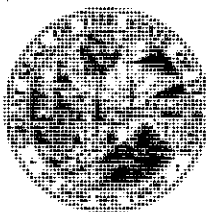


STATE OF FLORIDA
LAW OFFICE OF THE
CAPITAL COLLATERAL
REGIONAL COUNSEL
MIDDLE REGION



ERIC C. PINKARD
CAPITAL COLLATERAL REGIONAL COUNSEL

GEROD J. HOOPER
CHIEF ASSISTANT CCRC

May 17, 2019

Carolyn Horwich
Director of Human Resources
Justice Administrative Commission
P.O. Box 1654
Tallahassee, FL 32301

Dear Ms. Horwich:

Enclosed is our updated Classification and Pay Plan, effective May 1, 2019. Changes have been made to the following policies:

- Annual Leave Accrual Policy Statement for Non-Management Positions
- Annual Leave Accrual Policy Statement for Management Positions
- Insurance Benefits (Management)
- Policy Statement on Compensatory Leave Accrual for Included Employees
- Policy Statement on Compensatory Leave Accrual for Excluded Employees

Please feel free to contact me if you have any questions regarding this matter.

Sincerely,

A handwritten signature in cursive script that reads "Sam J. Cardinale".

Sam J. Cardinale
Executive Director

/wlm

Enclosure(s)



MEMORANDUM

TO: CCRC-Middle Employees
FROM: Eric Pinkard *ECP*
DATE: April 1, 2019
RE: ANNUAL LEAVE ACCRUAL POLICY STATEMENT
FOR MANAGEMENT POSITIONS

Effective April 1, 2019 Capital Collateral Regional Counsel - Middle Region's Annual Leave Accrual Policy Statement for management employee positions is as follows:

Management positions are classified as Class Code 4900, Capital Collateral Regional Counsel; Class Code 4811, Assistant Capital Collateral Counsel V; Class Code 4809, Assistant Capital Collateral Counsel IV; Class Code 4373, Administrative Services Director; Class Code 4667, Chief Investigator; Class Code 4353, Office Manager; and Class Code 4325, Accounting Services Administrator.

All full-time employees who fill established FTE management designated positions shall earn 240 hours Annual Leave accruals per calendar year, which are to be credited on January First of each year. Employees hired to fill established, designated management positions during the course of the year shall earn Annual Leave based upon a 20-hour-per month proration of 240 annual hours and credited on date of hire. In the case of separation from the agency, Annual Leave for partial months worked shall be pro-rated and calculated based on the last day of the month prior to the employee's last day on the payroll.

Management employees shall be entitled to use all previous Florida state government creditable service immediately upon reemployment for the determination of eligibility of Annual Leave earned accruals, including previous rates of leave accrual, but not to exceed 240 hours per calendar year.

During periods of leaves of absence with pay, a management employee shall earn Annual Leave accruals. During leaves of absence without pay, an employee shall earn Annual Leave accruals on a monthly pro-rated basis calculated upon 20 hours maximum leave per month, which will be calculated based upon the number of hours worked that month.

The ratios used to prorate accruals based on hours worked during the month are shown below:

- 36 through 69 hours worked in a month shall earn 25 percent of total accruals.
 - 70 through 103 hours worked in a month shall earn 50 percent of total accruals.
 - 104 through 138 hours worked in a month shall earn 75 percent of total accruals.
 - 139 hours or more worked in a month shall earn 100 percent of total accruals.
- Note: Incremental hours (less than one hour) shall be rounded.

Employees filling established management positions shall not be allowed to carry more than 480 Annual Leave hours on the books at the end of the calendar year.

However, management employees may accrue Annual Leave earnings and credits in excess of 480 hours. Annual Leave credits earned in excess of the 480-hour maximum should be used during the calendar year. Any Annual Leave balance in excess of the 480-hour maximum at the end of the calendar year shall be converted to Sick Leave.

Management employees must maintain a minimum of 24 hours of Annual Leave and 24 hours of Sick Leave throughout the year. Management employees who do not carry both of the stated minimums may be denied leave requests for either Annual Leave or Sick Leave until both of the stated minimums are met. Due to extenuating circumstances, the CCRC or his/her designee, may temporarily waive either or both minimums for a management employee.

Management positions shall receive payment for accrued Annual Leave up to a maximum of 480 hours upon termination or retirement.

Upon termination or retirement, which occurs before the last day of the calendar year, if more Annual Leave hours were used than the total balance of Annual Leave hours accrued, any negative balance or overage of used Annual Leave must be reimbursed. Reimbursement shall be calculated based upon an hourly rate of pay of the employee's base salary.

Use of Annual Leave shall not be authorized prior to the time it is earned, accrued and credited, as described in the third paragraph of this Leave Policy.

Annual Leave requests must be submitted in BOMS and are approved upon submission.

Exceptions to this Leave Policy, due to extenuating circumstances, may only be granted by the CCRC or his/her designee.

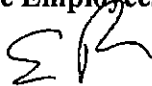
*By my signature below, I have read and understand
that this document becomes part of my personnel file.*

Employee Signature _____ Date _____

Employee's Printed Name _____



MEMORANDUM

TO: CCRC-Middle Employees
FROM: Eric Pinkard 
DATE: April 1, 2019
RE: ANNUAL LEAVE ACCRUAL POLICY STATEMENT FOR NON-MANAGEMENT POSITIONS

Effective April 1, 2019, CCRC-Middle Region's Annual Leave Accrual Policy Statement for all non-management employees is as follows:

All full-time employees who fill established non-management designated FTE positions shall earn Annual Leave accruals as shown below:

<u>Creditable Service</u>	<u>Hours of Leave Earned</u>
0 through 2 years	8 hours and 40 minutes per month
3 years to 4 years	10 hours per month
4 years through 9 years	13 hours and 20 minutes per month
10 years or more	16 hours and 40 minutes per month

Employees shall be entitled to use all previous Florida state government creditable service immediately upon reemployment for the determination of eligibility of Annual Leave earned accruals, including previous rates of leave accrual.

Annual Leave shall be earned during the course of the monthly pay period. While Annual Leave accruals will be earned during the course of the monthly pay period, it won't be credited to the employee until the last-working day of the month, or, in the case of separation from the agency, on the last day the employee is on the payroll. If an employee is hired after the first working (business) day of a month, the employee shall earn Annual Leave accruals on a prorated monthly basis, calculated based upon the number of hours worked that month. During periods of leaves of absence with pay, an employee shall earn Annual Leave accruals. During leaves of absence without pay, an employee shall earn Annual Leave accruals on a monthly prorated basis, which will be calculated based upon the number of hours worked that month.

The ratios used to prorate accruals, based on hours worked during the month, are shown below:

36 through 69 hours worked in a month shall earn 25 percent of total accruals

70 through 103 hours worked in a month shall earn 50 percent of total accruals
104 through 138 hours worked in a month shall earn 75 percent of total accruals
139 hours or more worked in a month shall earn 100 percent of total accruals
Note: Incremental hours (less than one hour) shall be rounded.

The maximum balance of Annual Leave hours an employee may have remaining on the books as of January First of each year is as follows:

- (a) 0 through 3 years of service with the State of Florida is 120 hours.
- (b) 4 years of service through 14 years of service with the State of Florida is 240 hours.
- (c) 15 years or more of service with the State of Florida is 360 hours.

However, an employee may accrue Annual Leave earnings in excess of the maximum hours stated above. Annual Leave earnings accrued in excess of the above maximums should be used during the calendar year, or shall be forfeited at the end of the calendar year. Due to extenuating circumstances, as determined by the CCRC or his/her designee, Annual Leave earnings accrued in excess of the hours stated above may be converted into Sick Leave.

Each employee must maintain a minimum of 24 hours of Annual Leave and 24 hours of Sick Leave throughout the year. Employees who do not carry both of the stated minimums may be denied leave requests for either Annual Leave or Sick Leave until both of the stated minimums are met. Due to extenuating circumstances, the CCRC or his/her designee, may temporarily waive either or both minimums for an employee.

An employee shall receive payment for accrued Annual Leave, upon termination or retirement, based on the following:

- (a) 0 through 3 years of service with the State of Florida: Up to a maximum of 120 hours.
- (b) 4 years of service through 14 years of service with the State of Florida: Up to a maximum of 240 hours.
- (c) 15 years or more of service with the State of Florida: Up to a maximum of 360 hours.

Use of Annual Leave shall not be authorized prior to the time it is earned and accrued. Use of Annual Leave shall not be authorized prior to the time it is credited to the employee, as described in the fourth paragraph of this Leave Policy, even though it may already be earned and/or accrued, either fully or in part.

Annual Leave requests must be submitted by employees in BOMS. Annual Leave may not be

taken unless approved by an employee's immediate supervisor and the CCRC, or his/her designee.

Exceptions to this Leave Policy, due to extenuating circumstances, may only be granted by the CCRC or his/her designee.

By my signature below, I have read and understand the above and understand that this document becomes part of my personnel file.

Employee Signature _____ Date _____

Employee's Printed Name _____

Revised 04/19

STATE OF FLORIDA
LAW OFFICE OF THE
CAPITAL COLLATERAL
REGIONAL COUNSEL
MIDDLE REGION



ERIC C. PINKARD
CAPITAL COLLATERAL REGIONAL COUNSEL

GEROD J. HOOPER
CHIEF ASSISTANT CCRC

MEMORANDUM

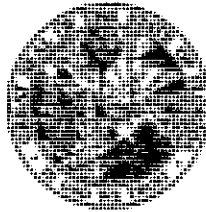
TO: CCRC-Middle
Management Employees

FROM: Eric C. Pinkard *E. Pinkard*

DATE: May 1, 2019

RE: INSURANCE BENEFITS

Effective April 1, 2005, management employees shall receive paid health and life insurance. Management positions are classified as Class Code 4373, Administrative Services Director and Class Code 4667, Chief Investigator.



MEMORANDUM

TO: CCRC-Middle Employees

FROM: Eric C. Pinkard *E. Pinkard*

DATE: May 1, 2019

RE: POLICY STATEMENT ON COMPENSATORY LEAVE ACCRUAL
LIMIT FOR EXCLUDED EMPLOYEES

Effective January 1, 2012, CCRC-M's Compensatory Leave Accrual Policy Statement for all excluded employees is changed as follows:

All full-time employees who are filling established excluded positions may be granted regular compensatory leave credits (comp time) on an hour-for-hour basis for up to twenty (20) hours when required to be worked in excess of the normal work month. Exceptions may be granted by the CCRC for extenuating circumstances.

The maximum number of comp time hours that an excluded employee may have on the books as of January 1st of each year and July 1st of each year is twenty four (24) hours. If possible, all compensatory time shall be used the week it is accrued by flexing work hours or should be used the following week. Overtime is not to be scheduled in order to cover planned leave. Comp time hours earned in excess of 24 hours should be used during the periods between January 1st and July 1st of each year, or will be forfeited. Extensions may be granted by the CCRC at his discretion.

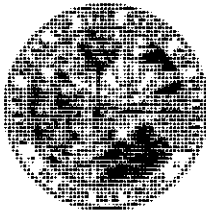
Excluded employees shall not use more than sixteen (16) hours of comp time within the last month before termination of employment. No cash payment shall be made for unused comp time upon termination for excluded positions.

By my signature below, I have read and understand the above and understand that this document becomes part of my personnel file.

Employee Signature _____

Date _____

Employee's Printed Name _____



MEMORANDUM

TO: CCRC-Middle Employees

FROM: Eric C. Pinkard *E. Pinkard*

DATE: May 1, 2019

RE: POLICY STATEMENT ON COMPENSATORY LEAVE ACCRUAL FOR INCLUDED EMPLOYEES

Effective January 1, 2012, CCRC-M's Compensatory Leave Accrual Policy Statement for all included employees is as follows:

All full-time employees who are filling established included positions are required to obtain pre-approval for any overtime that needs to be worked. Whenever possible, this request should be done by e-mail to the direct supervisor and a copy to Human Resources. If possible, all compensatory time shall be used the week it is accrued by flexing work hours or, in the alternative, should be used the following week. Overtime is not to be scheduled in order to cover a planned absence. Accrued compensatory leave shall be used before annual leave or sick leave. The work week runs from Sunday through Saturday. Compensatory leave is calculated at time-and-a-half for anything worked over 40 hours and hour-for-hour for anything worked under 40 hours. For example, a work week that includes an eight (8) hour holiday would be considered a 32 hour work week. Anything worked between 32 hours and 40 hours would be calculated at hour-for-hour and anything worked over 40 hours would be calculated at time-and-a-half.

Only in an emergency situation will an investigator be permitted to earn overtime on a holiday or weekend. Prior approval must be given by the CCRC.

Exceptions to this policy may be granted by the CCRC for extenuating circumstances.

By my signature below, I have read and understand the above and understand that this document becomes part of my personnel file.

Employee Signature _____ Date _____

Employee's Printed Name _____

**CLASSIFICATION AND PAY RULES
FOR THE EMPLOYEES OF THE
CAPITAL COLLATERAL REGIONAL COUNSEL
MIDDLE REGION
OF THE
STATE OF FLORIDA**

January 4, 2019

**This office has adopted the
Capital Collateral Representative
rules of June 30, 1997
until further clarified.**



**Eric C. Pinkard
Capital Collateral Regional Counsel
Middle Region**

CLASSIFICATION AND PAY RULES
FOR THE EMPLOYEES OF THE
CAPITAL COLLATERAL REGIONAL COUNSEL
OF THE
STATE OF FLORIDA

MARCH 1, 1986

AMENDED TO BE EFFECTIVE

JANUARY 1, 1988
SEPTEMBER 19, 1988
MARCH 19, 1991
JULY 1, 1993
OCTOBER 1, 1993
DECEMBER 1, 1993
NOVEMBER 1, 1994
MAY 2, 1995
JANUARY 1, 1996
OCTOBER 1, 1996
JANUARY 1, 1997
OCTOBER 1, 1997
JANUARY 1, 1998
AUGUST 1, 2001
FEBRUARY 1, 2003
JUNE 2, 2003
APRIL 1, 2005
JUNE 1, 2007
SEPTEMBER 30, 2008
DECEMBER 31, 2008
DECEMBER 31, 2009
SEPTEMBER 27, 2011
OCTOBER 12, 2011
JULY 23, 2012
JANUARY 1, 2013
JULY 1, 2013
JANUARY 1, 2014
JULY 1, 2014
SEPTEMBER 30, 2015
JANUARY 1, 2017
AUGUST 1, 2017
MAY 1, 2018
JULY 1, 2018
APRIL 1, 2019
MAY 1, 2019

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	Salary Schedule	

INTRODUCTION

Authority Part III, Chapter 27, Florida Statutes, effective July 1, 1985. The Capital Collateral Representative (CCR) is required to employ personnel necessary for the efficient performance of his duties as provided in section 27.702, Florida Statutes. In accordance with Section 27.705 (4) , Florida Statutes, the Capital Collateral Representative (CCR) is to develop a classification and pay plan. These rules were approved by the Capital Collateral Representative (CCR) on the 1st day of February, 1986 and are effective March 1, 1986.

Scope and Purpose. This manual sets forth classification and pay rules applicable to employees filling authorized and established positions in the Office of the Capital Collateral Representative (CCR) . It is intended to provide a uniform method of recruitment, hiring, advancement, position classification, salary administration, benefits, and other related activities.

Statements of Policy.

(1) The respective pay plans for the State Attorneys and Public Defenders were the basis for these rules.

(2) For the purpose of these rules the Capital Collateral Representative is considered to be the employer.

(3) All employees of the Office of the Capital Collateral Representative (CCR) are exempt from the State of Florida Career Service System and serve at the pleasure of the appointing authority.

(4) The employer shall assure equal employment opportunity to each applicant or employee without regard to the person's race, color, religion, gender, sexual orientation, national origin, or age except as provided for by law, with respect to recruitment, appointment, training, promotion, retention, separation, or any other employment practice (Section 110.105, Florida Statutes, Title VII, Civil Rights Act, 1964 and 1972). Each employer shall likewise assure equal employment opportunity to any physically or mentally handicapped person who is an applicant or employee with respect to the employment practices specified in these rules, unless the disability involved prevents satisfactory performance of the work to be performed.

(5) No employee shall be required to submit to a polygraph examination, fingerprint comparison, breathalyzer, urinalysis, or blood test or to consent to searches of private property as a condition of employment.

(6) The Office of the Capital Collateral Representative is an at-will employer and nothing contained in these rules shall be construed as an employment contract or in any way otherwise modify the at-will employment status.

CHAPTER 1

DEFINITIONS

ABANDONMENT OF POSITION - The unauthorized absence by an employee from the employee's position for 3 consecutive workdays.

ADD AND DELETE - A budgetary action involving the abolition of an authorized or established position, or the addition of an authorized position. These actions result from circumstances which may include, but are not limited to, an abrupt change in the duties and responsibilities assigned a position; changes which affect the position in the organizational unit in which the position is located; changes in supervisory responsibilities; or the deletion of one or more positions and the addition of one or more positions to accommodate new duties and responsibilities in order that the total number of authorized positions is not exceeded.

ADMINISTRATIVE LEAVE - Authorized leave of absence with pay not chargeable against an employee's accrued leave credits.

ANNUAL LEAVE - Authorized leave of absence with pay granted an employee for vacation or other personal purposes.

