820 (1 equiv.)	Jones, Sondra
Contracts Officer - 3820 (1 equiv.)	McLeod, Yvette
Contracts Officer - 3820 (1 equiv.)	Leon, Adolfo
Contracts Officer - 3820 (1 equiv.)	Boyd, Traci
Contracts Officer - 3820 (1 equiv.)	Wright, Darryl
Contracts Officer - 3820 (1 equiv.)	Pla, Carlos
Contracts Officer - 3820 (1 equiv.)	Heredia, Emil
Contracts Officer - 3820 (1 equiv.)	Stubbs, Bessie
Contracts Officer - 3820 (1 equiv.)	Gunn, Brenda
Contracts Officer - 3820 (1 equiv.)	Lucia, Mark
Contracts Officer - 3820 (1 equiv.)	Rodriguez, Nelly
Accountant 2 - 0316 (below 2 equiv.)	Jean Bapliste, Marie
Accountant 2 - 0316 (below 2 equiv.)	Stennett, Helena
Accountant 1 - 0315 (below 0)	Gonzalez, Olga
Accountant 1 - 0315 (below 0)	Parikh, Daksha
SPA 1 - 0831 (3 equiv.)	Doherty, Michaela
Accountant 1 - 0315 (below 0)	Betancur, Paula
Clerk 4 - 0013	Alexander, Yvonne
SPA 1 - 0831 (3 equiv.)	VACANT (Stewart, Steve) Frozen

Bond Program Coordination	
OSBM Coord. - 0860 (10)	Markowitz, Nan
Architect 3 - 1034 (below 6 equiv.)	Lopez, Silvia
Capital Imp. Projects Analyst-0725(4)	Barriga, Frank
Capital Imp. Projects Analyst-0725(4)	Codner, Eugene
Capital Imp. Projects Analyst-0725(4)	Santana, Mario
Business Analyst - 0854(3)	Murphey, John

Community Redevelopment & Economic Policy Analysis (CRA)	
OSBM Coord. - 0860 (10)	Fernandez Jr., Jorge
Snr. Bus. Analyst - 0855 (5)	Rodriguez, Jason
Asst. Bus. Analyst - 0853(1)	Wilson Jr, David

Approved:

