



FLORIDA INTERNATIONAL UNIVERSITY

# FIU Student Information Services

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### \*\*\* Transfer Credits \*\*\*

TUSKEGEE INSTITUTE      **FALL TERM 1992**

==> CHM 221            GENERAL CHEMISTRY      C 0300 S 200 S  
 ==> CHM 223            GEN CHEMISTRY LAB      C 0100 S 200 S  
 ==> MAT 106            INTERM ALGEBRA          B 0400 S 300 S

TUSKEGEE INSTITUTE      **SPRING TERM 1993**

==> ENC 101            ENGLISH COMPOSITION    C 0300 S 200 S  
 ==> CHM 222            GENERAL CHEMISTRY      B 0300 S 300 S  
 ==> PSY 272            CHILD PSYCHOLOGY        D 0300 S 100 S  
 ==> CHM 224            GENERAL CHEM LAB        A 0100 S 400 S  
 ==> ARH 101            ART APPRECIATION        A 0200 S 400 S

TUSKEGEE INSTITUTE      **SUMMER TERM 1993**

==> ART 442            CRAFTS                    A 0300 S 400 S  
 ==> AMH 210            HIST OF US TO 1877      B 0300 S 300 S

TUSKEGEE INSTITUTE      **FALL TERM 1993**

==> HUN 111            INTRO TO NUTRITION      C 0300 S 200 S  
 ==> MAT 103            FOUND OF MATHEMATICS    C 0300 S 200 S  
 ==> BSC 125            HUMAN ANATOMY          D 0400 S 100 S  
 ==> BSC 125            HUMAN ANATOMY          D 0400 S 100 S  
 ==> ENC 102            ENGLISH COMPOSITION    D 0300 S 100 S

TUSKEGEE INSTITUTE      **SPRING TERM 1994**

==> MAT 105            INTRO ALGEBRA            A 0300 S 400 S  
 ==> MCB 208            MEDICAL MICROBIOLOGY    F 0300 S 000 S  
 ==> SYG 240            INTRO TO SOCIOLOGY      C 0300 S 200 S  
 ==> ZOO 125            HUMAN ANATOMY          D 0400 S 100 S

TUSKEGEE INSTITUTE      **SUMMER TERM 1994**

==> AMH 103            WORLD CIVIL TO 1650      F 0300 S 000 S  
 ==> BSC 120            ORGANISMIC BIOLOGY      B 0300 S 300 S

MIAMI-DADE CC            **FALL 95-96**

==> ENC 1102            ENGLISH COMP II        G6 B 0300 S 088 S  
 ==> SPC 1022            INTRO SPEECH COMM       B 0300 S 088 S

MIAMI-DADE CC                    SPRG 96-97  
 ==> ISS 1120                    SOCIAL ENVIR    SS-G15 C    0300 S 200 S

!

Total Credits Transferred: 060.00  
 Total Credits Transferred: 060.00

\*\*\* FIU Credits \*\*\*

SOREY III                    ARTHUR  
 SPRING 1996  
 PREF NUMB SEC# TS I    HRS GRD R                    TITLE  
 PAD 4223 51                    03.00 B+                    PUB SEC BUDGTNG  
 PAD 4414 51                    03.00 C                    PERS SKILLS FOR AD  
 URS 3001 51                    03.00 B+                    INTRO URB REG STUD  
 URS 4643 51                    03.00 A                    INTRO MGMT PUB ORG

| TERM | ATTEMPTED | EARNED | FOR-GPA | GRDPTS | GPA  |
|------|-----------|--------|---------|--------|------|
| INST | 12.00     | 12.00  | 12.00   | 37.98  | 3.16 |
|      | 12.00     | 12.00  | 12.00   | 37.98  | 3.16 |

SOREY III                    ARTHUR  
 SUMMER 1996  
 PREF NUMB SEC# TS I    HRS GRD R                    TITLE  
 PAD 3002 CA                    C 03.00 A                    INTRO TO PUB ADMIN  
 PAD 3034 E1                    C 03.00 A                    PUB POL & ITS ADMI  
 URS 4112 51                    C 03.00 B                    COMP APP URB SERV

| TERM | ATTEMPTED | EARNED | FOR-GPA | GRDPTS | GPA  |
|------|-----------|--------|---------|--------|------|
| INST | 9.00      | 9.00   | 9.00    | 33.00  | 3.66 |
|      | 21.00     | 21.00  | 21.00   | 70.98  | 3.38 |

SOREY III                    ARTHUR  
 FALL 1996  
 PREF NUMB SEC# TS I    HRS GRD R                    TITLE  
 HSA 4905 56                    06.00 A                    IND STUDY  
 PAD 4034 E1                    03.00 B+                    PUB POL ANAL EVAL  
 URS 4061 51                    03.00 A-                    VALUES ETHICS MORA  
 URS 4152 51                    03.00 C+                    RSCH MTHD URB/REG

| TERM | ATTEMPTED | EARNED | FOR-GPA | GRDPTS | GPA  |
|------|-----------|--------|---------|--------|------|
|      | 15.00     | 15.00  | 15.00   | 51.99  | 3.46 |

INST 36.00 36.00 36.00 122.97 3.41

SOREY III ARTHUR

SPRING 1997

| PREF NUMB | SEC# | TS | I | HRS   | GRD | R | TITLE              |
|-----------|------|----|---|-------|-----|---|--------------------|
| ENC 3211  | 51   |    |   | 03.00 | C   |   | REPORT& TECH WRITI |
| ENC 4930  | 51   |    |   | 03.00 | B-  |   | SPECIAL TOPICS COM |
| HSA 4183  | 51   |    |   | 03.00 | A-  |   | APP MGT HLTH CARE  |
| PAD 3438  | A1   |    |   | 03.00 | B+  |   | COMM SKILLS/PUB AD |
| PAD 4940  | 51   |    |   | 03.00 | A   |   | INTERNSHIP         |

| TERM | ATTEMPTED | EARNED | FOR-GPA | GRDPTS | GPA  |
|------|-----------|--------|---------|--------|------|
| INST | 15.00     | 15.00  | 15.00   | 47.01  | 3.13 |
| INST | 51.00     | 51.00  | 51.00   | 169.98 | 3.33 |