APPOINTMENT - The act of placing an employee in an established position.

CAPITAL COLLATERAL REPRESENTATIVE - The person appointed pursuant to Part III, Chapter 27, Florida Statutes, or that person designated by the CCR responsible for the administration of the Classification and Pay Rules.

"CLASS TITLE" OR "TITLE OF POSITION" - The official name assigned to a position or class of positions.

CLASSIFICATION PLAN - A document which formally describes the concepts, rules and regulations and class specifications utilized in the classification and reclassification of positions in the Office of the CCR.

CLASS SPECIFICATION - The document issued by the CCR which defines the type of work, level of difficulty or responsibilities, training and experience requirements, as well as other information determined appropriate by the CCR. Specifications are identified by a class title and class code number assigned by the CCR.

COMPENSATORY LEAVE CREDITS - An employee who is filling an excluded position may be granted regular compensatory leave credits on an hour for hour basis for all hours required to be worked in excess of the normal workweek. Compensatory leave credits must be taken within a reasonable period of time. No cash payment shall be made for unused compensatory leave credits.

CONCEPTS AND ALLOCATION FACTORS - The statements included in the "Distinguishing Characteristics of Work" section of the class specification.

CREDITABLE SERVICE - Creditable service is service during which the employee has filled an authorized position on the payroll of the CCR, a state court, a state agency, or during which the employee is on authorized leave without pay approved in accordance with this section.

DEMOTION - Moving an employee from a position in one class to a different position in another class having a lesser degree of responsibility and a lower pay grade.

DISMISSAL - The action taken by the CCR against an employee to separate the employee from the Office of the Capital Collateral Representative (CCR).

DUAL EMPLOYMENT AND COMPENSATION - Compensation of an employee within state government simultaneously from any appropriation other than appropriations for salaries or the compensation of an employee simultaneously by more than one state agency.

EMERGENCY STATUS - An employee appointed to fill an established position on a full-time or part-time basis for a period not to exceed 3 calendar months during any 12 month period, shall be given emergency status when an emergency exists and a vacancy must be filled immediately.

ESTABLISHED POSITION - An authorized position which has been classified in accordance with a classification and pay plan as provided by law.

EXCLUDED POSITION - A classified position in the Capital Collateral Representative(CCR) salary schedule which does not permit the payment of overtime, and is exempt from the Fair Labor Standards Act.

FULL-TIME POSITION - A position authorized for the entire normally established work period, daily, weekly, monthly, annually.

IMMEDIATE FAMILY - Is defined as the spouse, grandparents, parents, brothers, sisters, children, and grandchildren of both the employee and the spouse.

INCLUDED POSITION - A classified position in the Capital Collateral Representative's salary schedule which requires the payment of overtime or granting of compensatory time at the rate of 1.5 hours for each hour worked, according to the Fair Labor Standards Act.

LAYOFF - Termination of employment due to abolition of positions necessitated by a shortage of funds or work, or a material change in the duties or organization of the agency.

LEAD-WORKER POSITION - A position having the same or similar duties as other positions in the same work unit and, of duties and responsibilities of a limited supervisory nature.

LEAVE OF ABSENCE WITHOUT PAY - Authorized leave of absence granted an employee for which period the employee shall receive no pay.

ON-CALL - Means (1) the employee has been instructed by the appropriate management to remain available to work during on off duty period; (2) the employee must leave word where the employee may be reached by phone or electronic signaling devise; (3) the employee is available to return to the work location on short notice to perform assigned duties; and (4) such assignment is not compensable as hours worked under the Federal Fair Labor Standards Act.

OVERLAP IN POSITION - A temporary condition in which two employees in pay status are assigned to the same established position.

OVERTIME - Overtime is defined as work performed beyond the forty (40) hours of the established workweek, in accordance with the Fair Labor Standards Act.

PART-TIME POSITION - Means a position authorized for less than the entire normally established work period, daily, weekly, monthly, or annually.

PAY PERIOD - The pay period is from the first of the month until the last day of the month. Paychecks, will be distributed on the last workday of the month.

PAY PLAN - A document which formally describes the philosophy, methods, procedures and the salary schedule for compensating employees for work performed.

PERFORMANCE EVALUATION - The overall rating given any employee for the employee's performance during a specific period of service. Each employee shall be given one of 4 levels of performance evaluation in accordance with the employee's overall level of performance and the following definitions:

(a) **Excels** - An evaluation resulting from performance which is highly satisfactory and considerably above the performance standards of the position to which an employee has been assigned, and which cannot be exceeded by an appreciable difference by another employee.

(b) **Satisfactory** - An evaluation resulting from performance which fully meets the performance standards of the position to which the employee has been assigned.

(c) **Needs Improvement** - An evaluation resulting from performance which fails slightly to meet the minimum performance requirements for the position, but the employee shows potential for some improvement.

(d) **Unsatisfactory** - An evaluation resulting from performance which fails considerably to meet the minimum performance standards to the position to which an employee has been assigned.

POSITION - Means- the work, consisting of duties and responsibilities, assigned to be performed by an employee.

POSITION DESCRIPTION - The document prepared by the employing agency which describes the officially assigned duties and responsibilities and other pertinent information relative to a position.

POSITION NUMBER - The identification number assigned to an established position.

PROMOTION - Means moving an employee from a position in one class to a different position in another class having a greater degree of responsibility and a higher maximum salary.

REASSIGNMENT - Means moving an employee from a position in one class to a different position in the same class or a different class having the same degree of responsibility and the same maximum salary.

RECLASSIFICATION - Means changing an established position in one class in a series to a higher or lower class in the same series or to a class in a different series which is the result of a natural change in the duties and responsibilities of the position.

REDUCTION IN PAY - Reduction in an employee's rate of pay.

RESIGNATION - A voluntary act by an employee to terminate employment in the Office of the Capital Collateral Representative (CCR).

SALARY RANGE OR PAY RANGE - Means the minimum salary, the maximum salary, and intermediate rates which are payable for work in specific class of positions.

SALARY SCHEDULE - Means an official document which contains a complete list of classes and their assigned salary ranges identified by a pay grade number.

SICK LEAVE - Authorized leave of absence with pay granted an employee for the employee's personal illness, injury, pregnancy and recovery; personal appointments with a doctor, dentist or other recognized practitioner, when it is not possible to arrange for off-duty hours; illness or injury of a member of the employee's immediate family, when the employee's presence with the family member is necessary.

SUSPENSION - Means the action taken by the Capital Collateral Representative, against an employee to relieve him temporarily of his duties and place him on leave without pay.

CHAPTER 2
CLASSIFICATION PLAN

- 2.01 Scope and Purpose
- 2.02 Statements of Policy
- 2.03 Administration of the Plan
- 2.04 Class Specification
- 2.05 Position Descriptions
- 2.06 Exercise of Classification Authority and Procedures
- 2.07 Assignment of Lead-Worker Duties
- 2.08 Use of Class Titles

2.01 Scope and Purpose. This chapter sets forth the rules for the establishment, maintenance, and administration of the uniform Classification Plan applicable to the positions in the Office of the Capital Collateral Representative, (CCR).

2.02 Statements of Policy.

(1) The CCR shall establish and maintain a uniform Classification Plan applicable to all positions in the CCR, except for the position of Capital Collateral Representative which shall be governed by law. Part III, Chapter 27, F.S., exclusively and without delegation or authority. The plan shall consist of, but not be limited to, (1) all approved classes of positions, (2) the class specifications for all approved classes of positions, (3) the allocation of each position to its proper class, and (4) the rules governing the administration of the plan.

(2) Each class shall be defined by a class specification, assigned to an appropriate pay grade, a class code and class title.

(3) Approved classes shall be listed in the CCR Salary Schedule.

(4) Positions shall not be allocated to a class which has not been approved as part of the Classification Plan.

(5) No action shall be taken to fill any position until it has been classified in accordance with the Classification Plan.

2.03 Administration of the Plan. The responsibilities of the CCR shall be:

- (1) The employment of Capital Collateral Representative (CCR) personnel.
- (2) The establishment of any necessary revisions of Chapter 6 of the CCR Classification Plan.
- (3) The annual approval of the CCR classification and pay plan.
- (4) The overall coordination, review and maintenance of the Classification Plan.
- (5) The day-to-day administration of the Classification Plan. These administrative duties may be delegated to a designee of the CCR.
- (6) The establishment of new classes and the revision or abolishment of existing classes.

2.04 Class Specifications.

- (1) Classes shall be established, revised or abolished by the Capital Collateral Representative (CCR) as necessary for the current maintenance of the Classification Plan, and such changes to the Plan shall be reflected in the class specifications.
- (2) Each class specification shall contain the characteristics and concepts for positions that will be allocated to the class. While the exact duties and responsibilities of positions in a class may differ, all positions allocated to a class shall be sufficiently similar as to kind of work, level of difficulty or responsibility, and qualification requirements to warrant like treatment.
- (3) The training and experience requirements of a class shall be job related and reflect those the knowledge, skills and abilities that an individual would need upon entry to a position in the class. The following shall be considered in establishing training and experience requirements:
 - (a) Training and experience requirements shall not be recommended or determined by the level of pay that is desired for the class.

(b) Training and experience requirements shall be structured, where possible, to facilitate the progression of employees from lower to higher or lateral levels of work without artificial barriers.

(c) Training and experience requirements shall state specific kinds and amounts of qualifying experience or education required for applicants to be eligible for a class:

(d) Training and experience requirements shall not include age, gender, sexual orientation, or physical requirements unless they are justifiable occupational essential qualifications for the work to be performed.

(e) Training and experience requirements shall not include statements related to conduct or reputation of applicants unless required by law.

(f) Necessary special requirements shall be included where required by law or when such requirements can be clearly shown to be essential.

(g) Minimum requirements as reflected on the class specifications may be substituted by an equivalent combination of training or experience.

2.05 Position Description. The CCR shall maintain a current position description for each established position authorized. The current position description shall serve as the official record of the duties and responsibilities assigned the position and shall be used to classify the position.

2.06 Exercise of Classification Authority and Procedures.

(1) The Capital Collateral Representative shall have the authority and responsibility to classify positions authorized by the Legislature or authorized pursuant to Section 216.262, F.S. and to reclassify established positions.

(2) Classification and reclassification actions taken by the CCR shall be within classes of positions established in the Classification Plan.

(3) When classification or reclassification action is taken by the Capital Collateral Representative (CCR), a current position description may be completed and filed at the Office of the CCR in Tallahassee within thirty (30) days of the effective date of any such action.

(4) Employee Personnel Transactions. When a position is classified and when a reclassification or classification correction is effected, the pay for the employee filling that position shall be determined in accordance with the provisions of the pay plan established in Chapter 3 of these procedures.

2.07 Assignment of Lead-Worker Duties.

(1) If there are several positions in the same class or a different class with the same pay grade located in the same work unit, one or more of the positions may be assigned leadworker duties provided:

(a) The assignment of duties and responsibilities of a limited supervisory nature is in addition to the normal duties and responsibilities of the position.

(b) The additional responsibilities do not justify reclassification of the position to a supervisory class.

(2) If lead worker duties are assigned a position, an approved position description shall be prepared and processed in the same manner as a reclassification action.

(3) An employee filling a lead-worker position shall be paid in accordance with the provision of the pay plan established in Chapter 2.05(2) of these procedures.

2.08 Use of Class Titles. Official class titles and class codes shall be used on all personnel payroll records and in the preparation of legislative and operating budgets.

CHAPTER 3

PAY PLAN

- 3.01 Scope and Purpose
- 3.02 Statements of Policy
- 3.03 Pay Plan Package
- 3.04 Method of Payment
- 3.05 Employment Salary
- 3.06 Salary Increases
- 3.07 Pay Upon Demotion
- 3.08 Downward Pay Adjustments
- 3.09 Pay for Less Than Full-Time Employment
- 3.10 Overlap in Position
- 3.11 Dual Employment and Compensation
- 3.12 Perquisites
- 3.13 Processing Pay Changes
- 3.14 Budgetary Limitations
- 3.15 Computation of Hourly Rate
- 3.16 Effective Date of Salary Changes
- 3.17 Payroll Corrections Due to Clerical Errors
- 3.18 Guaranteed Salary Provisions
- 3.19 Pay for Overtime Work
- 3.20 Pay for On-call Duty

3.01 Scope and Purpose. This chapter sets forth the rules for the establishment, maintenance, and administration of an equitable pay plan which shall be applicable to positions in the Office of the Capital Collateral Representative (CCR).

3.02 Statements of Policy.

(1) The Pay Plan shall consist of (a) the official Schedule of Pay Ranges, (b) the official Salary Schedule, and (c) the rules governing the administration of the Pay Plan.

(2) The Schedule of Pay Ranges shall consist of all pay grades and their assigned pay ranges. The Capital Collateral Representative shall adjust the number of pay grades and revise salary ranges as necessary to maintain a competitive Schedule of Pay Ranges.

(3) The Salary Schedule shall consist of, but not be limited to, class codes, class titles, pay grades, and the minimum and maximum rates of pay for all classes.

(4) The Capital Collateral Representative shall review all pay grade assignments for the purpose of making pay changes that will maintain a competitive pay plan.

(5) Each pay range shall be structured in such a way that a minimum and maximum rate is established.

(6) An employee may be paid 15% in excess of the maximum of the pay range for a class.

(7) An employee previously employed by another State Agency may be employed at the rate received from the previous State Agency even though the rate of pay exceeds the maximum or 15% above the maximum.

3.03 Pay Plan Package. The distribution of pay package funds for the CCR shall be determined by the Office of the Capital Collateral Representative (CCR).

3.04 Method of Payment. All employees shall be paid in accordance with the rates shown in the official Salary Schedule and the provisions of this chapter.

3.05 Employment Salary. An employee shall be paid at the minimum of the pay range for the class to which appointed, unless a higher or lower salary is approved for the employee by the CCR as follows:

(1) The employee possesses training or experience substantially above the minimum training and experience required for the class and the Capital Collateral Representative determines that the employee is exceptionally well qualified for the position. In such cases, the Capital Collateral Representative may pay the employee at any rate above the minimum of the pay range established for the class to which the appointment is being made.

(2) An employee who is given a reinstatement appointment may be paid at any rate within the pay range for the class to which the employee is being paid at the time of separation. The employee shall not be eligible for adjustments in the pay range while not employed; however, if the employee's rate at the time of separation was lower than the current minimum of the pay range for the class, the employee shall be paid, at least the current minimum rate, and may be paid at the discretion of the Capital Collateral Representative up to 15% above the minimum of the pay range for the class if the employee possesses training or experience substantially above the minimum training and experience required for the class.

(3) An employee who has been granted an authorized leave of absence without pay shall be paid at the same rate being paid at the time leave was granted except that, upon return from leave, the employee shall be granted any adjustments made in the pay range during such absence. In determining the amount of adjustment which the employee shall be granted, the same implementation instructions which applied to all employees in that class shall be followed.

(4) An employee who is appointed with trainee or emergency status shall be paid in accordance with the provision of this section, however, when the employee does not possess the minimum training and experience required for the class to which appointed, the employee may be paid below the minimum of the pay range for the class.

3.06 Salary Increases. An employee shall be eligible to receive salary increases at any time as follows:

(1) A merit salary advancement - May be granted by the CCR to an employee who has received a satisfactory or better performance evaluation.

(2) An upward pay adjustment - May be granted by the CCR to an employee whose class has had a pay range increase, or whose position has had a lead-worker designation.

(3) A special pay increase - If unusual conditions exist, which justify pay increases not provided for in this chapter, the Capital Collateral Representative may approve a special pay increase for any employee.

(4) A promotion - An employee's salary shall be increased at least to the minimum for the class to which the employee is promoted.

3.07 Pay Upon Demotion.

(1) An employee may be demoted with or without a reduction in pay, at the discretion of the Capital Collateral Representative.

(2) An employee who is demoted shall not be granted a pay increase at the time of demotion.

3.08 Downward Pay Adjustments. When a class has a pay range decrease, the pay of an employee shall not be changed.

3.09 Pay for Less than Full-Time Employment.

(1) An employee who is paid on a monthly basis and is filling an established position on a part-time basis or who is employed or separated during a pay period shall have the pay determined in accordance with the following:

(a) Where the employee is on the payroll for less than a full month:

$$\text{Amount to be paid} = \frac{\text{Hours Worked in the Month} \times \text{Monthly Rate}}{\text{No. of Work Hours in Month}}$$

Hours worked in the month are defined as hours actually worked, time off with approved leave with pay, or time off due to a holiday falling within the period the employee is on the payroll. Number of work hours in the month is determined by multiplying 8 x the number of work days in the month. To determine the monthly rate where an employee is paid on an hourly basis, the following shall be used:

1. Hourly Rate x 2080 = Annual Rate

2. Annual Rate divided by 12 = Monthly Rate

(b) Where employed on a part-time basis:

Amount to be paid = Regular full-time monthly rate x percentage of time worked by the employee each month.

(2) In applying the formula set forth in this section for determining less than full-time employment, the following shall apply:

(a) All new employees - The number of hours worked shall be the number of hours on duty plus any holidays falling after the employee's first day of work.

(b) Part-time employees - The number of hours worked shall be the number of hours on duty plus any leave with pay and a pro-rated number of hours for any holidays falling during the pay period after the first day of work.