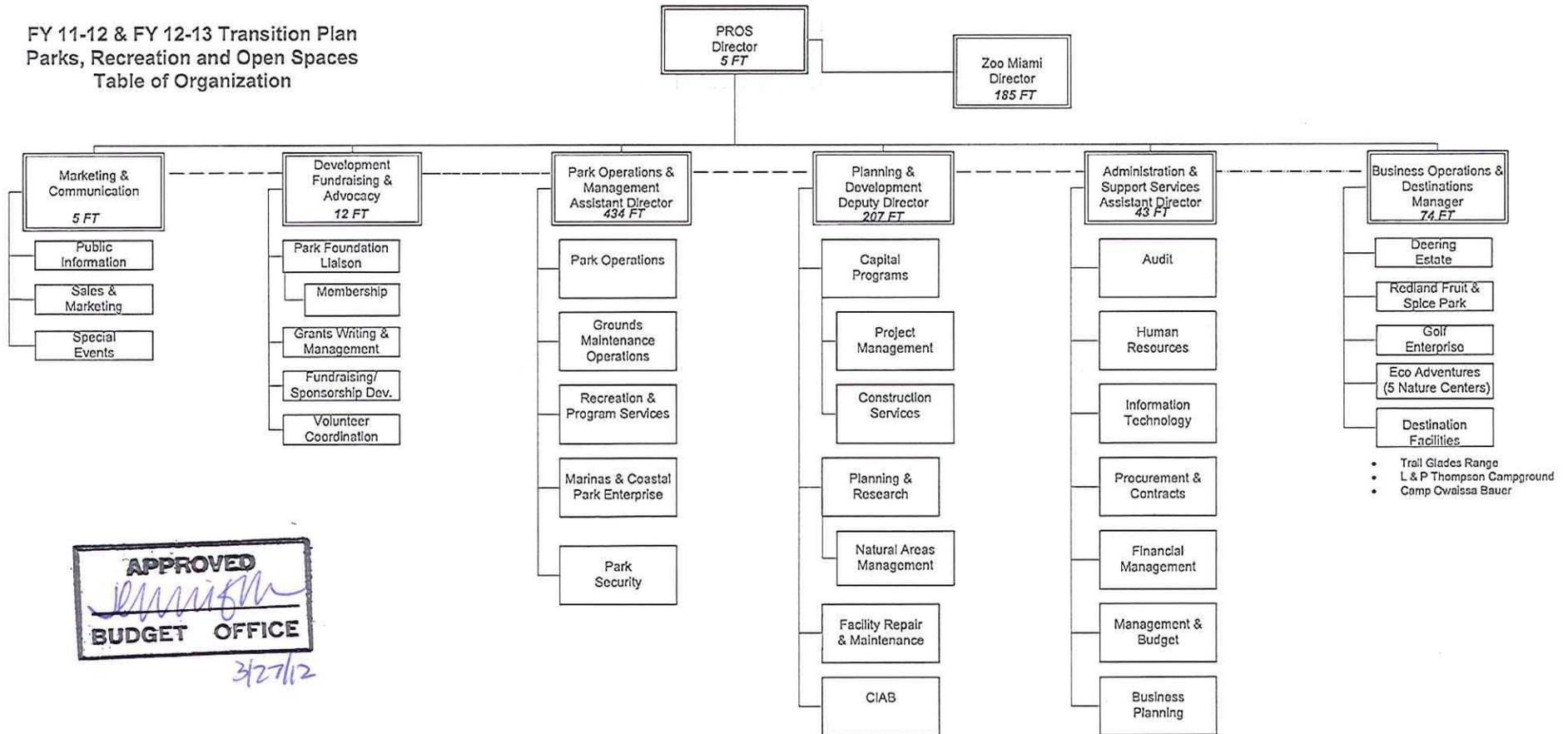
  
Director, Jennifer Moon

  
Deputy Mayor, Edward Marquez

Mayor, Carlos A Gimenez

Revenue Maximization	
Revenue Dev. Coord.- 0944 (10)	MacPherson, Doris
Senior Grants Analyst - 0943 (5)	Parker, Terry
SPA 2 - 0832 (4 equiv.)	Aleman, Michelle
Assistant Grants Analyst - 0941 (2)	Troner, Susannah

FY 11-12 & FY 12-13 Transition Plan  
Parks, Recreation and Open Spaces  
Table of Organization



**APPROVED**  
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**BUDGET OFFICE**

3/27/12

FY 2011-12 1023  
FY 2012-13 905  
prelim

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PUBLIC HOUSING AND COMMUNITY DEVELOPMENT AGENCY  
STAFFING CHART - FY 2011-12

Adopted 2011-12	PHCD DIRECTOR	Occup. Code	Actual 2012-13
1	Director, Miami-Dade Housing and Community Development	003599	0
1	Administrative Secretary	000094	0
1	Administrative Officer 3	000812	1
1	Executive Secretary	000095	0
1	MDPHA Deputy Director	003598	0
1	Office Support Specialist 2	000021	1
1	Senior Assistant to Dept. Director	003540	1
0	Applicant Leasing Center Staff - see below	various	0
1	Senior Executive Secretary	000095	1
1	Assistant to the Dept. Director	000298	1
9	TOTAL		6

FACILITIES & DEVELOPMENT DIVISION

Adopted 2011-12	FACILITIES & DEVELOPMENT DIVISION	Occup. Code	Actual 2012-13
1	MDPHA Facilities & Development Director	003574	1
0	MDPHA Facilities & Development Director	009213	0
1	Construction Manager 3	009612	1
1	Administrative Officer 2	000811	1
1	Administrative Secretary	000094	1
0	Executive Secretary	000095	0
1	Architect 4	001035	1
1	MDPHA Compliance Officer	003473	1
1	MDPHA Facilities & Dev. Contracts Coord	003442	1
4	MDPHA Asset Project Manager	003525	3
1	Housing Specialist	003440	1
0	Development Initiatives Coordinator	003470	0
1	MDPHA Development Specialist	009335	0
1	Real Estate Officer	003556	1
14	TOTAL		12

Adopted 2011-12	SUMMARY - FACILITIES & DEVELOPMENT	Actual 2012-13
14	TOTAL FACILITIES & DEVELOPMENT DIVISION	12

APPLICANT LEASING CENTER

Adopted 2011-12	APPLICANT & LEASING CENTER	Occup. Code	Actual 2012-13
2	Clerk 2	003011	2
0	Data Entry Specialist 1	000015	0
4	MDPHA Offer Coordinator	003549	4
0	Data Entry Specialist 2	000016	0
7	Eligibility Interviewer	003001	6
1	Eligibility Interviewer LW	003001	1
1	MDPHA Applicant & Leasing Center Manager	003551	1
1	MDPHA Assistant Applicant & Leasing Center Manager	003550	1
1	MDPHA Occupancy Manager	003420	1
1	MDPHA Quality Assurance Supervisor	003418	0
1	Office Support Specialist 2	000021	1
1	MDPHA Offer Supervisor	009132	1
1	Telephone Console Operator 1	000084	1
1	Administrative Officer 3	000812	1
1	Housing Inspector 1	002155	1
1	Administrative Secretary	000094	1
1	MDPHA Waiting List Specialist	003430	1
25	TOTAL		23

Adopted 2011-12	SUMMARY - APPLICANT LEASING CENTER	Actual 2012-13
25	TOTAL APPLICANT LEASING CENTER	23

SUMMARY STAFFING CHART

Adopted 2011-12	SUMMARY STAFFING CHART	Actual 2012-13
9	PHCD DIRECTOR	6
14	RESIDENT SERVICES, COMMUNITY PLANNING & OUTREACH	14
46	FINANCE DIVISION	38
30	ADMINISTRATION	26
10	TECHNICAL SERVICES DIVISION	8
22	CONTRACT ADMINISTRATION DIVISION	23
25	APPLICANT LEASING CENTER	23
184	ASSET MANAGEMENT DIVISION	182
86	CENTRALIZED MAINTENANCE CREW	86
14	FACILITIES & DEVELOPMENT DIVISION	12
43	HOUSING & COMMUNITY DEVELOPMENT DIVISION	35
483	PHCD GRAND TOTAL	452