SOREY III ARTHUR

SUMMER 1997

| PREF NUMB | SEC# | TS | I | HRS   | GRD | R | TITLE              |
|-----------|------|----|---|-------|-----|---|--------------------|
| MUH 2116  | 51   |    | A | 03.00 | A-  |   | EVOLUTION OF JAZZ  |
| HSA 4905  | 56   |    | C | 03.00 | A   |   | IND STUDY          |
| PAD 3251  | 51   |    | C | 03.00 | C   |   | INTRO PUB ECONOMIC |

| TERM | ATTEMPTED | EARNED | FOR-GPA | GRDPTS | GPA  |
|------|-----------|--------|---------|--------|------|
| INST | 9.00      | 9.00   | 9.00    | 29.01  | 3.22 |
| INST | 60.00     | 60.00  | 60.00   | 198.99 | 3.31 |

SOREY III ARTHUR

SPRING 1998

| PREF NUMB | SEC# | TS | I | HRS   | GRD | R | TITLE              |
|-----------|------|----|---|-------|-----|---|--------------------|
| URS 6155  | 80   |    |   | 03.00 | B   |   | APP STAT URB SERV  |
| URS 6654  | 01   |    |   | 03.00 | B+  |   | ORG DESIGN & CHANG |

| TERM | ATTEMPTED | EARNED | FOR-GPA | GRDPTS | GPA  |
|------|-----------|--------|---------|--------|------|
| INST | 6.00      | 6.00   | 6.00    | 18.99  | 3.16 |
| INST | 6.00      | 6.00   | 6.00    | 18.99  | 3.16 |

SOREY III ARTHUR

SUMMER 1998

| PREF NUMB | SEC# | TS | I | HRS   | GRD | R | TITLE             |
|-----------|------|----|---|-------|-----|---|-------------------|
| PAD 5256  | 51   |    | C | 03.00 | B   |   | PUB ECON/CBA      |
| URS 6378  | 51   |    | C | 03.00 | B   |   | LEAD AND DECISION |

| TERM | ATTEMPTED | EARNED | FOR-GPA | GRDPTS | GPA  |
|------|-----------|--------|---------|--------|------|
| INST | 6.00      | 6.00   | 6.00    | 18.00  | 3.00 |
| INST | 12.00     | 12.00  | 12.00   | 36.99  | 3.08 |

SOREY III ARTHUR  
 FALL 1998

| PREF NUMB | SEC# | TS | I | HRS   | GRD | R | TITLE              |
|-----------|------|----|---|-------|-----|---|--------------------|
| PAD 6053  | 51   |    |   | 03.00 | A   |   | POL SOC ECON PUB A |
| PAD 6807  | A1   |    |   | 03.00 | A-  |   | URB MUN GOVT ADMIN |

| TERM | ATTEMPTED | EARNED | FOR-GPA | GRDPTS | GPA  |
|------|-----------|--------|---------|--------|------|
| INST | 6.00      | 6.00   | 6.00    | 23.01  | 3.83 |
| INST | 18.00     | 18.00  | 18.00   | 60.00  | 3.33 |

SOREY III ARTHUR  
 SPRING 1999

| PREF NUMB | SEC# | TS | I | HRS   | GRD | R | TITLE              |
|-----------|------|----|---|-------|-----|---|--------------------|
| PAD 6417  | 51   |    |   | 03.00 | B   |   | PUB PRSNNL ADMIN   |
| PAD 6946  | 51   |    |   | 03.00 | A   |   | PAD INTERNSHIP     |
| URS 5505  | A1   |    |   | 03.00 | B+  |   | ECON DEV URB REVIT |

| TERM | ATTEMPTED | EARNED | FOR-GPA | GRDPTS | GPA  |
|------|-----------|--------|---------|--------|------|
| INST | 9.00      | 9.00   | 9.00    | 30.99  | 3.44 |
| INST | 27.00     | 27.00  | 27.00   | 90.99  | 3.37 |
| GRAD | 27.00     | 27.00  | 27.00   | 90.99  | 3.37 |

SOREY III ARTHUR  
 SUMMER 1999

| PREF NUMB | SEC# | TS | I | HRS   | GRD | R | TITLE              |
|-----------|------|----|---|-------|-----|---|--------------------|
| PAD 5043  | 51   |    | B | 03.00 | C   |   | GOVT & MNRTY GRP R |
| URS 6028  | A1   |    | B | 03.00 | B   |   | POL ANALY PROG PLA |

| TERM | ATTEMPTED | EARNED | FOR-GPA | GRDPTS | GPA  |
|------|-----------|--------|---------|--------|------|
| INST | 6.00      | 6.00   | 6.00    | 15.00  | 2.50 |
| INST | 33.00     | 33.00  | 33.00   | 105.99 | 3.21 |



EMPLOYEE SUPPLEMENTAL EMPLOYMENT FORM

NAME Arthur H. Sorey III

POSITION APPLYING FOR Assistant Parks & Recreation Director

LIST ALL POSITIONS HELD DURING YOUR EMPLOYMENT WITH THE CITY, BEGINNING AND ENDING DATES AND A DESCRIPTION OF THE SPECIFIC DUTIES REQUIRED FOR EACH POSITION.

POSITION TITLE: Budget Analyst DATES: 11/03 - Present

DUTIES: Prepares, implements, and oversees the Departmental budget. Also handles all department's financial transactions, this includes, but is not limited to purchase requisition, direct vouchers, deposits, budget transfers and grant management.