(c) Employees moving from one agency to another agency - The number of hours worked in the agency plus any leave with pay and any holidays falling prior to the employee's last day as an employee of that agency. The number of hours worked in the agency to which the employee is moving shall be the number of hours on duty in that agency plus any leave with pay and any holidays falling after the employee's last day as an employee of the other agency.

(d) Employees separating from the Office of the CCR - The number of hours worked shall be the number of hours on duty plus any leave with pay and any holidays falling prior to the employee's last day of employment.

3.10 Overlap in Position. To be handled in accordance with the provision of Chapter 22K-9 of the State of Florida Personnel Management System Rules.

3.11 Dual Employment and Compensation. To be handled in accordance with the provisions of Chapter 22K-6,7 and 8 of the State of Florida Personnel Management System Rules.

3.12 Prerequisites. To be handled in accordance with the provisions of Chapter 22K-3, 4, 5 and 11 of the State of Florida Personnel Management System Rules.

3.13 Processing of Pay Chances.

(1) The Capital Collateral Representative (CCR) shall review each pay change to determine that it is in compliance with the provisions of this chapter.

(2) In processing pay changes made in accordance with the provisions of this chapter all computations should be rounded to the nearest cent. If the third decimal place is five, or more, round up to the next higher cent. If the third decimal place is four, or less, round down to the next lower cent.

3.14 Budgetary Limitations. All provisions of this Chapter and Chapter 4 of these rules relating to payment of salaries and terminal leave are contingent upon funds being available.

3.15 Computation of Hourly Rate.

(1) All pay is computed on the basis of 2 080 work hours annually.

(2) An employee who is paid on a monthly basis shall have the hourly rate for OVERTIME PURPOSES determined as follows:

$$\frac{\text{Monthly Rate} \times 12}{2080} = \text{Hourly Rate}$$

3.16 Effective Date of Salary Changes. The effective date of all salary changes provided for in this chapter shall be the date specified by the Capital Collateral Representative (CCR).

3.17 Payroll Correction Due to Clerical Errors. Due to clerical error, a payroll correction may be made by the Capital Collateral Representative (CCR) to provide the salary change to be effective on the date of eligibility of the employee.

3.18 Guaranteed Salary Provisions. Any employee who is filling an excluded position shall be considered to have a guaranteed salary, subject to the following provisions:

(1) Absence for Personal Reasons.

(a) When an employee is absent from duty for personal reasons and is eligible for leave, the employee shall be required to use such leave to cover these absences.

(b) When an employee is absent from duty for personal reasons and the employee is not eligible for leave, the employee shall be carried in full pay status for the remainder of any day in which any work is performed, however, deductions shall be made from the employee's salary on a prorated daily basis for each full day the employee is absent from duty and performs no work.

(2) Absence for other than personal reasons.

(a) When an employee is absent from duty for other than personal reasons and is eligible for leave, the employee shall be required to use such leave to cover these absences.

(b) When an employee is absent from duty for other than personal reasons and is not eligible for leave, the employee shall be carried in full pay status for the remainder of any workweek in which any work is performed, however, deductions shall be made from the employee's salary for each full workweek the employee is absent from duty and performs no work.

3.19 Pay for Overtime Work. Pay for overtime work pertains only to included employees. Payments shall be computed at a rate of 1 1/2 times the employee's hourly rate of pay for the workweek during which the overtime was worked. Compensatory time shall also be accrued at the rate of 1 1/2 hours for each hour of overtime worked. Unless specified otherwise by the Capital Collateral Representative (CCR) overtime will be compensated by the awarding of compensatory leave credits. The CCR may, at his discretion, elect at anytime to award cash payment for accrued compensatory time for included employees.

3.20 Pay for On-Call Duty.

(1) An employee may be instructed verbally to be on-call for up to eight (8) consecutive hours, however, no employee shall be required to be on-call for more than eight consecutive hours unless such instruction is in writing. If such written instructions are not received personally by the employee, he/she may refuse to accept any verbal instructions to be on-call for such periods. If however, the employee accepts a verbal assignment to be on-call for such periods and later there is a dispute as to whether or not such assignment was made, the employee shall not be eligible for on-call payments in excess of the period for which verbal instructions are appropriate. On-call payment is available to those employees filling included positions.

(2) When approved as provided above, an employee who is required to be on-call shall be compensated by payment of a fee in an amount of one-fourth his/her current hourly wage for each hour such employee is required to be on-call. If an on-call period is less than one (1) hour the time while on-call will be rounded to the nearest 1/4 hour and the employee will be paid for each, 1/4 hour of on-call assignment.

(3) On-call duty is not compensable as hours worked under the Federal Labor Standards Act nor shall on-call hours be credited in lieu of annual or sick leave usage.

(4) Payment for on-call duty shall be made as soon as practical upon the conclusion of the work-month and shall only be made once each month.

CHAPTER 4

ATTENDANCE AND LEAVE

- 4.01 Scope and Purpose
- 4.02 Statements of Policy
- 4.03 Hours of Work
- 4.04 Record Keeping
- 4.05 Overtime
- 4.06 Holidays and Other Authorized Activities
- 4.07 Annual Leave and Sick Leave
- 4.08 Disability Leave
- 4.09 Administrative Leave
- 4.10 Military Leave
- 4.11 Educational Leave With Pay
- 4.12 Leaves of Absence Without Pay

4.01 Scope and Purpose. This chapter sets forth the rules and regulations governing the attendance and leave of employees in the Office of the Capital Collateral Representative (CCR).

4.02 Statements of Policy.

(1) Benefits authorized by this chapter are designed to consider the uniqueness of the Office of the CCR while at the same time to attract and retain highly dedicated and competent individuals.

(2) Unless specifically approved by the Capital Collateral Representative (CCR), the workday for each full-time employee shall be 8 hours, and the workweek shall be 40 hours during a given 7-day period.

(3) The granting of any leave of absence with or without pay shall be in writing and shall be approved by the proper authority within the Office of the CCR. An employee who is granted leave of absence with or without pay shall be an employee of the Office of the CCR while on such leave and shall be returned to the same position or a different position in the same class upon termination of the approved leave of absence, unless the CCR and the employee agree in writing to other conditions.

(4) Any leave of absence with or without pay shall be approved prior to the leave being taken, except in the case of any emergency where the employee must be absent prior to receiving approval from proper authority for the absence.

(a) When prior approval cannot be obtained by the employee due to such emergencies, the Capital Collateral Representative (CCR) may take one of the following actions:

1. Grant the employee leave with pay, provided the employee has sufficient accrued leave credits to cover the absence.

2. Place the employee on leave without pay for the absence, or,

3. If the absence is for 3 consecutive work days, consider the employee to have abandoned the position and resigned from the Office of the CCR.

(b) If an employee's request for leave of absence is disapproved and the employee takes unauthorized leave, the Capital Collateral Representative (CCR) may place the employee on leave without pay and after an unauthorized leave of absence for 3 consecutive workdays may consider the employee to have abandoned the position, and to have resigned from the Office of the CCR.

(5) The CCR will comply with all applicable provisions of the Fair Labor Standards Act.

(6) Employees filling positions designated included shall not be required or permitted to work overtime except in emergency situations and shall be required to first use any accrued compensatory time or overtime prior to the approval of accrued annual or sick leave.

4.03 Hours of Work.

(1) As provided in Section 4.02, 40 hours shall constitute a workweek for all full-time employees unless a different workweek is specifically approved by the Capital Collateral Representative (CCR).

(2) Full-time employees shall be required to be present on their assigned job for the total hours in the established workweek, unless absence from duty is authorized by appropriate authority in accordance with the provisions of this section.

(3) Part-time employees shall be required to be present on their assigned jobs for the total number of hours for which they are being compensated, unless absence from duty is authorized by appropriate authority in accordance with the provisions of this section.

(4) All time taken off as approved leaves of absence with pay and observance of holidays prior to the employee's last full day of employment shall be compensated in accordance with this section.

(5) Required attendance at training courses shall be considered as hours worked.

(6) Travel to and from an employee's home to the employee's regularly assigned headquarters shall not be counted as hours worked for the purpose of calculating the workweek.

4.04 Record Keeping.

(1) The Capital Collateral Representative (CCR) shall keep an accurate record of all authorized leave which is approved in accordance with this chapter. Any employee who earns or uses compensatory leave credits in an amount of time which is less than a full hour shall be credited or charged with such leave to the closest quarter of an hour.

(2) The ultimate responsibility for the accuracy and proper maintenance of all attendance and leave records rests with the CCR.

(3) Falsification of any attendance or leave records shall be cause for dismissal of an employee.

4.05 Overtime.

(1) Overtime is defined as the hours of actual work required to be performed by an employee in excess of 40 hours during the established workweek.

(2) In applying the overtime provisions of this chapter every employee must be designated as filling either an "included position" or an "excluded position". This determination shall be based on the designation of the employee's class made by the Capital Collateral Representative (CCR).

(3) Overtime worked by an employee shall be compensated in accordance with the following provisions:

(a) An employee who is filling an included position shall be paid for all overtime in excess of 240 hours compensatory time at one and one-half times the employee's base rate of pay, no later than the end of the pay period immediately following the period during which the overtime was worked. Compensatory time at 1 1/2 hours for each overtime hour worked shall be awarded for the first 160 hours of overtime time worked.

See Chapter 3 for payment of the first 240 hours of compensatory time accrued.

(b) An employee who is filling an excluded position may be granted regular compensatory leave credits on an hour-for-hour basis for all hours required to be worked in excess of the normal work month.

(c) Compensatory leave must be taken within the same month it is accrued. No cash payment shall be made for unused compensatory leave credits upon termination or otherwise except for included positions who shall receive payment upon termination. There shall be no limit on compensatory hours accrued during the month.

(d) No on-call duty hours shall be included in these overtime provisions (See Section 3.20).

4.06 Holidays and Other Authorized Activities.

(1) The following holidays, as provided by Section 110.17, Florida Statutes, shall be observed as paid holidays by the Office of the CCR:

New Year's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Friday after Thanksgiving
Labor Day	Christmas Day
M L King, Jr. Day	

(a) Memorial Day shall be observed on the last Monday in May, and Labor Day on the first day in September.

(b) If any of these holidays fall on Saturday, the preceding Friday shall be observed as a holiday; or if any of these holidays fall on Sunday, the following Monday shall be observed as a holiday.

(c) Any other workday designated as a holiday by the Secretary of Administration may be observed by the Office of the CCR.

(d) In the event additional holidays are declared by the federal, state or local government, the Capital Collateral Representative (CCR) may grant paid holiday leave for that period of time to the Office of the CCR employees.

(e) All full-time employees shall be granted 8 hours of leave with pay for each of these holidays, regardless of the days or hours which constitute the workweek. Part-time employees shall be granted a prorated number of hours for each of these holidays based on the number of hours regularly worked during the workweek, using the following formula:

$$\frac{8 \text{ Hrs} \times \text{Number of Hrs. Worked Per Week}}{40} = \text{Hrs. Credit for Holiday}$$

(f) An employee must be in pay status for a full day before and after the holiday to be eligible for payment.

(2) Each permanent full-time employee shall be entitled to one personal holiday a year. Such personal holiday shall be credited to eligible employees on July 1 of each year and must be taken prior to June 30, of the following year or forfeited.

(3) Each employee shall be given all holidays designated if the workload of the Office of the CCR is such that the employee's work can be discontinued.

(a) If the holiday is observed on the employee's regular workday and the employee is required to work, the employee shall be credited with compensatory leave equal to the time worked on the holiday not to exceed 8 hours.

(b) If the holiday is observed on the employee's regular day off and the employee is not required to work, the employee shall be credited with compensatory leave not to exceed 8 hours.

(c) If the holiday is observed on the employee's regular day off and the employee is required to work, the number of hours worked on the holiday shall be counted as hours worked and the employee shall also be paid for or credited with compensatory leave equal to the number of hours worked not to exceed 8 hours.

(4) Employees who are on approved leave with pay when holidays allowed in this section are observed or a State Day of Mourning is declared shall not have such days charged against their accrued leave credits.

(5) The Capital Collateral Representative (CCR) may allow employees one work break during the first half of their work shift and one work break during the second half of their work shift, provided that:

(a) No single work break shall exceed 15 minutes' absence from the employee's work station.

(b) An employee may not accumulate unused work breaks.

(c) Work-break time shall not be authorized for covering an employee's late arrival on duty or early departure from duty.

4.07 Annual and Sick Leave

(1) Upon appointment and on each anniversary of the date of appointment each employee shall be credited with 240 hours of annual leave and 104 hours of sick leave. These hours are to be pro-rated for part-time employees. Effective January 1, 1988, annual leave accrual upon employment and on each anniversary date shall be 120 hours except that those employees who have ten or more years of State service shall accrue 156 hours upon employment and each anniversary date thereafter.

(a) Employees who have accrued annual leave in excess of 240 hours on their anniversary date each year will have their accrued annual leave credits reduced to 240 hours.

(b) There shall be no limit on the number of hours of unused sick leave an employee may accrue.

(2) Use of earned annual leave:

(a) As indicated, annual leave should be used to provide periodic vacation; however, earned annual leave credits may be used for any other purpose when authorized by the Capital Collateral Representative (CCR). Included employees shall be required to first use any compensatory or overtime leave prior to approval for annual or sick leave usage.

(b) Use of annual leave shall not be authorized prior to the time it is credited to the employee and shall only be used with the approval of the proper authority within the Office of the CCR.

(c) An employee who has used annual leave in an amount of time which is less than a full hour shall be charged with such leave to the closest quarter of an hour based on the following table:

<u>Minutes Used</u>	<u>Time Charged</u>	
	<u>Minutes</u>	<u>Quarter Hour</u>
0-07	00	.00
8-22	15	.25
23-37	30	.50
38-52	45	.75
53-60	60	1.00

(d) Upon reasonable notice, the Capital Collateral Representative (CCR) may require an employee to use part of the employee's accrued annual leave at any time it is deemed advisable.

(e) On-call duty hours may not be applied in lieu of annual or sick leave usage (See Section 3.20).

(3) Transfer of earned annual and sick leave:

(a) An employee who moves to another state agency may be credited with the employee's unused annual leave by the receiving agency.

(b) An employee transferring from another state agency into the Office of the CCR shall be credited with up to 80 hours of the employee's unused annual leave and shall be credited with up to 80 hours of the employee's unused sick leave.

(4) Payment for earned annual leave:

(a) An employee can be paid for unused annual leave upon terminal separation from the Office of the CCR but only after 1 year of continuous and satisfactory employment with the Office of the CCR.

(b) In no case shall an employee receive payment for accrued annual leave in excess of 240 hours; however, in case of death of an employee, payment for all unused annual leave at the time of death shall be made to the employee's beneficiary, estate, or as provided by law. Such payments shall be made at the rate of pay at the time of death and by the Office of the CCR.

(c) Terminal leave payments due to employees shall be computed as follows:

1. Determine the current hourly rate in accordance with Section 3.14.
2. Multiply the number of unused annual leave hours times the current hourly rate to determine the payment which shall be made. All such payment for accrued annual leave shall be made in a lump sum.
3. Upon termination, payments for unused annual leave credits accrued on the last anniversary date shall be prorated at the rate of one-twelfth (1/12th) of the last annual amount credited for each month, or a portion thereof, worked subsequent to the employee's last anniversary date.

(5) Use of earned sick leave:

(a) Use of sick leave shall not be authorized prior to the time it is earned and credited to the employee and shall only be used with the approval of the proper authority within the office of the CCR.

(b) Sick leave shall be authorized only for the following purposes:

1. The employee's personal illness, injury, or exposure to contagious disease which would endanger others;

2. The employee's personal appointments with a doctor, dentist, or other recognized practitioner;

3. Illness or injury of a member of the employee's immediate family as defined in Section 4.11(7) (a), when the employee's presence with the family member is necessary;

4. Maternity leave as provided in Section 4.12(1) (e) .

(c) Notification of the required use of sick leave shall be given to the appropriate supervisor by the employee or the employee's representative as soon as possible on the first day of absence.

(d) Upon request, an employee may be allowed to use accrued sick leave credits as provided in this section:

1. Prior to authorizing an employee to use sick leave credits, the employer may require the employee to certify that the absence was for reasons which are justified and provided in Section 4.08(2)(b).

2. An employee who refuses to comply with these rules, upon request by the employer, shall not be eligible to use accrued sick leave credits, and any absence from work shall be handled in accordance with Section 4.02(3).

(e) An employee who becomes ill while on approved annual leave shall be allowed to use accrued sick leave credits to cover the period of illness subject to the provisions of Section 4.08(3) (d). An employee who is on any other type of leave with or without pay shall not be allowed to use sick leave credits while on such leave; however, 174 hours of earned sick leave credits may be used during one of the approved months of maternity leave allowed under Section 4.12 .

(f) An employee who has accrued compensatory leave credits must first use such leave before using accrued sick leave credits.

(g) An employee who uses sick leave in an amount of time which is less than a full hour shall be charged with such leave to the closest quarter of an hour.

(6) Forfeiture of unused sick leave:

(a) An employee who has less than 10 years of creditable service with the State and separates from the Office of the CCR for any reason shall forfeit all unused sick leave credits.