Note: One Unauthorized Fill, Clerk 2, Emilda Gonzalez (ALC)

RESIDENT SERVICES, COMMUNITY PLANNING & OUTREACH

Adopted 2011-12	RESIDENT SERVICES	Occup. Code	Actual 2012-13
1	MDPHA Resident Services Administrator	009127	1
1	Housing Specialist	003440	1
1	Administrative Officer 2	000811	1
2	Resident Services Coordinator (SPA1)	003534	2
5	TOTAL		5

Adopted 2011-12	COMMUNITY PLANNING & OUTREACH	Occup. Code	Actual 2012-13
1	Manager, HCD	3649	1
1	Supervisor, HCD	3648	1
6	Principal Planner	2009	5
1	Administrative Secretary	0094	1
1	HCD Technician	3661	1
9	TOTAL		9

Adopted 2011-12	SUMMARY - RESIDENT SERVICES, COMMUNITY PLANNING & OUTREACH	Actual 2012-13
14	TOTAL RESIDENT SERVICES, PLANNING & OUTREACH	14

ADMINISTRATION

Adopted 2011-12	ADMINISTRATION	Occup. Code	Actual 2012-13
0	Chief, Administrative Services Division	009400	0
1	Assistant Director, MDPHA Administration	003597	1
0	Administrative Secretary	000094	0
1	Executive Secretary	000095	1
0	Secretary	000031	0
2	TOTAL		2

Adopted 2011-12	COMPLIANCE	Occup. Code	Actual 2012-13
2	MDPHA Compliance Reviewer	009614	2
1	MDPHA Investigator	003569	1
2	MDPHA Quality Assurance Officer	003417	1
1	Secretary	000031	1
1	Special Projects Administrator 1	000831	1
1	Special Projects Administrator 2	000832	1
1	Administrative Officer 3	000812	0
9	TOTAL		7

Adopted 2011-12	PROCUREMENT	Occup. Code	Actual 2012-13
0	MDPHA Procurement Supervisor	009348	0
1	MDPHA Procurement Contract Manager	003554	1
1	MDPHA Purchasing Specialist LW	003548	1
2	MDPHA Purchasing Specialist	003549	2
1	MDPHA Purchasing Technician	003553	1
5	TOTAL		5

Adopted 2011-12	HUMAN RESOURCES	Occup. Code	Actual 2012-13
1	Senior Human Resources Manager	000417	1
1	Personnel Specialist 3	000414	1
2	HRIS Specialist	000461	2
1	Personnel Technician	000402	1
1	HCD Technician	003561	1
1	Secretary	000031	1
1	Administrative Officer 2	000811	1
8	TOTAL		8

Adopted 2011-12	SAFETY	Occup. Code	Actual 2012-13
1	Driver Messenger	005202	1
1	Safety Specialist 2	001955	1
2	TOTAL		2

Adopted 2011-12	COMMUNITY DEVELOPMENT CONTRACT COMPLIANCE & QUALITY CONTROL	Occup. Code	Actual 2012-13
1	Manager, HCD (Compliance)	003549	0
1	Special Projects Administrator 1	000831	0
1	Contracts Officer	003820	1
1	MDPHA Field Officer	003438	1
4	TOTAL		2

Adopted 2011-12	SUMMARY - ADMINISTRATION	Actual 2012-13
30	TOTAL ADMINISTRATION	26

TECHNICAL SERVICES DIVISION

Adopted 2011-12	TECHNICAL SERVICES DIVISION	Occup. Code	Actual 2012-13
1	MDPHA Director Technical Services	003555	1
0	Network Manager	001832	0
1	Network Manager 1	001832	1
2	Computer Technician 2	001827	2
1	Computer Technician 2 LW	001827	1
1	Senior Systems Analyst/Programmer	001845	1
1	Senior Systems Analyst/Programmer	001845	1
1	Systems Analyst/Programmer 2	001844	0
2	Systems Analyst/Programmer 1	001843	1
10	TOTAL		8

Adopted 2011-12	SUMMARY - TECHNICAL SERVICES DIVISION	Actual 2012-13
10	TOTAL TECHNICAL SERVICES DIVISION	8

FINANCE DIVISION

Adopted 2011-12	FINANCE	Occup. Code	Actual 2012-13
0	Chief Financial Officer	003599	0
1	MDPHA Deputy Director	003598	1
1	Manager, HCD	003549	1
1	Administrative Officer 2	000811	1
1	Executive Secretary	000095	1
4	TOTAL		4