~~POSITION TITLE~~ DATES: \_\_\_\_\_

DUTIES: Represent and assist the Director at various meetings and activities. Coordinate programs and projects for improvement and enhancement of services and staff.

POSITION TITLE: \_\_\_\_\_ DATES: \_\_\_\_\_

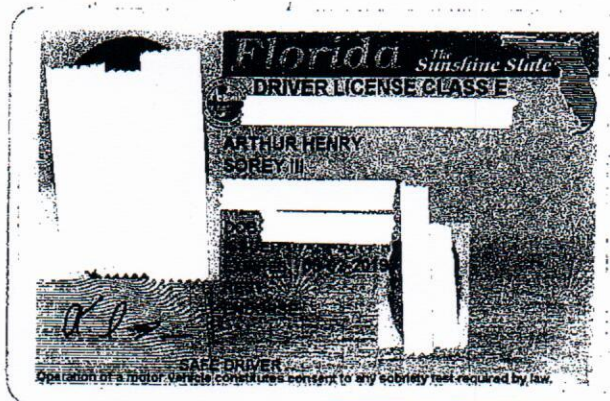
DUTIES: \_\_\_\_\_

LIST ANY OTHER EXPERIENCE AND/OR EDUCATION YOU HAVE RELEVANT TO THE POSITION YOU ARE APPLYING FOR:

Work listed for the City of Aventura was in Parks & Recreation. Also work from 1990 - 1998 - PART-TIME FOR the City of North Miami in Park & Recreation.

SIGNATURE A. Sorey III

DATE: 1/7/04



**NORTH MIAMI**  
**FLORIDA**  
PERSONNEL ADMINISTRATION

**MEMORANDUM**

To: All Civil Service (Full-time and Part-time) Employees  
(Temporary Contract Employees do not need to respond)

From: Susan Luglio, Assistant Personnel Director 

Date: April 9, 2010

RE: VETERAN STATUS – RESPONSE REQUIRED

**If you have already responded by e-mail, you do not need to respond again.**

We are in the process of updating personnel files. Please indicate below your veteran status and return to Personnel Administration no later than Monday, April 12, 2010. Those who are veterans may be required to provide copy of DD-214. We will notify you of this if needed.

I am NOT an Armed Forces veteran

I am an Armed Forces veteran (honorably discharged) due to the following:

- Disabled veteran who served on active duty in any branch of the Armed Forces who has a presently existing service-connected disability which is compensable under public laws administered by the VA or receives compensation, disability retirement benefits, or pension by reason of public laws administered by the VA or Department of Defense
- Spouse of person who has a total and permanent service-connected disability who cannot qualify for employment or who is missing in action
- The unmarried widow or widower of a veteran who died of a service-connected disability
- A wartime veteran as outlined in Florida Statute 1.01(14)
  - Spanish-American War: April 21, 1898 – July 4, 1902
  - Mexican Border Period: May 9, 1916 – April 5, 1917
  - World War I: April 6, 1917 – November 11, 1918
  - World War II: December 7, 1941 – December 31, 1946
  - Korean Conflict: June 27, 1950 – January 31, 1955
  - Vietnam Era: February 28, 1961 – May 7, 1975
  - Persian Gulf War: August 2, 1990 – January 2, 1992
  - Operation Enduring Freedom: October 7, 2001 - ending on date thereafter prescribed by presidential proclamation or by law.
  - Operation Iraqi Freedom: March 19, 2003 - ending on date thereafter prescribed by presidential proclamation or by law.
- A veteran who has served in a campaign or expedition for which a qualifying campaign badge has been authorized: Armed Forces Expeditionary Medal – AFEM or Global War on Terrorism Expeditionary Medal qualifies for preference

Name (Print): Arthur H. Sorey III

Signature: 

Date: 4/15/2010



**ARTHUR H. SOREY, III**  
**PHONE**

**E - MAIL -**

**. NET**

**OBJECTIVE**

---

Seeking appointment as the Assistant Parks and Recreation Director with the City of North Miami, where I may utilize my municipal governmental skills as well as my non-profit experience to help the City continue to achieve its desired goals and objectives.

**EDUCATION**

---

Florida International University, Miami, FL  
*Master of Public Administration, April 2000*  
Florida International University, Miami, FL  
*Bachelor of Public Administration, 1997*  
Tuskegee University, Tuskegee, AL  
1992 - 1994

**PROFESSIONAL EXPERIENCE**

---

**Budget Analyst, Parks and Recreation**

**11/03 - Present** City of North Miami, North Miami, FL 33161

- Prepare, implements, and oversees the Departmental Budget
- Handles department's financial transactions; which includes purchase requisitions, direct vouchers, deposits, budget transfers and grant management
- Represent and assist the Parks and Recreation Director at various meetings and activities
- Interact with vendors, civic leaders, and general public regarding departmental operations

**Program Manager, Cancer Control**

**07/01 - Present** American Cancer Society, FL, 33166

- Performs community outreach and cancer awareness in the African American Community
- Serve as a liaison between the American Cancer Society and several hospitals in Dade and Monroe Counties
- Coordinate volunteer and ensure the success of the Look Good Feel Better program in Dade and Monroe Counties

**Administrative Analyst (Department of Public Works)**

10/98 – 07/01 City of Hallandale Beach, Hallandale Beach, FL 33009

- Develop and present the \$30 million departmental budget in accordance with the City's goals and objectives to the Director for review and approval.
- Wrote and received \$50,000 grant for the Emergency Management Preparedness and Assistance Competitive Grant Program (Revitalization of the Egret Drive Lift Station and Acquisition of Portable 200kW Generator). Administratively managed the entire project from conceptualization to completion. Currently serving as the grant coordinator for the entire department
- Prepared Federal Emergency Management Agency (FEMA) documents for the department for the past three hurricane seasons. **Secured \$1.3 million in relief funding for the October 3, 2000 rainfall event.**
- Conducted a productivity study involving the Grounds and Landscaping Division, and improved efficiency by 8%
- Designed visual aids and assisted in the development of \$3 million dollar Sanitary Sewer Rehabilitation project presentation, which was approved by the City Commission
- Delegate priority tasks to respective Superintendents as directed by the Director of Public Works

