



FLORIDA DEPARTMENT OF JUVENILE JUSTICE

LEGISLATIVE BUDGET REQUEST

Department of Juvenile Justice

Tallahassee, Florida

September 15, 2021


Chris Spencer, Director
Office of Policy and Budget
Executive Office of the Governor
1701 Capitol
Tallahassee, Florida 32399-0001

Eric Pridgeon, Staff Director
House Appropriations Committee
221 Capitol
Tallahassee, Florida 32399-1300

Tim Sadberry, Staff Director
Senate Committee on Appropriations
201 Capitol
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Department of Juvenile Justice is submitted in the format prescribed in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2022-23 Fiscal Year. This submission has been approved by Josefina M. Tamayo, Acting Secretary.


Josefina M. Tamayo
Acting Secretary

2737 Centerview Drive • Tallahassee, Florida 32399-3100 • (850) 488-1850

Ron DeSantis, Governor

Josefina M. Tamayo, Acting Secretary

The mission of the Department of Juvenile Justice is to increase public safety by reducing juvenile delinquency through effective prevention, intervention, and treatment services that strengthen families and turn around the lives of troubled youth.

Temporary Special Duty – General Pay Additives Implementation Plan for Fiscal Year 2022 – 2023



The Department of Juvenile Justice (DJJ) proposes the following plan to implement the temporary special duties – general pay additive:

- The department will use existing resources to grant the temporary special duties – general pay additive.
- This additive may be approved for employees in career service positions who temporarily perform duties and responsibilities not customarily assigned to their position. The department shall review the temporary duties and responsibilities being assigned, the additive amount and ensure compliance with applicable collective bargaining agreement(s).
- The pay additive shall be reviewed every ninety (90) days; and shall be removed or adjusted if there is a change in the conditions upon which it was granted.
- The pay additive may be effective beginning the first day of the temporary duties and shall be effective after the 22nd workday pursuant to applicable collective bargaining agreement(s). Employees shall be eligible to receive the temporary special duties – general pay additive in an amount up to 5% of the employee’s base rate of pay.
- All career service positions assigned to Pay Plan – 01 are eligible to receive the temporary special duties – general pay additive. There are 2,564.5 eligible positions. The additive amount shall not exceed 5% of an employee’s base rate of pay.
- Pay additives have been used since the creation of DJJ on October 1, 1994. Please note the following existing additive types and the circumstances in which they are used:
 - a. Maintain Ratio: To ensure the appropriate staff to client ratio (i.e. male and female) to carry out the duties of supervision depending on the needs of the juvenile population;
 - b. Acting Appointments: To act in a vacant established position in a higher broadband level than the employee’s current broadband level;
 - c. Agency Initiatives or Special Projects: To ensure the agency’s mission and or to comply with statutory requirements; and
 - d. Specialized Training Programs:
 1. Detention Review Specialists – Provides a single point of contact in each detention facility to review all youth assigned to secure detention after their first appearance.
 2. Field Training Coordinators – A comprehensive and systematic approach to provide training to newly hired juvenile detention officers and ensure compliance with annual in-service training requirements.

Temporary Special Duty – General Pay Additives Implementation Plan for Fiscal Year 2022 – 2023



- A total of twenty-seven (27) employees were granted the temporary special duties – general pay additive in fiscal year 2020 – 2021. The annual cost was \$29,638.42.
- Collective Bargaining Units Impacted:

The American Federation of State County and Municipal Employees (AFSCME)

Article 21

COMPENSATION FOR TEMPORARY SPECIAL DUTY IN A HIGHER POSITION

(A) Each time an employee is designated by the employee's immediate supervisor to act in a vacant established position in a higher broadband level than the employee's current broadband level, and performs a major portion of the duties of the higher level position, irrespective of whether the higher level position is funded, for more than 22 workdays within any six (6) consecutive months, the employee shall be eligible to receive a temporary special duty additive in accordance with the Rules of the State Personnel System, beginning with the 23rd day.

(B) Employees being paid at a higher rate while temporarily acting in a position in a higher broadband level will be returned to their regular rate of pay when the period of temporary special duty in the higher broadband level is ended.

Florida Nursing Association (FNA)

Article 21

COMPENSATION FOR TEMPORARY SPECIAL DUTY IN A HIGHER POSITION

Each time an employee is officially designated by the appropriate supervisor to act in a position in a higher broadband level than the employee's current level, and performs a major portion of the duties of the higher level position, irrespective of whether the higher level position is funded, for more than 22 workdays within any six (6) consecutive months, the employee shall be eligible to receive a temporary special duty additive in accordance with Rule 60L-32, Florida Administrative Code, beginning the 23rd day.

DJJ CLASS TITLES (Updated: 07/01/2021)

Highlighted positions are assigned standard salaries - Please reference the Department's Spending Guides

Class Code	Broadband Code	Class Title	Bband Occupation Title	Pay Grade	Pay Grade Bi-Weekly Min	Pay Grade Bi-Weekly Max	Pay Grade Annual Min	Pay Grade Annual Max	Employee Group	Overtime Indicator	Bband Payband	Payband Bi-Weekly Min	Payband Bi-Weekly Max	Payband Annual Min	Payband Annual Max	Pay Plan	Spec Risk Ret	Cbu	Eeo4
1427	13-2011-01	ACCOUNTANT I	ACCOUNTANTS AND AUDITORS	014	\$ 1,040.00	\$ 1,825.48	\$27,040.00	\$47,462.60	Included	Yes	004	\$ 1,040.00	\$2,840.65	\$27,040.00	\$73,856.88	01	N	05	02
1430	13-2011-01	ACCOUNTANT II	ACCOUNTANTS AND AUDITORS	016	\$ 1,040.00	\$ 2,025.80	\$27,040.00	\$52,670.80	Included	Yes	004	\$ 1,040.00	\$2,840.65	\$27,040.00	\$73,856.88	01	N	05	02
1436	13-2011-02	ACCOUNTANT III	ACCOUNTANTS AND AUDITORS	018	\$ 1,128.63	\$ 2,276.17	\$29,344.38	\$59,180.33	Included	Yes	006	\$ 1,040.00	\$3,184.03	\$27,040.00	\$82,784.80	01	N	05	02
1437	13-2011-03	ACCOUNTANT IV	ACCOUNTANTS AND AUDITORS	020	\$ 1,257.57	\$ 2,796.86	\$32,696.82	\$72,718.43	Included	Yes	008	\$ 1,177.77	\$4,210.43	\$30,622.02	\$109,471.19	01	N	05	02
1448	11-3031-02	ACCOUNTING SERVICES ADMINISTRATOR - SES	FINANCIAL MANAGERS	423	\$ 1,486.92	\$ 3,271.50	\$38,659.92	\$85,059.04	Excluded	No	020	\$ 1,040.00	\$5,540.97	\$27,040.00	\$144,065.28	08	N	89	02
4947	13-2011-03	ACCOUNTING SERVICES ANALYST A	ACCOUNTANTS AND AUDITORS	021	\$ 1,326.98	\$ 2,812.46	\$34,501.48	\$73,124.02	Included	Yes	008	\$ 1,177.77	\$4,210.43	\$30,622.02	\$109,471.19	01	N	05	02
4950	13-2011-04	ACCOUNTING SERVICES ANALYST D	ACCOUNTANTS AND AUDITORS	025	\$ 1,673.36	\$ 3,401.66	\$43,507.36	\$88,443.26	Excluded	No	009	\$ 1,283.74	\$4,589.26	\$33,377.24	\$119,320.85	01	N	05	02
1445	13-2011-03	ACCOUNTING SERVICES SUPERVISOR II - SES	ACCOUNTANTS AND AUDITORS	422	\$ 1,402.60	\$ 2,945.34	\$36,467.60	\$76,578.93	Excluded	No	008	\$ 1,177.77	\$4,210.43	\$30,622.02	\$109,471.19	08	N	87	02
0709	43-6011-02	ADMINISTRATIVE ASSISTANT I	EXEC SECRETARIES & EXEC ADMIN ASSISTANTS	015	\$ 1,040.00	\$ 1,922.14	\$27,040.00	\$49,975.64	Included	Yes	003	\$ 1,040.00	\$2,458.68	\$27,040.00	\$63,925.75	01	N	01	02
0709	43-6011-02	ADMINISTRATIVE ASSISTANT I - SES	EXEC SECRETARIES & EXEC ADMIN ASSISTANTS	415	\$ 1,040.00	\$ 1,922.14	\$27,040.00	\$49,975.64	Included	Yes	003	\$ 1,040.00	\$2,458.68	\$27,040.00	\$63,925.75	08	N	89	02
0712	43-6011-03	ADMINISTRATIVE ASSISTANT II	EXEC SECRETARIES & EXEC ADMIN ASSISTANTS	018	\$ 1,128.63	\$ 2,276.17	\$29,344.38	\$59,180.33	Included	Yes	005	\$ 1,040.00	\$3,096.34	\$27,040.00	\$80,504.96	01	N	01	02
0712	43-6011-03	ADMINISTRATIVE ASSISTANT II - SES	EXEC SECRETARIES & EXEC ADMIN ASSISTANTS	418	\$ 1,128.63	\$ 2,468.60	\$29,344.38	\$64,183.49	Included	Yes	005	\$ 1,040.00	\$3,096.34	\$27,040.00	\$80,504.96	08	N	89	02
0714	43-6011-04	ADMINISTRATIVE ASSISTANT III - SES	EXEC SECRETARIES & EXEC ADMIN ASSISTANTS	421	\$ 1,326.98	\$ 2,718.91	\$34,501.48	\$70,691.64	Included	Yes	006	\$ 1,040.00	\$3,184.03	\$27,040.00	\$82,784.80	08	N	89	02
0108	43-6011-02	ADMINISTRATIVE SECRETARY	EXEC SECRETARIES & EXEC ADMIN ASSISTANTS	012	\$ 1,040.00	\$ 1,557.00	\$27,040.00	\$40,481.89	Included	Yes	003	\$ 1,040.00	\$2,458.68	\$27,040.00	\$63,925.75	01	N	01	06
5715	11-9151-02	ASSISTANT DETENTION CENTER SUPT II - SES	COMMUNITY AND SOCIAL SERVICE MANAGERS	421	\$ 1,326.98	\$ 2,718.91	\$34,501.48	\$70,691.64	Excluded	No	020	\$ 1,040.00	\$5,540.97	\$27,040.00	\$144,065.28	08	N	89	02
6815	10-9151-02	ASST SEC FOR ACCOUNTABILITY & PRGM SPT	COMMUNITY AND SOCIAL SERVICE MANAGERS	940	\$ 2,483.02	\$ 6,397.39	\$64,558.52	\$166,332.15	Excluded	No	024	\$ 2,183.84	\$11,223.09	\$56,779.84	\$291,800.22	09	N	99	01
6814	10-9151-02	ASSISTANT SEC FOR DETENTION SERVICES	COMMUNITY AND SOCIAL SERVICE MANAGERS	940	\$ 2,483.02	\$ 6,397.39	\$64,558.52	\$166,332.15	Excluded	No	024	\$ 2,183.84	\$11,223.09	\$56,779.84	\$291,800.22	09	N	99	01
6816	10-9151-02	ASST SEC FOR PREVENTION	COMMUNITY AND SOCIAL SERVICE MANAGERS	940	\$ 2,483.02	\$ 6,397.39	\$64,558.52	\$166,332.15	Excluded	No	024	\$ 2,183.84	\$11,223.09	\$56,779.84	\$291,800.22	09	N	99	01
6813	10-9151-02	ASST SEC FOR PROB & COMMUNITY CORR	COMMUNITY AND SOCIAL SERVICE MANAGERS	940	\$ 2,483.02	\$ 6,397.39	\$64,558.52	\$166,332.15	Excluded	No	024	\$ 2,183.84	\$11,223.09	\$56,779.84	\$291,800.22	09	N	99	01
6815	10-9151-02	ASST SEC FOR RESIDENTIAL & CORR FAC	COMMUNITY AND SOCIAL SERVICE MANAGERS	940	\$ 2,483.02	\$ 6,397.39	\$64,558.52	\$166,332.15	Excluded	No	024	\$ 2,183.84	\$11,223.09	\$56,779.84	\$291,800.22	09	N	99	01
7736	23-1011-03	ATTORNEY	LAWYERS	220	\$ 1,503.21	\$ 4,111.01	\$39,083.46	\$106,886.32	Excluded	No	010	\$ 1,399.29	\$5,002.36	\$36,381.54	\$130,061.27	08	N	81	02
9433	11-3031-03	AUDIT ADMINISTRATOR	FINANCIAL MANAGERS	530	\$ 1,737.44	\$ 4,519.09	\$45,173.44	\$117,496.30	Excluded	No	021	\$ 1,271.44	\$7,272.46	\$33,057.44	\$189,084.03	08	N	89	01
4952	13-2031-03	BUDGET ANALYST B - SES	BUDGET ANALYSTS	424	\$ 1,574.93	\$ 3,503.20	\$40,948.18	\$91,083.08	Excluded	No	008	\$ 1,177.77	\$4,210.43	\$30,622.02	\$109,471.19	08	N	89	02
9431	11-3031-03	CHIEF OF BUDGET	FINANCIAL MANAGERS	530	\$ 1,737.44	\$ 4,519.09	\$45,173.44	\$117,496.30	Excluded	No	021	\$ 1,271.44	\$7,272.46	\$33,057.44	\$189,084.03	08	N	89	01
6824	11-3061-03	CHIEF OF CONTRACT DEVELOPMENT & PLANNING	PURCHASING MANAGERS	530	\$ 1,737.44	\$ 4,519.09	\$45,173.44	\$117,496.30	Excluded	No	021	\$ 1,271.44	\$7,272.46	\$33,057.44	\$189,084.03	08	N	89	01
0670	11-3061-03	CHIEF OF CONTRACT MANAGEMENT	PURCHASING MANAGERS	530	\$ 1,737.44	\$ 4,519.09	\$45,173.44	\$117,496.30	Excluded	No	021	\$ 1,271.44	\$7,272.46	\$33,057.44	\$189,084.03	08	N	89	01
9768	11-3031-03	CHIEF OF FINANCE AND ACCOUNTING	FINANCIAL MANAGERS	530	\$ 1,737.44	\$ 4,519.09	\$45,173.44	\$117,496.30	Excluded	No	021	\$ 1,271.44	\$7,272.46	\$33,057.44	\$189,084.03	08	N	89	01
9430	11-3011-03	CHIEF OF GENERAL SERVICES	ADMINISTRATIVE SERVICES MANAGERS	530	\$ 1,737.44	\$ 4,519.09	\$45,173.44	\$117,496.30	Excluded	No	021	\$ 1,271.44	\$7,272.46	\$33,057.44	\$189,084.03	08	N	89	01
9429	11-3121-03	CHIEF OF HUMAN RESOURCES	HUMAN RESOURCE MANAGERS	530	\$ 1,737.44	\$ 4,519.09	\$45,173.44	\$117,496.30	Excluded	No	021	\$ 1,271.44	\$7,272.46	\$33,057.44	\$189,084.03	08	N	89	01
8865	11-3021-03	CHIEF OF INFORMATION TECHNOLOGY	COMPUTER & INFORMATION SYSTEMS MANAGERS	540	\$ 2,035.30	\$ 5,507.80	\$52,917.80	\$143,202.73	Excluded	No	021	\$ 1,271.44	\$7,272.46	\$33,057.44	\$189,084.03	08	N	89	01
9422	11-1021-03	CHIEF OF MONITORING & QUAL IMPROVEMENT	GENERAL AND OPERATIONS MANAGERS	530	\$ 1,737.44	\$ 4,519.09	\$45,173.44	\$117,496.30	Excluded	No	021	\$ 1,271.44	\$7,272.46	\$33,057.44	\$189,084.03	08	N	89	01
6826	11-1021-03	CHIEF OF POLICY DEVELOPMENT & PLANNING	GENERAL AND OPERATIONS MANAGERS	530	\$ 1,737.44	\$ 4,519.09	\$45,173.44	\$117,496.30	Excluded	No	021	\$ 1,271.44	\$7,272.46	\$33,057.44	\$189,084.03	08	N	89	01
8222	11-3061-03	CHIEF OF PROCUREMENT AND CONTRACT ADMINI	PURCHASING MANAGERS	530	\$ 1,737.44	\$ 4,519.09	\$45,173.44	\$117,496.30	Excluded	No	021	\$ 1,271.44	\$7,272.46	\$33,057.44	\$189,084.03	08	N	89	01
8219	11-3021-03	CHIEF OF RESEARCH AND DATA INTEGRITY	COMPUTER & INFORMATION SYSTEMS MANAGERS	530	\$ 1,737.44	\$ 4,519.09	\$45,173.44	\$117,496.30	Excluded	No	021	\$ 1,271.44	\$7,272.46	\$33,057.44	\$189,084.03	08	N	89	01
6836	11-9199-03	CHIEF PROBATION OFFICER/MANAGER	MANAGERS, ALL OTHER	530	\$ 1,737.44	\$ 4,519.09	\$45,173.44	\$117,496.30	Excluded	No	021	\$ 1,271.44	\$7,272.46	\$33,057.44	\$189,084.03	08	N	89	01
8289	10-1021-02	CHIEF OF STAFF	GENERAL AND OPERATIONS MANAGERS	940	\$ 2,483.02	\$ 6,397.39	\$64,558.52	\$166,332.15	Excluded	No	024	\$ 2,183.84	\$11,223.09	\$56,779.84	\$291,800.22	09	N	99	01
7940	10-9111-01	CLINICAL ADVISOR	MEDICAL AND HEALTH SERVICES MANAGERS	860	\$ 3,579.89	\$ 12,564.73	\$93,077.14	\$326,683.00	Excluded	No	023	\$ 1,819.86	\$9,820.20	\$47,316.36	\$255,325.11	09	N	99	01
9490	11-2031-03	COMMUNICATIONS ADMINISTRATOR	PUBLIC RELATIONS & FUNDRAISING MANAGERS	530	\$ 1,737.44	\$ 4,519.09	\$45,173.44	\$117,496.30	Excluded	No	021	\$ 1,271.44	\$7,272.46	\$33,057.44	\$189,084.03	08	N	89	01
8715	11-2031-02	COMMUNITY RELATIONS ADMINISTRATOR	PUBLIC RELATIONS & FUNDRAISING MANAGERS	160	\$ 1,747.37	\$ 4,253.80	\$45,431.62	\$110,598.84	Excluded	No	020	\$ 1,040.00	\$5,540.97	\$27,040.00	\$144,065.28	08	N	89	01
4692	11-9021-02	CONSTRUCTION PROJECTS CONSULTANT II	CONSTRUCTION MANAGERS	024	\$ 1,574.93	\$ 3,367.31	\$40,948.18	\$87,550.02	Excluded	No	020	\$ 1,040.00	\$5,540.97	\$27,040.00	\$144,065.28	01	N	05	02
2129	15-1199-04	DATA ADMINISTRATION CONSULTANT - SES	COMPUTER OCCUPATIONS, ALL OTHERS	426	\$ 1,783.89	\$ 4,284.31	\$46,381.14	\$111,392.17	Excluded	No	009	\$ 1,040.00	\$4,589.26	\$27,040.00	\$119,320.85	08	N	89	02
2127	15-1141-02	DATA BASE CONSULTANT	DATABASE ADMINISTRATORS	026	\$ 1,486.92	\$ 3,644.02	\$38,659.92	\$94,744.41	Excluded	No	009	\$ 1,040.00	\$4,589.26	\$27,040.00	\$119,320.85	01	N	05	02
2133	11-3021-02	DATA PROCESSING MANAGER - SES	COMPUTER & INFORMATION SYSTEMS MANAGERS	426	\$ 1,783.89	\$ 4,284.31	\$46,381.14	\$111,392.17	Excluded	No	020	\$ 1,040.00	\$5,540.97	\$27,040.00	\$144,065.28	08	N	89	02
9487	10-1021-02	DEPUTY SECRETARY	GENERAL AND OPERATIONS MANAGERS	950	\$ 2,979.62	\$ 7,311.31	\$77,470.12	\$190,093.93	Excluded	No	024	\$ 2,183.84	\$11,223.09	\$56,779.84	\$291,800.22	09	N	99	01

DJJ CLASS TITLES (Updated: 07/01/2021)

Highlighted positions are assigned standard salaries - Please reference the Department's Spending Guides

Class Code	Broadband Code	Class Title	Bband Occupation Title	Pay Grade	Pay Grade Bi-Weekly Min	Pay Grade Bi-Weekly Max	Pay Grade Annual Min	Pay Grade Annual Max	Employee Group	Overtime Indicator	Bband Payband	Payband Bi-Weekly Min	Payband Bi-Weekly Max	Payband Annual Min	Payband Annual Max	Pay Plan	Spec Risk Ret	Cbu	Eeo4
9085	11-9199-02	DETENTION SUPERINTENDENT	MANAGERS, ALL OTHER	520	\$ 1,503.21	\$ 3,873.48	\$39,083.46	\$100,710.39	Excluded	No	020	\$ 1,040.00	\$5,540.97	\$27,040.00	\$144,065.28	08	N	89	01
6819	10-9151-01	DIR OF RESIDENTIAL & CORR FACILITIES	COMMUNITY AND SOCIAL SERVICE MANAGERS	930	\$ 2,085.73	\$ 5,102.68	\$54,228.98	\$132,669.55	Excluded	No	023	\$ 1,819.86	\$9,820.20	\$47,316.36	\$255,325.11	09	N	99	01
6812	10-3011-02	DIRECTOR OF ADMINISTRATION	ADMINISTRATIVE SERVICES MANAGERS	940	\$ 2,483.02	\$ 6,397.39	\$64,558.52	\$166,332.15	Excluded	No	023	\$ 2,183.84	\$11,223.09	\$56,779.84	\$291,800.22	09	N	99	01
6817	10-9151-01	DIRECTOR OF DETENTION	COMMUNITY AND SOCIAL SERVICE MANAGERS	930	\$ 2,085.73	\$ 5,102.68	\$54,228.98	\$132,669.55	Excluded	No	023	\$ 1,819.86	\$9,820.20	\$47,316.36	\$255,325.11	09	N	99	01
9324	10-91111-01	DIRECTOR OF MEDICAL AND HEALTH SERVICES	MEDICAL AND HEALTH SERVICES MANAGERS	940	\$ 2,483.02	\$ 6,397.39	\$64,558.52	\$166,332.15	Excluded	No	023	\$ 1,819.86	\$9,820.20	\$47,316.36	\$255,325.11	09	N	99	01
6818	10-9151-01	DIRECTOR OF PROB & COMMUNITY CORR	COMMUNITY AND SOCIAL SERVICE MANAGERS	930	\$ 2,085.73	\$ 5,102.68	\$54,228.98	\$132,669.55	Excluded	No	023	\$ 1,819.86	\$9,820.20	\$47,316.36	\$255,325.11	09	N	99	01
9044	10-9199-01	DIRECTOR OF STAFF DEVELOPMENT & TRAINING	MANAGERS, ALL OTHER	940	\$ 2,483.02	\$ 5,102.68	\$64,558.52	\$132,669.55	Excluded	No	023	\$ 1,819.86	\$9,820.20	\$47,316.36	\$255,325.11	09	N	99	01
2053	11-3021-02	DISTRIBUTED COMPUTER SYSTEMS ADMIN - SES	COMPUTER & INFORMATION SYSTEMS MANAGERS	425	\$ 1,673.36	\$ 3,697.44	\$43,507.36	\$96,133.36	Excluded	No	020	\$ 1,040.00	\$5,540.97	\$27,040.00	\$144,065.28	08	N	89	02
2052	15-1142-02	DISTRIBUTED COMPUTER SYSTEMS ANALYST	NETWORK & COMPUTER SYSTEMS ADMINISTRATOR	022	\$ 1,402.60	\$ 2,944.04	\$36,467.60	\$76,545.15	Included	Yes	006	\$ 1,040.00	\$3,184.03	\$27,040.00	\$82,784.80	01	N	01	03
0930	13-1081-01	DISTRIBUTION AGENT	LOGISTICIANS	013	\$ 1,040.00	\$ 1,734.10	\$27,040.00	\$45,086.72	Included	Yes	003	\$ 1,040.00	\$2,458.68	\$27,040.00	\$63,925.75	01	N	01	02
2542	13-1111-03	DJJ OPERATIONS ANALYST	MANAGEMENT ANALYSTS	025	\$ 1,673.36	\$3,401.66	\$43,507.36	\$88,443.26	Excluded	No	007	\$ 1,080.50	\$3,678.77	\$28,093.00	\$95,648.04	01	N	05	02
2543	13-1111-04	DJJ OPERATIONS CONSULTANT	MANAGEMENT ANALYSTS	026	\$ 1,783.89	\$3,644.02	\$46,381.14	\$94,744.41	Excluded	No	010	\$ 1,399.29	\$5,002.36	\$36,381.54	\$130,061.27	01	N	05	02
2544	13-1111-04	DJJ OPERATIONS CONSULTANT - SES	MANAGEMENT ANALYSTS	426	\$ 1,783.89	\$4,284.31	\$46,381.14	\$111,392.17	Excluded	No	010	\$ 1,399.29	\$5,002.36	\$36,381.54	\$130,061.27	08	N	89	02
2541	13-1111-02	DJJ OPERATIONS COORDINATOR (Standard Salary - MQI & JDAI Only)	MANAGEMENT ANALYSTS	023	\$ 1,486.92	\$3,152.54	\$38,659.92	\$81,966.10	Excluded	No	006	\$ 1,040.00	\$3,184.03	\$27,040.00	\$82,784.80	01	N	05	02
2540	13-1111-01	DJJ OPERATIONS SPECIALIST	MANAGEMENT ANALYSTS	021	\$ 1,326.98	\$2,812.46	\$34,501.48	\$73,124.02	Included	Yes	003	\$ 1,040.00	\$2,458.68	\$27,040.00	\$63,925.75	01	N	05	02
2545	11-1021-02	DJJ OPERATIONS MANAGER - SES	GENERAL AND OPERATIONS MANAGERS	427	\$ 1,901.03	\$4,285.78	\$49,426.78	\$111,430.18	Excluded	No	020	\$ 1,040.00	\$5,540.97	\$27,040.00	\$144,065.28	8	N	89	02
7252	11-1021-03	EDUCATION POLICY ADMINISTRATOR	GENERAL AND OPERATIONS MANAGERS	530	\$ 1,737.44	\$ 4,519.09	\$45,173.44	\$117,496.30	Excluded	No	021	\$ 1,271.44	\$7,272.46	\$33,057.44	\$189,084.03	08	N	89	01
0718	43-6011-04	EXECUTIVE ASSISTANT I - SES	EXEC SECRETARIES & EXEC ADMIN ASSISTANTS	422	\$ 1,402.60	\$ 2,945.34	\$36,467.60	\$76,578.93	Excluded	No	006	\$ 1,040.00	\$3,184.03	\$27,040.00	\$82,784.80	08	N	89	02
1466	11-3031-02	FINANCE & ACCOUNTING DIRECTOR III - SES	FINANCIAL MANAGERS	426	\$ 1,783.89	\$ 4,284.31	\$46,381.14	\$111,392.17	Excluded	No	020	\$ 1,040.00	\$5,540.97	\$27,040.00	\$144,065.28	08	N	89	02
1418	43-3031-02	FISCAL ASSISTANT II	BOOKKEEPING, ACCOUNTING & AUDITING CLERK	012	\$ 1,040.00	\$ 1,557.00	\$27,040.00	\$40,481.89	Included	Yes	003	\$ 1,040.00	\$2,458.68	\$27,040.00	\$63,925.75	01	N	01	05
1418	43-3031-02	FISCAL ASSISTANT II - SES	BOOKKEEPING, ACCOUNTING & AUDITING CLERK	412	\$ 1,040.00	\$ 1,557.00	\$27,040.00	\$40,481.89	Included	Yes	003	\$ 1,040.00	\$2,458.68	\$27,040.00	\$63,925.75	08	N	86	05
6223	11-9051-01	FOOD SERVICE DIRECTOR I - SES	FOOD SERVICE MANAGERS	415	\$ 1,040.00	\$ 1,996.69	\$27,040.00	\$51,913.99	Included	Yes	019	\$ 1,040.00	\$4,181.78	\$27,040.00	\$108,726.39	08	N	89	02
6224	11-9051-01	FOOD SERVICE DIRECTOR II - SES	FOOD SERVICE MANAGERS	418	\$ 1,128.63	\$ 2,468.60	\$29,344.38	\$64,183.49	Included	Yes	019	\$ 1,040.00	\$4,181.78	\$27,040.00	\$108,726.39	08	N	89	02
6213	35-2021-01	FOOD SUPPORT WORKER	FOOD PREPARATION WORKERS	006	\$ 1,040.00	\$ 1,214.35	\$27,040.00	\$31,573.15	Included	Yes	002	\$ 1,040.00	\$2,255.64	\$27,040.00	\$58,646.63	01	N	03	08
9416	10-9199-02	GENERAL COUNSEL	MANAGERS, ALL OTHER	940	\$ 2,483.02	\$ 6,397.39	\$64,558.52	\$166,332.15	Excluded	No	024	\$ 2,183.84	\$11,223.09	\$56,779.84	\$291,800.22	09	N	99	01
4943	13-1111-04	GENERAL SERVICES ANALYST	MANAGEMENT ANALYSTS	022	\$ 1,402.60	\$ 2,944.04	\$36,467.60	\$76,545.15	Excluded	No	010	\$ 1,399.29	\$5,002.36	\$36,381.54	\$130,061.27	01	N	05	02
9147	11-3061-02	GENERAL SERVICES PURCHASING MANAGER - SES	PURCHASING MANAGERS	426	\$ 1,783.89	\$ 4,284.31	\$46,381.14	\$111,392.17	Excluded	No	020	\$ 1,040.00	\$5,540.97	\$27,040.00	\$144,065.28	08	N	89	02
2224	13-1111-03	GOVERNMENT ANALYST I	MANAGEMENT ANALYSTS	022	\$ 1,402.60	\$ 2,944.04	\$36,467.60	\$76,545.15	Excluded	No	007	\$ 1,080.50	\$3,678.77	\$28,093.00	\$95,648.04	01	N	05	02
2225	13-1111-04	GOVERNMENT ANALYST II	MANAGEMENT ANALYSTS	026	\$ 1,783.89	\$ 3,644.02	\$46,381.14	\$94,744.41	Excluded	No	010	\$ 1,399.29	\$5,002.36	\$36,381.54	\$130,061.27	01	N	05	02
2234	13-1111-03	GOVERNMENT OPERATIONS CONSULTANT I	MANAGEMENT ANALYSTS	021	\$ 1,326.98	\$ 2,812.46	\$34,501.48	\$73,124.02	Included	Yes	007	\$ 1,080.50	\$3,678.77	\$28,093.00	\$95,648.04	01	N	05	02
2236	13-1111-04	GOVERNMENT OPERATIONS CONSULTANT II	MANAGEMENT ANALYSTS	023	\$ 1,486.92	\$ 3,152.54	\$38,659.92	\$81,966.10	Excluded	No	010	\$ 1,399.29	\$5,002.36	\$36,381.54	\$130,061.27	01	N	05	02
2238	13-1111-04	GOVERNMENT OPERATIONS CONSULTANT III	MANAGEMENT ANALYSTS	025	\$ 1,673.36	\$ 3,401.66	\$43,507.36	\$88,443.26	Excluded	No	010	\$ 1,399.29	\$5,002.36	\$36,381.54	\$130,061.27	01	N	05	02
2235	13-1111-04	GOVERNMENT OPERATIONS CONSULTANT III-SES	MANAGEMENT ANALYSTS	425	\$ 1,673.36	\$ 3,697.44	\$43,507.36	\$96,133.36	Excluded	No	010	\$ 1,399.29	\$5,002.36	\$36,381.54	\$130,061.27	08	N	89	02
9145	11-3011-02	HEALTH ADMINISTRATION SERVICES MGR-SES	ADMINISTRATIVE SERVICES MANAGERS	426	\$ 1,783.89	\$ 4,284.31	\$46,381.14	\$111,392.17	Excluded	No	020	\$ 1,040.00	\$5,540.97	\$27,040.00	\$144,065.28	08	N	89	02
0192	13-1071-04	HUMAN RESOURCE ANALYST/HR-SES	HUMAN RESOURCES SPECIALISTS	424	\$ 1,574.93	\$ 3,503.20	\$40,948.18	\$91,083.08	Excluded	No	010	\$ 1,399.29	\$5,002.36	\$36,381.54	\$130,061.27	08	N	89	02
0193	13-1071-04	HUMAN RESOURCE CONSULTANT/HR-SES	HUMAN RESOURCES SPECIALISTS	426	\$ 1,783.89	\$ 4,284.31	\$46,381.14	\$111,392.17	Excluded	No	010	\$ 1,395.44	\$5,002.36	\$36,281.54	\$130,061.27	08	N	89	02
9415	10-1021-02	INSPECTOR GENERAL	GENERAL AND OPERATIONS MANAGERS	940	\$ 2,483.02	\$ 6,397.39	\$64,558.52	\$166,332.15	Excluded	No	024	\$ 2,183.84	\$11,223.08	\$56,779.84	\$291,800.03	09	N	99	01
2240	13-1041-04	INSPECTOR SPECIALIST	COMPLIANCE OFFICERS	024	\$ 1,574.93	\$ 3,367.31	\$40,948.18	\$87,550.02	Excluded	No	010	\$ 1,399.29	\$5,002.36	\$36,381.54	\$130,061.27	01	N	09	02
2240	13-1041-04	INSPECTOR SPECIALIST - SES	COMPLIANCE OFFICERS	424	\$ 1,574.93	\$ 3,503.20	\$40,948.18	\$91,083.08	Excluded	No	010	\$ 1,399.29	\$5,002.36	\$36,381.54	\$130,061.27	08	N	89	02
8355	11-9199-03	INVESTIGATIONS ADMINISTRATOR	MANAGERS, ALL OTHER	530	\$ 1,737.44	\$ 4,519.09	\$45,173.44	\$117,496.30	Excluded	No	021	\$ 1,271.44	\$7,272.46	\$33,057.44	\$189,084.03	08	N	89	01
5711	21-1092-01	JUVENILE JUSTICE DETENTION OFFICER I	PROBATION OFFICER & CORR TREATMENT SPEC	015	\$ 1,040.00	\$ 1,922.14	\$27,040.00	\$49,975.64	Included	Yes	004	\$ 1,040.00	\$2,840.65	\$27,040.00	\$73,856.88	01	N	03	05
5712	21-1092-02	JUVENILE JUSTICE DETENTION OFFICER II	PROBATION OFFICER & CORR TREATMENT SPEC	016	\$ 1,040.00	\$ 2,025.80	\$27,040.00	\$52,670.80	Included	Yes	005	\$ 1,040.00	\$3,096.34	\$27,040.00	\$80,504.96	01	N	03	05
5713	21-1092-03	JUVENILE JUSTICE DETENTION OFF SUPV-SES	PROBATION OFFICER & CORR TREATMENT SPEC	417	\$ 1,188.55	\$ 2,244.08	\$30,902.30	\$58,345.95	Included	Yes	007	\$ 1,080.50	\$3,678.77	\$28,093.00	\$95,648.04	08	N	86	05