(b) An employee shall forfeit all rights to sick leave benefits if, prior to retirement, termination from the Office of the CCR, or death, the employee:

1. Is found guilty in a court of competent jurisdiction of committing, aiding, or abetting any embezzlement, theft, or bribery in connection with state employment; or

2. Has admitted to committing, aiding, or abetting any embezzlement, theft, or bribery in connection with state government; or

3. Is found guilty by a court of competent jurisdiction of having violated any state law against or prohibiting strikes by public employees; or

4. Is dismissed for cause.

(7) Payment for unused sick leave:

(a) The only conditions under which an employee shall be paid for unused sick leave credits are when the employee:

1. Has completed 10 or more years of creditable state service; and

2. Has not been found guilty or has not admitted to being guilty of any disqualifying act as defined in this Section.

3. Separates from state government because of retirement for other than disability reasons, termination or death. In the case of death, payment for accrued unused sick leave credits shall be made to the employee's beneficiary, estate, or as otherwise provided by law.

(b) An employee who is eligible for payment for unused sick leave credits shall be compensated at the employee's current regular hourly base rate of pay for:

1. One-eighth ($1/8$) of all unused sick leave credits accrued prior to October 1, 1973; plus

2. One-fourth ($1/4$) of all unused sick leave credits accrued after October 1, 1973, provided the one-fourth ($1/4$) of the unused leave credits does not exceed 480 hours. In no case shall such leave in excess of 480 hours be paid for.

(c) All such payments for unused sick leave credits shall be made lump sum and the employee shall not be carried on the CCR's payroll beyond the last official day of employment.

(d) The payments made pursuant to this section shall not be considered as salary payments and shall not be used in determining the average final compensation of an employee in a state administered retirement system.

4.08 Disability Leave.

(1) Disability Leave with Pay:

(a) An employee who sustains a job-connected disability that is compensable under the Worker's Compensation Law shall be carried in full pay status for a period not to exceed the 7 calendar days immediately following the injury for a maximum of 40 work hours if taken intermittently without being required to use accrued leave credits. If the employee receives Worker's Compensation benefits for this period of leave with pay, the employee shall reimburse the Office of the CCR the amount of the benefits. Such reimbursement shall not include payments for medical, surgical, hospital, nursing, or related expenses, or lump-sum or scheduled payments of disability losses.

(b) if, as a result of the job-connected injury the employee is unable to resume work at the end of the period provided in paragraph (a) of this subsection:

1. The employee may elect to use accrued sick, compensatory, or annual leave in an amount necessary to receive salary payment that will increase the Worker's Compensation payments to the total salary being received prior to the occurrence of the disability. In no case shall the employee's salary and Worker's Compensation benefits exceed the amount of the employee's regular salary payments.

2. If the employee elects not to use accrued leave or after the employee has exhausted all earned leave in accordance with paragraph 1, above, the employee shall revert to normal Worker's Compensation benefits.

(2) Compulsory Disability Leave:

(a) The Capital Collateral Representative (CCR) believing that an employee is unable to perform assigned duties due to illness or injury, may require the employee to submit to a medical examination by a physician named and paid by the agency. If the medical examination confirms that the employee is unable to perform assigned duties, the Capital Collateral Representative (CCR) shall place the employee on compulsory disability leave. Refusal to submit to a medical examination is cause for immediate termination.

(b) At the time the Capital Collateral Representative (CCR) determines that the employee is to be placed on compulsory disability leave, the employee shall be notified in writing of the duration of the mandatory leave period and the conditions under which the employee will be allowed to return to the position.

(c) The employee who is placed on compulsory disability leave shall be required to use any earned leave credits prior to being placed on leave without pay. If the employee does not have sufficient leave credits to cover the period of compulsory disability leave, the Capital Collateral Representative (CCR) may place the employee on leave without pay for a maximum of 30 calendar days.

(d) If the employee is unable to return to work at the end of the mandatory leave period, based on a current medical certification, or has refused to submit to a medical examination upon the request of the Capital Collateral Representative, the Capital Collateral Representative may:

1. Approve an extension of the 30 days leave without pay; or

2. Upon written request by the employee, place the employee on leave without pay; or

3. Request the employee's resignation for reasons of inability to perform assigned duties; or

4. Dismiss the employee for cause based on inability to perform assigned duties or refusal to submit to a medical examination.

4.09 Administrative Leave

(1) Court:

(a) An employee who is summoned as a member of a jury panel shall be granted administrative leave with pay for all hours required for such duty not to exceed the number of hours in the employee's normal workday. However, if the jury duty does not require absence for the entire workday the employee shall return to duty immediately upon release by the court. If the employee's court attendance does not coincide with the employee's regular work schedule, the employee shall be granted administrative leave based on the total hours served on jury duty, not to exceed the number of hours in the employee's regular workday. Such leave shall be granted on the next scheduled work shift following each day the employee is in court. Any jury fees shall be retained by the employee. The Office of the CCR shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a juror.

(b) An employee subpoenaed as a witness in a court or an administrative hearing, not involving personal litigation or service as a paid expert witness; shall be granted administrative leave with pay, and any witness fees shall be retained by the employee. The Office of the CCR shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a witness.

(c) An employee subpoenaed in the line of duty to represent a state agency as a witness or defendant shall not be granted administrative leave, and appearance in such cases shall be considered a part of the employee's job assignment. The employee shall be paid per diem and travel expenses and shall be required to turn over to the Office of the CCR any fees received from Court.

(d) In no case shall administrative leave with pay be granted for court attendance when an employee is engaged in personal litigation or service as a paid expert witness; however, an employee may be granted annual leave in such cases with the approval of the Capital Collateral Representative (CCR).

(2) Meetings and conferences: In cases where it is deemed to be beneficial to the Office of the CCR, an employee may be granted leave with pay to attend such meetings or conferences as may contribute to the effectiveness of the individual's employment.

(3) Examinations: An employee may be granted Administrative leave with pay for the purpose of taking examinations before a state agency, provided such examinations are pertinent to state employment. Non-Florida Bar attorneys may be granted up to, but not to exceed, two weeks administrative leave to study for and take The Florida Bar exam.

(4) Short-term military training: An employee who is a member of the United States Armed Forces Reserve, including the National Guard, shall, upon presentation of a copy of the employee's official orders or appropriate military certification, be granted administrative leave without loss of pay, time or efficiency rating during periods in which the employee is ordered to active duty for training. Whether continuous or intermittent, such leave with pay shall not exceed 17 calendar days in any one calendar year. A copy of the official orders or appropriate military certification shall be filed in the employee's personnel file.

(5) National Guard state service: An employee who is a member of the Florida National Guard shall be entitled to administrative leave without loss of pay, time or efficiency on all days when ordered to active service by the state. Such leave with pay shall not exceed 17 calendar days at any one time.

(6) Examinations for military service: An employee who is ordered to appear for an examination for entrance into the military service shall be granted administrative leave.

(7) Death in immediate family:

(a) An employee, upon request, shall be granted 3 days of administrative leave with pay on the death of any member of the employee's immediate family. Immediate family is defined as the spouse and the grandparents, parents, brothers, sisters, children, and grandchildren of both employee and the spouse.

(b) Each employee requesting administrative leave due to death in the immediate family shall submit a statement to the appropriate authority stating the name of the deceased and the relationship to the deceased.

(8) Natural Disasters and other Emergency Conditions:

(a) When the Governor, by Executive Order, declares an emergency, the Capital Collateral Representative (CCR) shall have the responsibility for determining whether affected facilities or portions thereof which are located in the area covered by the Executive Order are to be closed.

1. Except for those employees determined by the CCR to be necessary for providing essential services, employees assigned to those facilities which have been closed by the CCR shall be released from duty and granted administrative leave for the period the facility is closed. Those employees who were required by the Capital Collateral Representative to remain on duty to provide essential services shall be granted compensatory leave for the hours worked during the period the facility is closed.

2. An employee who was on a prior approved leave of absence or scheduled holiday during the emergency may have the leave of absence changed to administrative leave at the discretion of the Capital Collateral Representative (CCR).

(b) In any other natural disaster which may necessitate the closing of facilities in an area, the Capital Collateral Representative (CCR) shall have the authority and responsibility to determine whether the facilities, or any portion thereof, are affected by the emergency and are to be closed.

(9) Civil Disorder or Disaster: Employees who are members of a volunteer fire department, policy auxiliary or reserve, civil defense unit, or other law enforcement-type organization may be granted administrative leave upon approval by the Capital Collateral Representative (CCR) when such employees are called on as members of these organizations to perform duties in times of civil disturbances, riots, and natural disasters, including employees who are members of the Civil Air Patrol, or Coast Guard Auxiliary who are called upon to assist in emergency search and rescue missions. Such leave shall not exceed 2 days on any one occasion.

(10) Athletic Competition: An employee who is a group leader, coach, official, or athlete who is a member of the official delegation of the United States team for athletic competition may be granted administrative leave for the purpose of preparing for and engaging in the competition for the period of the official training camp and competition, not to exceed 30 calendar days in a calendar year.

(11) Formal Investigation:

An employee who is under formal investigation by an agency for violation of a rule or statute for which dismissal is a penalty, may be placed on administrative leave not to exceed 10 workdays when the employee's absence from the work location is essential to the investigation. Such leave may be granted by the Capital Collateral Representative.

(12) The Capital Collateral Representative (CCR) at his discretion may grant administrative leave with pay.

(13) Accrual and payment of administrative leave: If an employee does not use administrative leave as authorized in this section, the employee shall not accrue or be paid for such unused leave.

4.10 Military Leave

(1) Any employee except an employee who is employed in a temporary position or employed on a temporary basis, who is drafted, who volunteers for active military service, or who is ordered to active duty (not active duty training) shall be granted leave beginning with the date of induction and ending up to the year after the date of separation from the military service or from hospitalization continuing after discharge. Active military service includes active duty with any- branch of the Army of the United States, Air Force of the United States, the U.S; Navy, the Marine Corps of the U.S., the Coast Guard of the U.S., National Guard of the State, or other service as provided in Section 115.08 and Section 115.09, Florida Statutes. Such leave of absence shall be verified by official orders or appropriate military certification which shall be filed in the employee's personnel file.

(2) Upon presentation of a copy of the official orders or appropriate military certification, the first 30 calendar days of such leave shall be with full pay and the remainder without pay. Leave payment of this type shall be made only upon receipt of evidence from appropriate military authority that 30 days of military service have been completed.

(3) During such leaves of absence, the employee shall be entitled to retain the same rights and privileges as an employee granted leave without pay in accordance with this Chapter.

(4) All unused leave benefits shall be retained by the employee, who shall have them credited to the employee's record upon return to assigned position.

(5) When an employee is granted military leave in accordance with this section, the employee's position may be filled by another employee. Upon separation from the military service the employee shall be eligible to return to the former position held or a different position in the same class in the same geographic location. However, the Capital Collateral Representative may require the employee to submit to a medical examination to determine the employee's fitness to perform the duties of the position to which the employee may be returning and based on the medical findings, place the employee in another class with duties the employee is able to perform and which is the nearest approximation to the position held prior to military service.

(6) If the employee volunteers for an additional tour of military duty, the employee shall forfeit the right to return to the position.

4.11 Educational Leave With Pay

(1) Education leave with pay is leave granted an employee to attend a college, university, or training academy for one or more full academic periods for the purpose of receiving training that is of clearly foreseeable benefit to the Office of the CCR.

(2) Enrollment in short courses, seminars, conferences, or less than full-time at a college, university, or training academy which is required as part of any employee's job shall be considered a part of the employee's work assignment.

(3) When an employee requests leave for the purpose of furthering education and when such leave does not conform to the provisions of this section, such leave shall not be considered educational leave with pay. In these cases, the employee may be granted annual or compensatory leave at the discretion of the Capital Collateral Representative (CCR) ; or the employee shall be required to work extra hours in an amount equal to the time absent including travel to and from classes.

(4) The granting of education leave with pay to employees shall be in accordance with the Office of the CCR approved program.

(5) Such employees shall be granted any pay adjustments in the same amount and at the same time as are granted all other employees in the same class.

4-12 Leave of Absence Without Pay

(1) Maternity or Paternity leave and leave for Child Adoption.

(a) An employee who is a prospective parent or adopts a child shall, within 30 days prior to the commencement of the leave, submit a written request for a leave of absence, to be without pay for maternity or paternity purposes as follows:

1. The period of maternity or paternity leave shall not exceed 6 calendar months and shall commence on the date requested in writing by the employee.

(b) While the granting of maternity or paternity leave is mandatory, the Capital Collateral Representative (CCR) may grant a regular leave of absence, without pay, prior to the effective date of maternity leave.

(c) The Capital Collateral Representative shall acknowledge to the employee in writing the period of maternity or paternity leave to be granted, and the date the employee will return to duty. The employee will return to the same position or to an equivalent position with equivalent pay and with seniority, retirement, fringe benefits, and other service credits accumulated prior to the leave period.

(d) While maternity or paternity leave is leave without pay, the employee upon being granted maternity or paternity leave, may request and may be placed on annual leave with pay commencing the date determined by the employee to cover any part of the maternity or paternity leave period until all or any part of the employee's accrued annual leave credits have been used. However, if the employee requests that annual leave not be used during the maternity or paternity leave period, the Capital Collateral Representative (CCR) shall permit the employee to retain the annual leave credits and place the employee on leave without pay.

(e) Any illness caused or contributed to by pregnancy shall be treated as a temporary disability and the employee shall be allowed to use accrued sick leave credits when certified by a physician that the illness or disability was caused or contributed to by pregnancy.

(f) Should any portion of the maternity or paternity leave be paid leave, the employee shall be entitled to accumulate all benefits granted under paid leave status.

(g) Maternity or Paternity leave shall be taken within one year from the birth or adoption of the child.

(2) An employee who is a member of the United States Armed Forces Reserve, including the National Guard, shall be granted leave of absence without pay from assigned duties and without loss of time or efficiency rating on all days during which the employee is performing ordered inactive duty training (Armory Drill and Multiple Training Assemblies) and all days in excess of 17 calendar days each year in which the employee is ordered to active duty for training.

(3) Other Leave Without Pay

(a) An employee may, upon request, be granted leave without pay for reasons other than those provided in this Section for a period not exceeding 12 calendar months, provided the Capital Collateral Representative deems such leave to be justified and not detrimental to the operations of the Office of the CCR.

(b) The Capital Collateral Representative (CCR) may place an employee on involuntary leave without pay without advance notice, for up to one year for the purposes of investigation of criminal charges. During such leave the appointee may continue his coverage under the State Group Insurance but without any state contribution. The appointee shall not receive any other benefits.

(4) Limitations of leave without pay:

(a) An employee shall not be granted salary increases of any type while on leave of absence without pay.

(b) An employee who has been placed on a leave of absence without pay and is therefore in non-pay status for the entire day before a holiday shall not be eligible to receive payment for such holiday observed while the employee is on such leave.

DISTINGUISHING CHARACTERISTICS OF WORK

This is independent professional work coordinating and carrying out one or more personnel program functions.

EXAMPLES OF WORK PERFORMED

(NOTE: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class; The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

Analyzes training needs for positions in the department and evaluates effectiveness and application of training programs.

Develops plans and procedures for the department-wide personnel relations activities and advises management of administrative matters which affect employee morale.

Recommends policies, methods, and procedures for adjustment of employee grievances, analyzes employees' grievances and makes recommendations to eliminate them.

Assists in the administration of the employee evaluation program and develops standards for work performance for jobs.

Works with operating officials in ascertaining and organizing staffing needs for recruitment purposes.

Develops, or assists in developing, the position classification plan for the department and interprets the classification plan to department personnel; conducts and directs classification studies.

Assists in developing position classification standards and assisting in position allocation proposals.

Makes recommendations for needed changes in the pay plan and cooperates in or makes surveys of wages and salaries for comparable positions in other departments and private industry.

Analyzes the need for the factors involved in establishing the various types of services for employees such as food service, parking facilities, car pools, credit unions, group life and hospital insurance, and similar services.

Fosters a departmental safety program and manages and coordinates safety training meetings and courses.

May coordinate and direct the work of other employees.

Performs related work as required.

MINIMUM QUALIFICATIONS

A bachelor's degree and three years of professional personnel experience.

A master's degree in business, public administration, communications, education or one of the social or behavioral sciences can substitute for one year of the required experience.

Professional or nonprofessional personnel experience can substitute on a year-for-year basis for the required college education.

EFFECTIVE: 07/01/97

UPDATED: 04/01/98

UPDATED: 09/01/00

UPDATED: 03/01/03

CAPITAL COLLATERAL REGIONAL COUNSEL

PAY GRADE 121

PAY PLAN 85

DISTINGUISHING CHARACTERISTICS OF WORK

This is clerical work performing duties which involve assignments that require close supervision.

EXAMPLES OF WORK PERFORMED

(NOTE: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

Answers agency telephones, greets and directs all visitors to the appropriate personnel.

Picks up agency mail from the post office.

Opens, date stamps and distributes agency mail to the appropriate personnel.

Weights, affixes correct postage, and seals all outgoing mail.

Takes outgoing mail to the post office or designated drop box for mail.

Maintains a 43 category postage usage log and reconciles agency postage.

Received and reviews state warrants and invoices for accuracy.

Records information from warrants for audit purposed.

Mails warrants to vendors.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to follow office procedures and practices, speak clearly and correctly and to listen effectively, deal with the public and be able to handle telephone calls in a fast, courteous and efficient manner, follow written/verbal instructions, plan, organize and coordinate work assignments, communicate effectively verbally and in writing, as establish and maintain effective working relationship with others.