**Graduate Intern (Assistant to the Finance Director)**

11/97 - 10/98 Town of Davie, Davie, FL, 33314

- Assisted in the development of the Town's \$46.5 million budget
- Developed and analyzed surveys ranging from salaries to budget expenditures
- Performed revenue and expenditure forecasting
- Assisted in the preparation of information, reports, and presentations for the Town Manager, Mayor, and Council

**Intern (Assistant to the Community Services Director)**

11/96 - 6/97 City of Aventura, Aventura, FL 33180

- Wrote first-time policies and procedures for the City's Administrative Policy Directives and Procedures Manual
- Developed and designed the City's Special Events Manual
- Analyzed program surveys received from residents

**Coach, Facility Attendant (Contract Employee)**

01/91 – 8/98 City of North Miami, North Miami, FL 33161

**SKILLS**

- 
- Grant Writing
  - Computer Literate – IBM Compatibles, Macintosh, AS400, Microsoft Office, Internet, E-Mail, Skilled Typist (50 wpm)

CIVIL SERVICE EMPLOYMENT CHECKLIST

# 3667  
eff. 3/22/04

Applicant's Name: ARTHUR H. SOREY, III

Position: BUDGET ANALYST

APPROVAL FROM CITY MANAGER IF HIRED AT STEP 3 OR ABOVE

- Birth Certificate/Passport/Naturalization/Alien Card/Work Permit
- Driver License/Picture ID
- Social Security Card

Pre-Employment Forms/Requirements:

- Employment Application
- Affirmative Action Data Sheet
- Conditional Job Offer
- Job Specification Affidavit
- Drug Free Workplace Affidavit
- W-4 Form
- I-9 Form
- Employment Oath
- A.R. 1-75 Agreement
- Applicant Driving History
- Background/Credit Authorization
- D.O.T. Pre-employment Authorization
- D.O.T. Packet & Agreement
- Certificates (if applicable)
- Police/Progr./MPO Agreement
- Substitute Agreement
- Background Check (incl. D.L. & Credit check if applicable) 11-17-03
- Employment Verif./Ref. Check

If Minor: Consent for Medical/Surgical Treatment signed by Parent/Guardian

D/S (P.D., CDL, ...) N/A

Pre-Emp. Physical Wedns. 3/17/04 - 4:00 p.m.

Upon employment:

- Orientation Slip & Employee Training
- Post Hire Medical Questionnaire
- Emergency Contact Form

Personnel Staff:

- New Hire Report *(already employed as T.E.C.)*
- Certification/Memo for P.A.
- Requisition
- Complete Gray Card (CECP)
- Certificates for Updating
- CDL Flag for Updating & Training
- CDL Fax Update to Global MRO
- DD214 to Pension
- Bloodborne/HBV Training & Shots
- Documents Pending Log
- Mark "Selected" on Eligible List & send letters to other applicants

approved for hire

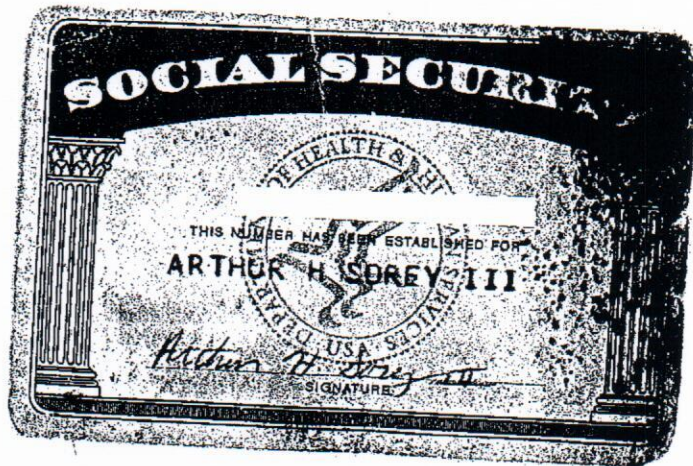
or

disapproved on the basis of:

- background
- medical
- other

  
**Rebecca Jones**  
Personnel Administration Director

Applicant/Department advised:  
By JK Date 3/22/04



**Florida** DRIVER LICENSE CLASS E

*A. H. S.*


**The Sunshine State**  
LICENSE NUMBER

**S6**

**ARTHUR HENRY SOREY III**

| BIRTH DATE | SEX | HGT. | REST. | ENDORSE |
|------------|-----|------|-------|---------|
| 08-27-01   | M   | 6-10 | C     |         |

ISSUED 08-27-01      EXPIRES 08-02-06      DUPLICATE 07-18-02



BUSINESS ONLY UNTIL 05-08-03

S110207180029  
Operation of a motor vehicle constitutes consent to any sobriety test required by law

ORIGINAL DOCUMENT  
FILED BY:  
*Elsie Gehy*  
11-17-03

- **COMPUTER USERS AGREE TO THE PROPRIETARY RIGHTS OF SOFTWARE.** Computer software protected by copyright is not to be copied from, into or by using City computers, excepting as permitted by law or by contract with the owner of the copyright. In addition, all City employees are to abide by the guidelines of the City Computer Policy.
- Downloading of software products from Internet sites is not permitted without the prior approval of the Computer Center.

Violations of these policies will be dealt with in the same manner as violations of other City policies and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available including loss of computer use privileges and dismissal from the City of North Miami.

I have been issued a computer that is part of the City's Computer network. I understand the computer is provided for City business only. The network has numerous users all of whom are saving important documents to the network server. In addition, the City's IBM computer that handles the important functions of Utility Billing, Financial Management, and Payroll is accessed through the network. Security of the network system should be of the utmost importance to all network users. I have been provided rules that govern network use, and, in accepting a computer that is part of the network, I agree to abide by the rules. Failure to do so may result in my computer being disconnected from the City's network and having it replaced by a dumb terminal, if needed, and/or disciplinary action as determined by my superiors.