DJJ CLASS TITLES (Updated: 07/01/2021)

Highlighted positions are assigned standard salaries - Please reference the Department's Spending Guides

Class Code	Broadband Code	Class Title	Bband Occupation Title	Pay Grade	Pay Grade Bi-Weekly Min	Pay Grade Bi-Weekly Max	Pay Grade Annual Min	Pay Grade Annual Max	Employee Group	Overtime Indicator	Bband Payband	Payband Bi-Weekly Min	Payband Bi-Weekly Max	Payband Annual Min	Payband Annual Max	Pay Plan	Spec Risk Ret	Cbu	Eeo4
5965	21-1092-02	JUVENILE PROBATION OFFICER	PROBATION OFFICER & CORR TREATMENT SPEC	018	\$ 1,241.49	\$ 2,276.17	\$32,278.74	\$59,180.33	Included	Yes	005	\$ 1,040.00	\$3,096.34	\$27,040.00	\$80,504.96	01	N	05	02
5967	21-1092-04	JUVENILE PROBATION OFFICER SUPV - SES	PROBATION OFFICER & CORR TREATMENT SPEC	420	\$ 1,383.33	\$ 2,723.05	\$35,966.58	\$70,799.20	Excluded	No	008	\$ 1,177.77	\$4,210.43	\$30,622.02	\$109,471.19	08	N	87	02
2244	13-1111-04	LEASING SUPPORT ADMINISTRATOR - SES	MANAGEMENT ANALYSTS	424	\$ 1,574.93	\$ 3,503.20	\$40,948.18	\$91,083.08	Excluded	No	010	\$ 1,399.29	\$5,002.36	\$36,381.54	\$130,061.27	08	N	89	02
0717	13-1111-04	LEGISLATION SPECIALIST - SES	MANAGEMENT ANALYSTS	424	\$ 1,574.93	\$ 3,503.20	\$40,948.18	\$91,083.08	Excluded	No	010	\$ 1,399.29	\$5,002.36	\$36,381.54	\$130,061.27	08	N	89	02
9512	10-1021-01	LEGISLATIVE AFFAIRS DIRECTOR	GENERAL AND OPERATIONS MANAGERS	920	\$ 1,787.77	\$ 4,341.00	\$46,482.02	\$112,866.11	Excluded	No	023	\$ 1,819.86	\$9,820.20	\$47,316.36	\$255,325.11	09	N	99	01
6387	11-9021-02	MAINTENANCE & CONSTRUCTION SUPT - SES	CONSTRUCTION MANAGERS	422	\$ 1,402.60	\$ 2,945.34	\$36,467.60	\$76,578.93	Excluded	No	020	\$ 1,040.00	\$5,540.97	\$27,040.00	\$144,065.28	08	N	89	02
6466	49-9042-02	MAINTENANCE MECHANIC	MAINTENANCE AND REPAIR WORKERS, GENERAL	014	\$ 1,040.00	\$ 1,825.48	\$27,040.00	\$47,462.60	Included	Yes	004	\$ 1,040.00	\$2,840.65	\$27,040.00	\$73,856.88	01	N	02	07
2209	13-1111-02	MANAGEMENT ANALYST I - SES	MANAGEMENT ANALYSTS	417	\$ 1,074.08	\$ 2,244.08	\$27,926.08	\$58,345.95	Included	Yes	006	\$ 1,040.00	\$3,184.03	\$27,040.00	\$82,784.80	08	N	86	02
2212	13-1111-03	MANAGEMENT ANALYST II - SES	MANAGEMENT ANALYSTS	419	\$ 1,191.87	\$ 2,873.58	\$30,988.62	\$74,713.18	Included	Yes	007	\$ 1,080.50	\$3,678.77	\$28,093.00	\$95,648.04	08	N	89	02
2239	13-1111-04	MANAGEMENT REVIEW SPECIALIST - SES	MANAGEMENT ANALYSTS	424	\$ 1,574.93	\$ 3,503.20	\$40,948.18	\$91,083.08	Excluded	No	010	\$ 1,399.29	\$5,002.36	\$36,381.54	\$130,061.27	08	N	89	02
3150	13-1161-02	MARKETING RESEARCH ANALYST	MARKET RESEARCH ANLYTS & MARKETING SPECS	020	\$ 1,257.57	\$ 2,796.86	\$32,696.82	\$72,718.43	Excluded	No	007	\$ 1,080.50	\$3,678.77	\$28,093.00	\$95,648.04	01	N	05	02
7680	11-9111-03	MENTAL HLTH & SUBSTAN ABUSE SERV DIRECTO	MEDICAL AND HEALTH SERVICES MANAGERS	530	\$ 1,737.44	\$ 4,519.09	\$45,173.44	\$117,496.30	Excluded	No	021	\$ 1,271.44	\$7,272.46	\$33,057.44	\$189,084.03	08	N	89	01
5345	11-9111-02	NURSING SERVICES DIRECTOR - SES	MEDICAL AND HEALTH SERVICES MANAGERS	482	\$ 2,218.98	\$ 5,090.19	\$57,693.48	\$132,344.89	Excluded	No	020	\$ 1,040.00	\$5,540.97	\$27,040.00	\$144,065.28	08	N	89	02
2041	15-1151-01	OFFICE AUTOMATION SPECIALIST I	COMPUTER USER SUPPORT SPECIALISTS	015	\$ 1,040.00	\$ 1,922.14	\$27,040.00	\$49,975.64	Included	Yes	004	\$ 1,040.00	\$2,840.65	\$27,040.00	\$73,856.88	01	N	01	03
2234	13-1111-03	OPERATIONS & MGMT CONSULTANT I - SES	MANAGEMENT ANALYSTS	421	\$ 1,326.98	\$ 2,718.91	\$34,501.48	\$70,691.64	Included	Yes	007	\$ 1,080.50	\$3,678.77	\$28,093.00	\$95,648.04	08	N	89	02
2236	13-1111-04	OPERATIONS & MGMT CONSULTANT II - SES	MANAGEMENT ANALYSTS	423	\$ 1,486.92	\$ 3,271.50	\$38,659.92	\$85,059.04	Excluded	No	010	\$ 1,399.29	\$5,002.36	\$36,381.54	\$130,061.27	08	N	89	02
2238	11-1021-02	OPERATIONS & MGMT CONSULTANT MGR - SES	GENERAL AND OPERATIONS MANAGERS	425	\$ 1,673.36	\$ 3,697.44	\$43,507.36	\$96,133.36	Excluded	No	020	\$ 1,040.00	\$5,540.97	\$27,040.00	\$144,065.28	08	N	89	02
2209	13-1111-02	OPERATIONS ANALYST I	MANAGEMENT ANALYSTS	017	\$ 1,074.08	\$ 2,145.04	\$27,926.08	\$55,771.03	Included	Yes	006	\$ 1,040.00	\$3,184.03	\$27,040.00	\$82,784.80	01	N	05	02
2212	13-1111-03	OPERATIONS ANALYST II	MANAGEMENT ANALYSTS	019	\$ 1,191.87	\$ 2,594.53	\$30,988.62	\$67,457.80	Included	Yes	007	\$ 1,080.54	\$3,678.77	\$28,093.91	\$95,648.04	01	N	05	02
6882	11-1021-03	OPERATIONS AND PROGRAM MANAGER	GENERAL AND OPERATIONS MANAGERS	530	\$ 1,737.44	\$ 4,519.09	\$45,173.44	\$117,496.30	Excluded	No	021	\$ 1,271.44	\$7,272.46	\$33,057.44	\$189,084.03	08	N	89	01
2239	13-1111-04	OPERATIONS REVIEW SPECIALIST	MANAGEMENT ANALYSTS	024	\$ 1,574.93	\$ 3,367.31	\$40,948.18	\$87,550.02	Excluded	No	010	\$ 1,399.29	\$5,002.36	\$36,381.54	\$130,061.27	01	N	05	02
0189	13-1071-03	PERSONNEL SERVICES SPECIALIST/HR-SES	HUMAN RESOURCES SPECIALISTS	421	\$ 1,326.98	\$ 2,718.91	\$34,501.48	\$70,691.64	Included	Yes	007	\$ 1,080.50	\$3,678.77	\$28,093.00	\$95,648.04	08	N	89	02
0187	13-1071-01	PERSONNEL TECHNICIAN II/HR-SES	HUMAN RESOURCES SPECIALISTS	416	\$ 1,040.00	\$ 1,976.57	\$27,040.00	\$51,390.72	Included	Yes	003	\$ 1,040.00	\$2,458.68	\$27,040.00	\$63,925.75	08	N	89	02
0188	13-1071-02	PERSONNEL TECHNICIAN III/HR-SES	HUMAN RESOURCES SPECIALISTS	419	\$ 1,191.87	\$ 2,873.58	\$30,988.62	\$74,713.18	Included	Yes	006	\$ 1,040.00	\$3,184.03	\$27,040.00	\$82,784.80	08	N	89	02
5916	11-9151-02	PROGRAM ADMINISTRATOR - SES	COMMUNITY AND SOCIAL SERVICE MANAGERS	425	\$ 1,673.36	\$ 3,697.44	\$43,507.36	\$96,133.36	Excluded	No	020	\$ 1,271.44	\$5,540.97	\$33,057.44	\$144,065.28	08	N	89	02
8221	11-1021-03	PROGRAMS & POLICY COORDINATOR	GENERAL AND OPERATIONS MANAGERS	530	\$ 1,737.44	\$ 4,519.09	\$45,173.44	\$117,496.30	Excluded	No	021	\$ 1,271.44	\$7,272.46	\$33,057.44	\$189,084.03	08	N	89	01
0945	13-1023-03	PROPERTY CONSULTANT	PURCHASING AGENTS	017	\$ 1,074.08	\$ 2,145.04	\$27,926.08	\$55,771.03	Included	Yes	007	\$ 1,080.50	\$3,678.77	\$28,093.00	\$95,648.04	01	N	05	02
0830	13-1023-04	PURCHASING ANALYST	PURCHASING AGENTS	023	\$ 1,486.92	\$ 3,152.54	\$38,659.92	\$81,966.10	Excluded	No	010	\$ 1,399.29	\$5,002.36	\$36,381.54	\$130,061.27	01	N	01	02
0818	13-1023-03	PURCHASING SPECIALIST	PURCHASING AGENTS	021	\$ 1,326.98	\$ 2,812.46	\$34,501.48	\$73,124.02	Included	Yes	007	\$ 1,080.50	\$3,678.77	\$28,093.00	\$95,648.04	01	N	01	02
2208	13-1111-01	RECORDS ANALYST	MANAGEMENT ANALYSTS	017	\$ 1,074.08	\$ 2,145.04	\$27,926.08	\$55,771.03	Included	Yes	003	\$ 1,040.00	\$2,458.68	\$27,040.00	\$63,925.75	01	N	05	02
0045	43-4199-02	RECORDS TECHNICIAN	INFORMATION AND RECORD CLERKS, ALL OTHER	013	\$ 1,040.00	\$ 1,734.10	\$27,040.00	\$45,086.72	Included	Yes	003	\$ 1,040.00	\$2,458.68	\$27,040.00	\$63,925.75	01	N	01	02
5240	19-3099-04	REGIONAL MENTAL HEALTH CONSULTANT	SOCIAL SCIENTISTS & RELATED WORKERS, ALL	097	\$ 1,920.85	\$ 4,406.27	\$49,942.10	\$114,562.89	Excluded	No	011	\$ 1,525.23	\$4,898.95	\$39,655.98	\$127,372.70	01	N	04	02
5312	29-1141-04	REGISTERED NURSING CONSULTANT	REGISTERED NURSES	079	\$ 1,710.68	\$ 3,924.18	\$44,477.68	\$102,028.60	Excluded	No	010	\$ 1,399.29	\$5,002.36	\$36,381.54	\$130,061.27	01	N	04	02
1334	13-1151-04	RESEARCH AND TRAINING SPECIALIST-SES	TRAINING AND DEVELOPMENT SPECIALISTS	423	\$ 1,486.92	\$ 3,271.50	\$38,659.92	\$85,059.04	Excluded	No	010	\$ 1,399.29	\$5,002.36	\$36,381.54	\$130,061.27	08	N	89	02
9491	10-1011-03	SECRETARY OF JUVENILE JUSTICE	CHIEF EXECUTIVES	950	\$ 2,979.62	\$ 7,311.31	\$77,470.12	\$190,093.93	Excluded	No	025	\$ 2,620.61	\$13,467.71	\$68,135.86	\$350,160.52	09	N	99	01
0105	43-6014-01	SECRETARY SPECIALIST	SEC & ADMN ASST, EXPT LEGAL, MED & EXEC	010	\$ 1,040.00	\$ 1,421.05	\$27,040.00	\$36,947.22	Included	Yes	001	\$ 1,040.00	\$2,069.41	\$27,040.00	\$53,804.53	01	N	01	06
7738	23-1011-04	SENIOR ATTORNEY	LAWYERS	230	\$ 1,985.65	\$ 5,481.36	\$51,626.90	\$142,515.32	Excluded	No	014	\$ 1,975.21	\$6,344.28	\$51,355.46	\$164,951.32	08	N	81	02
5237	19-3099-04	SENIOR BEHAVIORAL ANALYST	SOCIAL SCIENTISTS & RELATED WORKERS, ALL	095	\$ 1,686.49	\$ 3,868.74	\$43,848.74	\$100,587.29	Excluded	No	011	\$ 1,525.23	\$4,898.95	\$39,655.98	\$127,372.70	01	N	04	02
0008	43-1011-02	SENIOR CLERICAL SUPERVISOR - SES	FRST-LINE SUPV OF OFFI ADMIN SUPPT WRKRS	412	\$ 1,040.00	\$ 1,622.44	\$27,040.00	\$42,183.49	Included	Yes	003	\$ 1,040.00	\$2,458.68	\$27,040.00	\$63,925.75	08	N	86	06
0004	43-9061-02	SENIOR CLERK	OFFICE CLERKS, GENERAL	011	\$ 1,040.00	\$ 1,484.70	\$27,040.00	\$38,602.18	Included	Yes	003	\$ 1,040.00	\$2,458.68	\$27,040.00	\$63,925.75	01	N	01	06
0004	43-9061-02	SENIOR CLERK - SES	OFFICE CLERKS, GENERAL	411	\$ 1,040.00	\$ 1,534.06	\$27,040.00	\$39,885.50	Included	Yes	003	\$ 1,040.00	\$2,458.68	\$27,040.00	\$63,925.75	08	N	89	06
2114	15-1199-04	SENIOR INFO TECH BUSINESS CONSULTANT	COMPUTER OCCUPATIONS, ALL OTHERS	026	\$ 1,783.89	\$ 3,644.02	\$46,381.14	\$94,744.41	Excluded	No	009	\$ 1,283.74	\$4,589.26	\$33,377.24	\$119,320.85	01	N	05	02
5966	21-1092-03	SENIOR JUVENILE PROBATION OFFICER	PROBATION OFFICER & CORR TREATMENT SPEC	019	\$ 1,311.06	\$ 2,594.53	\$34,087.56	\$67,457.80	Included	Yes	007	\$ 1,080.50	\$3,678.77	\$28,093.00	\$95,648.04	01	N	05	02

DJJ CLASS TITLES (Updated: 07/01/2021)

Highlighted positions are assigned standard salaries - Please reference the Department's Spending Guides

Class Code	Broadband Code	Class Title	Bband Occupation Title	Pay Grade	Pay Grade Bi-Weekly Min	Pay Grade Bi-Weekly Max	Pay Grade Annual Min	Pay Grade Annual Max	Employee Group	Overtime Indicator	Bband Payband	Payband Bi-Weekly Min	Payband Bi-Weekly Max	Payband Annual Min	Payband Annual Max	Pay Plan	Spec Risk Ret	Cbu	Eeo4
2224	13-1111-03	SENIOR MANAGEMENT ANALYST I - SES	MANAGEMENT ANALYSTS	422	\$ 1,402.60	\$ 2,945.34	\$36,467.60	\$76,578.93	Excluded	No	007	\$ 1,080.50	\$3,678.77	\$28,093.00	\$95,648.04	08	N	89	02
2225	13-1111-04	SENIOR MANAGEMENT ANALYST II - SES	MANAGEMENT ANALYSTS	426	\$ 1,783.89	\$ 4,284.31	\$46,381.14	\$111,392.17	Excluded	No	010	\$ 1,399.29	\$5,002.36	\$36,381.54	\$130,061.27	08	N	89	02
2228	13-1111-04	SENIOR MANAGEMENT ANALYST SUPV - SES	MANAGEMENT ANALYSTS	426	\$ 1,783.89	\$ 4,284.31	\$46,381.14	\$111,392.17	Excluded	No	010	\$ 1,399.29	\$5,002.36	\$36,381.54	\$130,061.27	08	N	87	02
1468	13-2011-03	SENIOR PROFESSIONAL ACCOUNTANT	ACCOUNTANTS AND AUDITORS	022	\$ 1,402.60	\$ 2,944.04	\$36,467.60	\$76,545.15	Excluded	No	008	\$ 1,177.77	\$4,210.43	\$30,622.02	\$109,471.19	01	N	05	02
8711	29-9011-03	SENIOR SAFETY SPECIALIST - SES	OCCUPATIONAL HEALTH & SAFETY SPECIALISTS	416	\$ 1,040.00	\$ 1,976.57	\$27,040.00	\$51,390.72	Included	Yes	005	\$ 1,080.50	\$3,096.34	\$28,093.00	\$80,504.96	08	N	89	02
0120	43-6011-02	STAFF ASSISTANT	EXEC SECRETARIES & EXEC ADMIN ASSISTANTS	013	\$ 1,040.00	\$ 1,734.10	\$27,040.00	\$45,086.72	Included	Yes	003	\$ 1,040.00	\$2,458.68	\$27,040.00	\$63,925.75	01	N	01	06
0120	43-6011-02	STAFF ASSISTANT - SES	EXEC SECRETARIES & EXEC ADMIN ASSISTANTS	413	\$ 1,040.00	\$ 1,701.42	\$27,040.00	\$44,236.82	Included	Yes	003	\$ 1,040.00	\$2,458.68	\$27,040.00	\$63,925.75	08	N	86	06
2111	15-1142-02	SYSTEMS PROGRAMMER I	NETWORK & COMPUTER SYSTEMS ADMINISTRATOR	023	\$ 1,486.92	\$ 3,152.54	\$38,659.92	\$81,966.10	Included	Yes	006	\$ 1,040.00	\$3,184.03	\$27,040.00	\$82,784.80	01	N	05	03
2117	11-3021-02	SYSTEMS PROGRAMMING ADMINISTRATOR - SES	COMPUTER & INFORMATION SYSTEMS MANAGERS	427	\$ 1,901.03	\$ 4,285.78	\$49,426.78	\$111,430.18	Excluded	No	020	\$ 1,040.00	\$5,540.97	\$27,040.00	\$144,065.28	08	N	89	02
2109	11-3021-02	SYSTEMS PROJECT ADMINISTRATOR - SES	COMPUTER & INFORMATION SYSTEMS MANAGERS	425	\$ 1,673.36	\$ 3,697.44	\$43,507.36	\$96,133.36	Excluded	No	020	\$ 1,040.00	\$5,540.97	\$27,040.00	\$144,065.28	08	N	86	03
2107	15-1121-03	SYSTEMS PROJECT ANALYST	COMPUTER SYSTEMS ANALYST	024	\$ 1,574.93	\$ 3,367.31	\$40,948.18	\$87,550.02	Excluded	No	008	\$ 1,177.77	\$4,210.43	\$30,622.02	\$109,471.19	01	N	05	03
2109	15-1121-04	SYSTEM PROJECT CONSULTANT	COMPUTER SYSTEMS ANALYST	025	\$ 1,673.36	\$ 3,401.66	\$43,507.36	\$88,443.26	Excluded	No	009	\$ 1,283.74	\$4,589.26	\$33,377.24	\$119,320.85	01	N	05	03
2039	11-3021-02	TELECOMMUNICATIONS ADMINISTRATOR - SES	COMPUTER & INFORMATION SYSTEMS MANAGERS	424	\$ 1,574.93	\$ 3,503.20	\$40,948.18	\$91,083.08	Excluded	No	020	\$ 1,040.00	\$5,540.97	\$27,040.00	\$144,065.28	08	N	89	02
1330	13-1151-03	TRAINING CONSULTANT	TRAINING AND DEVELOPMENT SPECIALISTS	019	\$ 1,191.87	\$ 2,594.53	\$30,988.62	\$67,457.80	Included	Yes	007	\$ 1,080.50	\$3,678.77	\$28,093.00	\$95,648.04	01	N	05	02

DEPARTMENT OF JUVENILE JUSTICE

Department Level Exhibits and Schedules



Josefina M. Tamayo, Acting Secretary

Schedule VII: Agency Litigation Inventory

For directions on completing this schedule, please see the “Legislative Budget Request (LBR) Instructions” located on the Governor’s website.