MINIMUM QUALIFICATIONS

A high school diploma or its equivalent.

EFFECTIVE: 06/19/98

UPDATED: 09/01/00

UPDATED: 03/01/03

CAPITAL COLLATERAL REGIONAL COUNSEL

PAY GRADE 102

PAY PLAN 85

DISTINGUISHING CHARACTERISTICS OF WORK

This is routine, non-technical, repetitive typing and clerical work that is performed in accordance with prescribed and well established procedures.

EXAMPLES OF WORK PERFORMED

(NOTE: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

Types routine correspondence, memoranda, reports, records, orders and other office documents from rough drafts, transcribing machine, notes and oral instructions, in rough, stencil and finished copy by the use of touch-typing methods.

Sorts, grades, verifies, files, and/or pulls from files materials and documents such as correspondence, reports, purchase orders, case records, statistical records, tests, title certificates, vital statistics forms, claims forms, IBM cards, invoices and deeds used in state offices according to number, names alphabet, data county, district, group, code and/or other prescribed procedures.

Received, opens, dates, records, sorts, and distributes incoming mail consisting of a variety of materials and documents.

Maintains files such as index card files, record files, folder file, and control files with coding systems, outcards, tab guides, and other controlling devices which includes sorting, mending with tape, stapling, removing staples from documents and storage of these records for safe and permanent keeping.

Prepares incoming and outgoing mail by stuffing materials into envelopes; wrapping, bundling, and typing packages; and taping and stamping all types of material.

May act as relief switchboard operator, answer telephone, operate other simple office machines such as adding machines, mimeograph machines, duplicating machines and other general office machines with such accuracy as can be acquired from their use on the job, and not from any skills possessed before appointment.

Performs related work as required.

MINIMUM QUALIFICATIONS

The ability to type.

EFFECTIVE: 07/01/87
UPDATED: 04/01/98
UPDATED: 09/01/00
UPDATED: 03/01/03

CAPITAL COLLATERAL REGIONAL COUNSEL

PAY GRADE 106
PAY PLAN 85

DISTINGUISHING CHARACTERISTICS OF WORK

This is work providing secretarial assistance in the Office of the Capital Collateral Regional Counsel.

EXAMPLES OF WORK PERFORMED

(NOTE: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

Takes and transcribes dictation or transcribes from dictating equipment subject matter that may vary from simple correspondence to legal, medical, or other technical subject matter.

Serves as personal assistant to a high-level administrative official by planning, initiating, and carrying to completion clerical, secretarial, and administrative activities.

Develops material for supervisor's use in public speaking engagements.

Attends conferences to take notes, or is briefed on meetings immediately after they take place in order to know what amendments were made and what developments have occurred in matters that concern the supervisor.

Makes arrangements for conferences including space, time and place; informs participants to topics to be discussed; and may provide them with background information.

Assists in and coordinates the preparation of operating and legislative budgets; examines budget documents to ensure that they comply with state regulations.

Received and routes telephone calls, the answers to which may involve the interpretation of policies and procedures.

Serves as office receptionist; greets, announces, and routes visitors.

Performs related work as required.

MINIMUM QUALIFICATIONS

One year of secretarial or office clerical experience and the ability to type at least 35 correct words per minute.

Possession of Certified Professional Secretary Certificate.

College education can substitute at the rate of 30 semester or 45 quarter hours for each year of the required experience.

Vocational/technical training in an area of secretarial science or office/business studies can substitute at the rate of 720 classroom hours for each year of the required experience.

EFFECTIVE: 07/01/87
UPDATED: 04/01/98
UPDATED: 09/01/00
UPDATED: 03/01/03

CAPITAL COLLATERAL REGIONAL COUNSEL

PAY GRADE 109
PAY PLAN 85

DISTINGUISHING CHARACTERISTICS OF WORK

This is varied and highly responsible legal secretarial work.

An employee in a position allocated to this class performs a variety of complex secretarial duties for an attorney requiring independent judgment, action, knowledge of laws and regulations, including making frequent decisions in accordance with organizational policies and practices. Duties cover all facets of post-conviction proceedings.

Work is performed with considerable independence and is reviewed upon completion for conformance with policies and regulations.

EXAMPLES OF WORK PERFORMED

(NOTE: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

Takes and transcribes dictation, reads incoming mail and independently composes reply when attorney's personal attention is not required.

Prepares and files more complex motions, orders, subpoenas from both depositions and trials, attends court hearings and keeps docket.

Keeps attorney's appointment calendar and maintains schedules of meetings, appointments, legal hearings, trials and sentencing.

Establishes and maintains a comprehensive file system.

Handles calls regarding cases and court hearings in attorney's absence.

Maintains record of all directives issued by the Court and assures compliance with same, and keeps fiscal records and other files as required.

Prepares general legal forms and pleadings independently.

Prepares monthly statistical caseload report.

Maintains confidential, case, follow-up and other essential legal records and files.

Takes and transcribes complex legal dictation.

Performs related work as required.

4151

MINIMUM QUALIFICATIONS

Two years of progressively responsible secretarial experience or an equivalent combination of training and experience.

College education can substitute at the rate of 30 semester or 45 quarter hours for each year of the required experience.

EFFECTIVE: 07/01/87
UPDATED: 04/01/98
UPDATED: 09/01/00
UPDATED: 03/01/03

CAPITAL COLLATERAL REGIONAL COUNSEL

PAY GRADE 113
PAY PLAN 85

DISTINGUISHING CHARACTERISTICS OF WORK

This is varied and highly responsible legal secretarial work and may include supervision or management of other office clerical personnel in a subordinate position in the Office of the Capital Collateral Regional Counsel.

An employee in a position allocated to this class performs a variety of complex tasks for an attorney requiring independent judgment, action, knowledge of laws and regulations, including making frequent decisions in accordance with organizational policies and practices. Duties cover all facets of post-conviction proceedings.

Work is performed with considerable independence and is reviewed upon completion for conformance with policies and regulations.

EXAMPLES OF WORK PERFORMED

(NOTE: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

Takes and transcribes dictation, reads incoming mail and independently composes reply when attorney's personal attention is not required.

Supervises and trains clerical staff engaged in routine functions associated with office operations.

Prepares and files complex motions, orders, subpoenas for both depositions and trials, attends court hearings and keeps docket.

Keeps attorney's appointment calendar and maintains schedules of meetings, appointments, legal hearings, trials and sentencing.

Establishes and maintains a comprehensive file system.

Handles calls regarding cases and court hearings in attorney's absence.

Maintains record of all directives issued by the Court and assures compliance with same and keeps fiscal records and other files as required.

Prepares general legal forms and pleadings independently.

Prepares monthly statistical caseload report.

Maintains confidential, case, follow-up and other essential legal records and files.

Takes and transcribes complex legal dictation.

Performs related work as required.

MINIMUM QUALIFICATIONS

Three years of progressively responsible secretarial experience, one year of which must have been as a legal secretary, or equivalent combination of training and experience.

College education can substitute at the rate of 30 semester or 45 quarter hours for each year of the required experience.

EFFECTIVE: 07/01/87
UPDATED: 04/01/98
UPDATED: 09/01/00
UPDATED: 03/01/03

CAPITAL COLLATERAL REGIONAL COUNSEL

PAY GRADE 115
PAY PLAN 85

DISTINGUISHING CHARACTERISTICS OF WORK

This is varied and highly responsible legal secretarial work and may include supervision or management of other office clerical personnel in a subordinate position in the Office of the Capital Collateral Regional Counsel.

An employee in a position allocated to this class performs a variety of complex tasks for an attorney requiring independent judgment, action, knowledge of laws and regulations, including making frequent decisions in accordance with organizational policies and practices. Duties cover all facets of post-conviction proceedings.

Work is performed with considerable independence and is reviewed upon completion for conformance with policies and regulations.

EXAMPLES OF WORK PERFORMED

(NOTE: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

Takes and transcribes dictation, reads incoming mail and independently composes reply when attorney's personal attention is not required.

Supervises and trains clerical staff engaged in routine functions associated with office operations.

Prepares and files complex motions, orders, subpoenas for both depositions and trials, attends court hearings and keeps docket.

Keeps attorney's appointment calendar and maintains schedules of meetings, appointments, legal hearings, trials and sentencing.

Establishes and maintains a comprehensive file system.

Handles calls regarding cases and court hearings in attorney's absence.

Maintains record of all directives issued by the Court and assures compliance with same and keeps fiscal records and other files as required.

Prepares general legal forms and pleadings independently.

Prepares monthly statistical caseload report.

Maintains confidential, case, follow-up and other essential legal records and files.

Takes and transcribes complex legal dictation.
Performs related work as required.

4153

MINIMUM QUALIFICATIONS

Four years of progressively responsible secretarial experience, one year of which must have been as a legal secretary, or equivalent combination of training and experience.

College education can substitute at the rate of 30 semester or 45 quarter hours for each year of the required experience.

EFFECTIVE: 03/01/19

CAPITAL COLLATERAL REGIONAL COUNSEL

PAY GRADE 117
PAY PLAN 85

DISTINGUISHING CHARACTERISTICS OF WORK

This is highly responsible, advanced supervisory work directing secretarial employees in the variety of complex and/or highly specialized secretarial functions.

An employee in a position allocated to this class is responsible for supervising a group of employees performing a variety of complex duties which are specialized in nature, such as finalizing legal documents, maintaining complex records, collecting and preparing data for special reports, devising new forms and developing new secretarial procedures. Supervisory responsibilities include the authority to assign, reward, discipline and direct subordinate employees and to effectively recommend the transfer, supervision, promotion and discharge of such employees.

Work is performed under the general supervision of a higher level employee and is reviewed through reports and conferences.

EXAMPLES OF WORK PERFORMED

(NOTE: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

Supervises legal secretarial functions including production, flow and review of unit.

Plans workloads, work flows, deadlines, work objectives and time utilization with employees.

Reviews complex work as necessary, evaluates subordinates and recommends improved procedures.

Communicates on a regular basis with employees both individually and in staff meetings.

May devise new work methods and interpret rules or procedures.

Performs related work as required.

MINIMUM QUALIFICATIONS

Graduation from a standard high school and six years of progressively responsible secretarial experience or an equivalent combination of training and experience.

Vocational/technical training in the area of secretarial science or office/business studies can substitute at the rate of 720 classroom hours per year for each year of the required experience.

EFFECTIVE: 05/02/95
UPDATED: 04/01/98
UPDATED: 09/01/00
UPDATED: 03/01/03
UPDATED: 03/01/19

CAPITAL COLLATERAL REGIONAL COUNSEL

PAY GRADE 119
PAY PLAN 85

DISTINGUISHING CHARACTERISTICS OF WORK

This is varied and highly responsible legal secretarial work and may include supervision or management of other office clerical personnel in a subordinate position in the Office of the Capital Collateral Regional Counsel.

An employee in a position allocated to this class performs a variety of complex tasks for an attorney requiring independent judgment, action, knowledge of laws and regulations, including making frequent decisions in accordance with organizational policies and practices. Duties cover all facets of post-conviction proceedings.

Work is performed with considerable independence and is reviewed upon completion for conformance with policies and regulations.

EXAMPLES OF WORK PERFORMED

(NOTE: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

Takes and transcribes dictation, reads incoming mail and independently composes reply when attorney's personal attention is not required.

Supervises and trains clerical staff engaged in routine functions associated with office operations.

Prepares and files complex motions, orders, subpoenas for both depositions and trials, attends court hearings and keeps docket.

Keeps attorney's appointment calendar and maintains schedules of meetings, appointments, legal hearings, trials and sentencing.

Establishes and maintains a comprehensive file system.

Handles calls regarding cases and court hearings in attorney's absence.

Maintains record of all directives issued by the Court and assures compliance with same and keeps fiscal records and other files as required.

Prepares general legal forms and pleadings independently.
Prepares monthly statistical caseload report.
Maintains confidential, case, follow-up and other essential legal records and files.
Takes and transcribes complex legal dictation.
Performs related work as required.

4155

MINIMUM QUALIFICATIONS

Five years of progressively responsible secretarial experience, one year of which must have been as a legal secretary, or equivalent combination of training and experience.

College education can substitute at the rate of 30 semester or 45 quarter hours for each year of the required experience.

EFFECTIVE: 03/01/19

CAPITAL COLLATERAL REGIONAL COUNSEL

PAY GRADE 118

PAY PLAN 85

DISTINGUISHING CHARACTERISTICS OF WORK

This is administrative work in assisting a division head in the Office of the Capital Collateral Regional Counsel.

An employee in a position allocated to this class is responsible for compiling and analyzing data for administrative decisions.

Work is performed under general supervision and detailed instructions are given only on special assignments.

EXAMPLES OF WORK PERFORMED

(NOTE: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

Assigns, reviews and generally supervises the work of a small secretarial or clerical staff.

Compiles and analyzes data for administrative decisions.

Assists in the preparation of office budgets and maintains statistical records.

Interprets established policy and provides the information for the resolution of office problems.

Provides liaison with other department and with the public representing the Capital Collateral Regional Counsel when requested.

Maintains records of appointments and other related matters.

Performs related work as required.

MINIMUM QUALIFICATIONS

Four years of progressively responsible secretarial and/or clerical experience, or equivalent combination of training and experience.

EFFECTIVE: 03/14/86
UPDATED: 04/01/98
UPDATED: 09/01/00
UPDATED: 03/01/03

DISTINGUISHING CHARACTERISTICS OF WORK

This is varied clerical work performing duties which involve assignments that require some independent judgment to accomplish.

EXAMPLES OF WORK PERFORMED

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Answers agency phones and greets and directs all visitors to the appropriate divisions.

Picks up agency mail from the Post Office and takes outgoing mail to the Post Office or designated drop box for mailing

Opens, date stamps, and distributes agency mail.

Weighs, affixes correct postage, and seals outgoing mail.

Receives deliveries of materials and supplies

Performs document control duties as directed.

Performs copying for all staff members as required

Performs scanning of documents into Application Extender.

Performs other related duties.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to follow office procedures and practices, speak clearly and correctly and to listen effectively, deal with the public and to handle calls in a fast, courteous and efficient manner, follow written/verbal instructions, plan, organize and coordinate work assignments, communicate effectively verbally and in writing, and establish and maintain effective working relationships with others.

MINIMUM TRAINING AND EXPERIENCE

A high school diploma or its equivalent and one year of clerical experience.

College can substitute at the rate of 30 semester or 45 quarter hours for the year of required experience.

Vocational/technical training in the area of secretarial science or office/business studies can substitute at the rate of 720 classroom hours for the year of required experience.

EFFECTIVE: 08/11/2006

CAPITAL COLLATERAL REGIONAL COUNSEL

PAY GRADE 115
PAY PLAN 85

DISTINGUISHING CHARACTERISTICS OF WORK

This is highly responsible work supervising clerical employees engaged in records maintenance and support services.

The primary duty of this position is communicating with, motivating, training and evaluating employees, planning and directing their work. This position may make recommendations for hiring, transfer, suspension, assigning, rewarding or disciplining employees.

Work is performed under the general supervision of a higher level employee and is reviewed through reports and conferences.

EXAMPLES OF WORK PERFORMED

(NOTE: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

Supervises the work of clerical employees engaged in the routine examination, processing and filing of agency records and reports.

Directs the work of employees to ensure maximum use of time and resources.

Trains employees in methods for performing an effective and efficient job.

Plans workloads, work flows, deadlines, work objectives and time utilization with employees.

Evaluates employees through establishing evaluation criteria and responsibilities and meeting regularly with employees to ensure the pre-established criteria are met.

Communicates on a regular basis with employees both individually and in staff meetings.

Arranges for repairs and maintenance service to office equipment.

Performs related work as required.

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MINIMUM QUALIFICATIONS

A high school diploma or its equivalent and four years of clerical experience.

College education can substitute at the rate of 30 semester or 45 quarter hours per year for the required experience.

EFFECTIVE: 05/02/95
UPDATED: 04/01/98
UPDATED: 09/01/00
UPDATED: 03/01/03

CAPITAL COLLATERAL REGIONAL COUNSEL

PAY GRADE 119
PAY PLAN 85

DISTINGUISHING CHARACTERISTICS OF WORK

This is work performing paralegal services for the Office of the Capital Collateral Regional Counsel.

EXAMPLES OF WORK PERFORMED

(NOTE: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

Conducts initial interviews of clients seeking legal aid.
Performs legal research for attorneys, subject to supervision.

Coordinates inter-agency and intro-agency legal functions.
Maintains case files, court calendars, and litigation timetables.

Performs notary functions.

Prepares case summaries, pleadings, orders, and summons under the supervision of an attorney.

May direct activities of clerical personnel.

May attend hearings to assist counsel.

Drafts pleadings, motions and memoranda for attorneys.

May participate at informal proceedings where membership in the bar is not required.

Performs related work as required.

MINIMUM QUALIFICATIONS

Completion of a training program to become a legal assistant, a paralegal, a legal paraprofessional, or a lawyer's assistant, OR any of the following:

A degree or certificate in legal technology, legal administration, legal studies or allied legal services;

Graduation from a school of law;

Bachelor's degree with a major in allied legal services;

Four years of experience involving paralegal work;

Four years of experience in legal secretarial work.