By signing this document, I confirm that I have read and understand this Computer Usage Policy.

Elsie GENT  
Witness - Print Name

[Signature]  
Witness - Signature

Arthur H. Sorey III  
Print Name

[Signature]  
Employee Signature

4/12/04  
Date

**Gehy, Elsie**

---

**From:** Gehy, Elsie  
**Sent:** Friday, April 02, 2004 4:20 PM  
**To:** Sorey Jr, Arthur  
**Subject:** FW: Docts. Pending

**Importance:** High

-----Original Message-----

**From:** Gehy, Elsie  
**Sent:** Tuesday, March 30, 2004 11:44 AM  
**To:** Sorey Jr, Arthur  
**Subject:** FW: Docts. Pending  
**Importance:** High

Please don't forget ...

-----Original Message-----

**From:** Gehy, Elsie  
**Sent:** Friday, March 26, 2004 11:31 AM  
**To:** Sorey Jr, Arthur  
**Subject:** Docts. Pending

I need the agreement to A.R. 1-75 (Internet/Intranet use) that you picked up the day of your physical and your original birth certificate or passport.

*Thanks,*

*Elsie Gehy  
Personnel Administration  
City of North Miami  
(305) 893-6511, ext. 2154  
Fax: (305) 891-9375*

**Tracking:** Recipient  
Sorey Jr, Arthur

**Read**  
Read: 4/6/2004 10:21 AM

**Jones, Rebecca**

**From:** Wilkins, Nathaniel  
**Sent:** Wednesday, November 05, 2003 10:46 AM  
**To:** Jones, Rebecca  
**Subject:** Hiring of a Budget Analyst

I would like hire Arthur "Duke" Sorey, Jr. on contract as our Departmental Budget Analyst at a rate of \$20.85 per hour X 40 hrs per week. I would like to start him as soon as possible. Please let me know if you should need additional information.

*JK*  
*11-5-03*

**ARTHUR H. SOREY, III**  
**PHONE (305)**  
**E-MAIL-**

**G.COM**



## OBJECTIVE

Seeking appointment as the Assistant Parks and Recreation Director with the City of North Miami, where I may utilize my municipal governmental skills as well as my non-profit experience to help the City continue to achieve its desired goals and objectives.

## EDUCATION

**Master of Public Administration**, Florida International University, Miami, FL  
April, 2000

**Bachelor of Public Administration**, Florida International University, Miami, FL  
August, 1997

Tuskegee University, Tuskegee, AL  
1992 - 1994

## EXPERIENCE

**American Cancer Society**, July, 2001 - Present  
**Program Manager** (Community Relations)

- Build relationships and establish partnerships with area hospitals, community organizations, and volunteers to host and promote the American Cancer Society's programs and services (Jackson Memorial, NAACP, Community Action Agency, F.I.U.).
- Establish both advisory and working committees to address health disparities in the African American community
- Collaborate with other organizations, which share a vested interest in health as it pertains to the African American community.
- Coordinate with various Agencies and Volunteers to accomplish the goals of the American Cancer Society

**City of Hallandale Beach, Florida**, October, 1998 - July, 2001  
**Analyst, Department of Public Works** (reporting directly to the Director/Assistant City Manager)

- Developed and presented the \$30 million departmental budget in accordance with the City's goals and objectives to the Director for review and approval.
- Served as the Departmental Grant Coordinator, sought and secured funding from State and Federal Agencies. Administratively managed grant funded projects from conceptualization to completion.



## JOB SPECIFICATION AFFIDAVIT

I Arthur H. Sorey, III, have read the attached job  
Print Applicant/Employee Name  
specification for BUDGET Analyst dated 3/17/04  
Classification Title

and understand I must abide by this job specification. I understand the job specification does not represent a complete listing of all possible tasks. I am aware that the job specification may be amended periodically.

A. H. Sorey, III  
Applicant/Employee Signature

3/17/04  
Date

# 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

**Arthur Henry Sorey III**

the degree of

**Bachelor of Public Administration**  
College of Urban and Public Affairs

In Testimony Whereof, the signatures of the University's officers are hereto affixed in Miami, Florida  
August 13, 1997

*Elizabeth G. Lumsday*  
Chairman, Board of Regents

*Charles B. Reed*  
Chancellor, State University System

*Lawton Chiles*  
Governor

*[Signature]*  
President of the University

*[Signature]*  
Acting Dean



# City of North Miami

776 Northeast 125<sup>th</sup> Street, P.O. Box 610850, North Miami, Florida 33161-0850

(305) 893-6511

March 17, 2004

Mr. Arthur H. Sorey, III

## CONDITIONAL OFFER OF EMPLOYMENT

The City of North Miami is pleased to extend to you a conditional offer of employment as a **Budget Analyst** at the starting gross salary of \$41,163 per year. This offer is specifically contingent upon your successful completion of the following pre-employment screening requirements:

1. Background Investigation, including previous employment, character reference check, driving history and credit history (if applicable)
2. Medical Examination
3. Drug Screen (Safety Sensitive positions Only)
4. Available vacancy and funding

Upon successful completion of all pre-employment screening requirements to the standards of the City of North Miami, you will be offered the position of **Budget Analyst**.

This offer shall be revoked upon the applicant's failure to meet any of the conditions contained herein.