Adopted 2011-12	LOAN SERVICING	Occup. Code	Actual 2012-13
1	Supervisor, HCD	3648	1
1	HCD Homeownership Specialist	3662	1
1	MDPHA Mortgage Service Analyst	3454	1
3	MDPHA Service Representative	3452	3
1	MDPHA Mortgage Service Clerk	3450	1
1	HCD Technician	3661	1
8	TOTAL		8

Adopted 2011-12	BUDGET AND RESOURCE ALLOCATION	Occup. Code	Actual 2012-13
0	Administrative Officer 1	000810	0
0	Administrative Officer 2	000811	0
1	Manager, Budget and Planning	000838	0
0	Special Projects Administrator 2	000832	0
1	HCD Grants Compliance Specialist	002563	1
1	Accountant 1	000315	0
2	TOTAL		2

Adopted 2011-12	ACCOUNTING	Occup. Code	Actual 2012-13
3	Account Clerk	000310	3
4	Accountant 2	000316	4
6	Account Clerk	000310	2
5	Accountant 1	000310	1
3	Accountant 2	000315	5
5	Accountant 3	000316	2
0	Administrative Secretary	000094	0
1	Clerk 2	000011	1
2	Clerk 4	000013	2
1	MDPHA Accounting Chief	003494	1
31	TOTAL		24

Adopted 2011-12	SUMMARY - FINANCE DIVISION	Actual 2012-13
46	TOTAL FINANCE DIVISION	38

CONTRACT ADMINISTRATION DIVISION

Adopted 2011-12	CONTRACT ADMINISTRATION DIVISION	Occup. Code	Actual 2012-13
0	MDPHA Section 8 Contract Administrator	009343	0
1	Director, MDPHA Contract Administration	003490	1
2	Clerk 2	000011	2
1	Administrative Officer 3	000812	1
2	Housing Inspector 1	002155	2
1	Housing Inspector 2	002156	1
1	MDPHA Housing Manager	003441	1
6	MDPHA Housing Specialist	003440	6
1	MDPHA Housing Quality Control Specialist	003415	1
1	MDPHA Field Officer	003438	1
1	Executive Secretary	000095	1
1	HCD Homeownership Specialist	003662	1
1	HCD Technician	003661	1
1	Housing Asset Mgmt Specialist	003665	1
1	Supervisor, HCD	003648	1
1	Clerk 4	000013	1
22	TOTAL		22

Adopted 2011-12	SUMMARY - CONTRACT ADMINISTRATION DIVISION	Actual 2012-13
22	TOTAL CONTRACT ADMINISTRATION DIVISION	22

Adopted 2011-12	SUMMARY - FINANCE	Actual 2012-13
68	TOTAL FINANCE	60

HOUSING & COMMUNITY DEVELOPMENT DIVISION

Adopted 2011-12	HOUSING & COMMUNITY DEVELOPMENT	Occup. Code	Actual 2012-13
0	Director, HCD	003558	0
0	Senior Executive Secretary	000096	0
0	HCD Technician	003661	0
0	Assistant Director, HCD	003657	0
0	Executive Secretary	000095	0
0	Assistant to the Director	000298	0
0	HCD Manager Accounting & Budgeting	003556	0
0	TOTAL		0

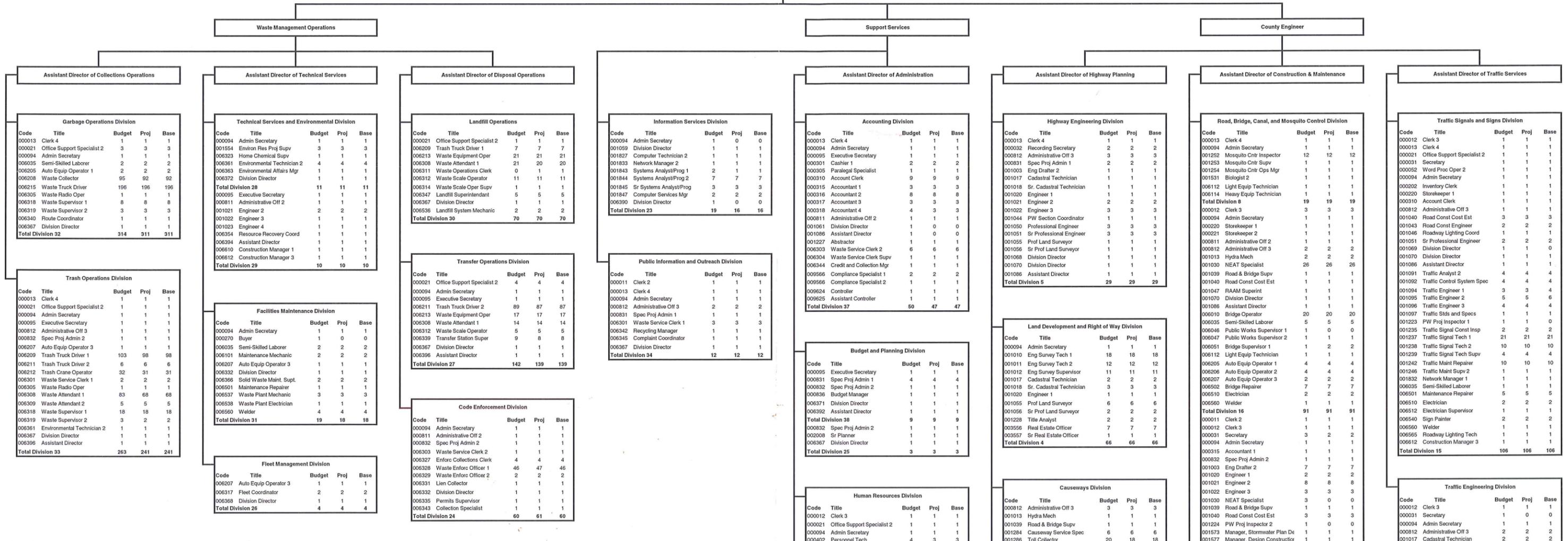
Adopted 2011-12	CONTRACT COMPLIANCE & QUALITY ASSURANCE	Occup. Code	Actual 2012-13
0	Manager, HCD	003649	0
0	Supervisor, HCD	003648	0
0	Special Projects Administrator 1	000831	0
0	Administrative Officer 3	000812	0
0	Contracts Officer	003820	0
0	HCD Homeownership Specialist	003662	0
0	MDPHA Field Officer	003438	0
0	HCD Technician	003661	0
0	TOTAL		0