EFFECTIVE: 01/01/86
UPDATED: 04/01/98
UPDATED: 09/01/00
UPDATED: 03/01/03

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CAPITAL COLLATERAL REGIONAL COUNSEL

PAY GRADE 116
PAY PLAN 85

DISTINGUISHING CHARACTERISTICS OF WORK

This is highly responsible, advanced supervisory work directing all support staff employees in the variety of complex and/or highly specialized functions.

An employee in a position allocated to this class is responsible for supervising a group of employees performing a variety of complex duties which are specialized in nature, such as finalizing legal documents, maintaining complex records, collecting and preparing data for special reports, devising new forms, copying and distribution of files.

This position may make recommendations for hiring, transfer, suspension, assigning, rewarding or disciplining employees.

Work is performed under the general supervision of a higher level employee and is reviewed through reports and conferences.

EXAMPLES OF WORK PERFORMED

(NOTE: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

Responsible for overall management of support services department.

Performs related work as required.

MINIMUM QUALIFICATIONS

A bachelor's degree and two years of professional experience as legal assistant or legal production, two years of which must have been in a supervisory capacity.

A master's degree in business administration can substitute for one year of the required non-supervisory experience.

Professional or nonprofessional experience as described above can substitute on a year-for-year basis for the required college education.

EFFECTIVE: 07/01/87
UPDATED: 05/01/95
UPDATED: 10/01/96
UPDATED: 04/01/98
UPDATED: 09/01/00
UPDATED: 03/01/03

DISTINGUISHING CHARACTERISTICS OF WORK

This is independent clerical-accounting work maintaining complex accounting and financial records in a phase of an agency's accounting program.

EXAMPLES OF WORK PERFORMED

(NOTE: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

Maintains complex record systems involving varied transactions, or relatively simple records involving a large number of transactions.

Maintains records and books of accounts in accordance with established procedures.

Prepares routine and special accounting statements or analyses of accounting data.

Assembles or compiles data used in preparing budgets and may assist in the preparation of operating budgets.

Compiles payrolls and maintains payroll files.

Prepares quarterly budget requests.

Performs related work as required.

MINIMUM QUALIFICATIONS

Two years of bookkeeping or clerical-accounting experience.

College education can substitute at the rate of 30 semester or 45 quarter hours for each year of the required experience provided such education includes two courses in bookkeeping or accounting.

Vocational/technical training in bookkeeping or accounting can substitute at the rate of 720 classroom hours for each year of the required experience.

EFFECTIVE: 07/01/87

UPDATED: 04/01/98

UPDATED: 09/01/00

UPDATED: 03/01/03

CAPITAL COLLATERAL REGIONAL COUNSEL

PAY GRADE 114

PAY PLAN 85

DISTINGUISHING CHARACTERISTICS OF WORK

This is professional accounting work involving the application of professional accounting techniques to a variety of fiscal transactions.

EXAMPLES OF WORK PERFORMED

(NOTE: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

Maintains journals and account ledgers reflecting a sufficient variety of fiscal transactions to require the use of professional methods and techniques.

Maintains controls and performs balancing operations on a number of accounting systems.

Prepares fiscal statements and reports of a professional nature within specific account limits or assists in similar activities involving a wider variety of accounting areas.

Prepares fiscal analyses in limited accounting areas or assists in similar activities in several accounting areas.

Supervises or participates in the preparation of payrolls, pre-auditing functions, and various other activities related to accounting responsibilities.

Performs related work as required.

MINIMUM QUALIFICATIONS

Bachelor's degree with a major in accounting.

Professional or non-professional accounting experience can substitute on a year-for-year basis for the required bachelor's degree; or any combination of experience and up to 60 semester or 90 quarter hours of college education including two courses in accounting can substitute on a year-for-year basis for the required bachelor's degree.

EFFECTIVE: 03/01/90
 UPDATED: 04/01/98
 UPDATED: 09/01/00
 UPDATED: 03/01/03

DISTINGUISHING CHARACTERISTICS OF WORK

This is professional accounting work serving as the assistant to an accountant or other higher level accounting or budgeting employee who directs a program of moderate scope and complexity or performing duties involving independent application of accounting skills to the general accounting of agency funds or to an assigned phase of an agency's accounting program.

EXAMPLES OF WORK PERFORMED

(NOTE: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

Maintains accounting system of moderate complexity.

Prepares or supervises the preparation of a variety of financial statements.

Prepares special cost or budgetary studies requiring considerable knowledge of operations.

Prepares analyses of statements and reports and makes recommendations regarding improvements in the accounting systems.

Prepares operating or legislative budgets for management approval.

Performs related work as required.

MINIMUM QUALIFICATIONS

Bachelor's degree with a major in accounting and one year of professional accounting; or

One year of professional accounting experience with the State of Florida; or

Master's degree in accounting or possession of a Certified Public Accountant (C.P.A.) Certificate.

Professional or non-professional accounting experience can substitute on a year-for-year basis for the required bachelor's degree; or any combination of this experience and up to 60 semester or 90 quarter hours of college education including two courses in accounting can substitute on a year-for-year basis for the required bachelor's degree.

EFFECTIVE: 03/01/90
 UPDATED: 04/01/98
 UPDATED: 09/01/00
 UPDATED: 03/01/03

DISTINGUISHING CHARACTERISTICS OF WORK

This is professional accounting work involving independent application of a variety of accounting skills to a phase of an agency's accounting programs.

EXAMPLES OF WORK PERFORMED

(NOTE: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

Maintains the general account ledger of an agency with the responsibility for handling a wide variety of funds or maintains subsidiary ledgers.

Maintains controls and performs balancing operations on a large number of accounting activities.

Prepares in-depth fiscal analyses.

Assists in budget preparation.

Conducts special studies and makes recommendations.

Analyzes accounting functions to determine their legality, propriety, and effectiveness.

Recommends changes to accounting procedures and assists in the development of new accounting procedures.

Performs related work as required.

MINIMUM QUALIFICATIONS

Bachelor's degree with a major in accounting and two years of professional accounting experience; or

Two years of professional accounting experience with the State of Florida; or

Master's degree in accounting or possession of a Certified Public Accountant certificate and one year of professional accounting experience.

Professional or non-professional accounting experience or any combination of this experience and up to 60 semester or 90 quarter hours of college education provided such education includes two courses in accounting can substitute on a year-for-year basis for the required bachelor's degree.

EFFECTIVE: 03/01/90

UPDATED: 04/01/98

UPDATED: 09/01/00

UPDATED: 03/01/03

DISTINGUISHING CHARACTERISTICS OF WORK

This is professional accounting work involving independent application of a variety of accounting skills to a major phase of an agency's accounting program.

EXAMPLES OF WORK PERFORMED

(NOTE: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

Assists in developing, modifying, and installing accounting systems.

Maintains general or subsidiary ledgers involving a major portion on an agency's fiscal activities.

Maintains and controls the performance of balancing operations for a major portion of an agency's accounting system.

Prepares complex fiscal statements and reports.

Undertakes special studies such as time, cost or price determinations.

Performs related work as required.

MINIMUM QUALIFICATIONS

Bachelor's degree with a major in accounting and three years of professional accounting experience; or

Three years of professional accounting experience with the State of Florida; or

Master's degree in accounting or possession of a Certified Public Accountant Certificate and two years of professional accounting experience.

Professional or non-professional accounting experience can substitute on a year-for-year basis for the required bachelor's degree; or any combination of this experience and up to 60 semester or 90 quarter hours of college education including two courses in accounting can substitute on a year-for-year basis for the required bachelor's degree.

EFFECTIVE: 03/01/90
 UPDATED: 04/01/98
 UPDATED: 09/01/00
 UPDATED: 03/01/03

CLASS TITLE: ACCOUNTING SERVICES ADMINISTRATOR**ALLOCATION FACTOR(S)**

This is administrative accounting work managing major functions of a fiscal program with a large and highly complex finance and accounting activity or managing the accounting policy and systems function for an agency. The employee(s) in the position(s) allocated to this class exercise(s) independent judgment in formulating or assisting in the formulation of policies and procedures which have significant impact in personnel administration and/or preparation and administration of budgets.

EXAMPLES OF WORK PERFORMED: (Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

- Manages disbursements control or general accounting functions for a state agency.
- Interprets and administers pertinent federal and state rules, regulations, and statutes in accordance with sound accounting principles.
- Supervises the preparation of accounting reports and statements as required.
- Plans, coordinates, and directs the work of the departmental accounting policy and systems function.
- Assigns personnel to various projects, outlines the specifications of assigned projects, maintains comprehensive supervision of work performed, and makes interim and final reviews of work documentation.
- Trains personnel assigned to the accounting policy and systems function.
- Directs the development of departmental accounting policies, principles, standards, and procedures, and monitors the preparation and distribution of an accounting policy and procedures manual.
- Directs the review of documentation of computer-based accounting systems for compliance with departmental accounting policies and procedures.
- Directs the development and utilization of accounting systems.
- Directs the implementation of new applications and changes to existing applications of computer-based accounting systems.
- Approves additions, deletions, and other changes to computer programs of the accounting system and specifications for new accounting systems.
- Reviews and approves proposed changes in accounting codes and code structure.
- Approves all forms used in departmental and district accounting.
- Coordinates the operation of departmental computer-based accounting systems.
- Coordinates accounting operations and provides liaison in accounting matters with the Auditor General, State Comptroller, Department of Management Services, and other state agencies.

- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: (Note: The knowledge, skills and abilities (KSA's) identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions in the employing agency.)

- Knowledge of accounting principles, practices and procedures.
- Knowledge of the methods of data collection.
- Knowledge of financial planning principles.
- Knowledge of the principles and practices of supervision and management.
- Knowledge of the principles of budget preparation and administration.
- Ability to manage, plan, organize, coordinate and evaluate an accounting program.
- Ability to supervise people.
- Ability to determine work priorities, assign work, and ensure proper completion of work assignments.
- Ability to communicate effectively.
- Ability to establish and maintain effective working relationships with others.
- Ability to formulate policies and procedures.
- Ability to prepare and administer budgets.
- Ability to prepare financial statements and reports.
- Ability to design and implement accounting systems.
- Ability to prepare and maintain a variety of accounting records.
- Ability to analyze and interpret accounting data.
- Ability to understand and apply applicable rules, regulations, policies and procedures relating to an accounting program.
- Ability to work independently.
- Ability to solve problems and make decisions.

MINIMUM QUALIFICATIONS

- A bachelor's degree from an accredited college or university with a major in accounting or an area of business which includes five courses in accounting, possession of a Certified Public Accountant (C.P.A.) or a Certified Internal Auditor (C.I.A.) certificate and four years of professional auditing experience; or
- A master's degree from an accredited college or university in accounting or business administration, possession of a Certified Public Accountant (C.P.A.) or Certified Internal Auditor (C.I.A.) certificate and three years of professional auditing experience.

EFFECTIVE: 01/01/2012
PAY GRADE: 24
PAY PLAN: 85

DISTINGUISHING CHARACTERISTICS OF WORK

This is independent work assisting management in the coordination of administrative tasks and/or assignments which are complex in nature and very broad in objective with integration of diverse functions. Work involves the performance of administrative activities which involve independently planning administrative objectives and priorities. Work also involves the independent formulation, analysis and recommendation of changes in policies, rules and regulations.

EXAMPLES OF WORK PERFORMED

(NOTE: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Represents the Administrative Services Director in matters as authorized.

Revises the work of field offices, coordinating their activities and advising them on matters of policy and administration.

Assists in formulating and recommending programs and policies of the office of the Capital Collateral Regional Counsel and administers policies as directed.

Directs purchasing, duplicating, general housekeeping, property control, and maintenance activities of a state agency.

Represents an Administrative Supervisor in contacts with public officials, other governmental agencies and the public; carries out assignments given by agency head; and acts for the Administrative Services Director during absences.

Processes a variety of correspondence, investigates subject matter and prepares replies.

Maintains current information of office policies and programs and processes routine matters within established policies.

Reviews records and reports which require action and recommends solutions or courses of action.

Performs special assignments, research, and report preparation.

Performs fiscal, personnel, purchasing, statistical, reporting, and other major office functions.

Assists in conducting daily administrative activities and/or directing special projects or activities.

Assists in preparing decision papers.

Provides input and recommendations for budget.

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Reviews and coordinates implementation of statutes, rules, regulations, policies, and procedures.

Performs related work as required.

MINIMUM QUALIFICATIONS

A bachelor's degree and one year of administrative experience.

A master's degree can substitute for one year of the required experience.

Administrative or clerical experience can substitute on a year-for-year basis for the required college education.

EFFECTIVE: 01/01/86
UPDATED: 11/01/94
UPDATED: 03/19/98
UPDATED: 04/01/98
UPDATED: 09/01/00
UPDATED: 03/01/03

CAPITAL COLLATERAL REGIONAL COUNSEL

PAY GRADE 116

PAY PLAN 85

DISTINGUISHING CHARACTERISTICS OF WORK

This is independent work assisting division level management in the coordination of administrative tasks and/or assignments which are complex in nature and very broad in objective and integration of diverse functions. Work involves the performance of administrative activities which involve independently planning administrative objectives and priorities. Work also involves the independent formulation, analysis and recommendation of changes in policies, rules and regulations.

EXAMPLES OF WORK PERFORMED

(NOTE: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

Represents the director in matters as authorized.

Reviews the work of various division, departments, and field offices, coordinating their activities and advising them on matters of policy and administration.

Assists in formulating and recommending programs and policies of an agency or large agency division, and interprets and administers policies as directed.

Approves or disapproves the issuance and transfer of licenses, permits and registrations; hears appeals of decisions and recommends action on revocation proceedings.

Directs purchasing, duplicating, general housekeeping, property control, and maintenance activities of a state agency.

Represents an administrative supervisor in contacts with public officials, other governmental agencies and the public; carries out assignments given by agency head; and acts for the director during absences.

Processes a variety of correspondence, investigates subject matter and prepares replies.

Maintains current information of division policies and programs and processes routine matters within established policies.

Reviews records and reports which require action and recommends solutions or courses of action.

EXAMPLES OF WORK PERFORMED: (Continued)

Performs special assignments; research, and report preparation.

Performs fiscal, personnel, purchasing, statistical, reporting, and other major office functions.

Assists in conducting daily administrative activities and/or directing special projects or activities.

Assist in preparing decision papers.

Provides input and recommendations for budget.

Reviews and coordinates implementation of statutes, rules, regulations, policies and procedures.

Performs related work as required.

MINIMUM QUALIFICATIONS

A bachelor's degree and three years of administrative experience.

A master's degree can substitute for one year of the required experience.

Administrative or clerical experience can substitute on a year-for-year basis for the required college education.

EFFECTIVE: 11/01/94
UPDATED: 04/01/98
UPDATED: 09/01/00
UPDATED: 03/01/03

CAPITAL COLLATERAL REGIONAL COUNSEL

PAY GRADE 119
PAY PLAN 85

DISTINGUISHING CHARACTERISTICS OF WORK

This is work managing a branch office for the Capital Collateral Regional Counsel. Employees in positions allocated to this class exercise independent judgement in formulating or assisting in the formulation of policies and procedures which have significant impact in personnel administration and/or preparation and administration of budgets.

EXAMPLES OF WORK PERFORMED

(NOTE: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

Directs the procurement and distribution of goods and services outlay:

Prepares an annual operating budget for consideration by the Legislature which includes researching records of current and past expenditures and studying movement of resident populations.

Prepares annual capital improvement budget.

Directs, plans, organizes, and participates in general business and accounting activities.

Assists in preparation of monthly financial statements.

Maintains records on equipment investment which includes designing and implementing a tangible personal property inventory system, supervising property inventory, inspecting equipment, and assisting in planning additions.

Interprets and ensures Capital Collateral Regional Counsel compliance with statutory requirements and agency rules and regulations.

Develops, manages, and audits business procedures including accounting, budgeting, purchasing, personnel, and auxiliary services.

Supervised and directs personnel activities.

Performs related work as required.

MINIMUM QUALIFICATIONS

Bachelor's degree and two years of fiscal or administrative experience.

Master's degree in business or public administration can substitute for one year of the required experience.

Professional or non-professional experience as described above can substitute on a year-for-year basis for the required college education.

EFFECTIVE: 01/01/86
UPDATED: 04/01/98
UPDATED: 09/01/00
UPDATED: 03/01/03

CAPITAL COLLATERAL REGIONAL COUNSEL

PAY GRADE 121
PAY PLAN 85

DISTINGUISHING CHARACTERISTICS OF WORK

This is administrative work in managing the administrative services of the Office of the Capital Collateral Regional Counsel. Employees in positions allocated to this class exercise independent judgement in formulating or assisting in the formulation of policies and procedures which have significant impact in personnel administration and/or preparation and administration of budgets.

EXAMPLES OF WORK PERFORMED

(NOTE: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

Plans and recommends complex and broad administrative policies for the Office of the Capital Collateral Regional Counsel. Reviews impending legislation as it affects of Office of the Capital Collateral Regional Counsel and makes recommendations for revisions or additions; and establishes policies and procedures required to implement new legislative acts.

Represents the Office of the Capital Collateral Regional Counsel before appropriate legislative committees.

Directs the accounting and budgeting operations and supervises preparation of consolidated general revenue, trust fund, legislative and operating budgets.

Directs central purchasing activities.