**THIS IS NOT A FINAL OFFER OF EMPLOYMENT. DO NOT GIVE NOTICE, QUIT YOUR PRESENT JOB OR RELOCATE TO THE SOUTH FLORIDA AREA UNLESS YOU ARE GIVEN A SPECIFIC DATE OF HIRE.**

**CONDITIONAL OFFER OF EMPLOYMENT OFFER**

The City of North Miami requires all applicants selected for employment to complete a medical examination, which is to be conducted following the conditional offer of employment, but prior to the commencement of work. The result of this examination will not be used to exclude the applicant from his or her particular job classification unless the results of these examinations reveal the applicant cannot perform the essential functions of a **Budget Analyst**, with or without reasonable accommodations.

I, Arthur H. Sorey, III, HAVE READ THE FOREGOING CONDITIONAL OFFER OF EMPLOYMENT AND EXAMINATION NOTICE AND UNDERSTAND THE PRE-EMPLOYMENT SCREENING REQUIREMENTS AND THE NECESSITY OF A MEDICAL EXAMINATION AND THAT I MUST BE ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION I HAVE BEEN OFFERED, WITH OR WITHOUT A REASONABLE ACCOMMODATION.

3/17/04  
DATE

[Signature]  
APPLICANT'S SIGNATURE

Sworn to and subscribed before me this 17 day of March, 2004 at North Miami, Florida.

Takisha Williams  
NOTARY PUBLIC, STATE OF FLORIDA



Print Name of Notary Public Certification #

Personally known to me or  
 Produced Identification:

\_\_\_\_\_  
(Type of Identification Produced)

.....  
3/17/04  
DATE

Elsie Gehy  
PERSONNEL ADMINISTRATION



# City of North Miami

776 Northeast 125th Street, P.O. Box 610850, North Miami, Florida 33261-0850

## TEMPORARY EMPLOYMENT CONTRACT

(305) 893-6511

Arthur H. Sorey, III does hereby enter into a Temporary Employment  
(Print or Type Name of Applicant)  
Contract with The City for the purpose of performing the following services:  
(Please list specific services.) Budget Analyst

Services are scheduled to commence effective November 17, 2003 and end:  
(Effective Date)

- date contract is terminated
- on or before \_\_\_\_\_  
(Termination Date)

Such work is to be performed on an hourly basis, not to exceed six months  
40 hours per week at a rate of compensation of  
\$ 20.85 per hour for the number of hours worked  
OR \$ \_\_\_\_\_ per specific unit of activity.

It is agreed and understood that hours worked and duties performed may differ from those listed above at the discretion of the appointing authority and approval of the Personnel Director.

I hereby acknowledge that I have been informed of the scope of my prospective duties with the City and in accordance therewith am capable of fulfilling the specific needs of the duties outlined above.

[Signature] 11/17/03  
Applicant's Signature Date

### PLEASE PRINT IN BLACK INK OR TYPE

APPLICANT'S NAME: SOREY, III Arthur H.  
Last First M.I.

ADDRESS: \_\_\_\_\_  
Street City State Zip

PHONE NUMBER: ( \_\_\_\_\_ ) \_\_\_\_\_

### APPROVALS

Requesting Dept. [Signature] 11/23/03  
Department Director Date

P&R - Administration 001 - 460 - 00 - 572 - 301  
Decision Unit Name Account Number

Personnel Dept. [Signature] 11-20-03 3667  
Personnel Director Date Employee Number

**TEMPORARY EMPLOYMENT CONTRACT CHECKLIST**

# 2667  
eff. 11-17-0

Applicant's Name: Arthur H. SOREY, III

Position: Budget Analyst

FUNDS BUDGETED 460 - cc: Budget Office

- Birth Certificate/Passport/Naturalization/Alien/Work Permit
- Driver License/Picture ID
- Social Security Card

**Pre-Employment Forms:**

- Contract Agreement
- Employment Application
- Affirmative Action Data Sheet
- Drug Affidavit
- W-4 Form (check SS# on card) (& add Info. for Updating)
- I-9 Form
- Employment Oath
- Background Authorization
- Applicant Driving History
- Certificates (if applicable)
- D.O.T. Pre-empl. Authorization
- D.O.T. Packet & Agreement
- Employment Verif./Ref.Check
- If Minor: Consent for Medical Treatment signed by Guardian
- Background check 11-17-03 (incl. D.L. if applicable)

- PCO/CDL position, D/S: N/A
- Pre-emp. Physical N/A  
(GMW, Ref. Coll., Lifeguard, Coach, School Crossing Guard)

**Upon employment:**

- Post Hire Medical Questionnaire
- Emergency Contact Form

**Personnel Staff:**

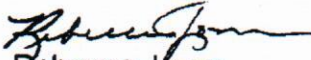
- New Hire Report
- Organizational Board
- Certificates for Updating
- CDL Flag for Updating
- CDL Fax to Global
- CDL Training
- Bloodborne/HBV Training & Shot
- Documents Pending Log

(over)

*Memorandum*

TO: Nathaniel Wilkins  
P&R Director

DATE: November 24, 2003

FROM:   
Rebecca Jones  
Director  
Personnel Administration

FILE:  
SUBJECT: Post Hiring Documents  
for Arthur H. Sorey, III

Attached are documents required to complete the personnel file of your new employee. Please return the completed forms to Personnel within two weeks from the date of this memo. **If the documents listed below are not received in the Personnel Administration Office prior to the deadline, the employee will be placed on inactive status and will be unable to work for the City until the completed documents are provided.**

|   |                                    |
|---|------------------------------------|
| X | Post Hiring Medical Questionnaire  |
| X | Emergency Contact / Address Update |
|   |                                    |
|   |                                    |

If you require any additional information, please do not hesitate to contact Elsie Gehy in the Personnel Department at (305) 893-6511, extension 2154.

RJ/eg

**TELEPHONE REFERENCE CHECK**

Applicant Name & SSN: Arthur Sorey, III  
Company Contacted & Tel.: Town of Davie (954) 797-1050  
Contact Name & Position: Kim Sexton, Administrative Aide, Finance  
(Chris Wallace left 3 years ago!).