Adopted 2011-12	COMMUNITY & HOUSING MANAGEMENT	Occup. Code	Actual 2012-13
1	Division Director, HCD	003550	1
1	Manager, HCD (NSP)	003649	0
0	Engineer 3	001022	0
1	Administrative Secretary	000094	1
1	Manager, HCD	003649	1
0	Principal Planner	002009	0
2	Construction Manager 1	006610	2
1	Housing Inspector 1	002155	1
1	Supervisor, HCD (Project Management)	003648	0
8	HCD Project Manager	003664	6
1	EZ Program Manager & Compliance Specialist	003631	1
1	Business Dev Spec 2	003677	1
1	Engineer 2	001021	1
1	Administrative Officer 3	000812	1
2	Special Projects Administrator 1	000831	2
22	TOTAL		18

Adopted 2011-12	COMMUNITY PLANNING & OUTREACH	Occup. Code	Actual 2012-13
0	Manager, HCD	003649	0
0	Supervisor, HCD		

# Public Works and Waste Management Department Table of Organization

Director's Office				
Code	Title	Budget	Proj	Base
000013	Clerk 4	1	1	1
000095	Executive Secretary	2	2	2
000096	Senior Executive Secy	1	1	1
00032	Spec Proj Admin 2	1	0	0
001017	Cadastral Technician	1	0	0
001020	Engineer 1	1	0	0
001086	Assistant Director	4	0	0
001089	County Engineer	1	1	1
001091	Traffic Analyst 2	1	0	0
001095	Traffic Engineer 2	1	0	0
004284	Executive Assistant	1	1	1
006397	Deputy Director	2	2	2
006398	Department Director	1	1	1
<b>Total Division 1</b>		<b>18</b>	<b>6</b>	<b>8</b>



Budget = 1,790

Projection = 1,730

Base = 1,729

**APPROVED**  
*Jenniffer*  
**BUDGET OFFICE**

3/27/12

*[Signature]*

001022	Engineer 3	3	3	3
001027	Sr Constr Spec Writer	1	1	1
001036	Prof Contracts Spec		1	1
001040	Road Const Cost Est	35	33	33
001041	Proj Cost and Scheduler	1	1	1
001043	Road Const Engineer	13	13	13
001051	Sr Professional Engineer	1	1	1
001070	Division Director	0	1	1
001091	Traffic Analyst 2	0	1	1
001095	Traffic Engineer 2	0	1	1
001223	PW Proj Inspector 1	9	8	8
001224	PW Proj Inspector 2	8	9	9
001225	Division Director	1	1	1
006043	Sprayer Helper	1	0	0
006453	Const. Cost Estimator 2	4	4	4
006612	Construction Manager 3	2	1	1
<b>Total Division 18</b>		<b>112</b>	<b>109</b>	<b>109</b>
000013	Clerk 4	1	1	1
000021	Office Support Specialist 2	1	1	1
000031	Secretary	3	2	2
000316	Accountant 2	1	0	0
000812	Administrative Off 3	1	1	1
001017	Cadastral Technician	2	2	2
001018	Sr. Cadastral Technician	1	1	1
001021	Engineer 2	1	1	1
001023	Engineer 4	1	1	1
001027	Sr Constr Spec Writer	1	0	0
001043	Road Const Engineer	2	2	2
001050	Professional Engineer	4	4	4
001051	Sr Professional Engineer	2	2	2
001066	Manager, Road and Bridge	2	1	1
001067	Manager, Traffic Engineering	1	1	1
001091	Traffic Analyst 2	6	6	6
001094	Traffic Engineer 1	2	2	2
001095	Traffic Engineer 2	4	4	4
001223	PW Proj Inspector 1	4	4	4
001224	PW Proj Inspector 2	1	1	1
001242	Traffic Maint Repairer	9	9	9
001246	Traffic Maint Supv 2	1	1	1
006048	Public Works Supervisor 3	1	1	1
009216	PTP Project Coordinator	1	1	1
<b>Total Division 20</b>		<b>53</b>	<b>49</b>	<b>49</b>