Represents the Capital Collateral Regional Counsel, as delegated, with the Governor's Office of Planning and Budgeting, Auditor General, Attorney General's Office, and other state officials.

Performs related work as required.

MINIMUM QUALIFICATIONS

Bachelor's degree and five years of professional experience in accounting, budgeting, planning, purchasing, personnel or business administration, two years of which must have been in a supervisory capacity.

Master's degree in business or public administration can substitute for one year of the required non-supervisory experience.

Professional or non-professional experience as described above can substitute on a year-for-year basis for the required college education.

EFFECTIVE: 01/01/86
UPDATED: 04/01/98
UPDATED: 09/01/00
UPDATED: 03/01/03

CAPITAL COLLATERAL REGIONAL COUNSEL

PAY GRADE 125
PAY PLAN 85

DISTINGUISHING CHARACTERISTICS OF WORK

This is technical work in the implementation, operation, maintenance, security and design of the data base environment for the Office of the Capital Collateral Regional Counsel.

EXAMPLES OF WORK PERFORMED

(NOTE: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

Evaluate user's request for new data elements and systems and incorporates into the existing shared data environment.

Coordinates use of the organization's data to ensure data integrity and control redundancy.

Performs data modeling and prototyping.

Analyze, design and implement data base structures.

Determine and implement data base search strategies.

Maintains data dictionary ensuring uniformity of definitions and setting standards for use of data dictionary.

Monitors data base performance and recommends efficiency improvements.

Develops and maintains data base access and update procedures to ensure the proper control of the data base.

Performs related work as required.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university and two years experience in a computer field or capital post-conviction, or

College education from an accredited institution can substitute at the rate of 30 semester or 45 quarter hours for each year of the required degree plus two years of capital post-conviction experience.

EFFECTIVE: 07/01/87
UPDATED: 04/01/98
UPDATED: 09/01/00
UPDATED: 03/01/03

DISTINGUISHING CHARACTERISTICS OF WORK

This is independent work assisting management in the coordination of development of systems for record storage, database, and file system. Work also involves the independent formulation, analysis and recommendation in collaboration with attorney and investigator staff.

EXAMPLES OF WORK PERFORMED

(NOTE: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

Maintains central file records.
Maintains client database records.
Generating reports from database records.
Maintains agency newspaper clippings records.
Reviewing of Law Review articles to incorporate into existing files.
Performs related work as required.

MINIMUM QUALIFICATIONS

Bachelor's degree and two years of administrative experience.

Master's degree can substitute for one year of the required experience.

Administrative or clerical experience can substitute on a year-for-year basis for the required college education.

EFFECTIVE: 10/01/96
UPDATED: 04/01/98
UPDATED: 09/10/00
UPDATED: 03/01/03

CAPITAL COLLATERAL REGIONAL COUNSEL

PAY GRADE 119
PAY PLAN 85

DISTINGUISHING CHARACTERISTICS OF WORK

This is independent work in managing information technology functions of the Office of the Capital Collateral Regional Counsel. Work also involves the development and management of systems to support the record storage and office automation functions for the legal and administrative areas of the office.

EXAMPLES OF WORK PERFORMED

(NOTE: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

Directs and manages information technology functions.
Specifies and recommends purchase of computer related equipment and services.

Administers and manages computer network in a multi-server and multi-operating systems environment.

Configures, installs, and maintains hardware and software on client workstations.

Provides help desk support for computer and records management issues.

Develops and maintains office related software including intranet web site.

Manages and maintains administrative, software, and hardware function of client-server based document imaging system.

Manages extensive document imaging projects and related projects required by administration.

Supervises document imaging and administrative assistant personnel.

Manages and maintains administrative software functions of thin client based accounting and time tracking systems.

Provides in-house training of various software systems to the personnel.

Develops and maintains, in collaboration with Attorneys and Investigators, a record storage system.

Assists administration in other related duties as requested.

MINIMUM QUALIFICATIONS

Bachelor's degree and two years of administrative experience.

Master's degree can substitute for one year of the required experience.

Administrative or clerical experience can substitute on a year-for-year basis for the required college education.

EFFECTIVE: 01/01/04

CAPITAL COLLATERAL REGIONAL COUNSEL

PAY GRADE 120
PAY PLAN 85

DISTINGUISHING CHARACTERISTICS OF WORK

This is responsible administrative work as a personal assistant to the Capital Collateral Regional Counsel, Litigation Director, and the Administrative Services Director.

An employee in a position allocated to this class performs a variety of secretarial, clerical and administrative duties requiring an extensive working knowledge of the Office of the Capital Collateral Regional Counsel and knowledge of the policies and views. Duties include interpreting rules, regulations and policies to state officials, staff members, and the public; researching material for, and preparing reports; and performing special assignments as required.

Work is performed with considerable independence and may be reviewed upon completion for conformance with applicable policies and procedures.

EXAMPLES OF WORK PERFORMED

(NOTE: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

Serves as personal assistant to the Capital Collateral Regional Counsel, Litigation Director, and Administrative Services Director which includes planning and carrying to completion a variety of complex legal, clerical, secretarial and administrative activities.

Serves as recording secretary at conferences or other meetings. Prepares minutes in final form for distribution.

Receives incoming mail and composes replies to inquiries not requiring the personal attention of the Capital Collateral Regional Counsel; independently composes various other letters for the Capital Collateral Regional Counsel.

Maintains Capital Collateral Regional Counsel's calendar and arranges various appointments; schedules Capital Collateral Regional Counsel's itinerary and makes travel and hotel reservations.

Serves as receptionist for the Capital Collateral Regional Counsel, answering telephone, screening, greeting, announcing and routing visitors.

Serves as local area network administrator, planning, designing and developing system set-up for office productivity; responsible for training and assisting all staff in software applications; as well as troubleshooting and correcting both hardware and software computer problems. Assists Administrative Services Director in preparing information resource reports and plans.

Prepares legal documents as requested.

Performs related work as required.

MINIMUM QUALIFICATIONS

Bachelor's degree and two years of professional experience in network administration, legal assistant or legal production.

Master's degree in business administration can substitute for one year of the required non-supervisory experience.

Professional or nonprofessional experience as described above can substitute on a year-for-year basis for the required college education.

EFFECTIVE: 10/01/96
UPDATED: 04/01/98
UPDATED: 09/01/00
UPDATED: 03/01/03

CAPITAL COLLATERAL REGIONAL COUNSEL

PAY GRADE 121
PAY PLAN 85

DISTINGUISHING CHARACTERISTICS OF WORK

This is entry level work in the Office of the Capital Collateral Regional Counsel in investigation record collection.

An employee in a position allocated to this class performs entry level work assisting in investigations of post-conviction proceedings.

Work performed under the close supervision of a higher level employee and is reviewed through reports and personal conferences for achievement of desired results.

EXAMPLES OF WORK PERFORMED

(NOTE: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

Assists in collection of records.

Assists in developing record logs which track the receipt of requested records.

Assists in the evaluating of the content of records.

Assist investigators with hearing preparation.

Serves subpoenas.

Performs related work as required.

MINIMUM QUALIFICATIONS

Successful completion of two years of college and one year experience in a related field, or an equivalent combination of training and experience.

EFFECTIVE: 08/01/94
UPDATED: 10/01/96
UPDATED: 04/01/98
UPDATED: 09/01/00
UPDATED: 03/01/03

CAPITAL COLLATERAL REGIONAL COUNSEL

PAY GRADE 117
PAY PLAN 85

DISTINGUISHING CHARACTERISTICS OF WORK

This is responsible work in the Office of the Capital Collateral Regional Counsel in conducting investigations of cases.

An employee in a position allocated to this class is responsible for conducting investigations for use in post-conviction proceedings.

Work is performed under the general supervision of a higher level employee and is reviewed through reports and personal conferences for achievement of desired results.

EXAMPLES OF WORK PERFORMED

(NOTE: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

Conducts investigations for use in post-conviction proceedings.

Develops evidence and takes statements from witnesses in preparing cases.

Evaluates and preserves evidence of investigations and reports findings.

Testifies in court regarding evaluations of evidence.

Serves subpoenas.

Performs related work as required.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university and two years of experience in a related field or as an investigator, or an equivalent combination of training and experience.

An equivalency diploma issued by a state department of education or by the United States Armed Forces Institute may be substituted for high school graduation.

EFFECTIVE: 07/01/87

UPDATED: 04/01/98

UPDATED: 09/01/00

UPDATED: 03/01/03

CAPITAL COLLATERAL REGIONAL COUNSEL

PAY GRADE 120

PAY PLAN 85

DISTINGUISHING CHARACTERISTICS OF WORK

This is responsible supervisory work in the Office of the Capital Collateral Regional Counsel in directing the activities of a staff of investigators conducting investigations of cases.

An employee in a position allocated to this class supervises and conducts investigations of post-conviction proceedings.

Work is performed under the general supervision of a higher level employee and is reviewed through personal contacts and reports for achievement of desired results.

EXAMPLES OF WORK PERFORMED

(NOTE: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

Evaluates evidence of investigations; prepares reports of findings; reviews evaluations and reports prepared by other investigators.

May testify in court as to conclusions and evaluations of evidence.

Serves subpoenas.

Performs related work as required.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university and four years of responsible experience in a related field or as an investigator, one year of which must have been in a supervisory capacity, or an equivalent combination of training and experience.

An equivalency diploma issued by a state department of education or by the United States Armed Forces Institute may be substituted for high school graduation.

EFFECTIVE: 07/01/87
UPDATED: 04/01/98
UPDATED: 09/01/00
UPDATED: 03/01/03

DISTINGUISHING CHARACTERISTICS OF WORK

This is work supervising the investigative staff in the Office of the Capital Collateral Regional Counsel. The employee(s) in the position(s) allocated to this class is to spend a major portion of the time communicating with, motivating, training and evaluating employees, planning and directing their work; and having the authority to hire, transfer, suspend, layoff, recall, promote, discharge, assign, regard or discipline subordinate employees or to effectively recommend such actions.

EXAMPLES OF WORK PERFORMED

(NOTE: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

Motivates employees to improve the quality and quantity of work performed.

Plans workloads, work flows, deadlines, work objectives and time utilization with employees.

Evaluates employees through establishing evaluation criteria and responsibilities and meeting regularly with employees to ensure the pre-established criteria are met.

Trains employees in methods for performing an effective and efficient job.

Communicates on a regular basis with employees both individually and in staff meetings.

Directs the work of employees to ensure maximum use of time and resources.

Develops and conducts intensive training programs for investigators.

Reviews and assigns cases to investigators.

Coordinates all investigative activities within the assigned area.

Supervises a compilation and review of various reports prepared by subordinate investigators.

Interprets laws, rules, and regulations as they apply to state statutes or federal law.

Advises subordinates of all policy and procedural changes.

Receives and reviews all field area investigative decisions and completed investigative reports and makes recommendations on courses of action.

Develops and implements on-the-job training procedures for all area personnel involved in investigations and arranges and conducts special training sessions on new laws and regulations, investigative methods, and office requirements.

Performs liaison activities with other state and federal officials.

Assists departmental legal staff, agency head, and the Administrative Services Director in the development of financial information necessary to carry out departmental statutory duties.

Contacts and interviews witnesses and other persons involved in post-conviction proceedings.

Evaluates evidence of investigations and prepares reports of findings.

Assists attorneys in the prosecution of cases.

Attends hearings and gives testimony concerning investigations.

Performs related work as required.

MINIMUM QUALIFICATIONS

Bachelor's degree and five years of experience in conducting investigations or a related field.

Master's degree can substitute for one year of the required experience.

Professional or non-professional experience as described above can substitute on a year-for-year basis for the required college education.

EFFECTIVE: 01/01/86
 UPDATED: 03/19/98
 UPDATED: 04/01/98
 UPDATED: 09/01/00
 UPDATED: 03/01/03
 UPDATED: 01/01/09

CAPITAL COLLATERAL REGIONAL COUNSEL

PAY GRADE 126
 PAY PLAN 85

DISTINGUISHING CHARACTERISTICS OF WORK

This is responsible work in the Office of the Capital Collateral Regional Counsel in coordinating special projects involving Capital Collateral Regional Counsel staff and Capital Collateral Regional Counsel clients.

An employee in a position allocated to this class performs a variety of duties requiring an extensive working knowledge of the organization and program of the Office of Capital Collateral Regional Counsel as well as its policies and views. Duties include client research, planning and coordination of in-house staff training, liaison with new clients and performing special assignments as assigned.

Work is performed under the general supervision of higher level employee and is reviewed through reports and personal conferences for achievement of desired results.

EXAMPLES OF WORK PERFORMED

(NOTE: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

Acts as liaison between new clients and the Office of Capital Collateral Regional Counsel by explaining the post-conviction process to clients and screening them for special needs.

Conducts research and performs support work involving clients with serious medical conditions and/or needs.

Plans and coordinates certain training which may include workshops, seminars, discussion groups, retreats and conferences.

Assists in data collection for the client database.

May be requested to work on cases or train new staff if employee is a trained investigator or attorney.

Performs related work as required.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university and two years of experience in a related field or an equivalent combination of training and experience.

An equivalency diploma issued by a state department of education or by the United States Armed Forces Institute may be substituted for high school graduation.

EFFECTIVE: 10/01/93
UPDATED: 03/18/98
UPDATED: 04/01/98
UPDATED: 09/01/00
UPDATED: 03/01/03

CAPITAL COLLATERAL REGIONAL COUNSEL

PAY GRADE 120
PAY PLAN 85

DISTINGUISHING CHARACTERISTICS OF WORK

This is entry level work in the Office of the Capital Collateral Regional Counsel, or assisting an attorney in providing legal counsel and representation.

An employee in a position allocated to this class performs entry level work involving conducting legal and factual research in evaluating and summarizing the legal aspects of cases to be heard by the court; assisting in preparing case summaries; or assisting an attorney in preparing legal documents, opinions, and preparation of cases or hearings, and may serve as a certified legal intern.

Work is performed under the close supervision of an Assistant Capital Collateral Regional Counsel.

EXAMPLES OF WORK PERFORMED

(NOTE: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

Trains in legal research activities.

Trains in the preparation of memorandums and reports summarizing findings of research investigations.

Assists in conducting legal research in evaluating state statues and preparing legal opinions.

Assists an attorney in preparing trial briefs

May serve as a certified legal intern.

Performs related work as required.

MINIMUM QUALIFICATIONS

Graduation from an accredited school of law.

EFFECTIVE: 01/01/86
UPDATED: 04/01/98
UPDATED: 09/01/00
UPDATED: 03/01/03

CAPITAL COLLATERAL REGIONAL COUNSEL

PAY GRADE 120
PAY PLAN 85

DISTINGUISHING CHARACTERISTICS OF WORK

This is entry level work in the Office of the Capital Collateral Regional Counsel, or assisting an attorney in providing legal counsel and representation.

An employee in a position allocated to this class performs entry level work involving conducting legal and factual research in evaluating and summarizing the legal aspects of cases to be heard by the court; assisting in preparing case summaries; or assisting an attorney in preparing legal documents, opinions, and preparation of cases or hearings, and may serve as a certified legal intern.

Work is performed under the close supervision of an Assistant Capital Collateral Regional Counsel.

EXAMPLES OF WORK PERFORMED

(NOTE: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

Trains in the preparation of case summaries, including the review and evaluation of briefs or arguments and court proceedings:

Trains in legal research activities.

Trains in the preparation of memorandums and reports summarizing findings of research investigations.

Assists in conducting legal research in evaluating state statutes and preparing legal opinions.

Assists an attorney in preparing trial briefs

May serve as a certified legal intern.

Performs related work as required.

MINIMUM QUALIFICATIONS

Admission to The Florida Bar and two years of experience in legal writing. Legal writing experience such as Law Review is desirable.

EFFECTIVE: 01/01/86
 UPDATED: 04/01/98
 UPDATED: 10/01/98
 UPDATED: 09/01/00
 UPDATED: 01/01/01

CAPITAL COLLATERAL REGIONAL COUNSEL

PAY GRADE 122
 PAY PLAN 85*

*receive SES benefits

DISTINGUISHING CHARACTERISTICS OF WORK

This is complex and advanced legal work in the Office of the Capital Collateral Regional Counsel providing counsel and representation for indigent death sentenced inmates in post-conviction proceedings.

EXAMPLES OF WORK PERFORMED

(NOTE: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

Participates in rendering legal advice and counsel to death sentenced inmates requiring considerable legal experience and the exercise of a considerable degree of independent judgement.

Conducts complex legal research involving state statutes, federal statutes and constitutional issues.

Prepares trial briefs, pleading and oral arguments for post-conviction appeals.

Conducts trials and appeals of more complex cases in state and federal courts.

Prepares and conducts major litigation involving numerous witnesses, substantial documentary evidence, detailed exhibits before a Circuit Court, the Florida Supreme Court, Federal District Court, Federal Circuit Court and the U.S. Supreme Court.

Performs related work as required.

MINIMUM QUALIFICATIONS

Admission to The Florida Bar and two year of professional experience in the practice of law, legal research, teaching law or in administrative or judicial hearings.

EFFECTIVE: 01/01/86
UPDATED: 04/01/98
UPDATED: 09/01/00
UPDATED: 01/01/01
UPDATED: 10/01/02

CAPITAL COLLATERAL REGIONAL COUNSEL

PAY GRADE 124

PAY PLAN 85*

*receive SES benefits

DISTINGUISHING CHARACTERISTICS OF WORK

This is complex and advanced legal work in the Office of the Capital Collateral Regional Counsel providing counsel and representation for indigent death sentenced inmates in post-conviction proceedings.