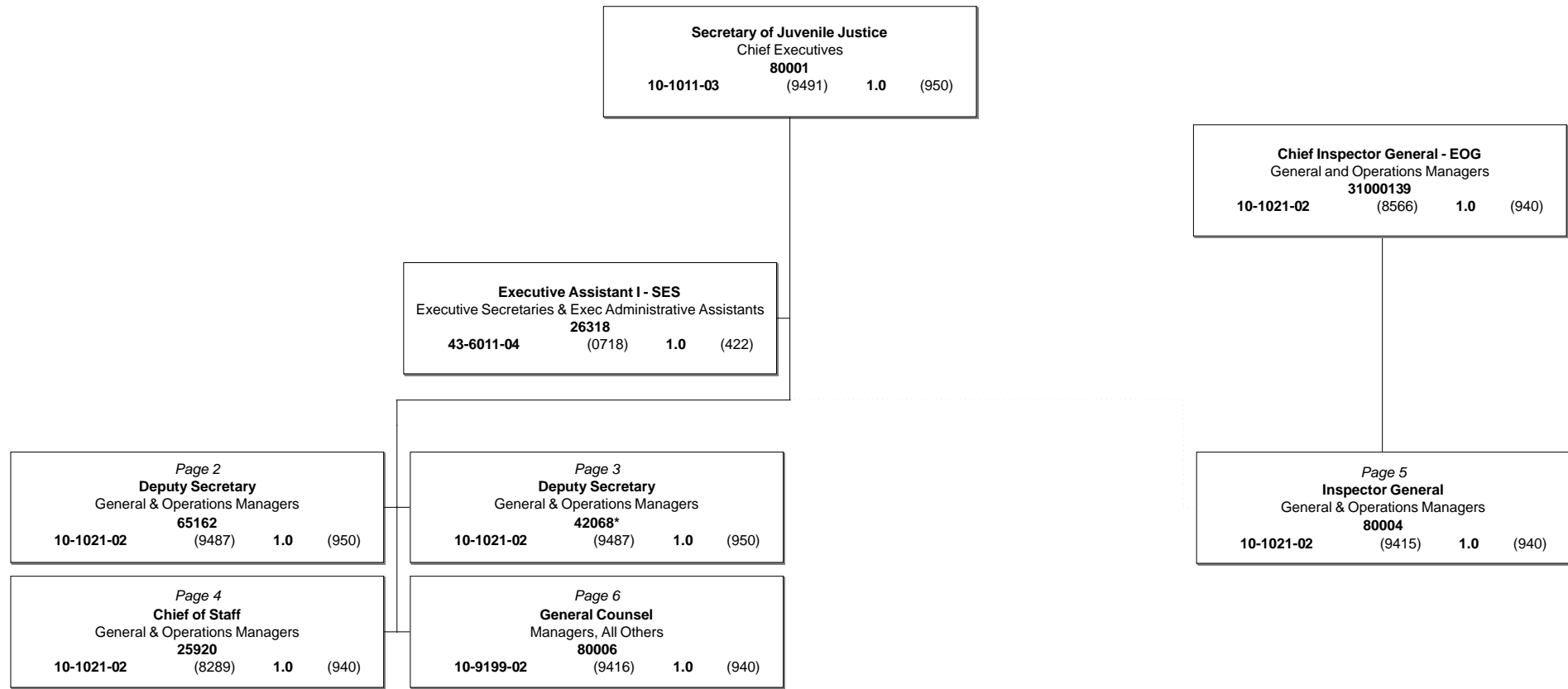
Agency:	Florida Department of Juvenile Justice		
Contact Person:	John Milla	Phone Number:	850-921-4129
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	GH, RL, BW, minor(s) by and through parent(s) and legal guardian(s) v. Josefina Tamayo, in her official capacity as Acting Secretary of FDJJ and FDJJ.		
Court with Jurisdiction:	U.S. District Court Northern District of Florida – Tallahassee Division		
Case Number:	4:19-cv-00431-MW-MJF		
Summary of the Complaint:	Plaintiffs are 3 juveniles, adjudicated dependent, who have been in the custody of the DJJ at Duval Regional Juvenile Detention Center (RL & BW) or Volusia Regional Juvenile Detention Center (GH) and were placed in confinement during their detention. Plaintiffs allege Department’s use of behavioral confinement is a violation of 14 th and 8 th amendments, as well as the Americans with Disabilities Act and Section 504 of the Rehabilitation Act and also alleged the Secretary had knowledge of the risk of harm and condoned the practice.		
Amount of the Claim:	Declaratory & Injunctive Relief, plus reasonable costs & attorney fees		
Specific Statutes or Laws (including GAA) Challenged:	42 U.S.C s. 1983, 14 th and 8 th Amendments to the U.S. Constitution Section 504 of the Rehabilitation Act: 42 U.S.C. s. 794 ADA: 42 U.S.C. s. 12131 et seq.		
Status of the Case:	Class certification has been briefed and is pending. Discovery deadline has been extended to March 17, 2022. Deadline for summary judgment motion is May 2, 2022. Trial is scheduled for September 19, 2022.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel – Campbell, Trohn, Tamayo & Aranda	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	Case is pled as a class action, but motion for class certification has not yet been ruled upon. Florida Legal Services, Florida Justice Institute and Southern Poverty Law Center for the plaintiffs.		

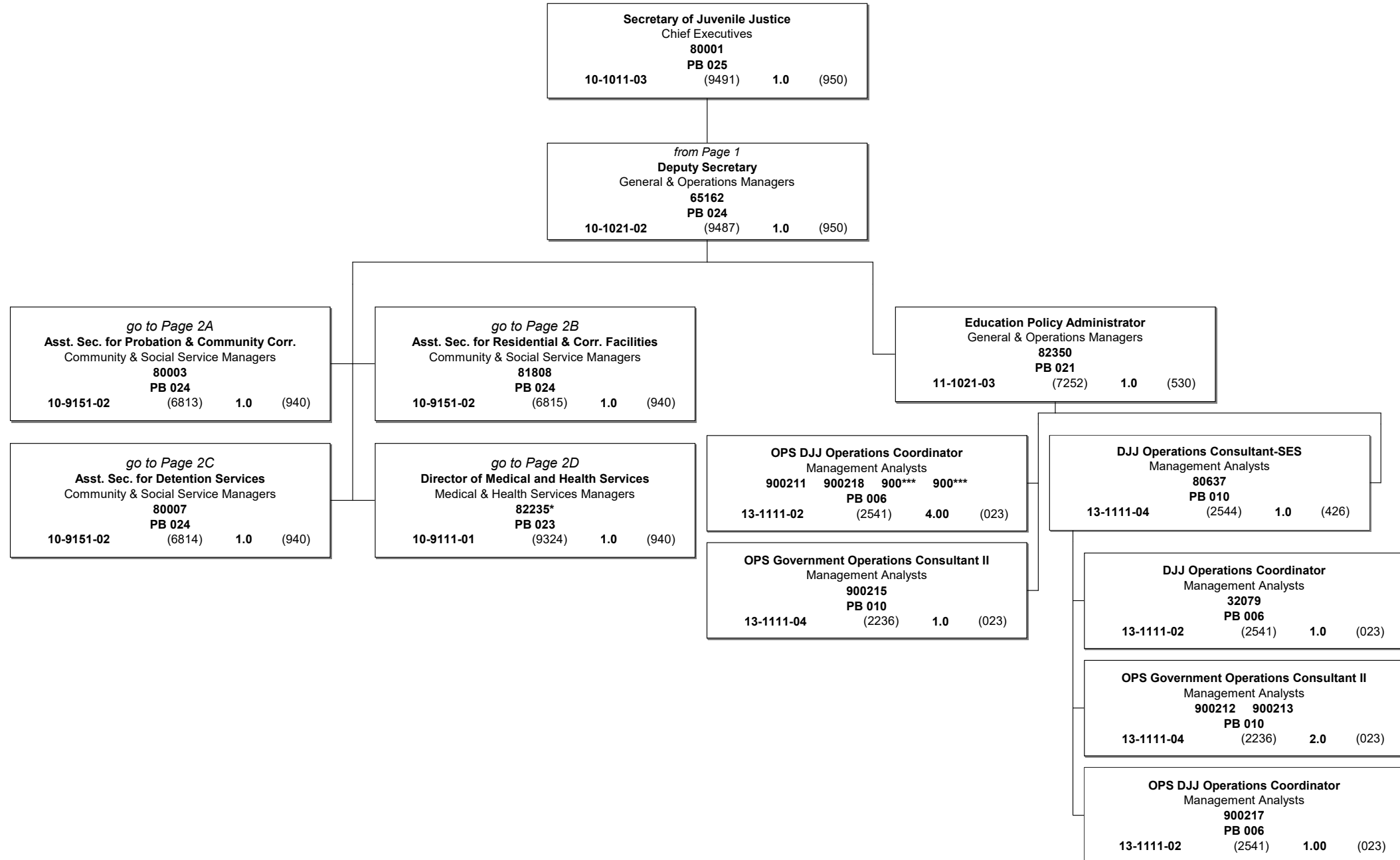
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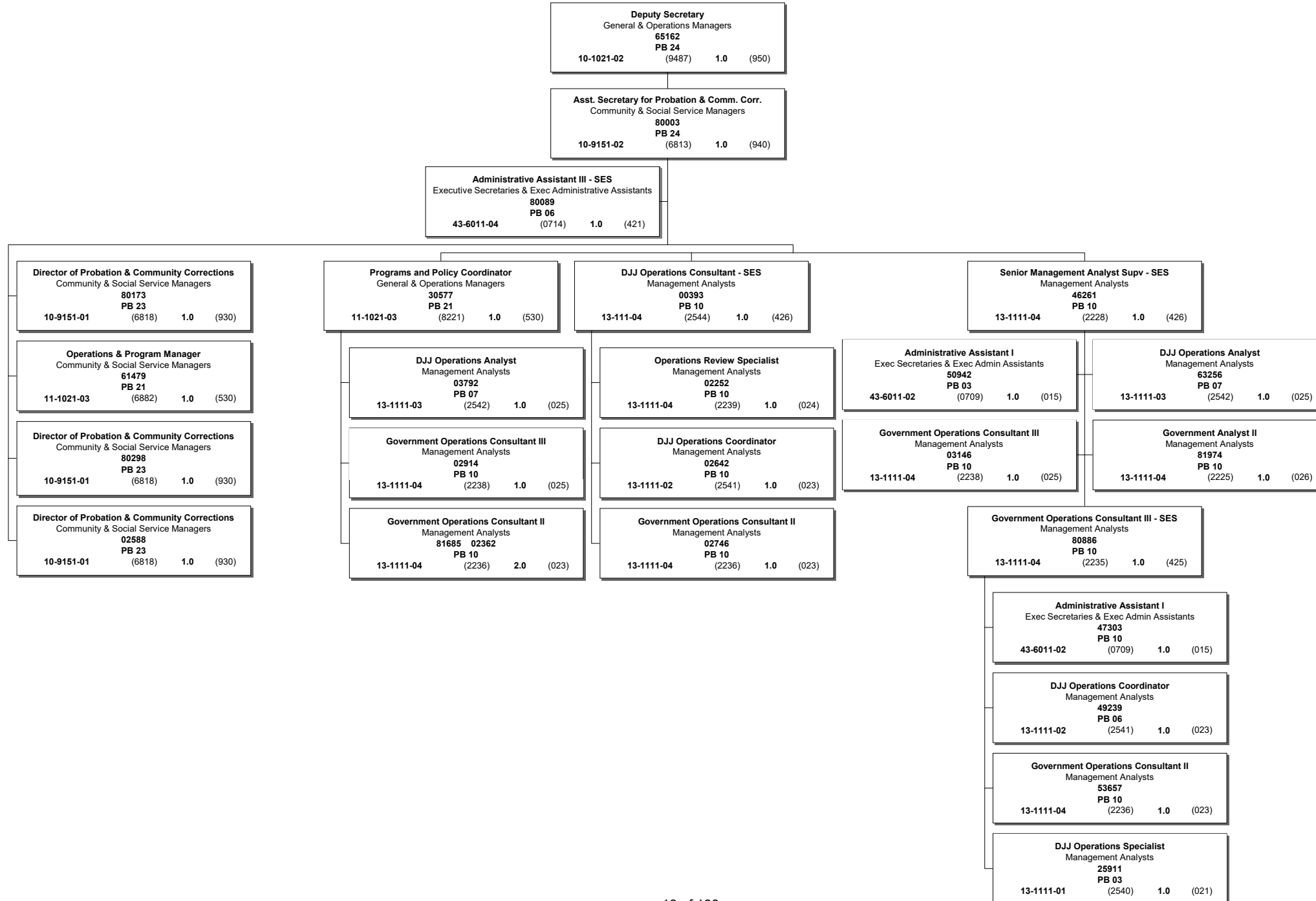
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Deputy Secretary PN 80065162	Page 2
Assistant Secretary for Probation and Community Corrections	Page 2A <i>(also Page 80-70 under Probation)</i>
Assistant Secretary for Residential Correctional Facilities	Page 2B <i>(also Page 80-80 under Residential)</i>
Assistant Secretary for Detention Services	Page 2C <i>(also Page 80-40 under Detention)</i>
Director of Medical and Health Services	Page 2D
Deputy Secretary PN 80042068	Page 3
Assistant Secretary for Accountability & Program Support	Page 3A
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Monitoring & Quality Improvement	Page 3A-1
Procurement & Contract Administration	Page 3A-2
Contract Management	Page 3A-3
Research and Data Integrity	Page 3A-4
Assistant Secretary for Prevention	Page 3B <i>(also Page 80-90 under Prevention)</i>
Chief of Staff	Page 4
Director of Administration	Page 4A
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General Counsel	Page 6

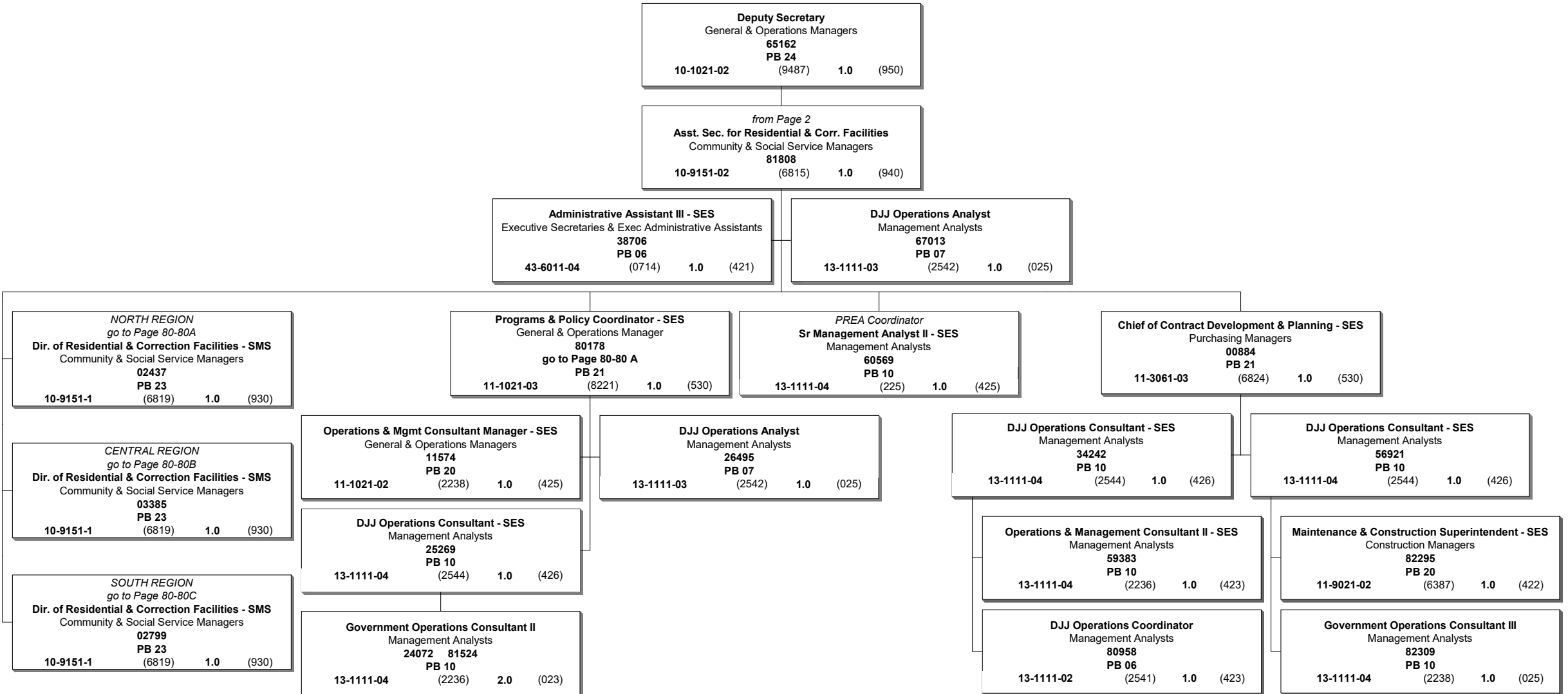
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 75 - EXECUTIVE DIRECTION/SUPPORT
 SERVICES
 00 - ADMINISTRATION
 00 - ADMINISTRATION
 100 - OFFICE OF THE SECRETARY -
 JUVENILE JUSTICE

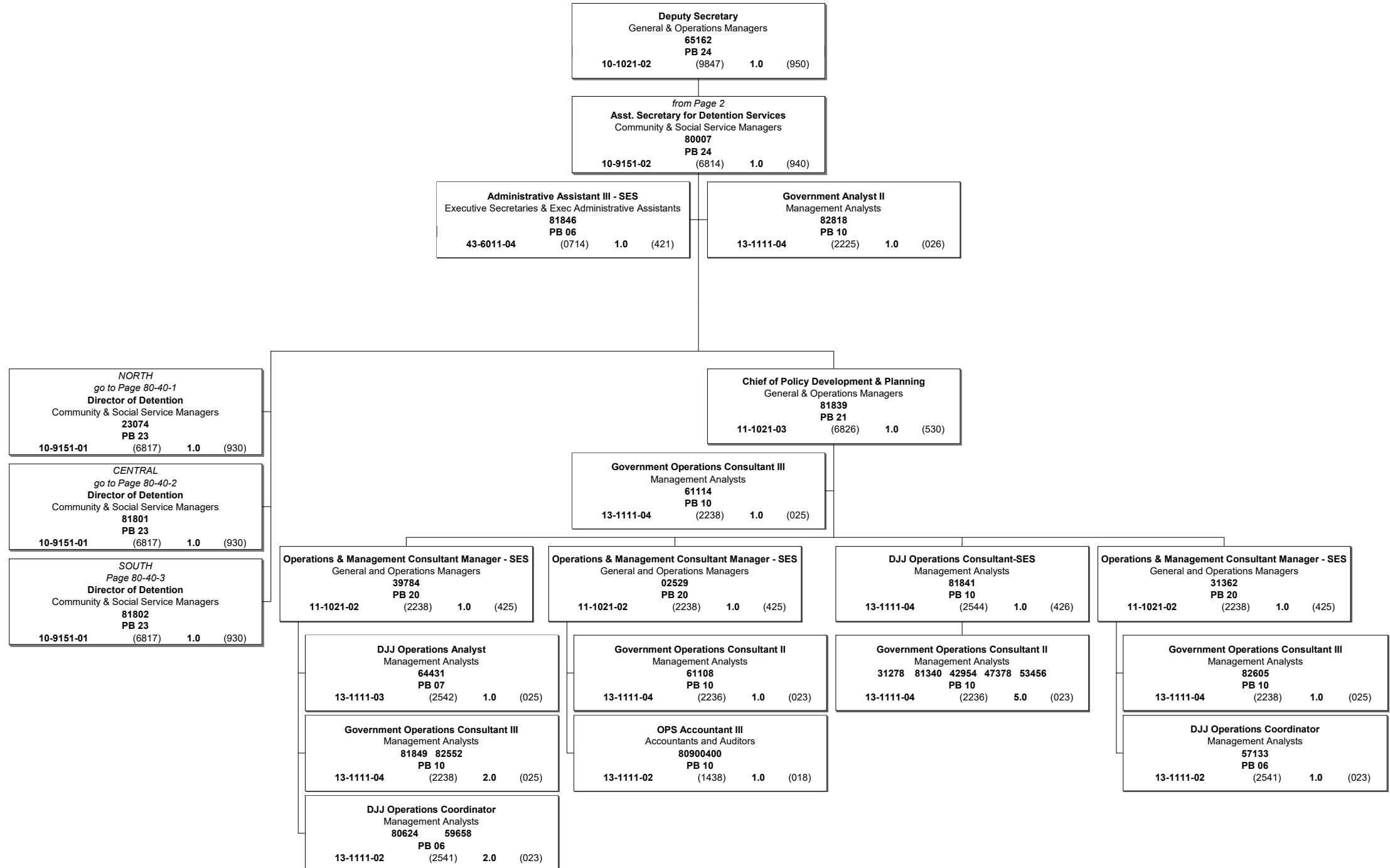
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 Effective Date: 6/27/2019