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**APPROVED**  
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**BUDGET OFFICE** 3/27/12

Regulatory and Economic Resources

**Director-8**  
SE-Pre-7 Post-3  
PE-Pre-11 Post-5  
SE Reduction-4  
PE Reduction-6

**Admin and Fiscal Management-107**  
SE-Pre-20 Post-17  
(3 pre and 2 po in this office)  
PE-Pre-110 Post-90  
SE Reduction-3  
(1 reduc in this office)  
PE Reduction-20  
(2 in this office)

**Reconciliation of Positions**

Dept	Adopt	Transf	Pre	Reduc	Addt	Post
SPEED	218	+30	248	-17	0	231
PERA	843	-30	813	-71	+34	776
COMB	1061	0	1061	-88	+34	1007

(Reductions include vacant positions that must be reduced)

FY 2012-13 Prelim 991

Fin/Bud/Proc/Com  
SE-Pre-8 Po-6  
PE-Pre-62 Po-50  
SE Reduc-2  
PE Reduc-12

Information Tech  
SE-Pre-9 Po-9  
PE-Pre-48 Po-38  
SE Reduc-0  
PE Reduc-10

FIRE MARSHALL

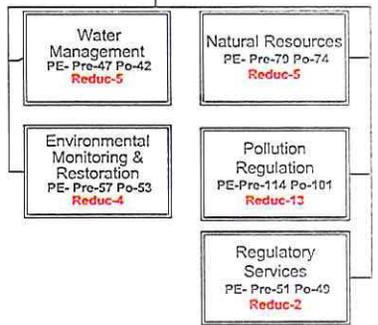
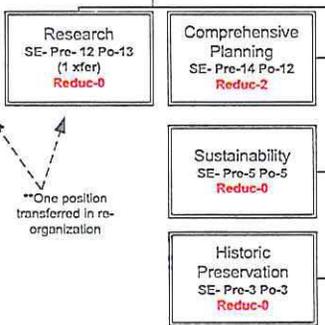
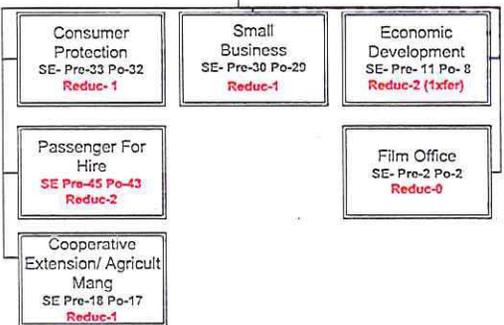
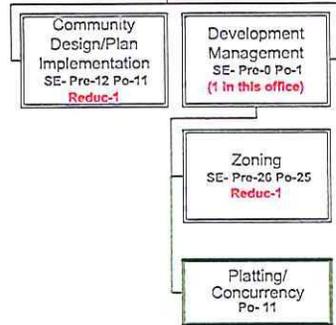
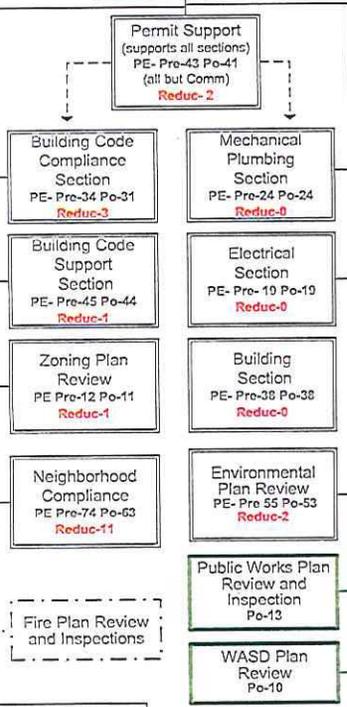
**Const, Permitting and Building Code Svc-349**  
PE-Pre-344 Post-349  
PE Reduction-18  
(2 in this office)