EXAMPLES OF WORK PERFORMED

(NOTE: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

Participates in rendering legal advice and counsel to death sentenced inmates requiring considerable legal experience and the exercise of a considerable degree of independent judgement.

Conducts complex legal research involving state statutes, federal statutes and constitutional issues.

Prepares trial briefs, pleading and oral arguments for post-conviction appeals.

Conducts trials and appeals of more complex cases in state and federal courts.

Prepares and conducts major litigation involving numerous witnesses, substantial documentary evidence, detailed exhibits before a Circuit Court, the Florida Supreme Court, Federal District Court, Federal Circuit Court and the U.S. Supreme Court.

Performs related work as required.

MINIMUM QUALIFICATIONS

Admission to The Florida Bar and four years of professional experience in the practice of law, legal research, teaching law or in administrative or judicial hearings.

EFFECTIVE: 01/01/86
UPDATED: 04/01/98

UPDATED: 09/01/00
UPDATED: 01/01/01
UPDATED: 10/01/02

CAPITAL COLLATERAL REGIONAL COUNSEL

PAY GRADE 128
PAY PLAN 85*

*receive SES benefits

DISTINGUISHING CHARACTERISTICS OF WORK

This is complex and advanced legal work in the Office of the Capital Collateral Regional Counsel providing counsel and representation for indigent death sentenced inmates in post-conviction proceedings.

EXAMPLES OF WORK PERFORMED

(NOTE: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

Participates in rendering legal advice and counsel to death sentenced inmates requiring considerable legal experience and the exercise of a considerable degree of independent judgement.

Conducts complex legal research involving state statutes, federal statutes and constitutional issues.

Prepares trial briefs, pleading and oral arguments for post-conviction appeals.

Conducts trials and appeals of more complex cases in state and federal courts.

Prepares and conducts major litigation involving numerous witnesses, substantial documentary evidence, detailed exhibits before a Circuit Court, the Florida Supreme Court, Federal District Court, Federal Circuit Court and the U.S. Supreme Court.

Performs related work as required.

MINIMUM QUALIFICATIONS

Admission to The Florida Bar and five years of professional experience in the practice of law, legal research, teaching law or in administrative or judicial hearings.

EFFECTIVE: 01/01/86
UPDATED: 04/01/98
UPDATED: 09/01/00

UPDATED: 01/01/01
UPDATED: 10/01/02

CAPITAL COLLATERAL REGIONAL COUNSEL

PAY GRADE 129
PAY PLAN 85*

*receive SES benefits

DISTINGUISHING CHARACTERISTICS OF WORK

This is the principle legal position for the Office of the Capital Collateral Regional Counsel ensuring that the office complies with all applicable laws in the formulation and implementation of policy. The individual in this position is authorized to represent the Capital Collateral Regional Counsel in all phases of office operation.

EXAMPLES OF WORK PERFORMED

(NOTE: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

Plans, organizes and directs the implementation of all legal activities involving the Office of the Capital Collateral Regional Counsel.

May supervise subordinate attorneys and review proposals of attorneys within the Office of the Capital Collateral Regional Counsel for final presentation.

Conducts highly technical, varied and complex legal research work in connection with the office functions.

Represents the office before various committees of the Florida Legislature and drafts proposed legislation affecting the department and its operations; keeps abreast of all pending legislation in which the office is interested or which might affect the Office of the Capital Collateral Regional Counsel in any manner.

Performs related work as required.

MINIMUM QUALIFICATIONS

Admission to The Florida Bar and six years of professional experience in the practice of law, legal research, teaching law or in administrative or judicial hearings. Admission to practice in the U.S. Supreme Court is required.

EFFECTIVE: 01/01/86

UPDATED: 04/01/98

UPDATED: 09/01/00
UPDATED: 01/01/01
UPDATED: 10/01/02

CAPITAL COLLATERAL REGIONAL COUNSEL

PAY GRADE 131
PAY PLAN 85*

*receive SES benefits

DISTINGUISHING CHARACTERISTICS OF WORK

This is legal work supervising all phases of post-conviction litigation for the Office of the Capital Collateral Regional Counsel.

EXAMPLES OF WORK PERFORMED

(NOTE: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

Conducts complex legal research within a highly technical and specialized area.

Participates in state and federal court trials and appeals involving the Office of the Capital Collateral Regional Counsel.

Participates in preparing and conducting major litigation involving numerous witnesses, substantial documentary evidence, and detailed exhibits before a State Circuit Court, the Florida Supreme Court, U.S. District Court, Federal Circuit Court, and the U.S. Supreme Court.

Communicates on a regular basis with employees both individually and in staff meetings.

MINIMUM QUALIFICATIONS

Graduation from an accredited law school and six years of professional experience in the practice of law, legal research, teaching law or in administrative or judicial hearings. Admission to practice in a U.S. Circuit Court and the U.S. Supreme Court required.

EFFECTIVE: 10/01/96
UPDATED: 04/01/98
UPDATED: 09/01/00

UPDATED: 01/01/01

UPDATED: 10/01/02

CAPITAL COLLATERAL REGIONAL COUNSEL

PAY GRADE 132

PAY PLAN 85*

*receive SES benefits

DISTINGUISHING CHARACTERISTICS OF WORK

EXAMPLES OF WORK PERFORMED

(NOTE: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

MINIMUM QUALIFICATIONS

As set forth in Florida Statute 27.704

EFFECTIVE: 06/16/97
UPDATED: 09/01/00

CAPITAL COLLATERAL REGIONAL COUNSEL

PAY GRADE 133
PAY PLAN 85*

*receive SES benefits

CAPITAL COLLATERAL REGIONAL COUNSEL
PAY PLAN 85

SALARY SCHEDULE - CLASS CODE ORDER

EFFECTIVE 12/1/2003, REVISED 05/02/2005; 08/01/2005; 08/11/2006; 10/01/2006; 01/01/2007; 12-31-2008; 12-17-2009; 03-01-2012; 07-01-2013; 01-01-2014;
01-01-2015; 07-01-2017;01-01-2018; 01-01-2019; 03-01-2019

CLASS CODE	CLASS TITLE	PAY PLAN	PAY GRADE	MONTHLY MINIMUM	MONTHLY MAXIMUM	ANNUAL MINIMUM	ANNUAL MAXIMUM	OVERTIME	RET
4109	OFFICE ASSISTANT I	85	002	\$1,466.40	\$2,234.23	\$17,596.80	\$26,810.76	INCLUDED	REG
4113	CLERICAL ASSISTANT	85	006	\$1,500.08	\$2,413.40	\$18,000.96	\$28,960.80	INCLUDED	REG
4133	SECRETARY	85	009	\$1,622.78	\$2,705.28	\$19,473.36	\$32,463.36	INCLUDED	REG
4151	LEGAL SECRETARY I	85	013	\$1,899.17	\$3,291.63	\$22,790.04	\$39,499.56	INCLUDED	REG
4313	FISCAL ASSISTANT	85	014	\$1,980.59	\$3,467.78	\$23,767.08	\$41,613.36	INCLUDED	REG
4152	LEGAL SECRETARY II	85	015	\$2,068.42	\$3,659.74	\$24,821.04	\$43,916.88	INCLUDED	REG
4161	STAFF ASSISTANT	85	015	\$2,068.42	\$3,659.74	\$24,821.04	\$43,916.88	INCLUDED	REG
4162	OFFICE STAFF ASSISTANT	85	015	\$2,068.42	\$3,659.74	\$24,821.04	\$43,916.88	INCLUDED	REG
4321	ACCOUNTANT I	85	015	\$2,068.42	\$3,659.74	\$24,821.04	\$43,916.88	INCLUDED	REG
4173	PARALEGAL	85	016	\$2,148.87	\$3,867.43	\$25,786.44	\$46,409.16	INCLUDED	REG
4333	ADMINISTRATIVE ASSISTANT I	85	016	\$2,148.87	\$3,867.43	\$25,786.44	\$46,409.16	INCLUDED	REG
4400	DATA BASE SPECIALIST	85	016	\$2,148.87	\$3,867.43	\$25,786.44	\$46,409.16	INCLUDED	REG
4153	LEGAL SECRETARY III	85	017	\$2,239.68	\$4,093.84	\$26,876.16	\$49,126.08	INCLUDED	REG
4322	ACCOUNTANT II	85	017	\$2,239.68	\$4,093.84	\$26,876.16	\$49,126.08	INCLUDED	REG
4651	DOCUMENT SPECIALIST/INVESTIGATION	85	017	\$2,239.68	\$4,093.84	\$26,876.16	\$49,126.08	INCLUDED	REG
4155	LEGAL SECRETARY IV	85	018	\$2,352.23	\$4,334.60	\$28,226.76	\$52,015.20	INCLUDED	REG
4154	LEGAL SECRETARY SUPERVISOR	85	019	\$2,480.53	\$4,619.85	\$29,766.36	\$55,438.20	INCLUDED	REG
4163	RECORDS SUPERVISOR	85	019	\$2,480.53	\$4,619.85	\$29,766.36	\$55,438.20	INCLUDED	REG
4323	ACCOUNTANT III	85	019	\$2,480.53	\$4,619.85	\$29,766.36	\$55,438.20	INCLUDED	REG
4335	ADMINISTRATIVE ASSISTANT II	85	019	\$2,480.53	\$4,619.85	\$29,766.36	\$55,438.20	INCLUDED	REG
4410	INFORMATION SERVICES COORDINATOR	85	019	\$2,480.53	\$4,619.85	\$29,766.36	\$55,438.20	INCLUDED	REG
4420	INFORMATION TECHNOLOGY DIRECTOR	85	020	\$2,719.38	\$5,245.14	\$32,632.56	\$62,941.68	EXCLUDED	REG
4661	INVESTIGATOR	85	020	\$2,719.38	\$5,245.14	\$32,632.56	\$62,941.68	EXCLUDED	REG
4700	SPECIAL PROJECTS COORDINATOR	85	020	\$2,719.38	\$5,245.14	\$32,632.56	\$62,941.68	EXCLUDED	REG
4800	LEGAL TRAINEE	85	020	\$2,719.38	\$5,245.14	\$32,632.56	\$62,941.68	EXCLUDED	REG
4015	HUMAN RESOURCES SPECIALIST	85	021	\$2,761.92	\$5,717.09	\$33,143.04	\$68,605.08	EXCLUDED	REG
4193	COORDINATOR OF SUPPORT SERVICES	85	021	\$2,761.92	\$5,717.09	\$33,143.04	\$68,605.08	EXCLUDED	REG
4324	ACCOUNTANT IV	85	021	\$2,761.92	\$5,717.09	\$33,143.04	\$68,605.08	EXCLUDED	REG
4353	OFFICE MANAGER	85	021	\$2,761.92	\$5,717.09	\$33,143.04	\$68,605.08	EXCLUDED	REG
4430	EXECUTIVE ASSISTANT	85	021	\$2,761.92	\$5,717.09	\$33,143.04	\$68,605.08	EXCLUDED	REG
4665	INVESTIGATOR SUPERVISOR	85	021	\$2,761.92	\$5,717.09	\$33,143.04	\$68,605.08	EXCLUDED	REG
4801	ASSISTANT CAPITAL COLLATERAL COUN	*85	022	\$3,256.96	\$6,278.71	\$39,083.52	\$75,344.52	EXCLUDED	SMS
4325	ACCOUNTING SERVICES ADMINISTRATOR	85	024	\$3,277.44	\$7,083.34	\$39,329.28	\$85,000.08	EXCLUDED	REG
4803	ASSISTANT CAPITAL COLLATERAL COUN I	*85	024	\$3,277.44	\$7,083.34	\$39,329.28	\$85,000.08	EXCLUDED	SMS
4373	ADMINISTRATIVE SERVICES DIRECTOR	**85	025	\$3,480.04	\$8,572.96	\$41,760.48	\$102,875.52	EXCLUDED	REG
4667	CHIEF INVESTIGATOR	**85	025	\$3,480.04	\$8,572.96	\$41,760.48	\$102,875.52	EXCLUDED	REG
4805	ASSISTANT CAPITAL COLLATERAL COUN II	*85	028	\$4,207.17	\$8,411.64	\$50,486.04	\$100,939.68	EXCLUDED	SMS
4806	ASSISTANT CAPITAL COLLATERAL COUN III	*85	029	\$4,478.51	\$8,982.70	\$53,742.12	\$107,792.40	EXCLUDED	SMS
4809	ASSISTANT CAPITAL COLLATERAL COUN IV	*85	031	\$5,089.67	\$10,284.68	\$61,076.04	\$123,416.16	EXCLUDED	SMS
4811	ASSISTANT CAPITAL COLLATERAL COUN V	*85	032	\$5,703.29	\$11,521.01	\$68,439.48	\$138,252.12	EXCLUDED	SMS
4900	CAPITAL COLLATERAL REGIONAL COUNSEL	*85	033	\$6,385.33	\$12,845.88	\$76,623.96	\$154,150.56	EXCLUDED	SMS

* Receives SES benefits

** Receives employer paid health and life insurance

**CAPITAL COLLATERAL REGIONAL COUNSEL
PAY PLAN 85
PAY GRADE SCHEDULE
EFFECTIVE 03-01-2019**

PAY GRADE	MONTHLY MINIMUM	MONTHLY MAXIMUM	ANNUAL MINIMUM	ANNUAL MAXIMUM	HOURLY MINIMUM	HOURLY
						MAXIMU M
001	\$1,466.40	\$1,986.49	\$17,596.80	\$23,837.88	\$8.46	\$11.46
002	\$1,466.40	\$2,234.23	\$17,596.80	\$26,810.76	\$8.46	\$12.89
003	\$1,466.40	\$2,181.63	\$17,596.80	\$26,179.56	\$8.46	\$12.59
004	\$1,466.40	\$2,268.22	\$17,596.80	\$27,218.64	\$8.46	\$13.09
005	\$1,466.40	\$2,320.82	\$17,596.80	\$27,849.84	\$8.46	\$13.39
006	\$1,500.08	\$2,413.40	\$18,000.96	\$28,960.80	\$8.65	\$13.92
007	\$1,507.06	\$2,489.83	\$18,084.72	\$29,877.96	\$8.69	\$14.36
008	\$1,562.77	\$2,579.73	\$18,753.24	\$30,956.76	\$9.02	\$14.88
009	\$1,622.78	\$2,705.28	\$19,473.36	\$32,463.36	\$9.36	\$15.61
010	\$1,684.91	\$2,831.50	\$20,218.92	\$33,978.00	\$9.72	\$16.34
011	\$1,751.33	\$2,973.48	\$21,015.96	\$35,681.76	\$10.10	\$17.15
012	\$1,822.04	\$3,125.97	\$21,864.48	\$37,511.64	\$10.51	\$18.03
013	\$1,899.17	\$3,291.63	\$22,790.04	\$39,499.56	\$10.96	\$18.99
014	\$1,980.59	\$3,467.78	\$23,767.08	\$41,613.36	\$11.43	\$20.01
015	\$2,068.42	\$3,659.74	\$24,821.04	\$43,916.88	\$11.93	\$21.11
016	\$2,148.87	\$3,867.43	\$25,786.44	\$46,409.16	\$12.40	\$22.31
017	\$2,239.68	\$4,093.84	\$26,876.16	\$49,126.08	\$12.92	\$23.62
018	\$2,352.23	\$4,334.60	\$28,226.76	\$52,015.20	\$13.57	\$25.01
019	\$2,480.53	\$4,619.85	\$29,766.36	\$55,438.20	\$14.31	\$26.65
020	\$2,719.38	\$5,245.14	\$32,632.56	\$62,941.68	\$15.69	\$30.26
021	\$2,761.92	\$5,717.09	\$33,143.04	\$68,605.08	\$15.93	\$32.98
022	\$3,256.96	\$6,278.71	\$39,083.52	\$75,344.52	\$18.79	\$36.22
023	\$3,272.93	\$6,395.79	\$39,275.16	\$76,749.48	\$18.88	\$36.90
024	\$3,277.44	\$7,083.34	\$39,329.28	\$85,000.08	\$18.91	\$40.87
025	\$3,480.04	\$8,572.96	\$41,760.48	\$102,875.52	\$20.08	\$49.46
028	\$4,207.17	\$8,411.64	\$50,486.04	\$100,939.68	\$24.27	\$48.53
029	\$4,478.51	\$8,982.70	\$53,742.12	\$107,792.40	\$25.84	\$51.82
030	\$4,776.78	\$9,607.97	\$57,321.36	\$115,295.64	\$27.56	\$55.43
031	\$5,089.67	\$10,284.68	\$61,076.04	\$123,416.16	\$29.36	\$59.33
032	\$5,703.29	\$11,521.01	\$68,439.48	\$138,252.12	\$32.90	\$66.47
033	\$6,385.33	\$12,845.88	\$76,623.96	\$154,150.56	\$36.84	\$74.11

Calculation Method:

Monthly Minimum and Monthly Maximum x 12 = Annual Min and Annual Max
 Annual Minimum and Annual Maximum / 2080 Hrs = Hourly Min and Max
 All calculations are rounded to (2) decimal points