1. The applicant lists dates of employment with your firm from 11/97 to 10/98. Is that correct? Yes  No   
If no, please explain: \_\_\_\_\_

2. What position(s) did applicant hold while in your employ?  
Graduate Intern

3. Reason applicant terminated employment with your organization?  
Career Opportunity

4. How would you rate applicant's work performance as:  
Outstanding \_\_\_\_\_ Satisfactory  Below Average \_\_\_\_\_

5. How would you rate applicant's conduct as:  
Outstanding \_\_\_\_\_ Satisfactory  Unsatisfactory \_\_\_\_\_  
Got along very well with everybody

6. How would you rate applicant's attendance as:  
Outstanding \_\_\_\_\_ Satisfactory \_\_\_\_\_ Unsatisfactory \_\_\_\_\_  
Good!

7. Did the employee display any behavior that might compromise the safety of our employees if hired? Yes \_\_\_\_\_ No

If yes, please explain: (Was very well liked by everyone. Although they picked on him all the time, he was always pleasant.)

Comments: He still keeps in touch with them - because they pick on him all the time. (D)

REFERENCE CHECKED BY:

Elsie GEHY  
Print Name

[Signature]  
Signature

11/18/03  
Date



TELEPHONE REFERENCE CHECK

Msg.  
M-11-17-00

Applicant Name & SSN: Arthur Sorey, III (Duke) (305) 594-4363

Company Contacted & Tel.: American Cancer Society ✓

Contact Name & Position: Gilbert Baerga, Senior Program Director

1. The applicant lists dates of employment with your firm from July 2001 to August 2003. Is that correct? Yes  No   
If no, please explain: \_\_\_\_\_

2. What position(s) did applicant hold while in your employ?  
Program Manager → "Cancer Control Program Manager"

3. Reason applicant terminated employment with your organization?  
Budget Cuts →

4. How would you rate applicant's work performance as:  
Outstanding  Satisfactory \_\_\_\_\_ Below Average \_\_\_\_\_

5. How would you rate applicant's conduct as:  
Outstanding  Satisfactory \_\_\_\_\_ Unsatisfactory \_\_\_\_\_

6. How would you rate applicant's attendance as:  
Outstanding  Satisfactory \_\_\_\_\_ Unsatisfactory \_\_\_\_\_

7. Did the employee display any behavior that might compromise the safety of our employees if hired? Yes \_\_\_\_\_ No  (Not at all)  
If yes, please explain: \_\_\_\_\_

Comments: "We will be fortunate to have him. Excellent individual who gets along well w/ everybody. Team Player."

REFERENCE CHECKED BY:

Elsie GEHY  
Print Name

[Signature]  
Signature

11/19/03  
Date

TELEPHONE REFERENCE CHECK

Applicant Name & SSN: City of Hallandale Beach - (954) 457-1300

Company Contacted & Tel.: Arthur Sorey III

Contact Name & Position: Mike Good, P.W. Dir. / Asst. City Mgr

Msg. w/ Valoy 11-18-03 - 9:55  
Msg. w/ Demetris 11-19-03 - 12:55  
Was @ Data Commis. mtg. yesterday.

1. The applicant lists dates of employment with your firm from Oct. 1998 to July 2001. Is that correct? Yes  No

If no, please explain: \_\_\_\_\_

2. What position(s) did applicant hold while in your employ?  
Admin. Analyst ✓

3. Reason applicant terminated employment with your organization?  
Career Opportunity ✓ → Career Advancement / Career Society

4. How would you rate applicant's work performance as:  
Outstanding  Satisfactory \_\_\_\_\_ Below Average \_\_\_\_\_

5. How would you rate applicant's conduct as:  
Outstanding  Satisfactory \_\_\_\_\_ Unsatisfactory \_\_\_\_\_

6. How would you rate applicant's attendance as: worked a lot more hours than reg'd Co-65 hrs  
Outstanding  Satisfactory \_\_\_\_\_ Unsatisfactory \_\_\_\_\_

7. Did the employee display any behavior that might compromise the safety of our employees if hired? Yes \_\_\_\_\_ No   
If yes, please explain: Actually relied other employees...

Comments: Was pretty good at what he was doing - P.W. Dept. Spreadsheet, Agenda reporting, public speaking  
Overall Great employee. Would have no problem to re-hire him.

REFERENCE CHECKED BY:

Elsie GEHY  
Print Name

[Signature]  
Signature

11/21/03  
Date



# City of North Miami

776 Northeast 125th Street, P.O. Box 610850, North Miami, Florida 33261-0850

(305) 893-6511

## U.S. CITIZEN EMPLOYMENT OATH

In compliance with Sec. 876.05, F.S.

STATE OF FLORIDA  
COUNTY OF MIAMI-DADE

I, Arthur H. Sorey III, a citizen of the State of Florida and of the United States of America, and being employed by the City of North Miami and a recipient of public funds as such employee, do hereby solemnly swear or affirm that I will support the Constitution of the United States and of the State of Florida.

Arthur H. Sorey III

Signature

11/14/03

Date

Sworn to and subscribed before me this 14 day of November, 2003.

Cora T. Daise  
NOTARY PUBLIC, STATE OF FLORIDA

Cora T. Daise #DD 171893  
Print Name of Notary Public Certification #

Personally known to me or  
 Produced Identification:

(Type of Identification Produced)

06/02





# City of North Miami

776 Northeast 125th Street, P.O. Box 610850, North Miami, Florida 33261-0850

(305) 893-6511

## NON-CITIZEN EMPLOYMENT OATH

In compliance with Sec. 876.05, F.S.

*VOID  
Is a  
(Citizen)*

STATE OF FLORIDA  
COUNTY OF MIAMI-DADE

I, Arthur H. Sorey III, a resident of the State of Florida and of the United States of America, and being employed by the City of North Miami and a recipient of public funds as such employee, do hereby solemnly swear or affirm that I will support the Constitution of the United States and of the State of Florida.