**Development Services-50**  
SE-Pre-40 Post-50  
(2 in this office)  
SE Reduction-1

**Business Affairs-137**  
SE-Pre-145 Post-137  
(6 in this office)  
SE Reduction-7

**Planning-35**  
SE-Pre-38 Post-36  
(2 in this office)  
SE Reduction-2

**Environmental Resource Management-321**  
PE-Pre-348 Post-321  
PE Reduction-27  
(2 in this office)



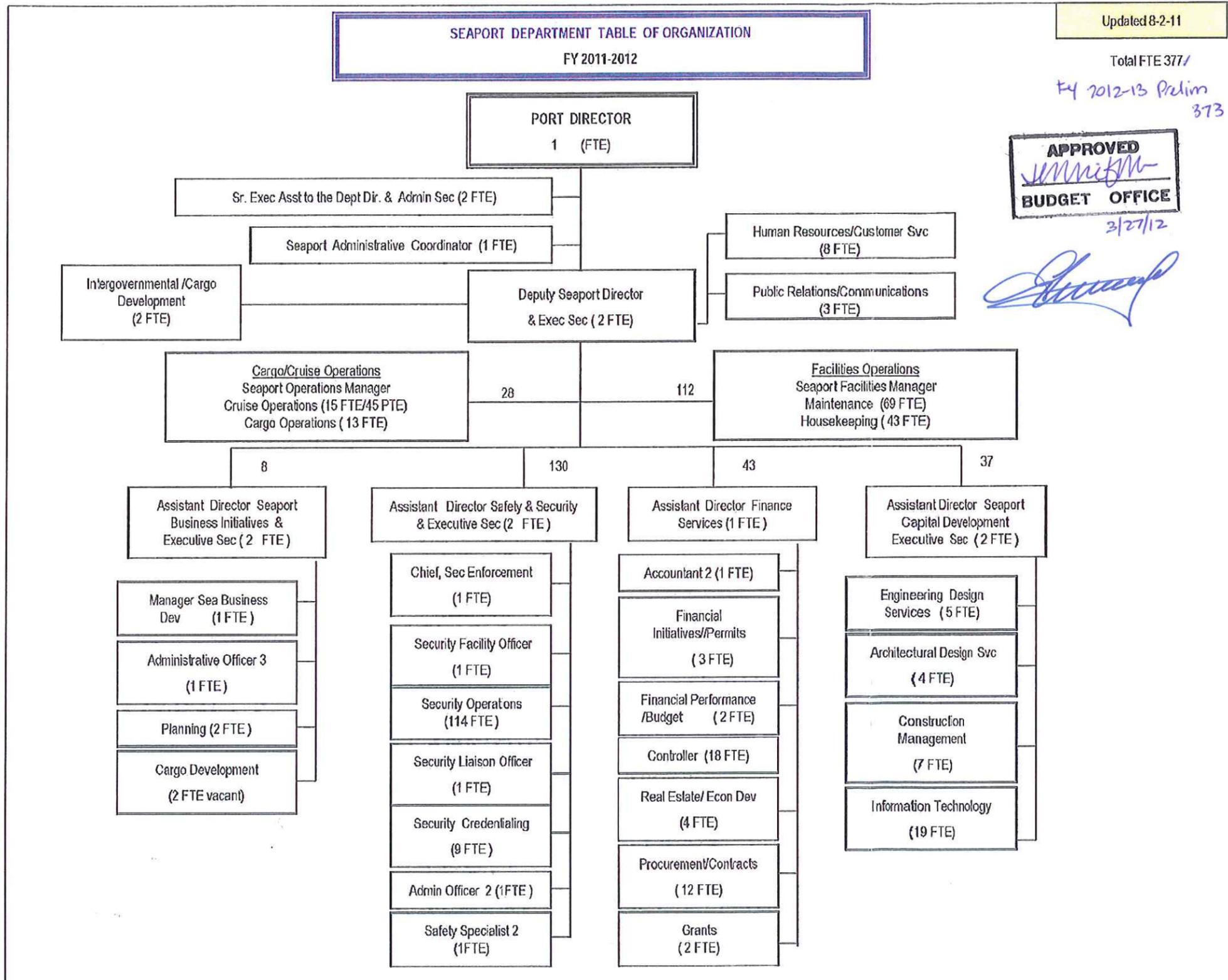
**NOTES**

The boxes in GREEN represent functions that are proposed to be moved from the Public Works Waste Management and Water and Sewer Departments.

--- Denotes the need for a Memorandums of Understanding between the respective Departments.

# Seaport Department Table of Organization Modifications (FY11-13)

## Exhibit 2 Fiscal Year 11-12 (Changes effective August 2011)



Total Positions: 377

Added / Deleted Positions

Added: 0  
Deleted: 40  
Filled (34)  
Vacant (6)  
Total: 377

Impacted Divisions:

Deputy Director: 3 (1v)  
Maritime Services: 3  
Maintenance: 14  
Security: 11 (4v)  
Capital Development: 9 (1v)

Division Summary:

- Eliminated Maritime Division
- Cruise Ops. and Facilities Management placed under Deputy Director
- Merged Contracts with Procurement
- Procurement and Contracts merged into Finance
- Planning merged with Business Initiatives

Classified Positions

Exempt Filled: 8  
Classified: 32  
Filled (26)  
Vacant (6)  
Total Cut: 40

Exempt Positions Impacted:

Special Projects Administrator 2: 1  
Chief Seaport Construction Contracts: 1  
Professional Engineer: 1  
Senior Professional Engineer: 1  
A.D. Seaport Maritime Services: 1  
Executive Secretary: 1  
Sea. Quality Assurance Coordinator: 1  
Seaport Services Coordinator: 1