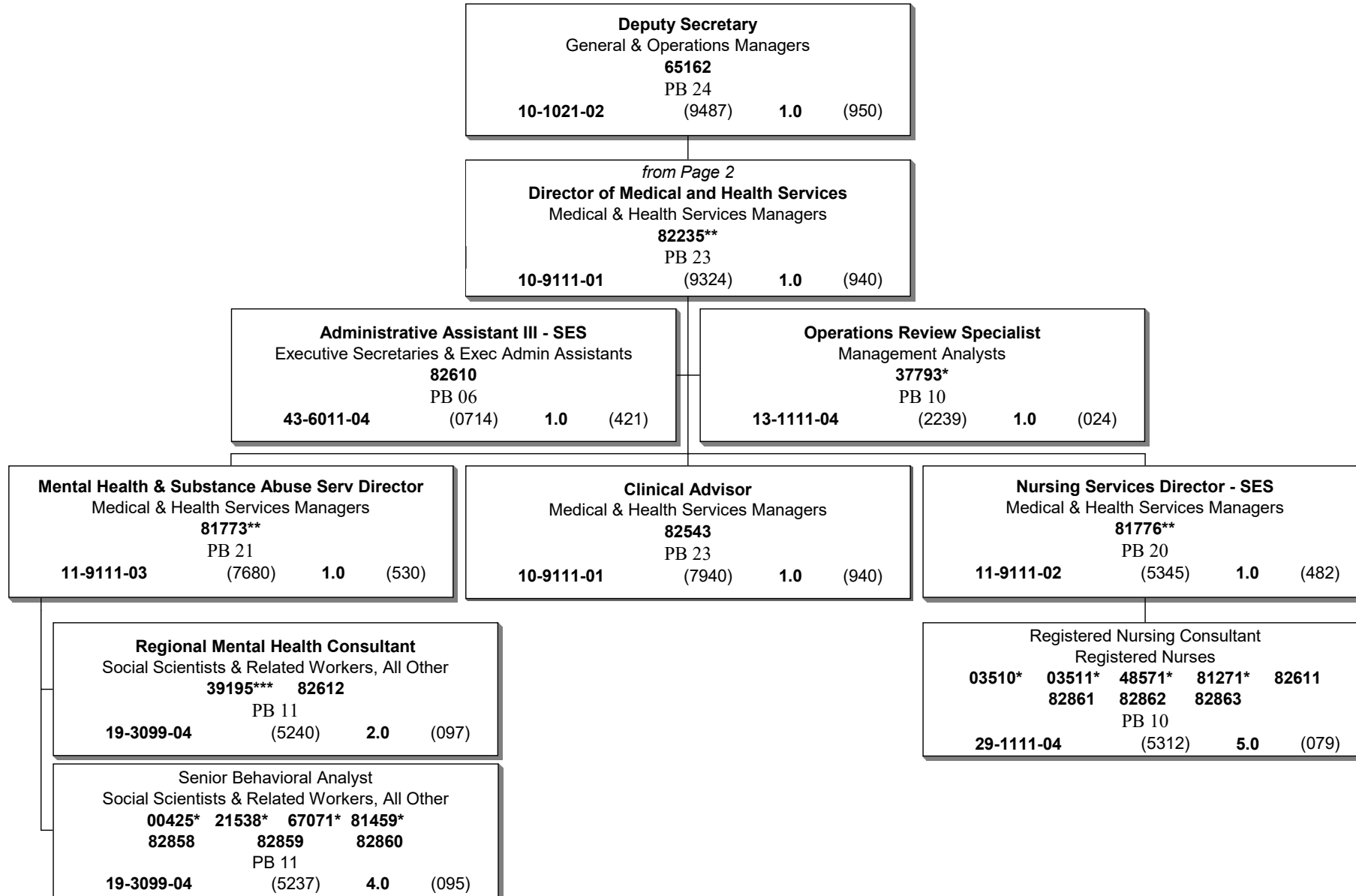




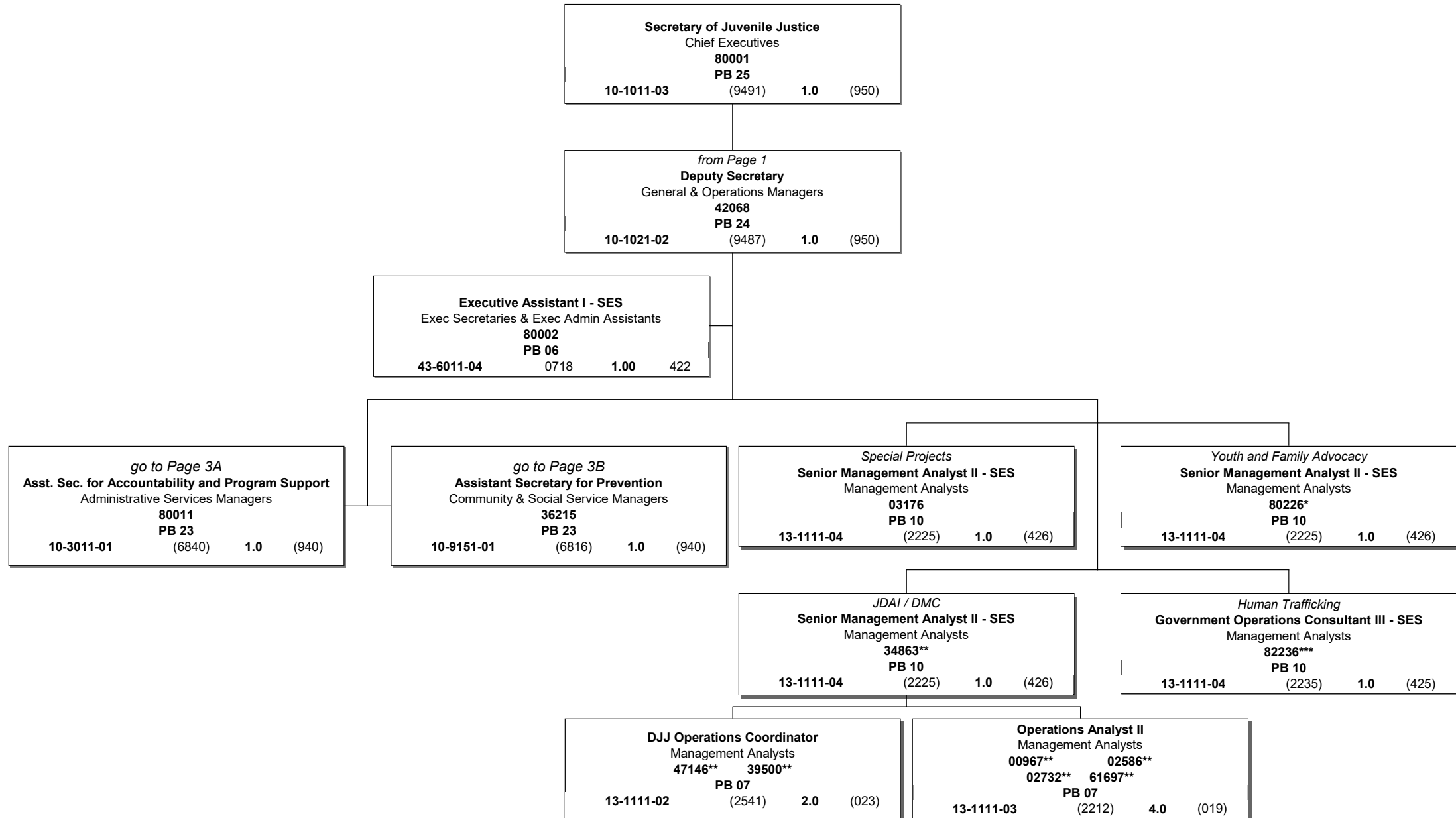




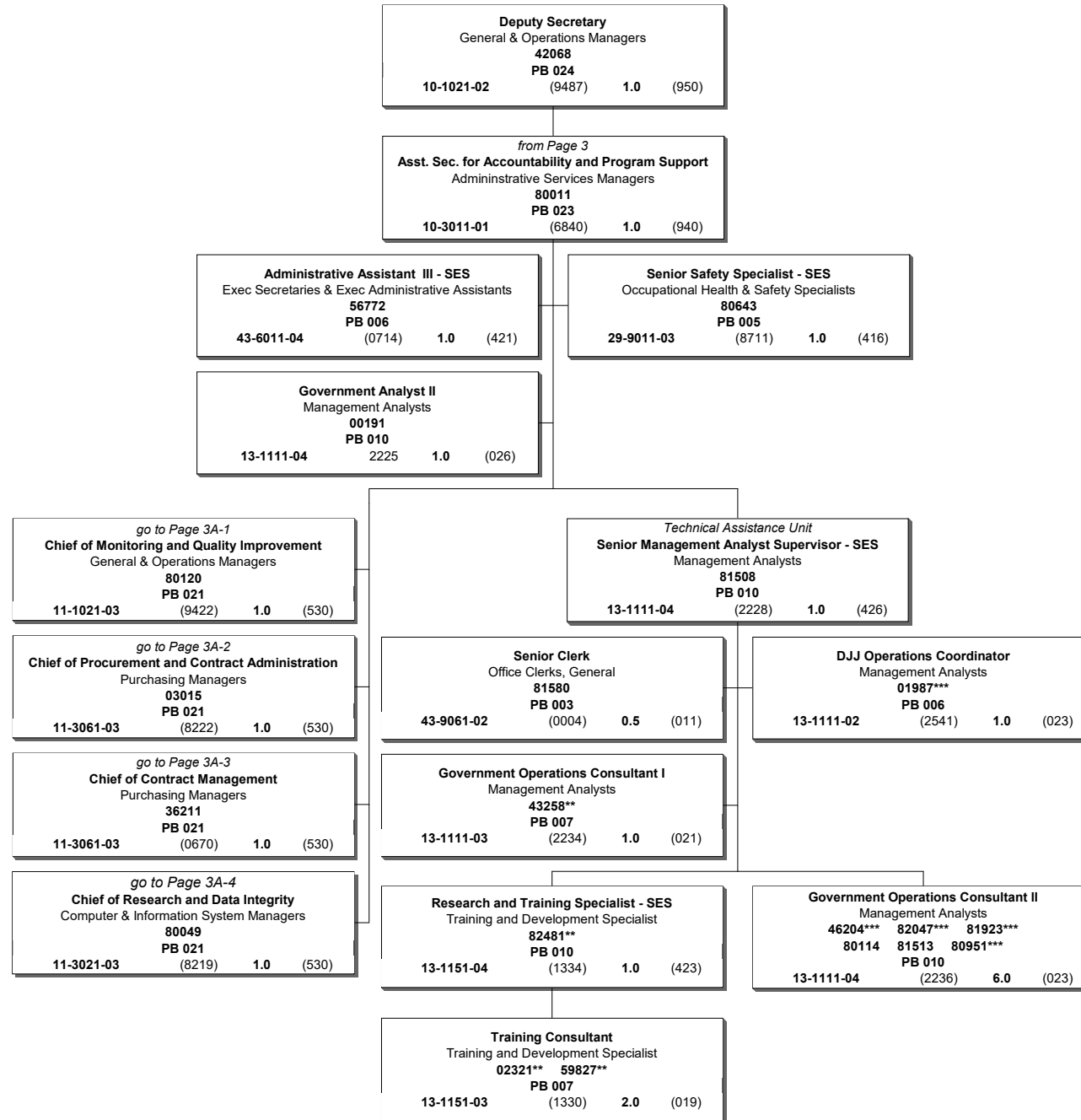




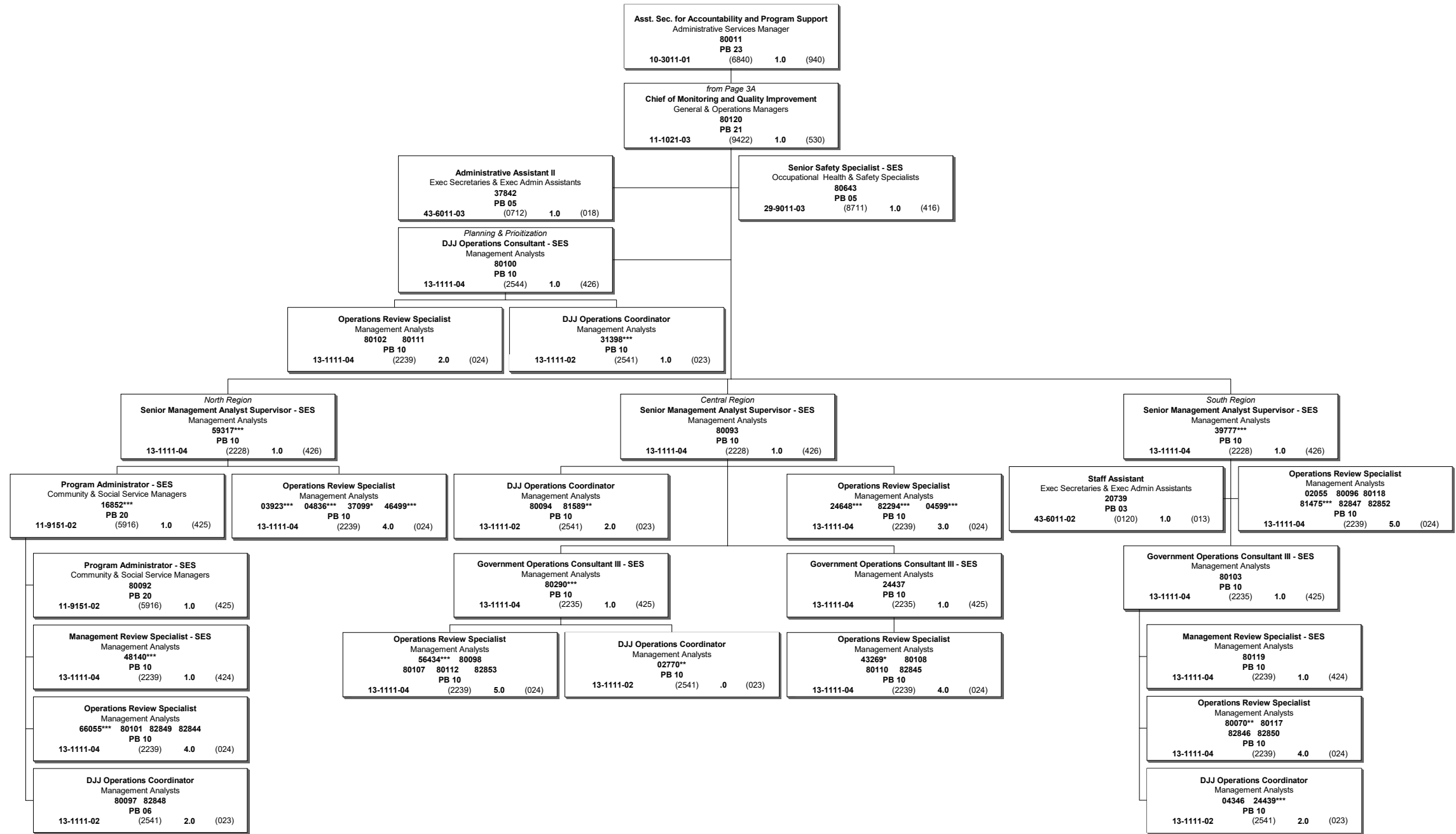
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 ***Funded by Probation



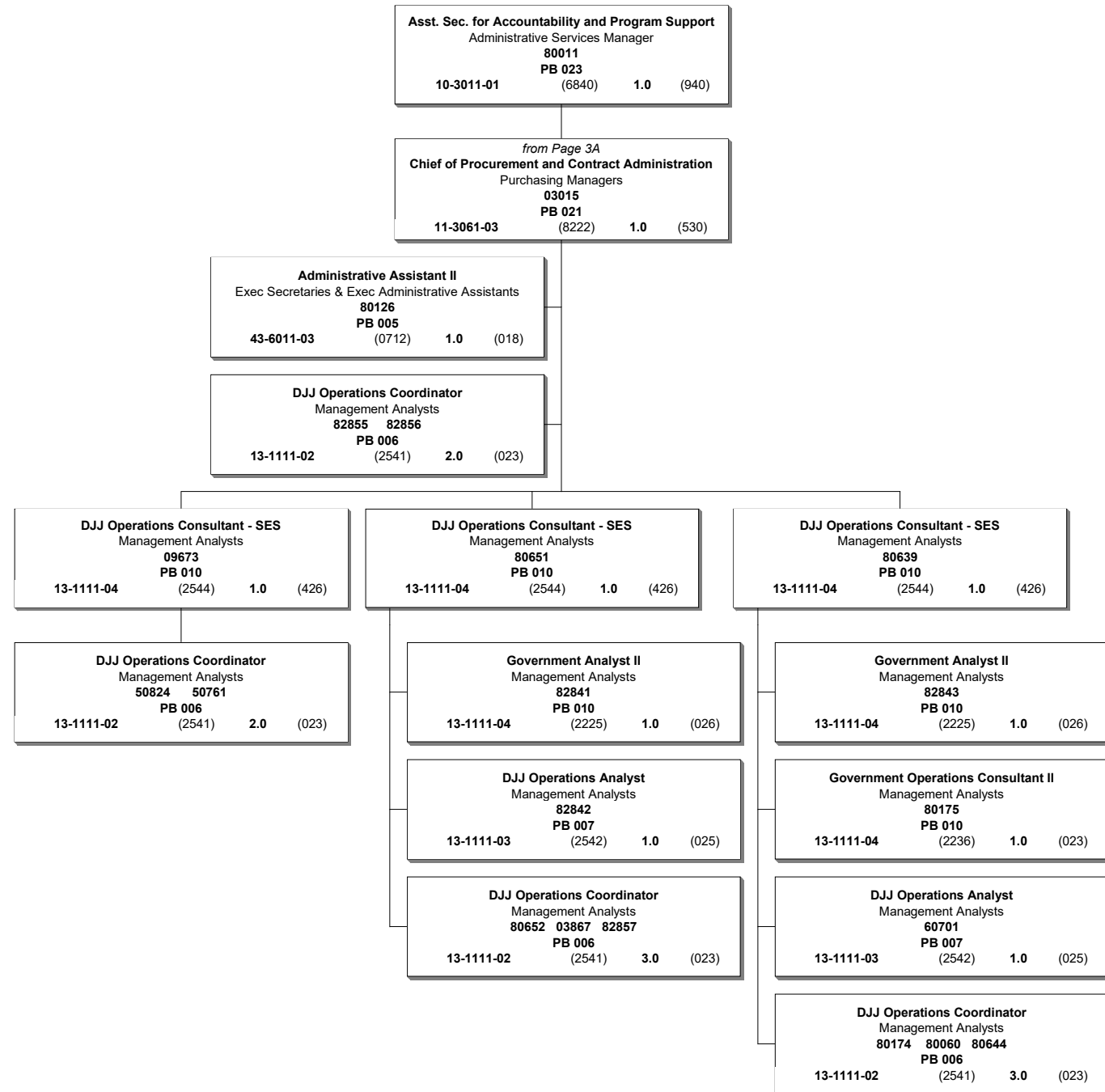
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 **Funded by Probation
 ***Funded by Residential
 17 of 133

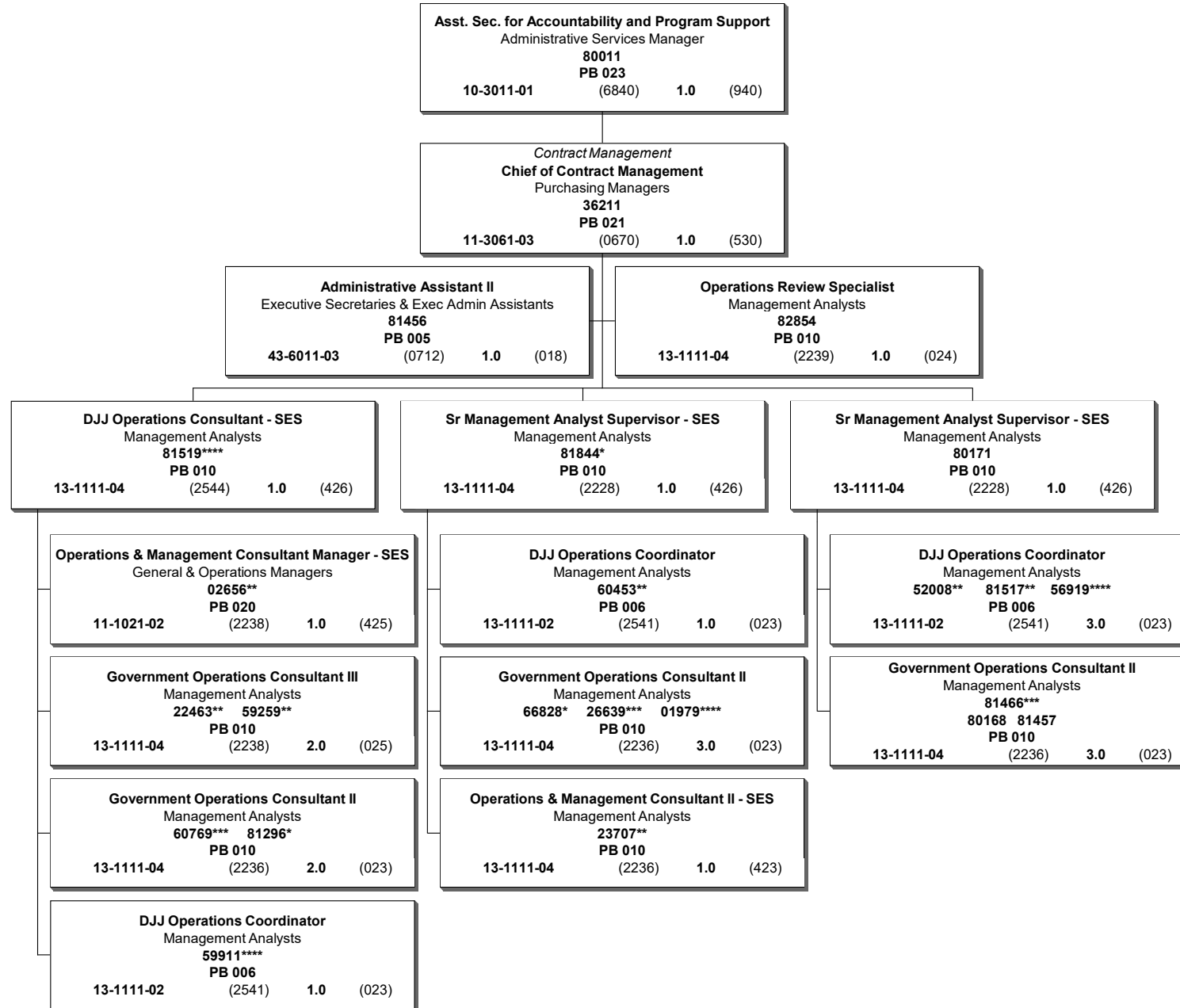


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 ***Funded by Residential

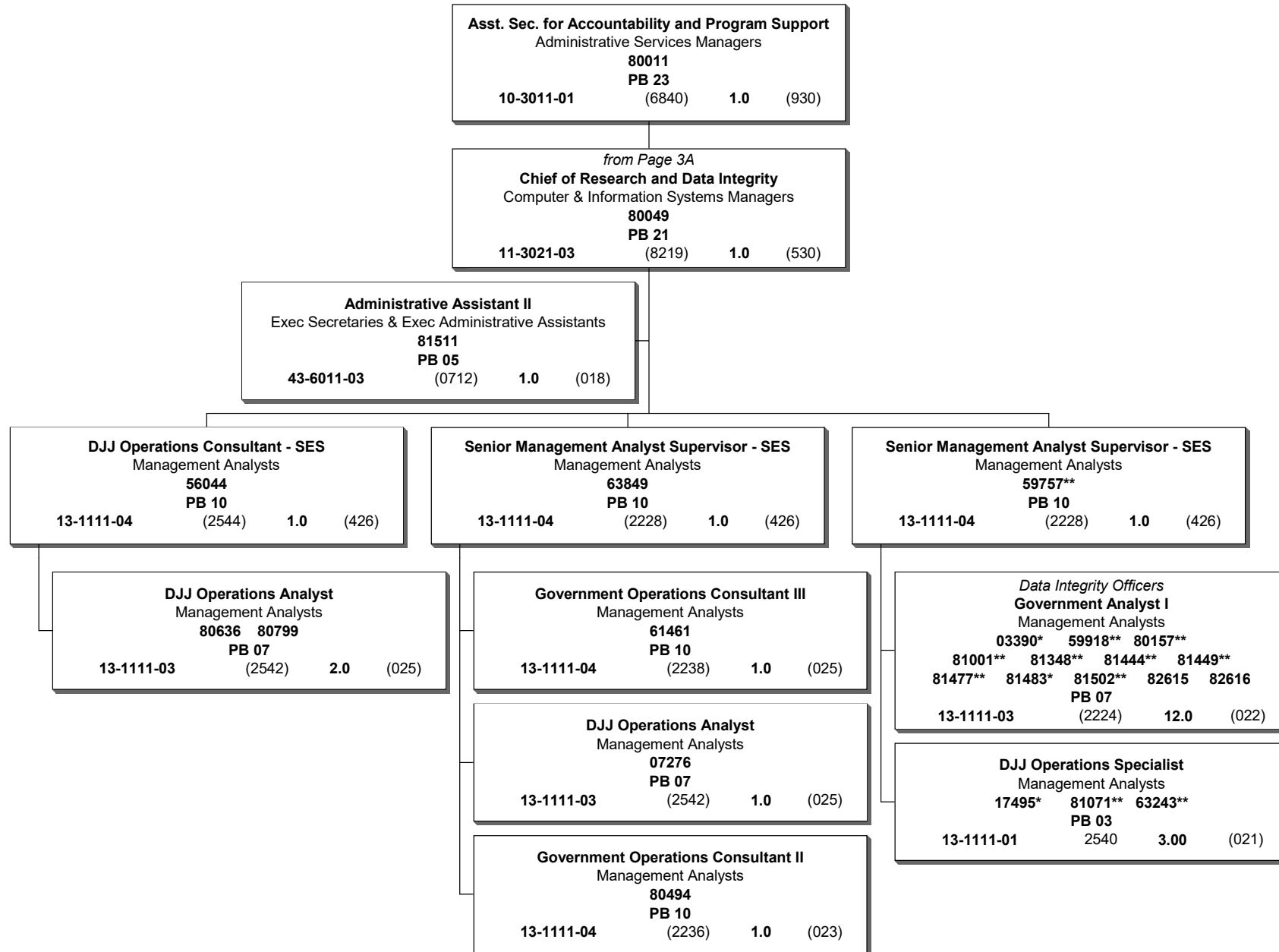


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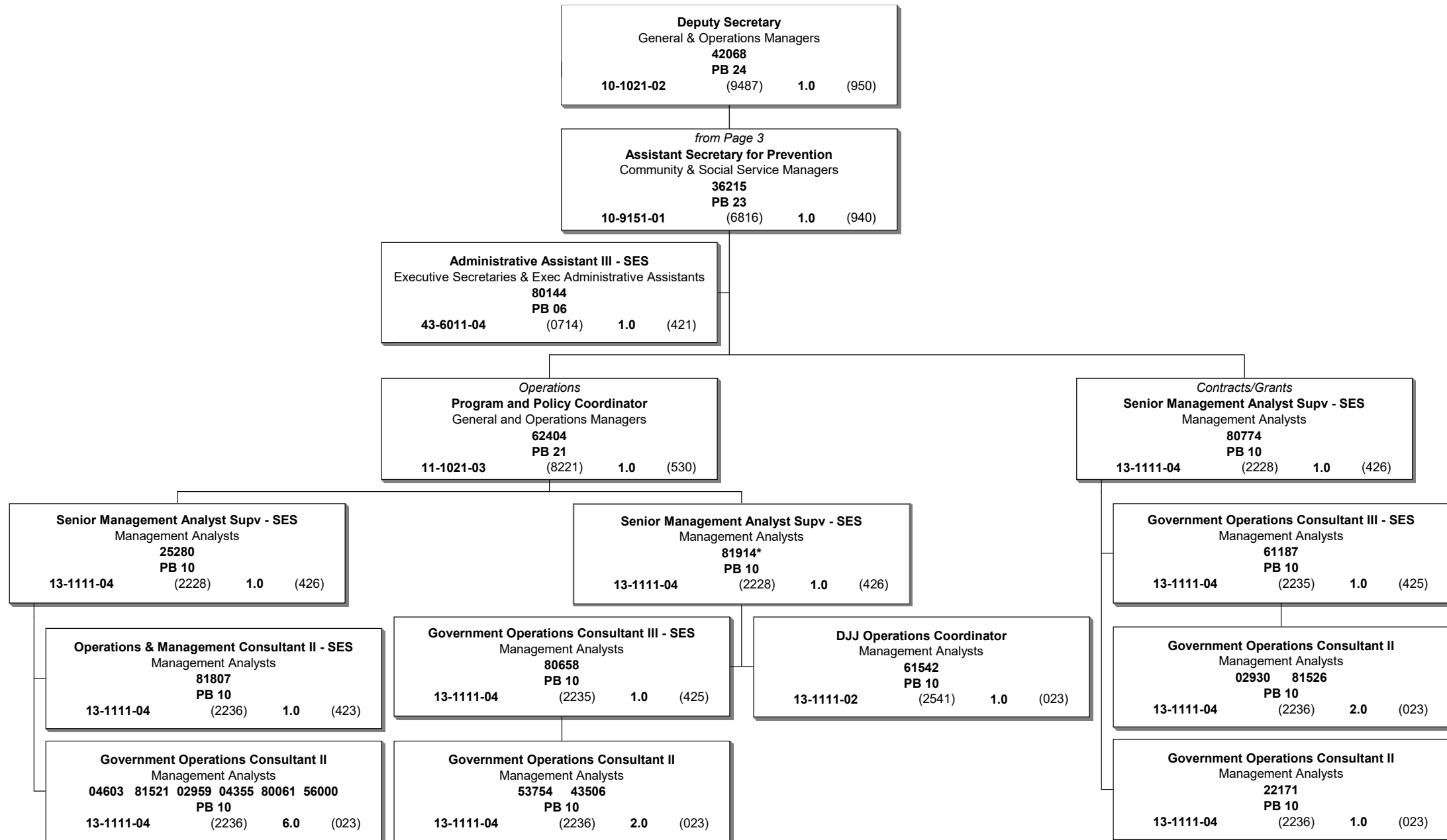




*Funded by Detention
 **Funded by Probation
 ***Funded by Residential
 ****Funded by Prevention



*Funded by Detention
 **Funded by Probation
 ***Funded by Residential 22 of 133



Secretary of Juvenile Justice
 Chief of Executives
80001
PB 25
10-1011-03 (9491) **1.0** (950)

Chief of Staff
 General & Operations Managers
25920
PB 24
10-1021-02 (8289) **1.0** (940)

Operations & Management Consultant Manager - SES
 General & Operations Managers
80148
PB 20
11-1021-02 (2238) **1.0** (425)

Director of Administration
 General & Operations Managers
80008
PB 23
10-3011-01 (5206) **1.0** (930)

Director of Staff Development & Training
 Managers, All Others
80047
PB 23
10-9199-01 (9044) **1.0** (930)

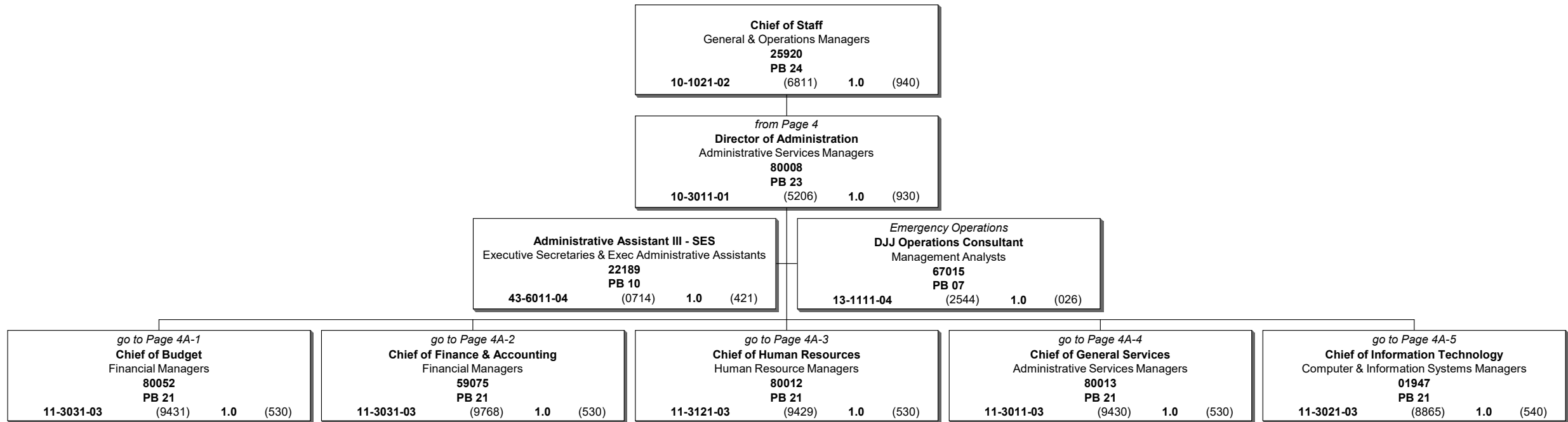
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 General & Operations Managers
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PB 23
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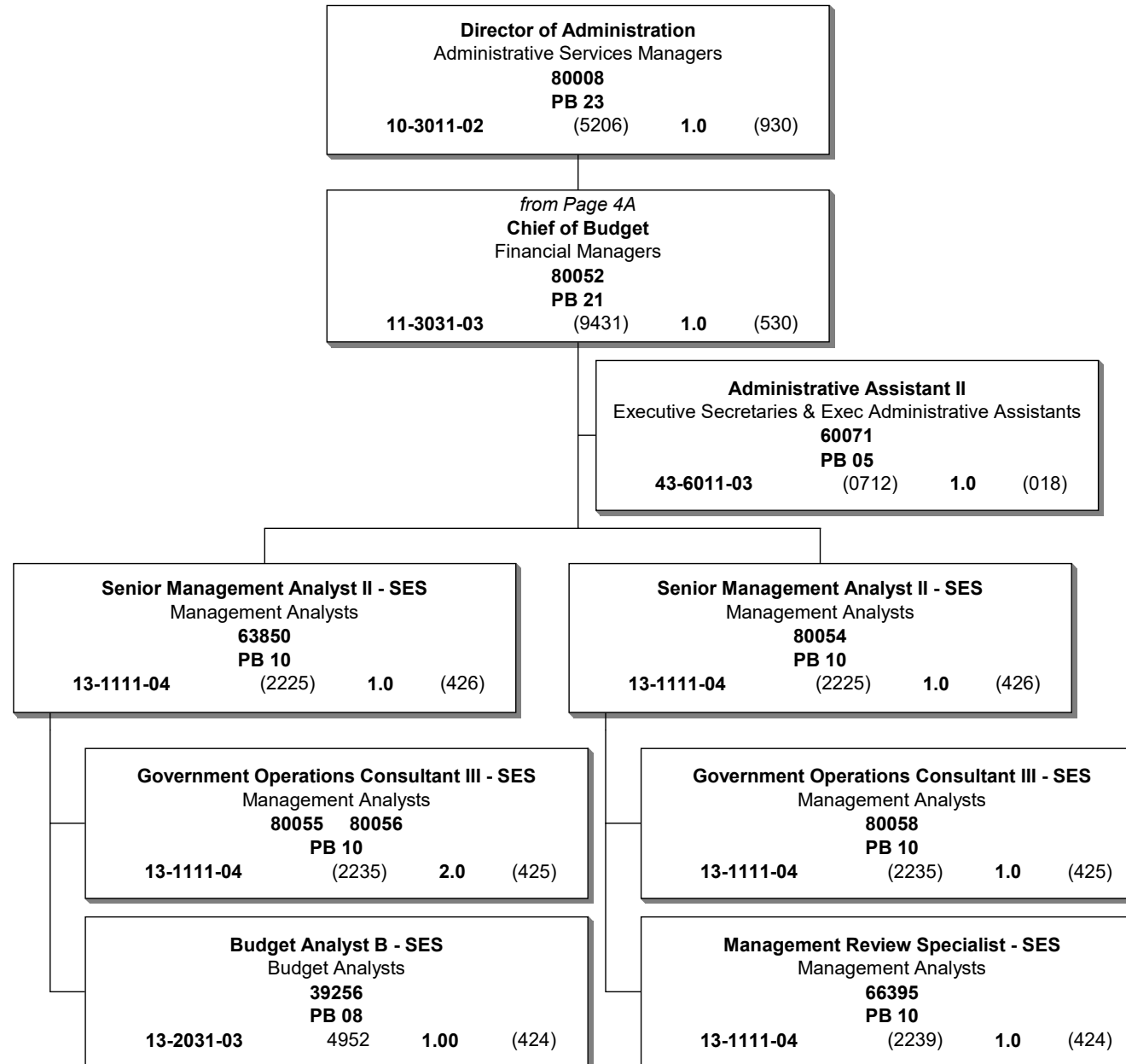
Communications Administrator
 Public Relations Managers
80147
PB 21
11-2031-03 (9490) **1.0** (530)