*A. Sorey III*

Signature

11/14/03

Date

Sworn to and subscribed before me this 14th day of November, 2003.

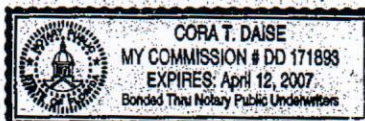
*Cora T. Daise*  
NOTARY PUBLIC, STATE OF FLORIDA

*Cora T. Daise #151171893*  
Print Name of Notary Public Certification #

Personally known to me or  
 Produced Identification:

(Type of Identification Produced)

06/02





# City of North Miami

776 Northeast 125th Street, P.O. Box 619085, North Miami, Florida 33261-9085

(305) 893-6511

## DRUG-FREE WORKPLACE POLICY STATEMENT AND EMPLOYEE PLEDGE

The **CITY OF NORTH MIAMI** provides a drug-free workplace for all employees. In accordance with this policy, use of controlled substances, without the authorization of a licensed physician, and for bona fide medical purposes, is prohibited.

With regard to the above, I Arthur H. Sorey III  
(Print Name)

hereby affirm that I have never used, or that I have not been an unauthorized user of the following controlled substances for at least one (1) year immediately preceding my application for employment with the **City of North Miami**:

|                          |  |
|--------------------------|--|
| Marijuana                | Cocaine                                |
| Phencyclidine (PCP)      | Amphetamines                           |
| Methaqualone             | Barbiturates                           |
| Benzodiazepines (Valium) | Opiates (Heroin,<br>Morphine, Codeine) |

Under the penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Arthur H. Sorey III

Signature of Applicant

Elsie Gehy

Witness - Signature

11-17-03

Date

Elsie GEHY

Witness - Print Name



# City of North Miami

776 Northeast 125th Street, P.O. Box 610880, North Miami, Florida 33261-0880

(305) 893-6511

## AUTHORIZATION TO CONDUCT BACKGROUND INVESTIGATION

Full Name: Arthur H. Sorey, III

Date of Birth: [REDACTED]

Social Security Number: [REDACTED]

I, Arthur H. Sorey, III, authorize and instruct the City of North Miami  
(Print Name)  
or its designated agent, to conduct a pre-employment investigation into my background  
for purposes of determining my fitness for duty.

In connection with application for employment, I authorize and instruct the investigators  
to make personal, written, and/or telephone contact with former employers, private  
individuals, government agencies, consumer credit reporting agencies and any other  
party that may have information pertaining to my personal background, and fitness for  
employment in a position of trust and responsibility.

I authorize the investigators to compile this information on behalf of my prospective  
employer, the City of North Miami, and to make written and verbal reports of their  
findings to that party.

[Signature]

Signature

11/14/03

Date

with  
Sworn to and subscribed before me this 14 day of  
November, 2003.

Cora Y. Davis  
NOTARY PUBLIC, STATE OF FLORIDA

Cora Y. Davis #55171893  
Print Name of Notary Public Certification #

Personally known to me or  
Produced Identification

(Type of Identification Produced)

Rev. 05/02



**ARTHUR H. SOREY, III**  
**PHONE (305)**  
**E-MAIL - /**

RECEIVED  
NOV 17 2000  
SMALL DET.

## OBJECTIVE

---

Seeking appointment as the Budget Analyst with the City of North Miami, where I may utilize my municipal governmental skills as well as my non-profit experience to help the City continue to achieve its desired goals and objectives.

## EDUCATION

---

**Master of Public Administration**, Florida International University, Miami, FL  
April, 2000

**Bachelor of Public Administration**, Florida International University, Miami, FL  
August, 1997

Tuskegee University, Tuskegee, AL  
1992 - 1994

## EXPERIENCE

---

**American Cancer Society**, July, 2001 - Present  
**Program Manager** (Community Relations)

- Build relationships and establish partnerships with area hospitals, community organizations, Churches, and volunteers to host and promote the American Cancer Society's programs and services (Jackson Memorial, NAACP, Community Action Agency, F.I.U.).
- Establish both advisory and working committees to address health disparities throughout Miami-Dade County
- Collaborate with other organizations, which share a vested interest in health as it pertains cancer.
- Coordinate with various Agencies and Volunteers to accomplish the goals of the American Cancer Society

**City of Hallandale Beach, Florida**, October, 1998 - July, 2001  
**Analyst, Department of Public Works** (reporting directly to the Director/Assistant City Manager)

- Developed and presented the \$30 million departmental budget in accordance with the City's goals and objectives to the Director for review and approval.
- Served as the Departmental Grant Coordinator, sought and secured funding from State and Federal Agencies (EMPA, FEMA). Administratively managed grant funded projects from conceptualization to completion.

- Actively participated in Commission Agenda preparation and presentation
- Implemented new strategies to improve the productivity and efficiency of the entire Department.
- Planned, created, implemented, and oversaw long-range Capital Improvement projects with budgets exceeding \$ 20 million.
- Responsible for reviewing and updating the Strategic Plans for the various Public Works Divisions.

**Town of Davie, Florida, November, 1997 – October, 1998**  
**Graduate Intern** (Assistant to the Finance Director)

- Participated in the development of the Town's \$46.5 million budget
- Developed and analyzed surveys ranging from salaries to budget expenditures
- Performed revenue and expenditure forecasting
- Developed informative reports, and presentations for the Town Manager, Mayor, and Council

**City of Aventura, Florida, November, 1996 – May, 1997**  
**Intern** (Assistant to the Community Services Director)

- Wrote new policies and procedures for the City's Administrative Policy Directives and Procedures Manual
- Developed and designed the City's Special Events Manual
- Analyzed program surveys received from residents

ADDITIONAL SKILLS AND QUALITIES

- Excellent communicator both verbal and written
- Ability to simplify complex projects and resolve controversial situations
- Goal Oriented
- Leader
- Dedicated and Loyal

PHONE \_\_\_\_\_

OM