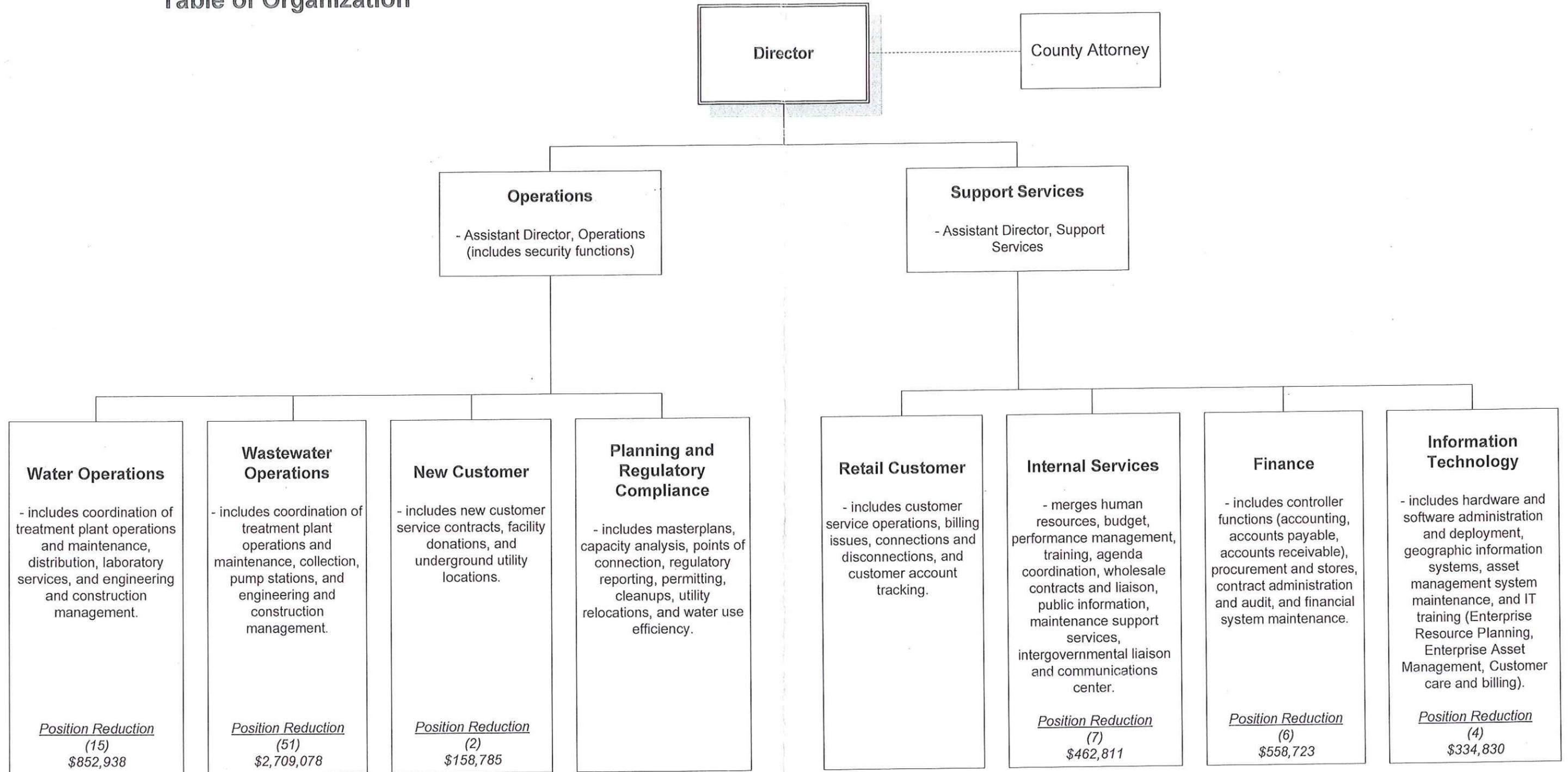
Classified Positions Impacted:

Maintenance Repairers: 8  
Sea. Facilities Superintendent: 1  
Data Entry Specialist 1: 4  
Data Entry Specialist 2: 2  
Clerk 4: 1  
Secretary: 1  
Training Specialist 2: 1  
Administrative Officer 3: 1  
Engineer 3: 1  
Construction Manger 1: 1  
Construction Manager 2: 1  
Sea. Customer Service Rep.: 1  
Semiskilled Laborers/  
Grounds Keeping (add. 10/11): 5  
Sea. Enforcement Specialist  
(add. 10/11): 4

Annual Savings

\$2,800,000

# Miami-Dade Water and Sewer Department Table of Organization



FY 2011-2012 FTE	Position Reduction	Revised FY 2011-2012 FTE	Savings
2,624	(85)	2,539	\$5,077,165

**APPROVED**  
*[Signature]*  
**BUDGET OFFICE**

FY 2012-13 Prelim 3/27/12  
2,529

*[Signature]*