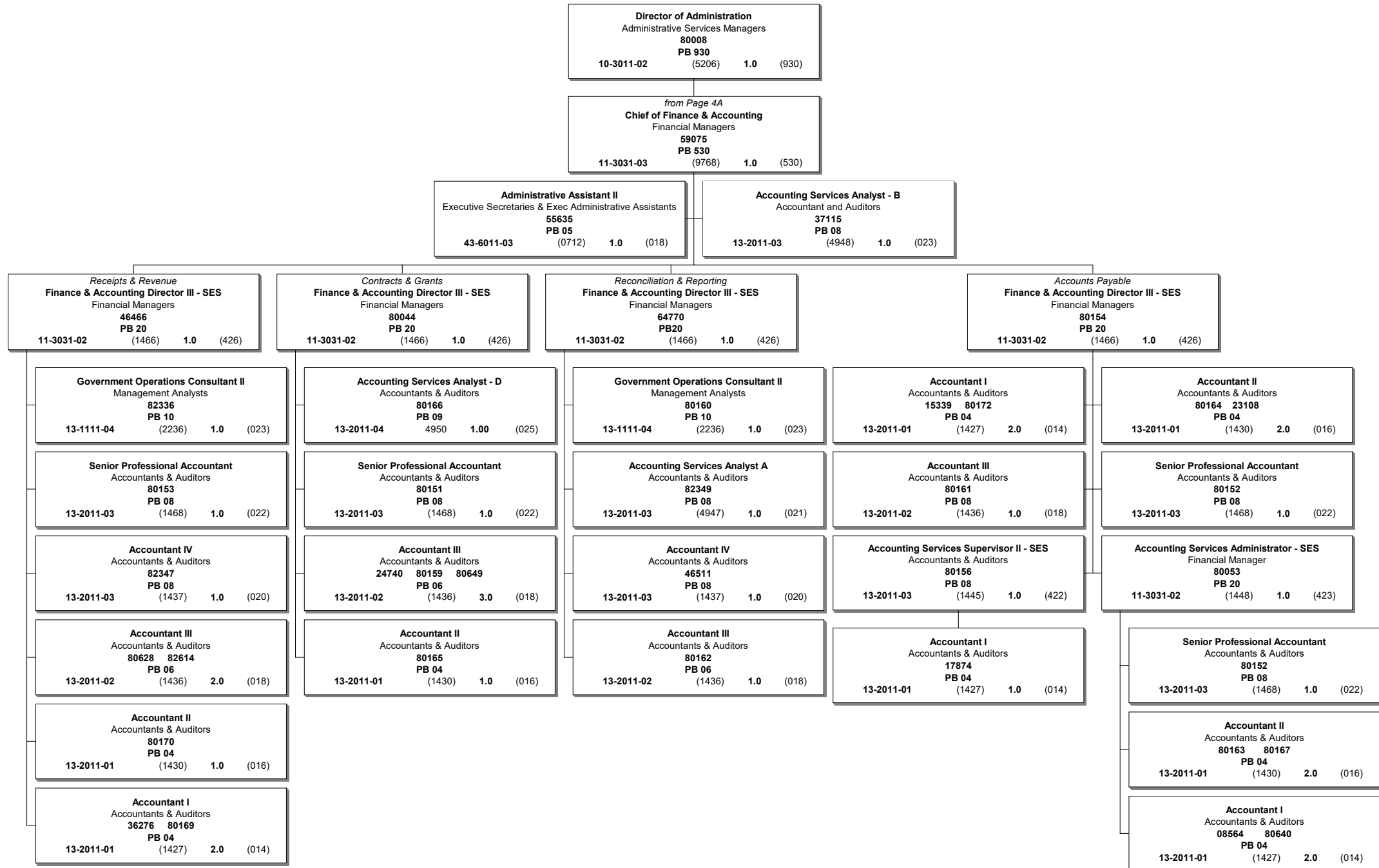
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 Management Analysts
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PB 10
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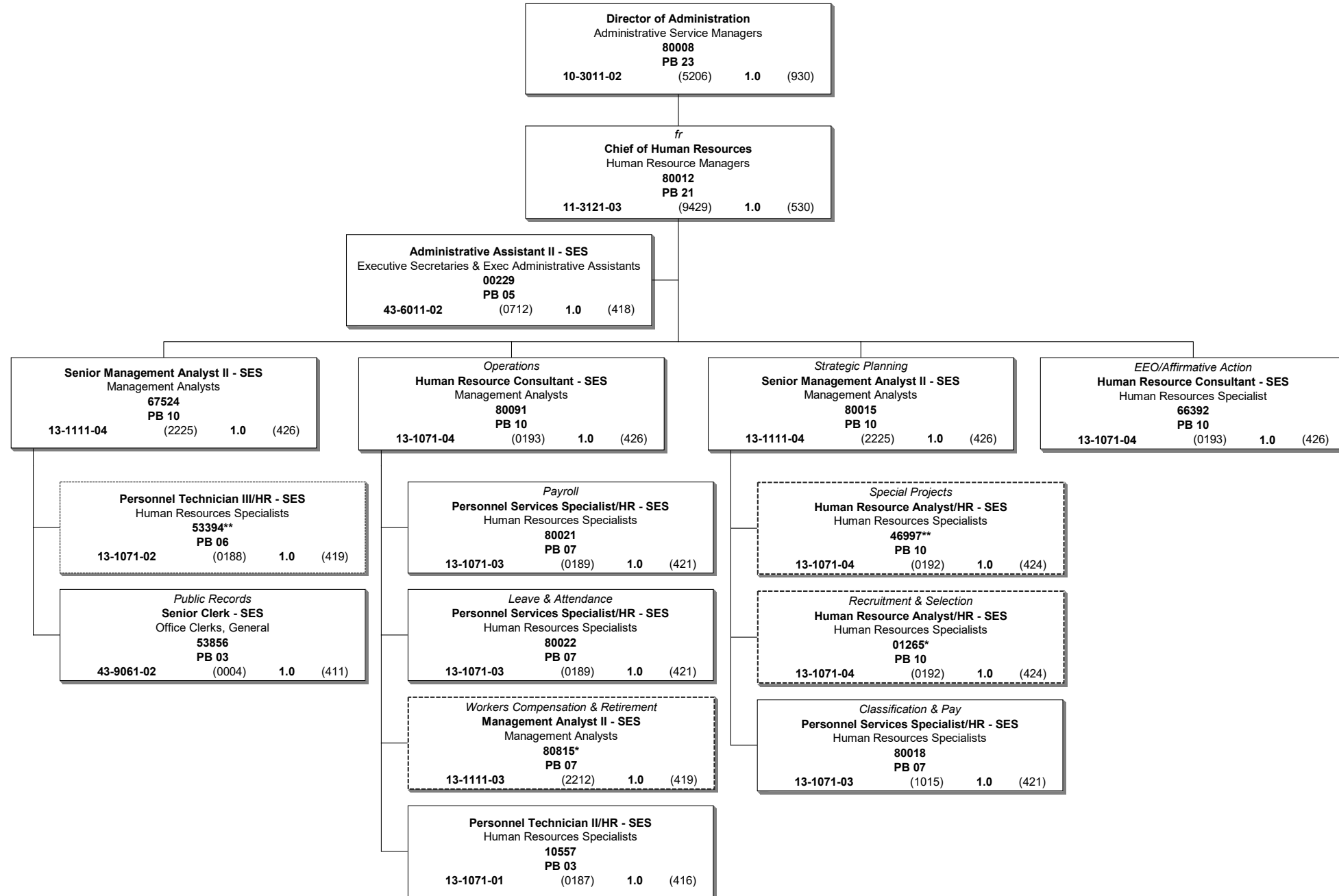
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 Public Relations Managers
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PB 20
11-2031-02 (8715) **1.0** (160)

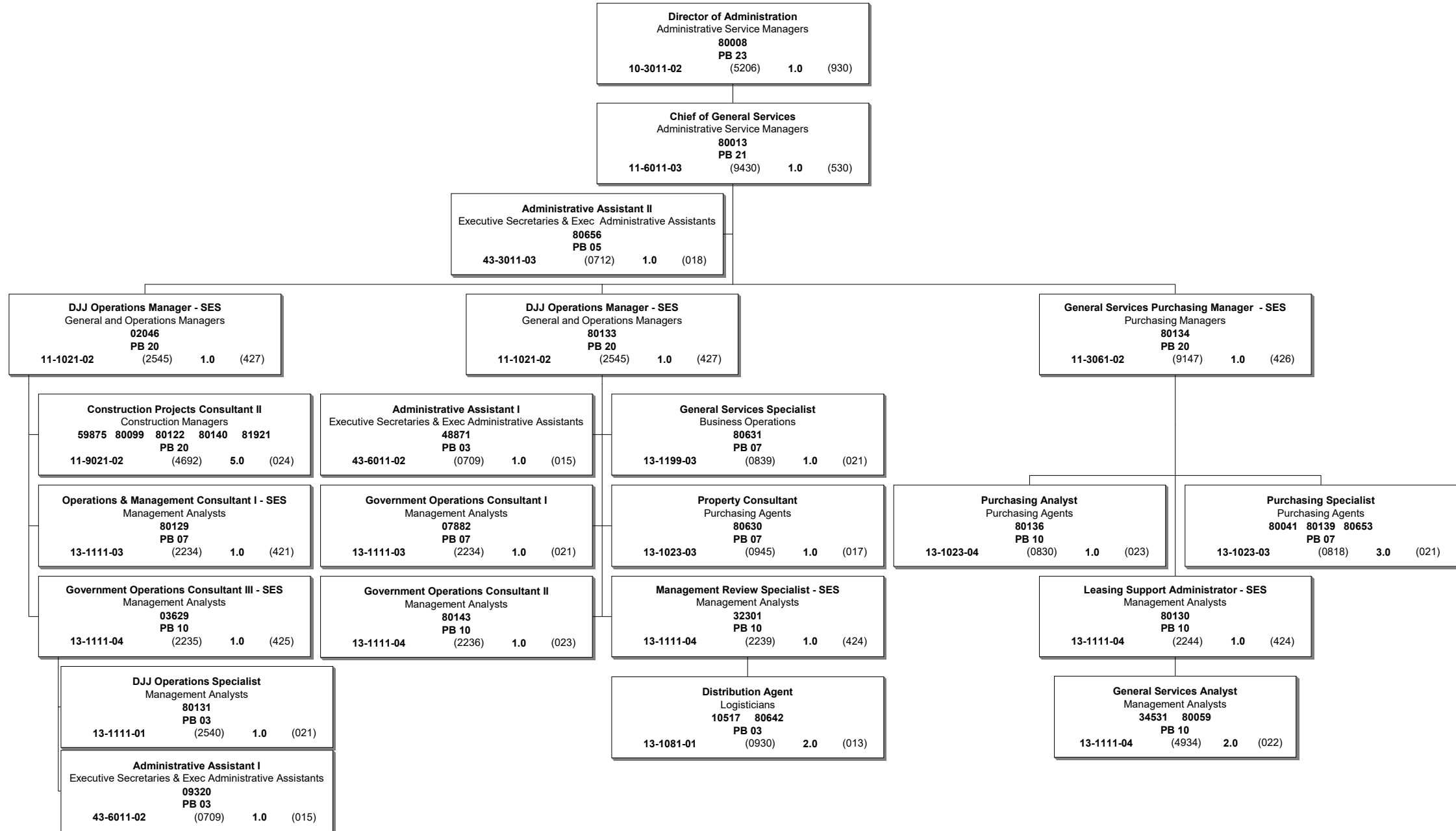
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 Market Research Analysts
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PB 20
19-3021-02 (3150) **1.0** (020)

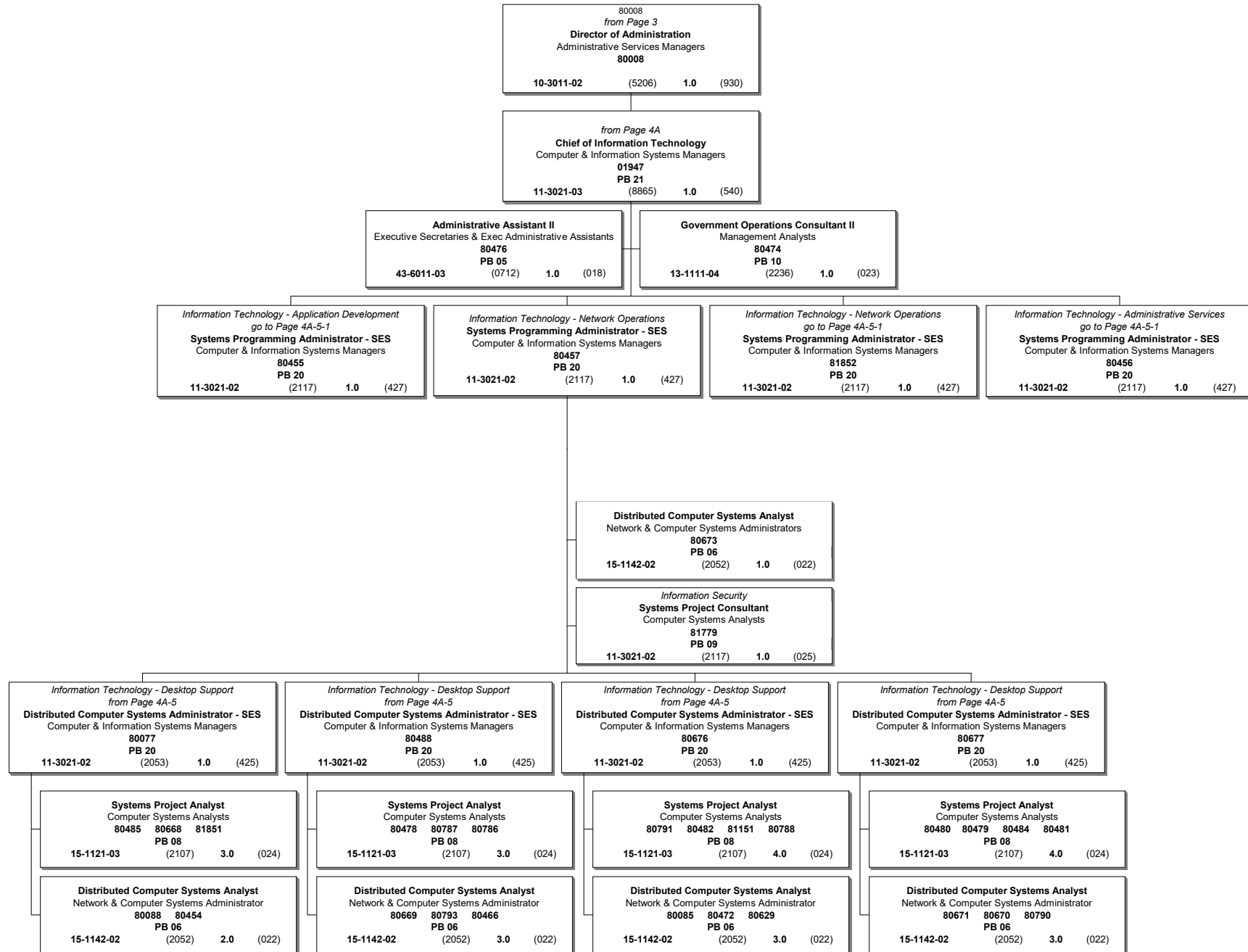


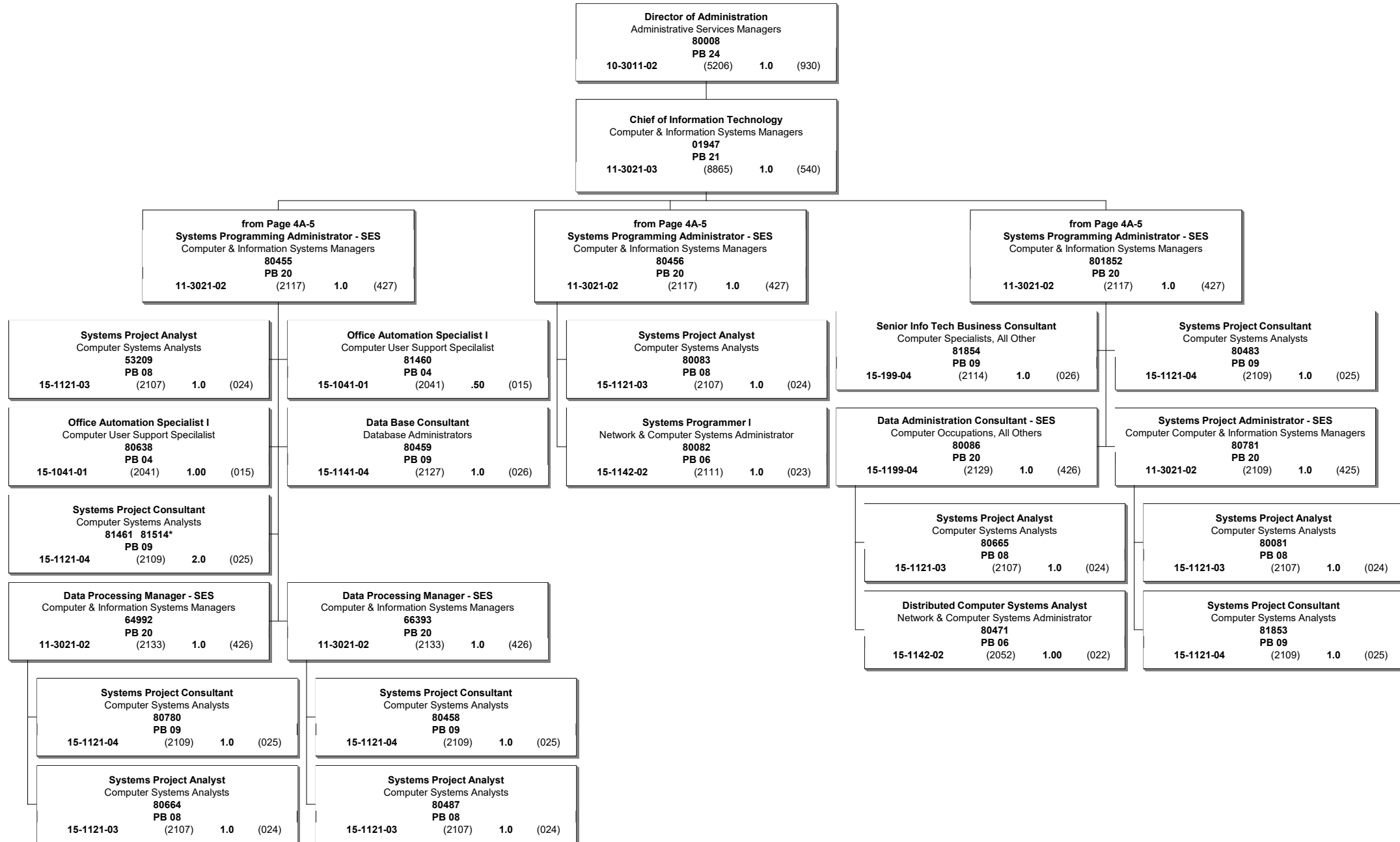






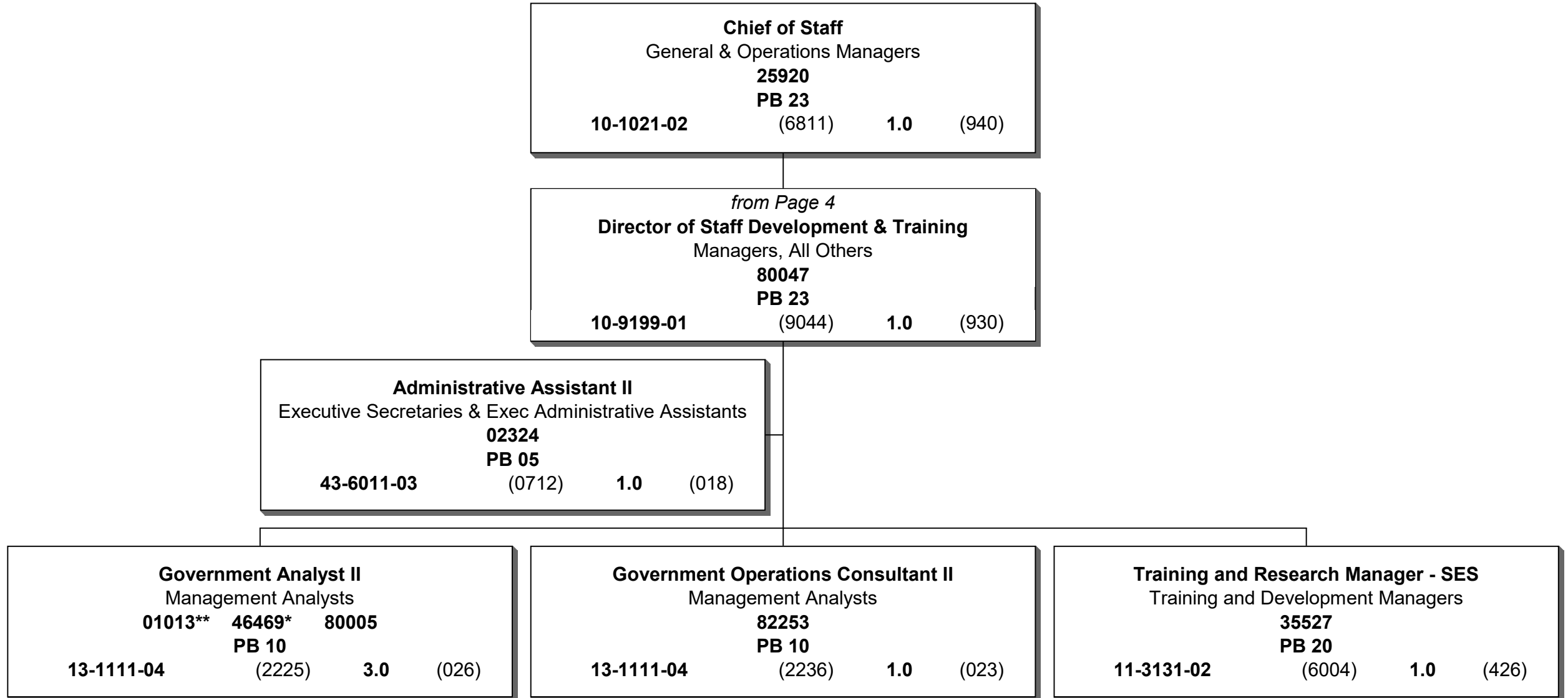




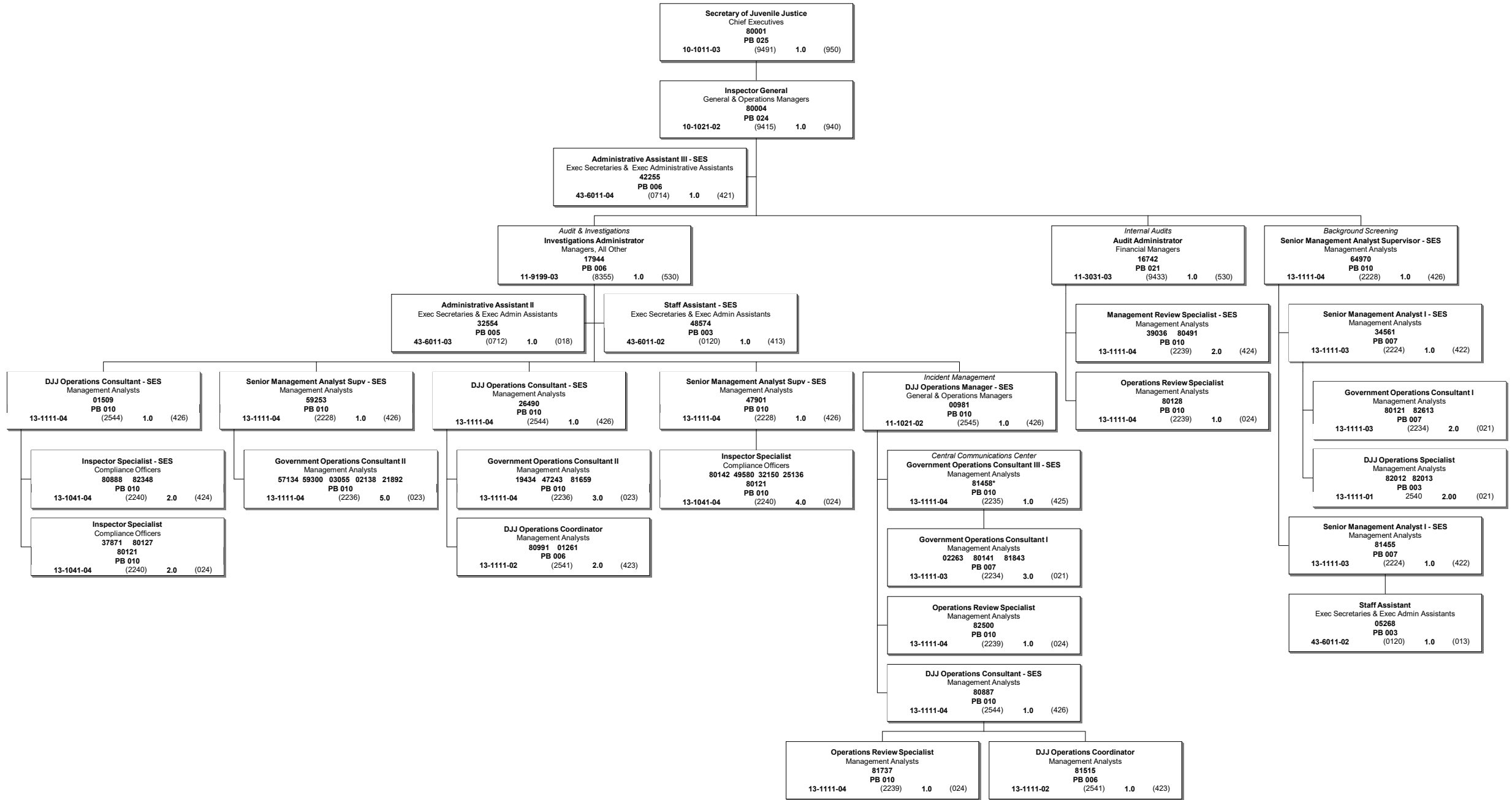


80 - DEPARTMENT OF JUVENILE JUSTICE
 75 - HEADQUARTERS
 00 - ADMINISTRATION
 00 - ADMINISTRATION
 160 - DIR OF STAFF DEV & TRAINING

CURRENT
 Verified by: T. Dodie Garye
 Effective: 6/14/2019



*Funded By Detention
 **Funded by Residential



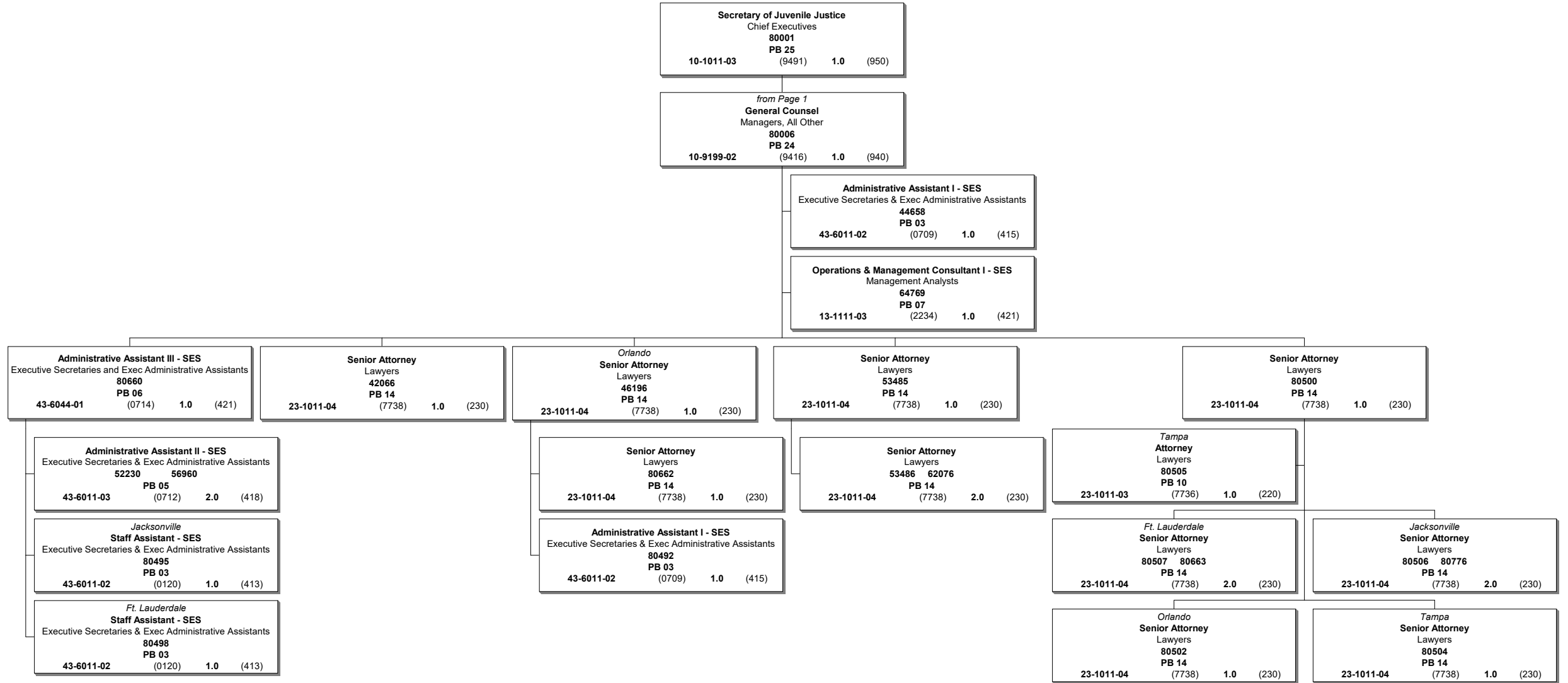


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Leon Detention Center

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Duval Detention Center

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Marion Detention Center

Page 40-5

Volusia Detention Center

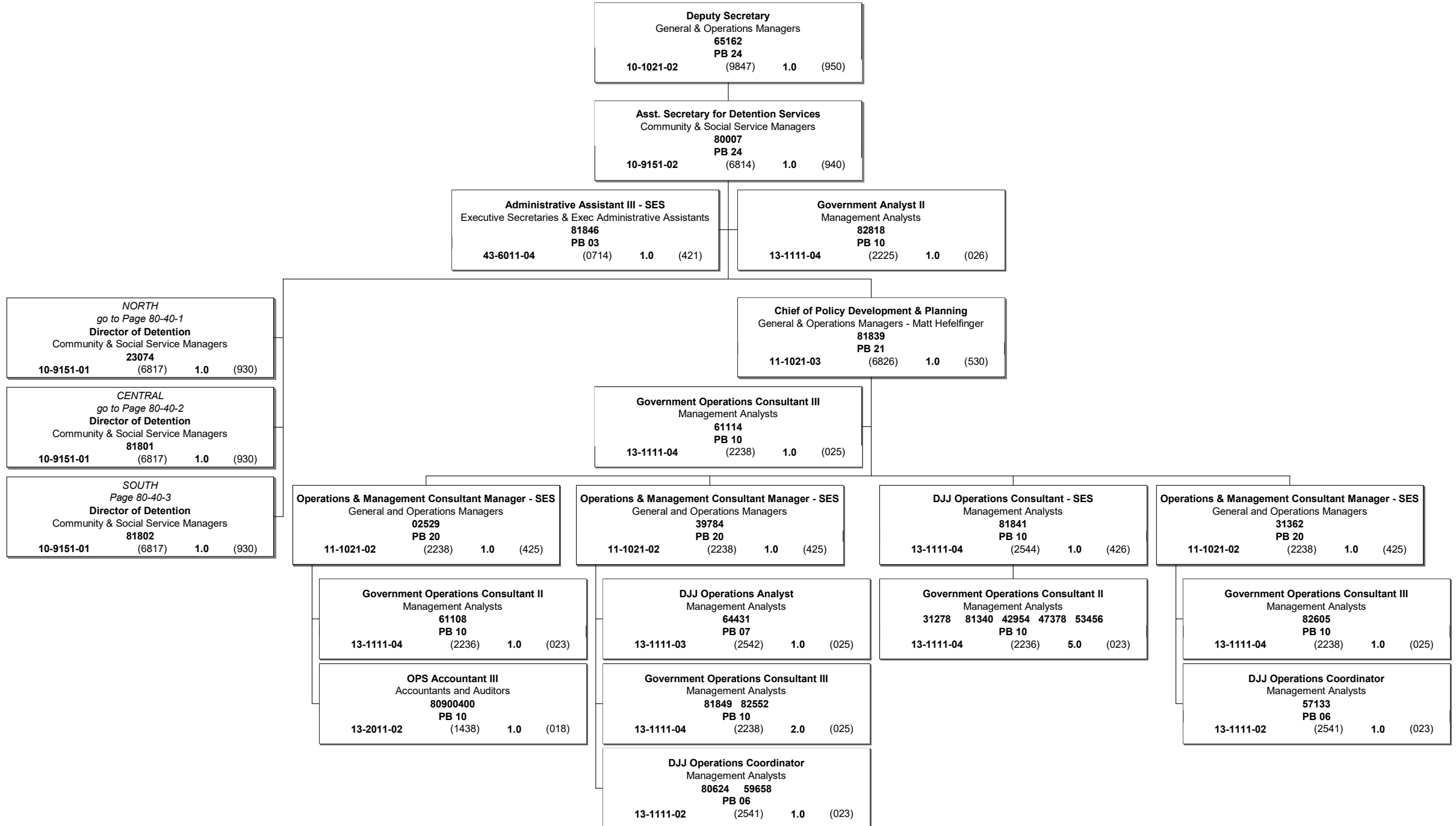
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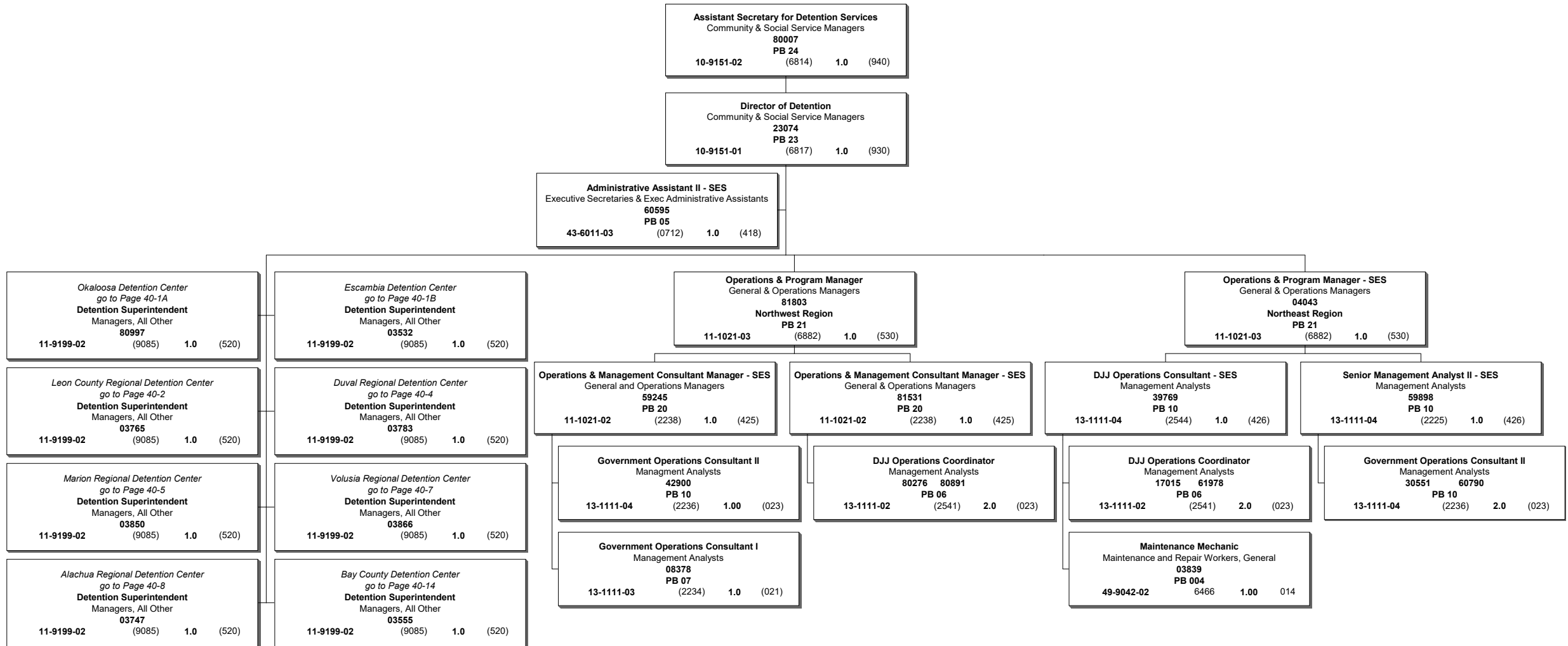
Alachua Detention Center

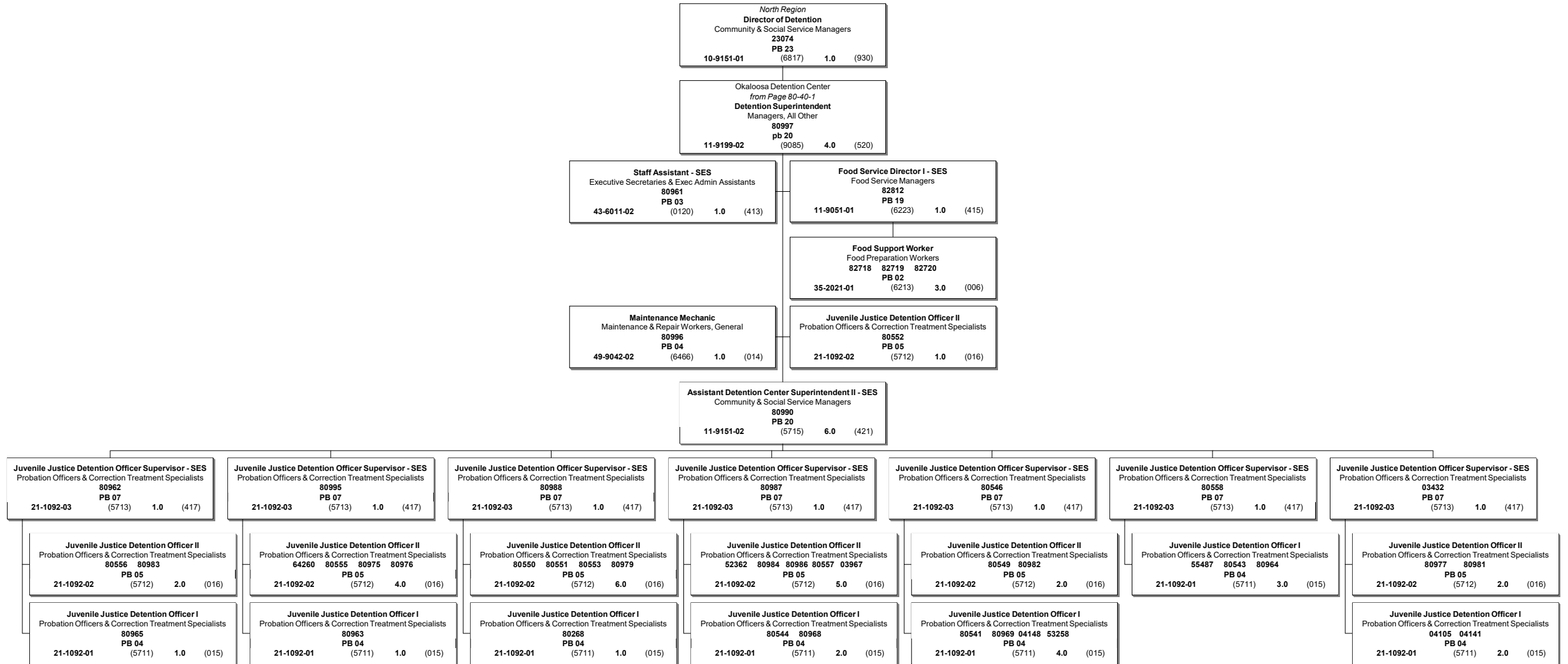
Page 40-8

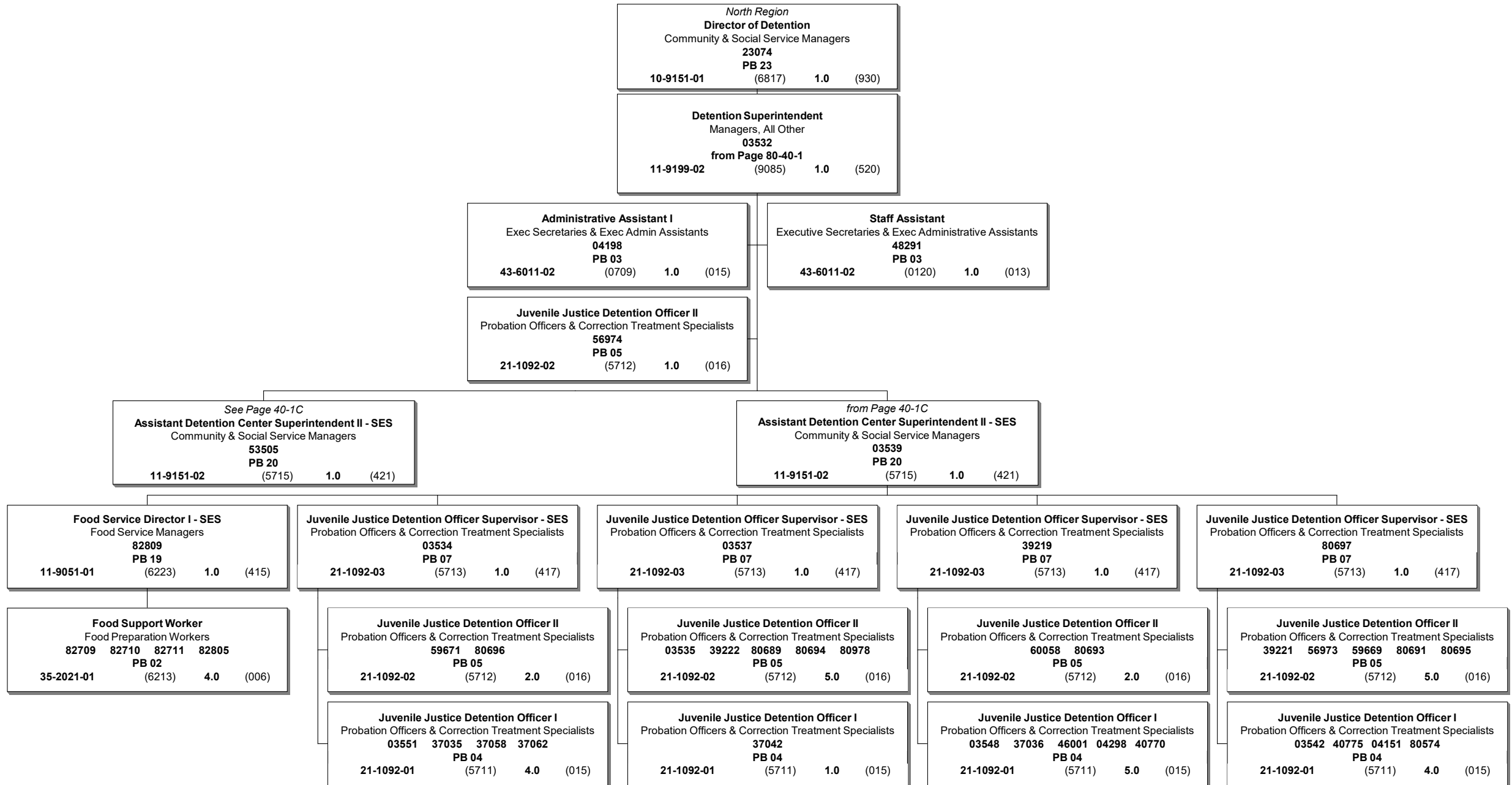
Bay Detention Center

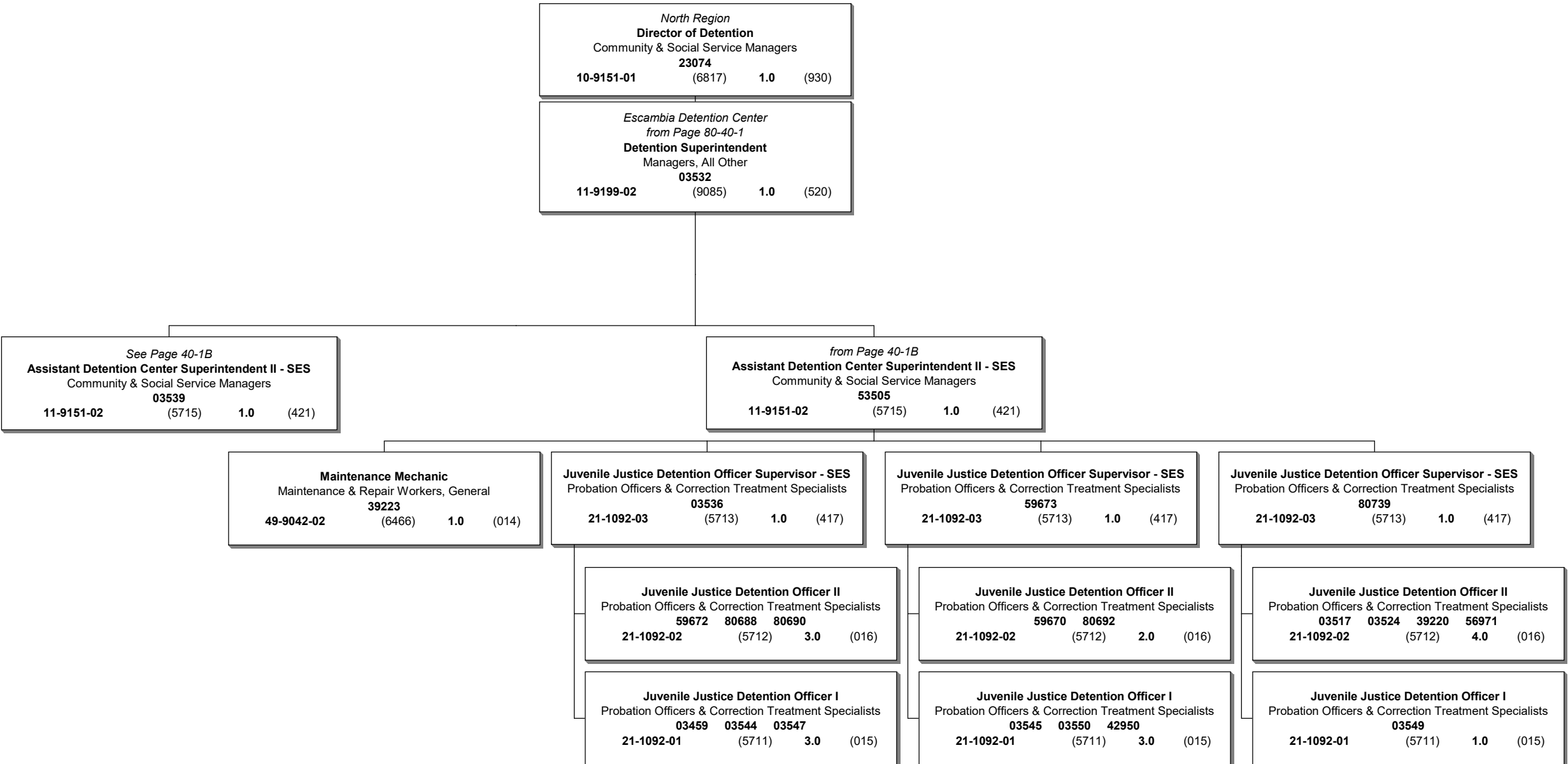
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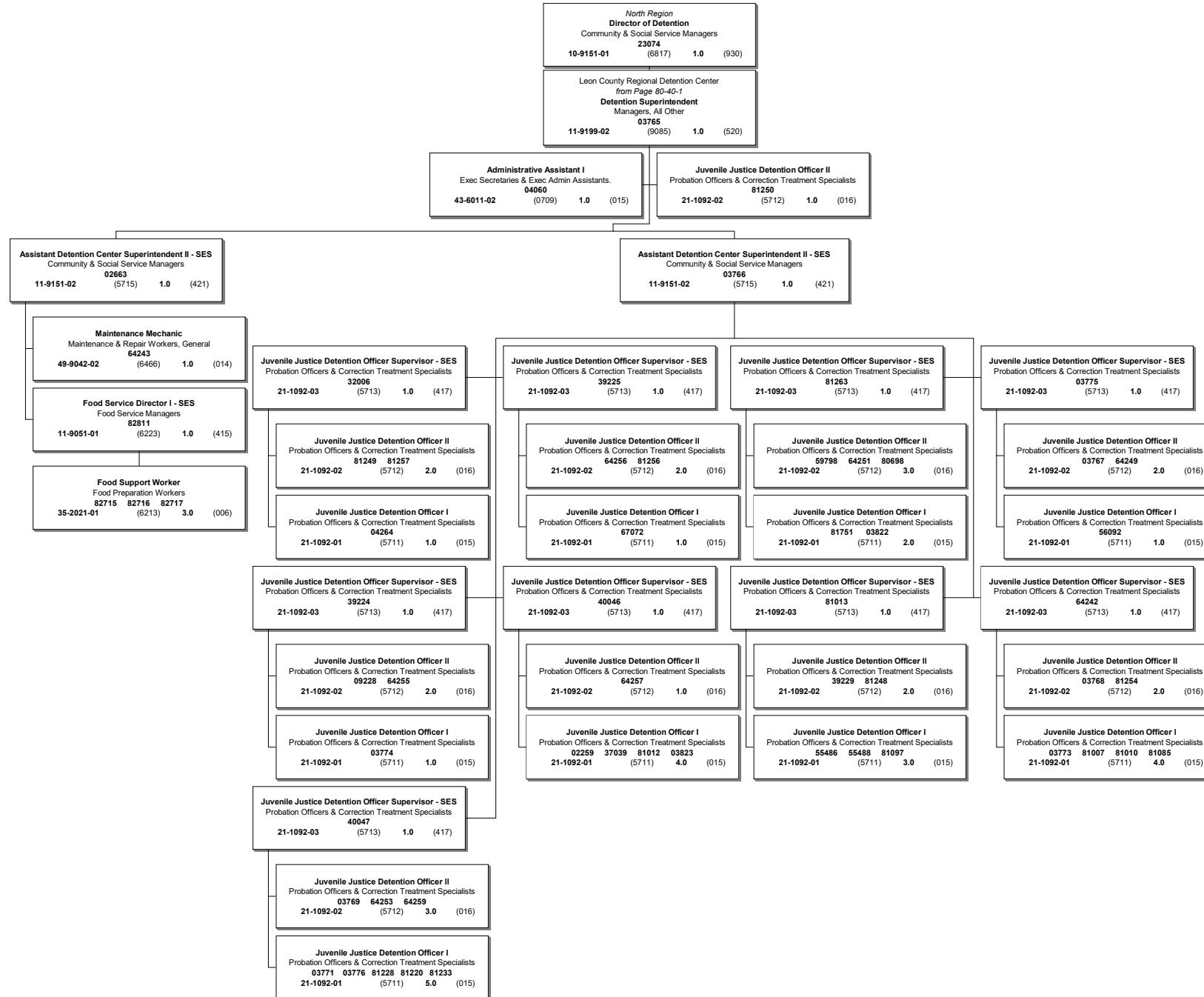


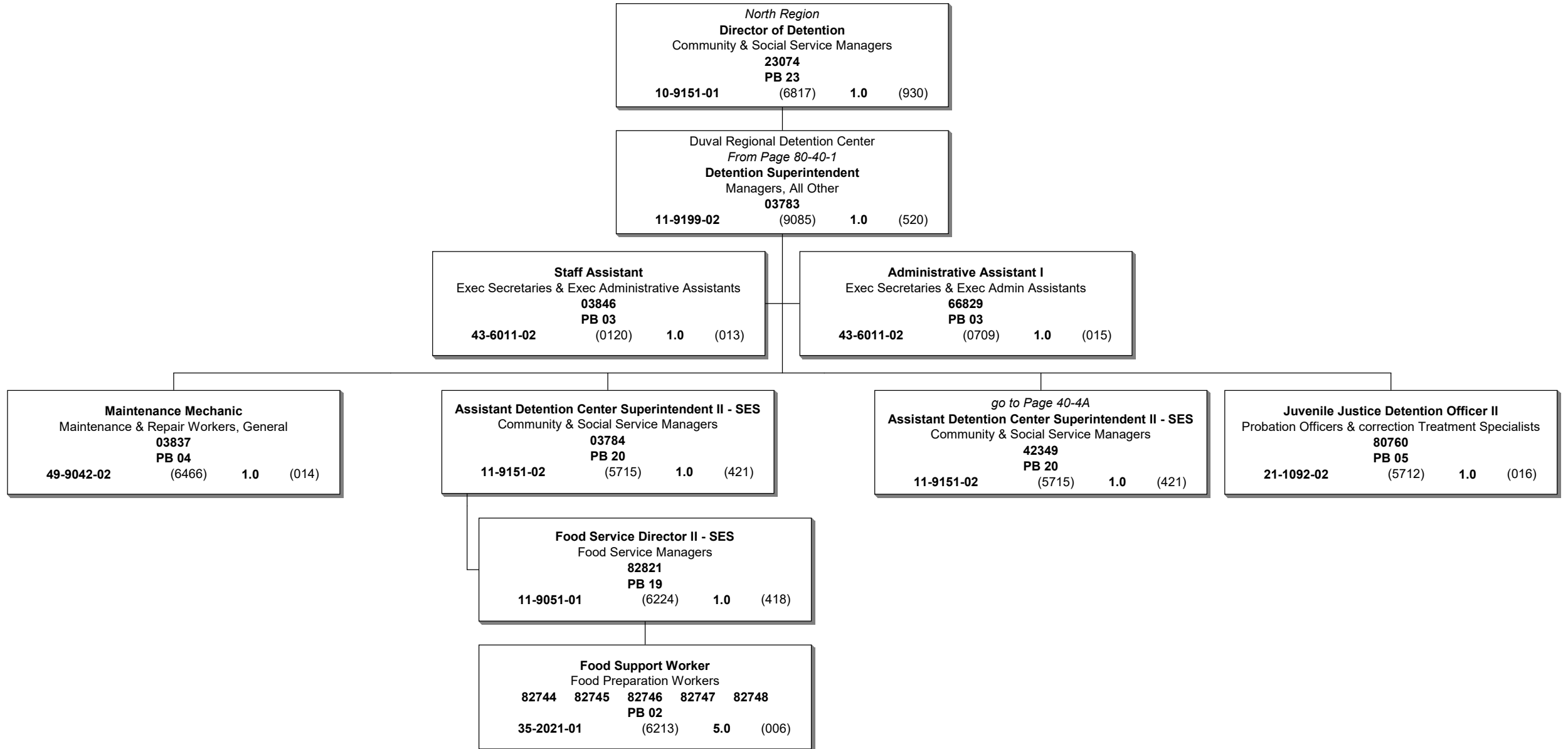


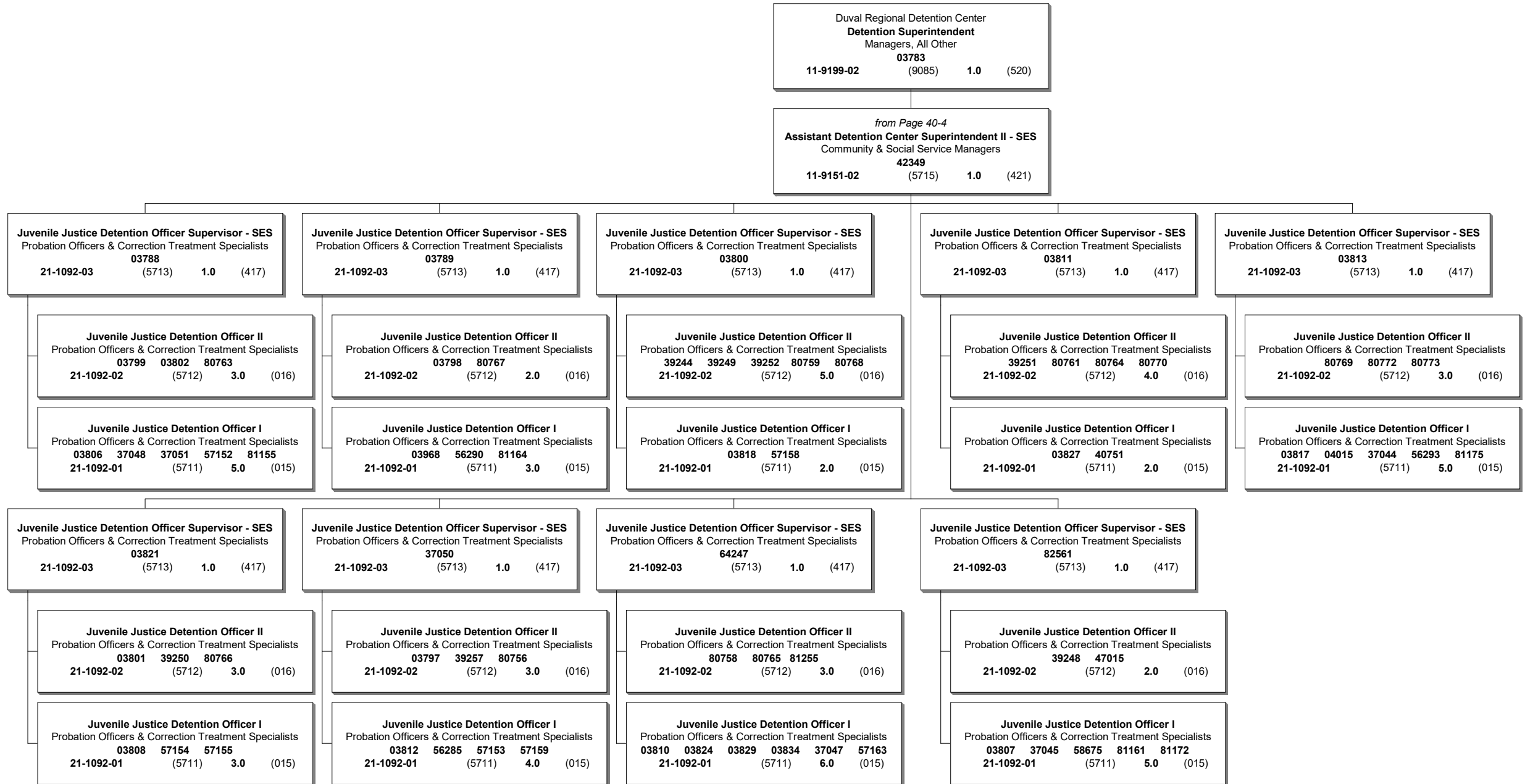












Director of Detention
 Community & Social Service Managers
23074
 10-9151-01 (6817) 1.0 (930)

*Marion Regional Detention Center
 from Page 80-40-1*
Detention Superintendent
 Managers, All Other
03850
PB 20
 11-9199-02 (9085) 1.0 (520)

48291
Administrative Assistant I
 Executive Secretaries & Exec Administrative Assistants
50929
PB 03
 43-6011-02 (0709) 1.0 (015)

80690
Juvenile Justice Detention Officer II
 Probation Officers & Correction Treatment Specialists
59926
PB 05
 21-1092-02 (5712) 1.0 (016)

03539
Assistant Detention Center Superintendent II - SES
 Community & Social Service Managers
80183
PB 20
 11-9151-02 (5715) 1.0 (421)

03539
Assistant Detention Center Superintendent II - SES
 Community & Social Service Managers
80279
PB 20
 11-9151-02 (5715) 1.0 (421)

Maintenance Mechanic
 Maintenance & Repair Workers, General
03796
PB 04
 49-9042-02 (6466) 1.0 (014)

Food Service Director II - SES
 Food Service Managers
82824
PB 19
 11-9051-01 (6224) 1.0 (418)

Juvenile Justice Detention Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
03851
PB 07
 21-1092-03 (5713) 1.0 (417)

Juvenile Justice Detention Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
39233
PB 07
 21-1092-03 (5713) 1.0 (417)

Juvenile Justice Detention Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
39234
PB 07
 21-1092-03 (5713) 1.0 (417)

Juvenile Justice Detention Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
39237
PB 07
 21-1092-03 (5713) 1.0 (417)

Food Support Worker
 Food Preparation Workers
82756 82757 82758 82759
PB 02
 35-2021-01 (6213) 4.0 (006)

Juvenile Justice Detention Officer II
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43117 80282 81763
PB 05
 21-1092-02 (5712) 3.0 (016)

Juvenile Justice Detention Officer II
 Probation Officers & Correction Treatment Specialists
59924 81754 81761
PB 05
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 Probation Officers & Correction Treatment Specialists
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PB 05
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 Probation Officers & Correction Treatment Specialists
81756 81758
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 Probation Officers & Correction Treatment Specialists
39238
PB 07
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PB 04
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 Probation Officers & Correction Treatment Specialists
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PB 07
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PB 07
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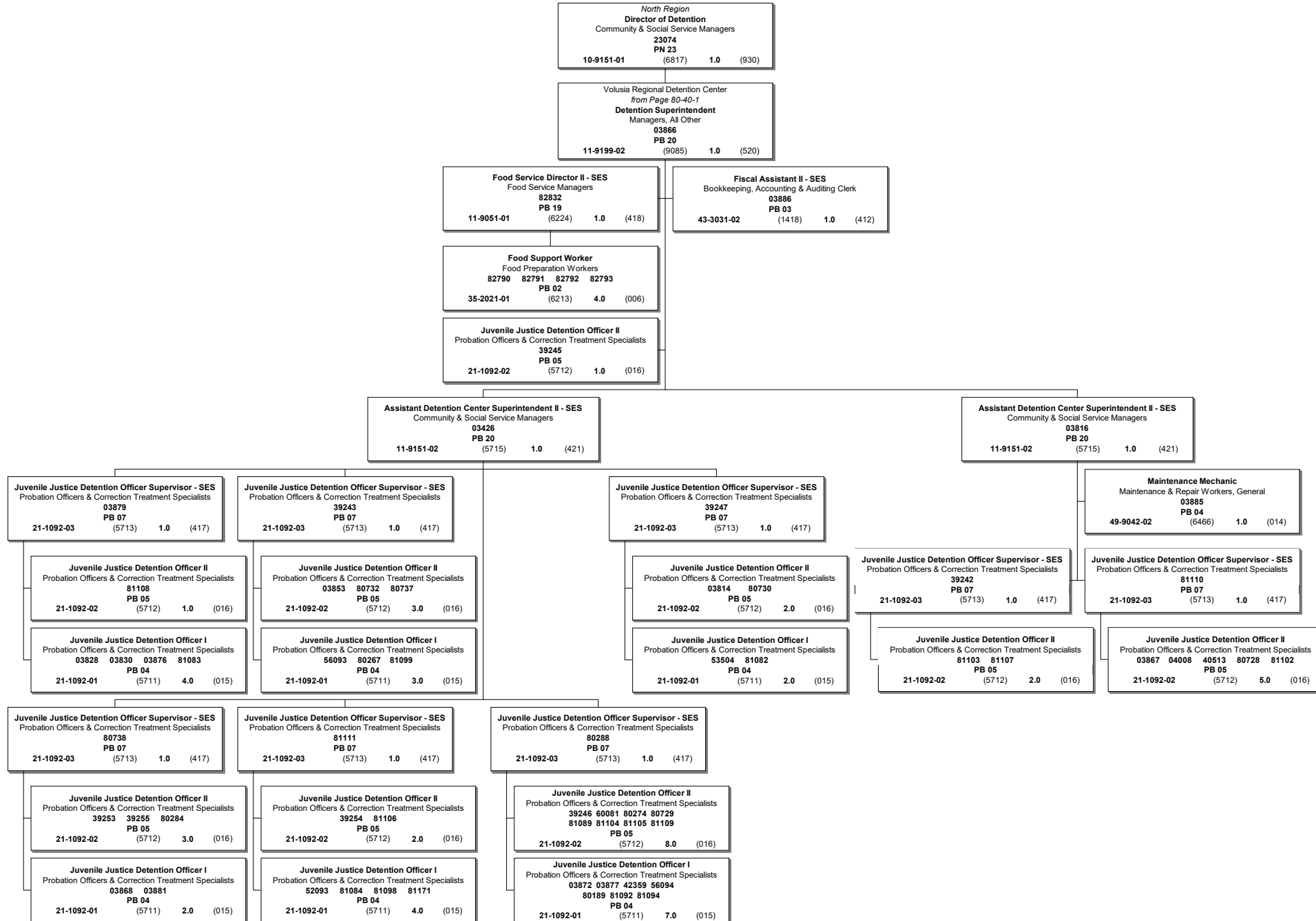
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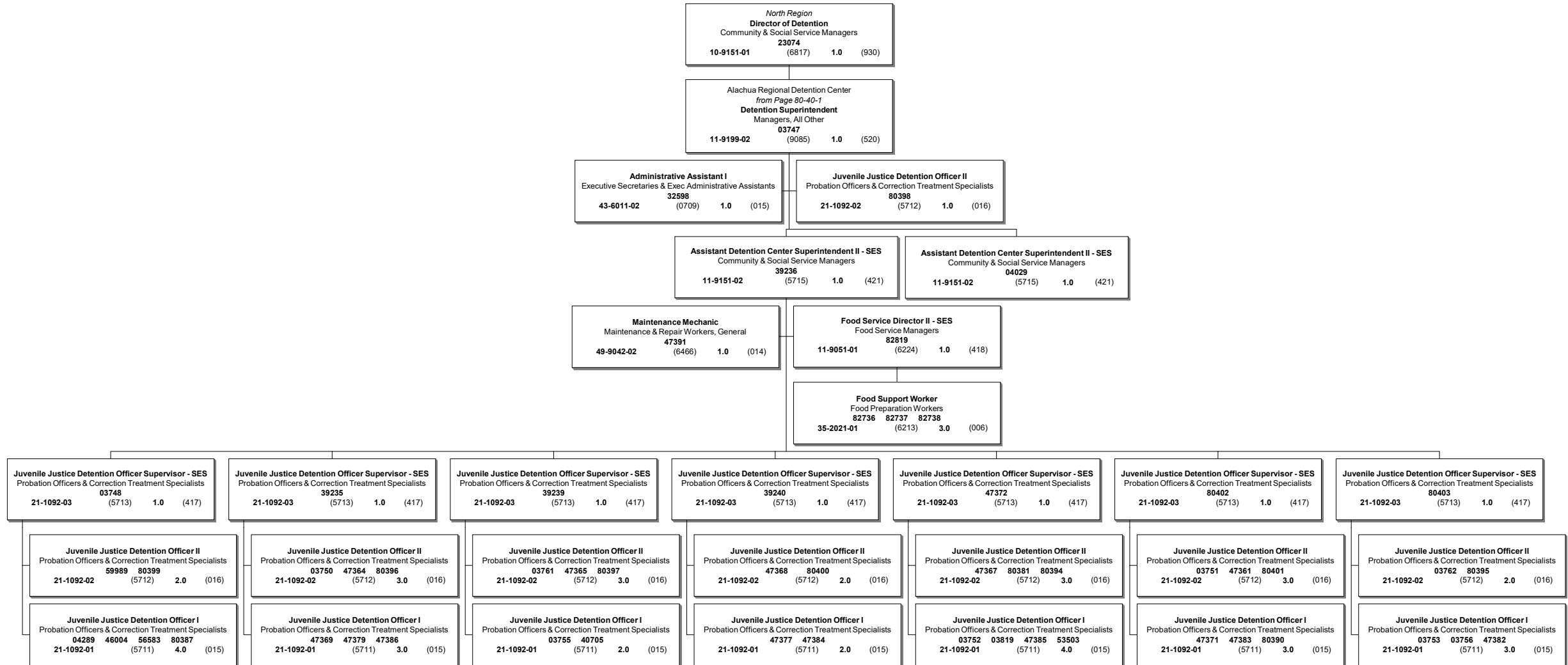
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 Probation Officers & Correction Treatment Specialists
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PB 05
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 Probation Officers & Correction Treatment Specialists
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PB 04
 21-1092-01 (5711) 2.0 (015)

Juvenile Justice Detention Officer I
 Probation Officers & Correction Treatment Specialists
80270 80271 80235 80231
PB 04
 21-1092-01 (5711) 4.0 (015)

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PB 04
 21-1092-01 (5711) 2.0 (015)





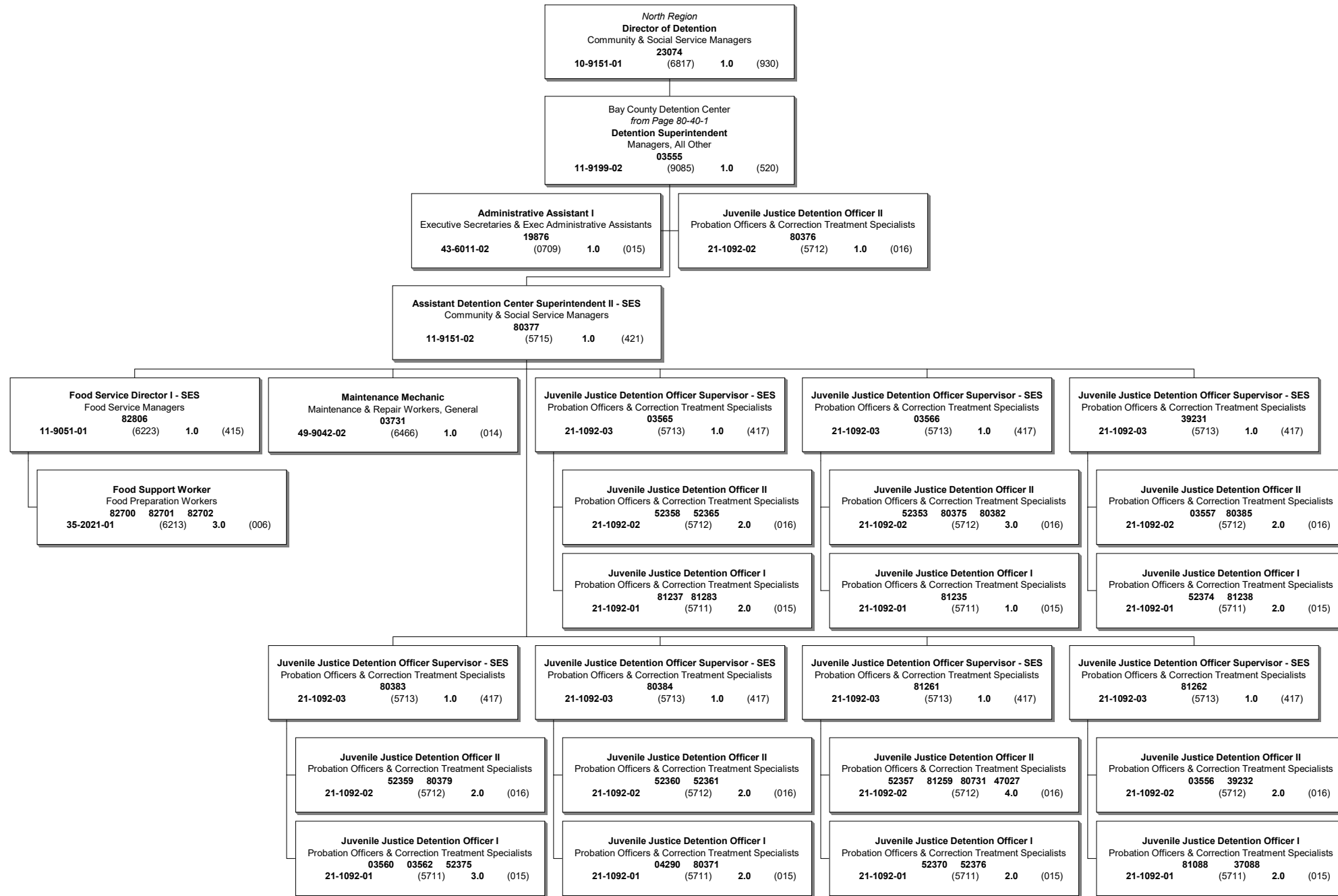
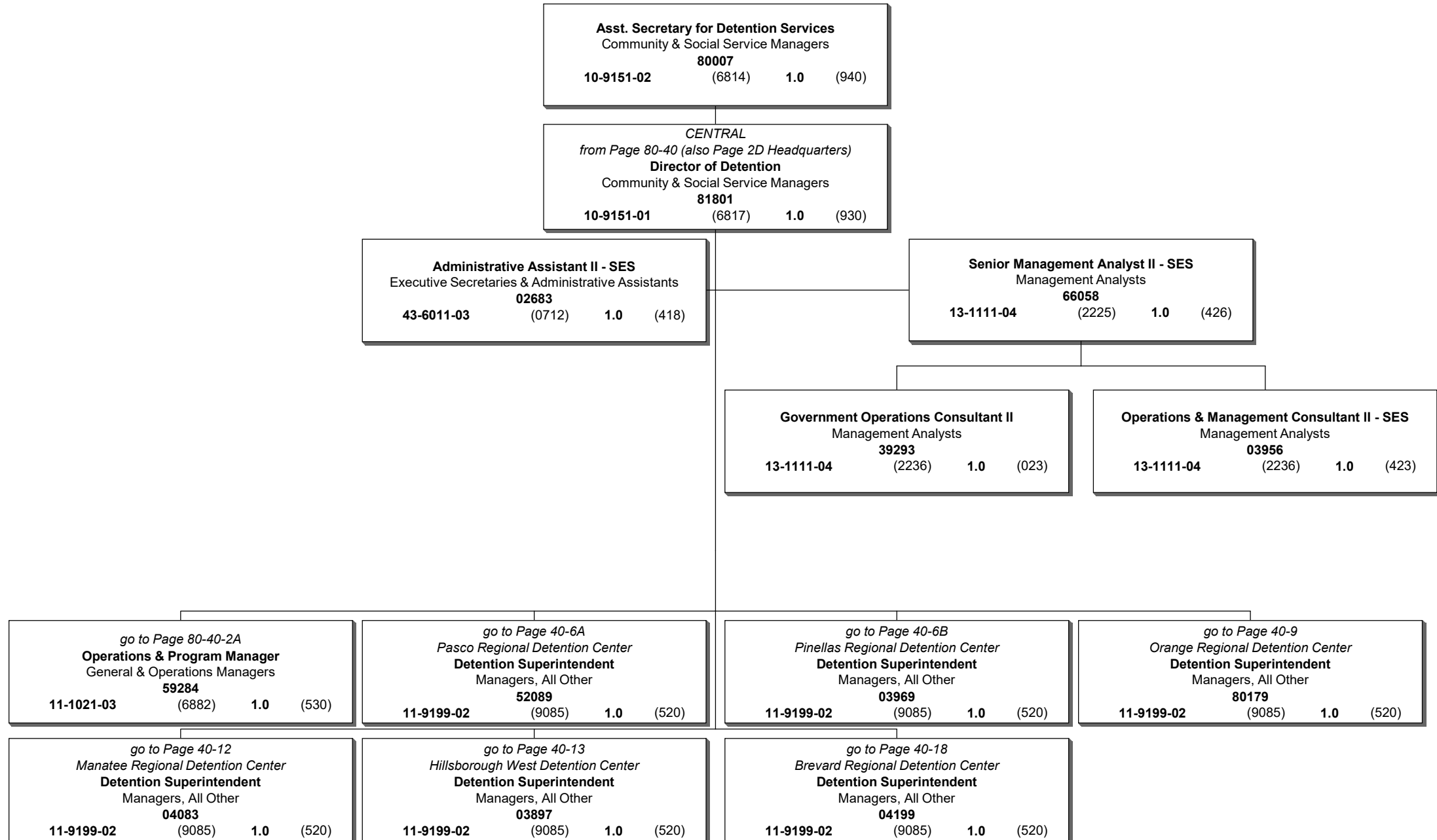
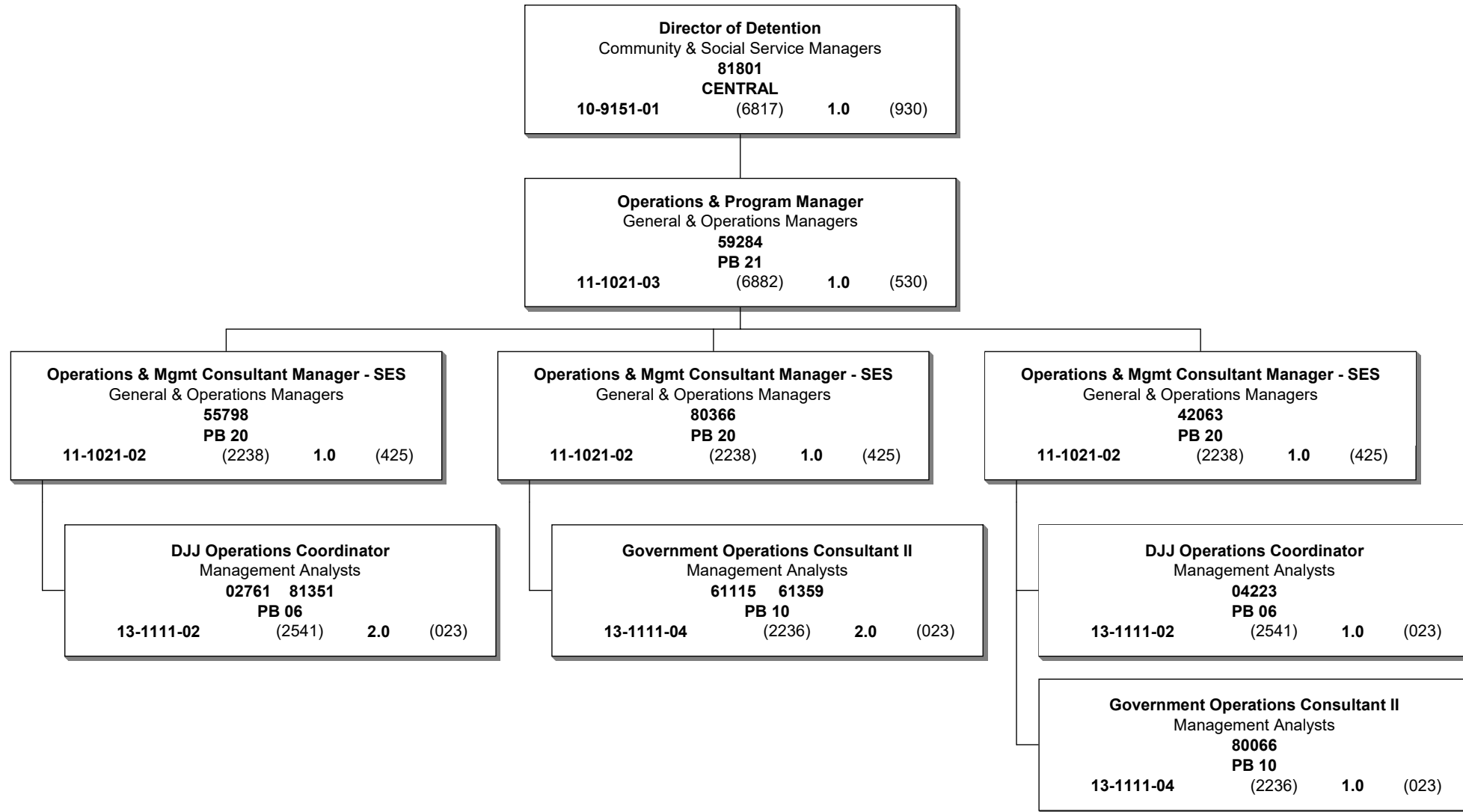
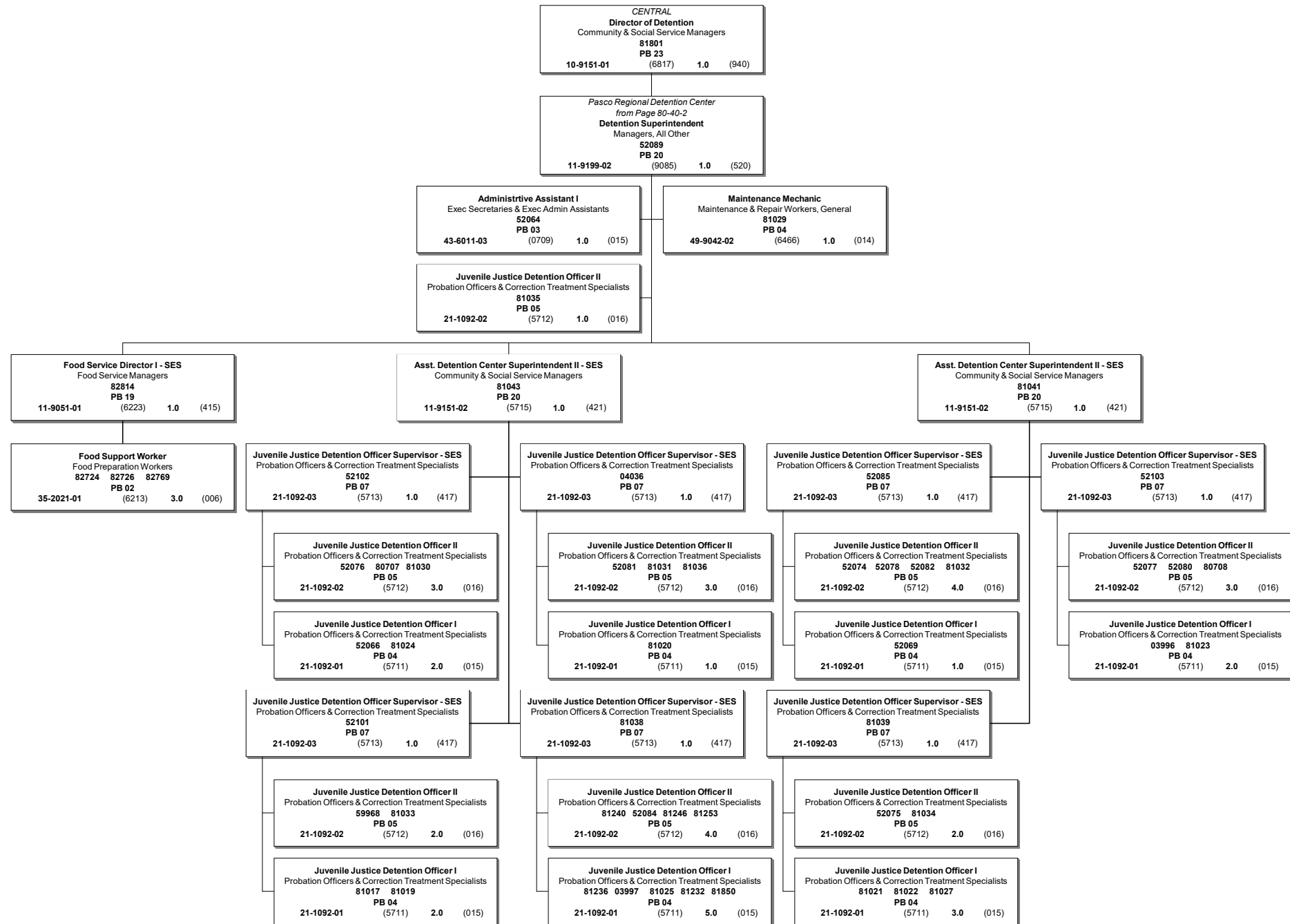


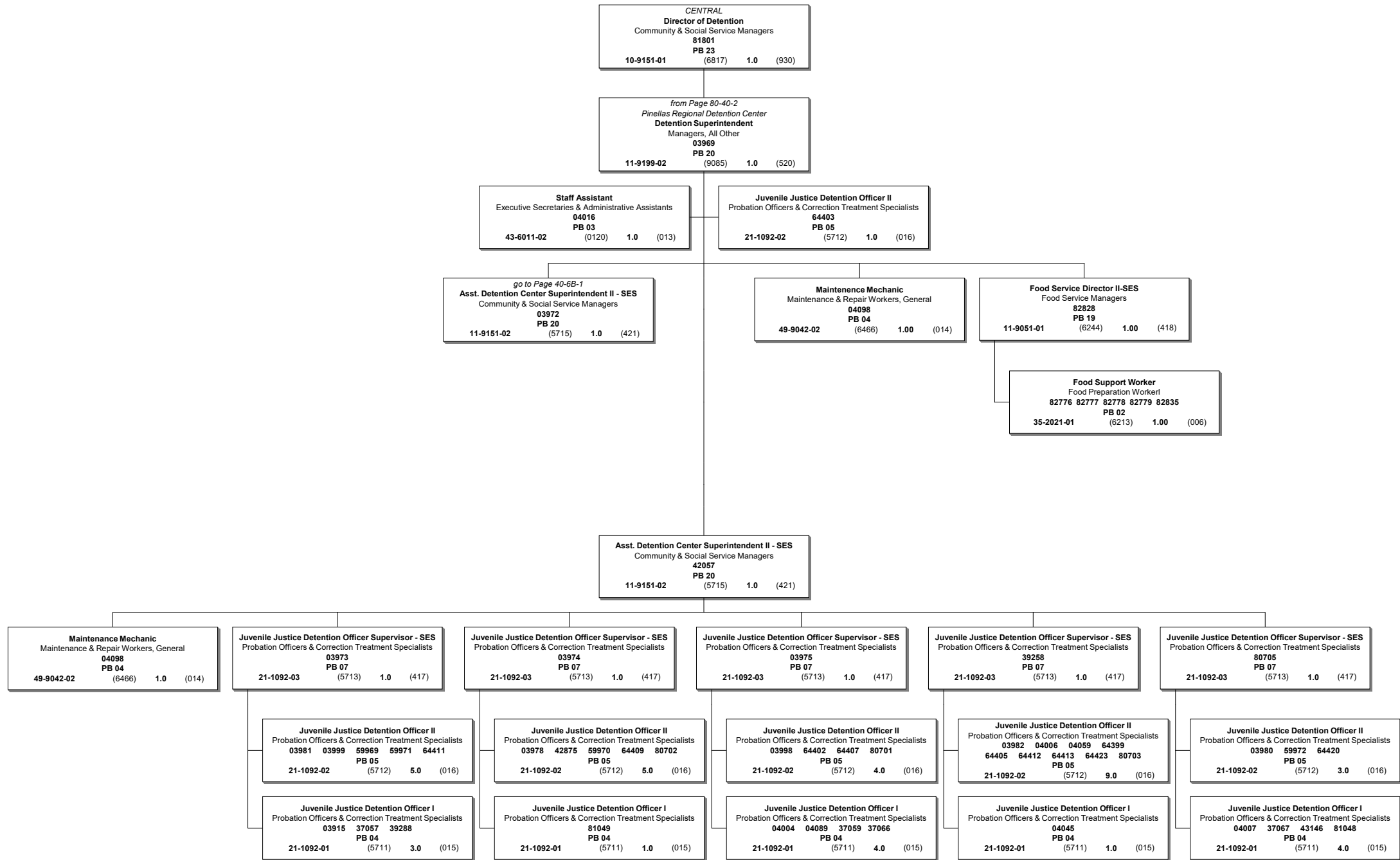
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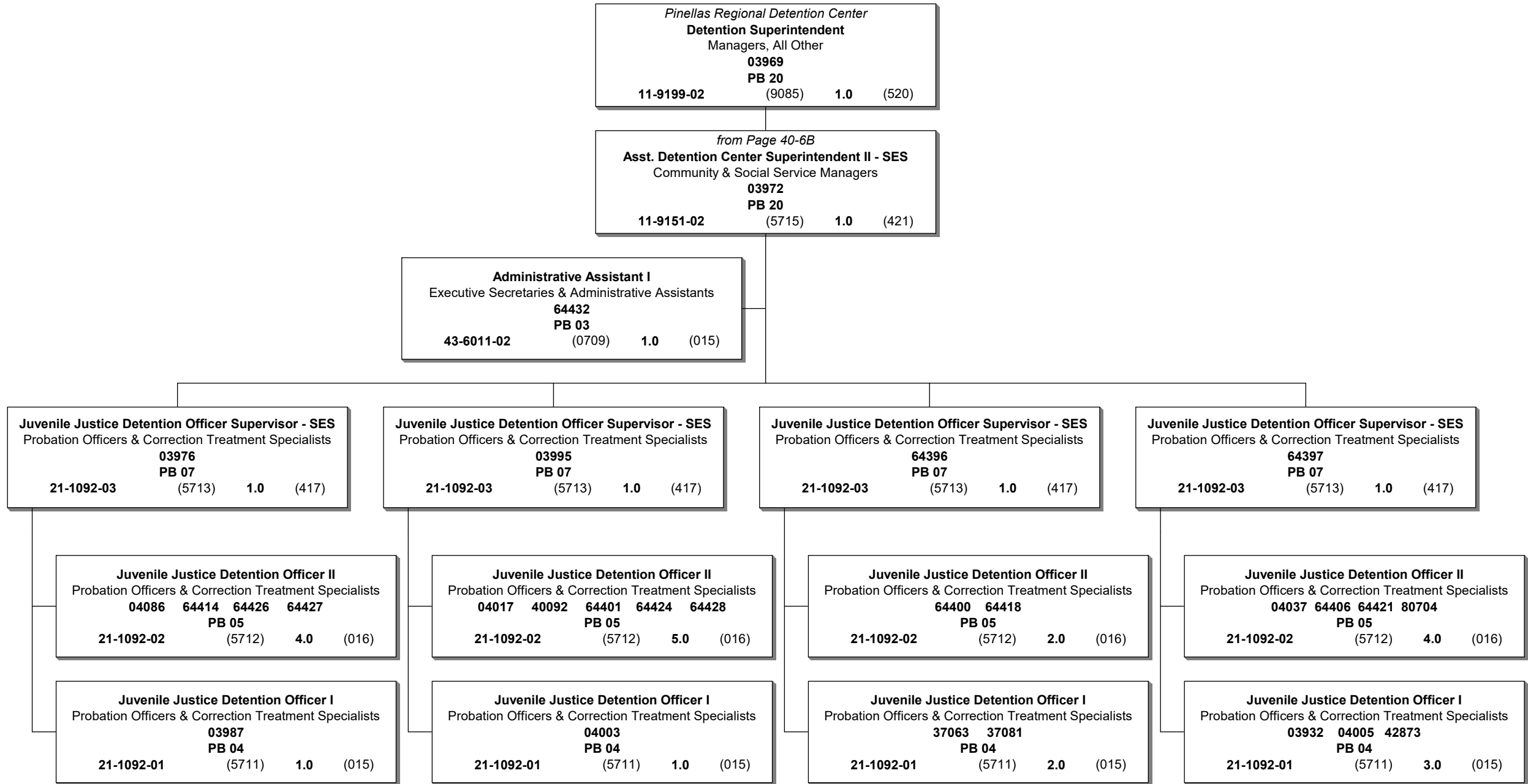
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Operations & Program Manager	Page 80-40-2A
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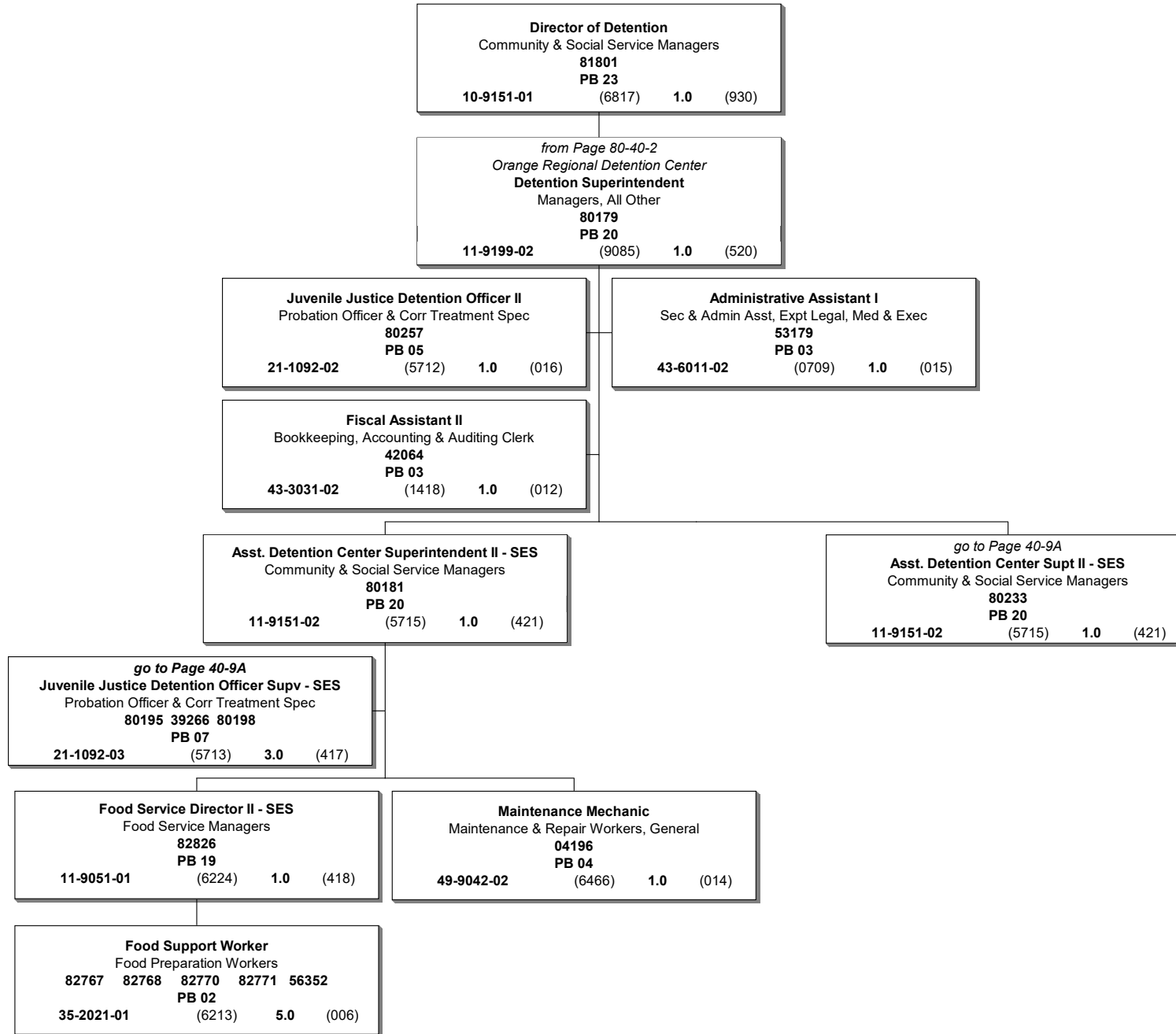


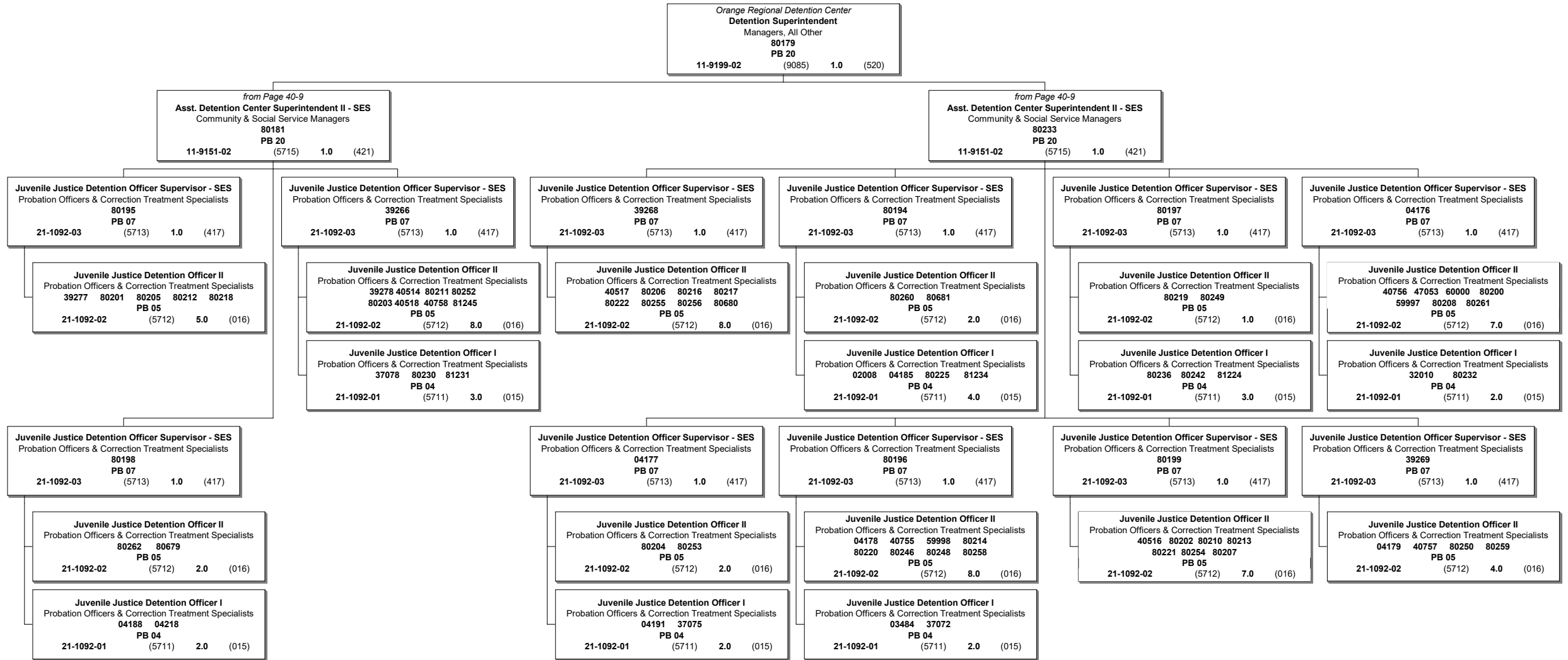


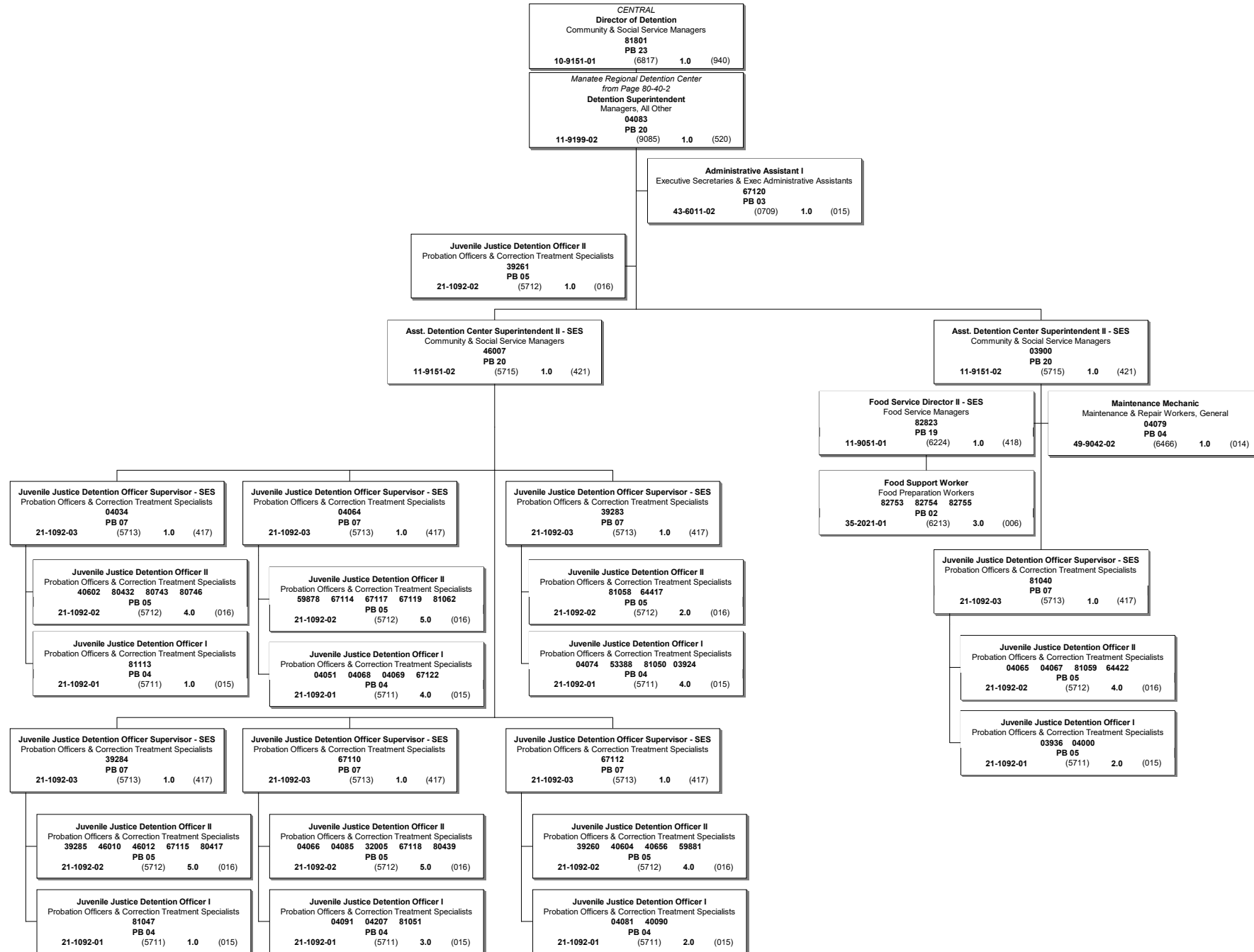


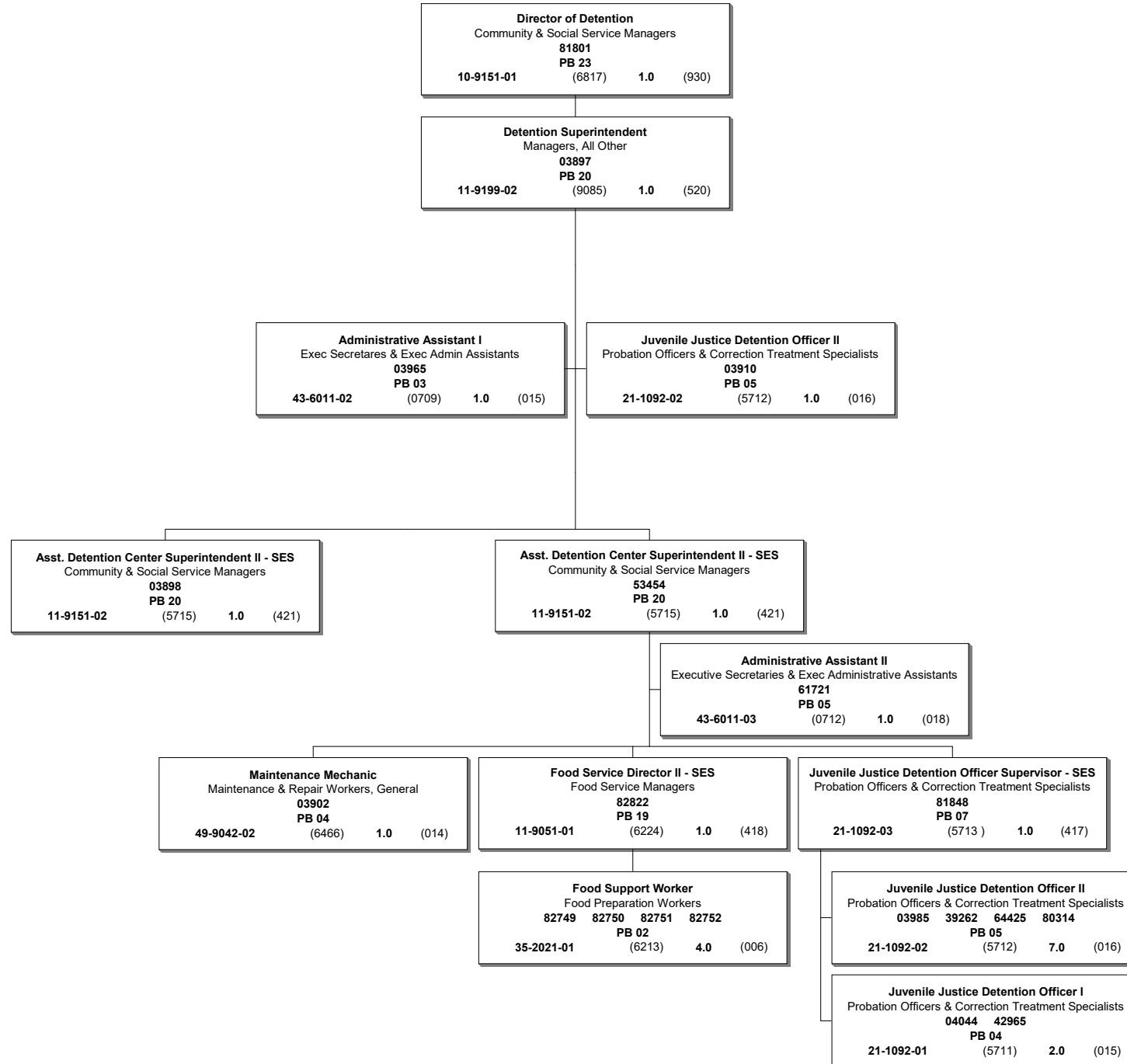


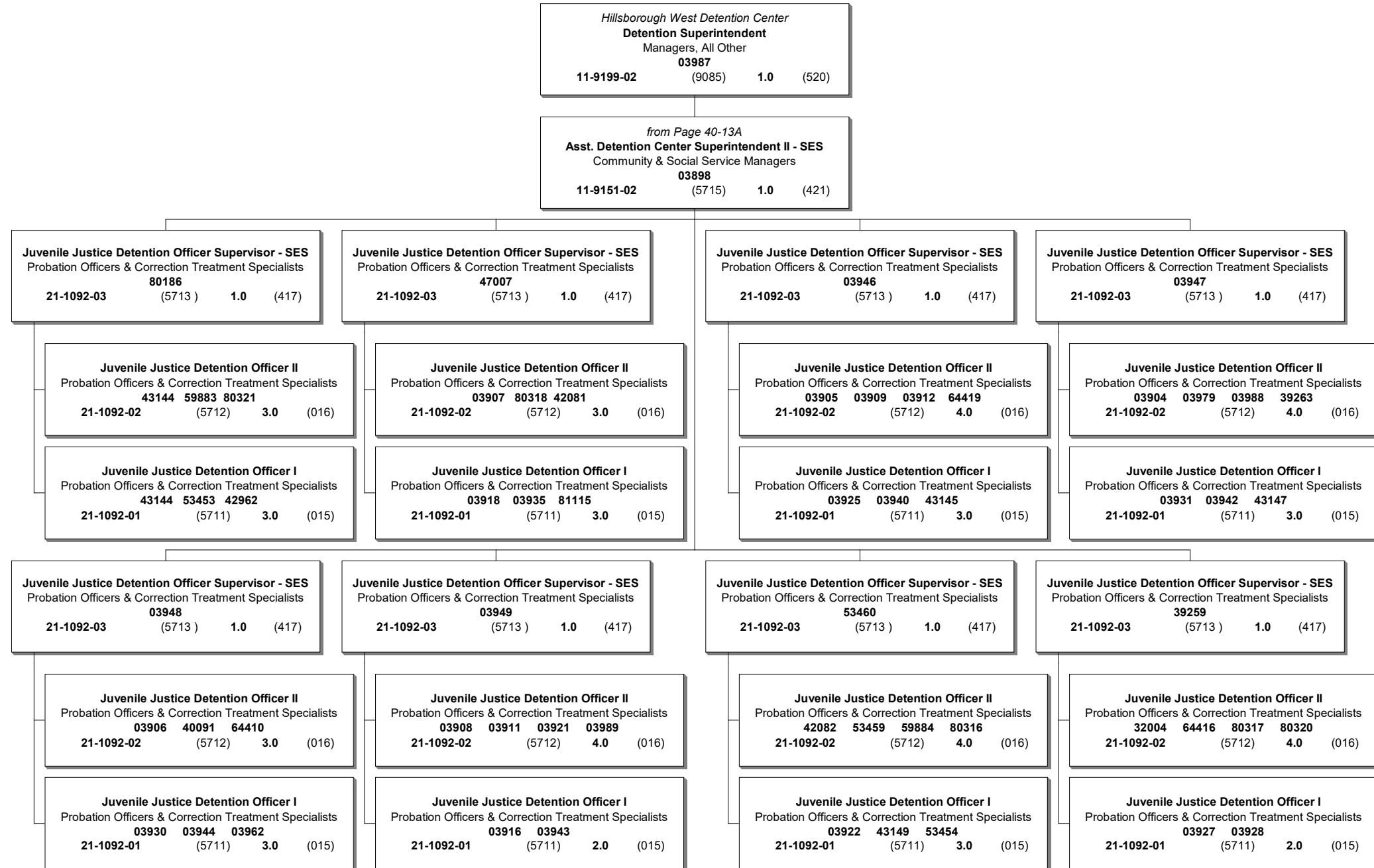


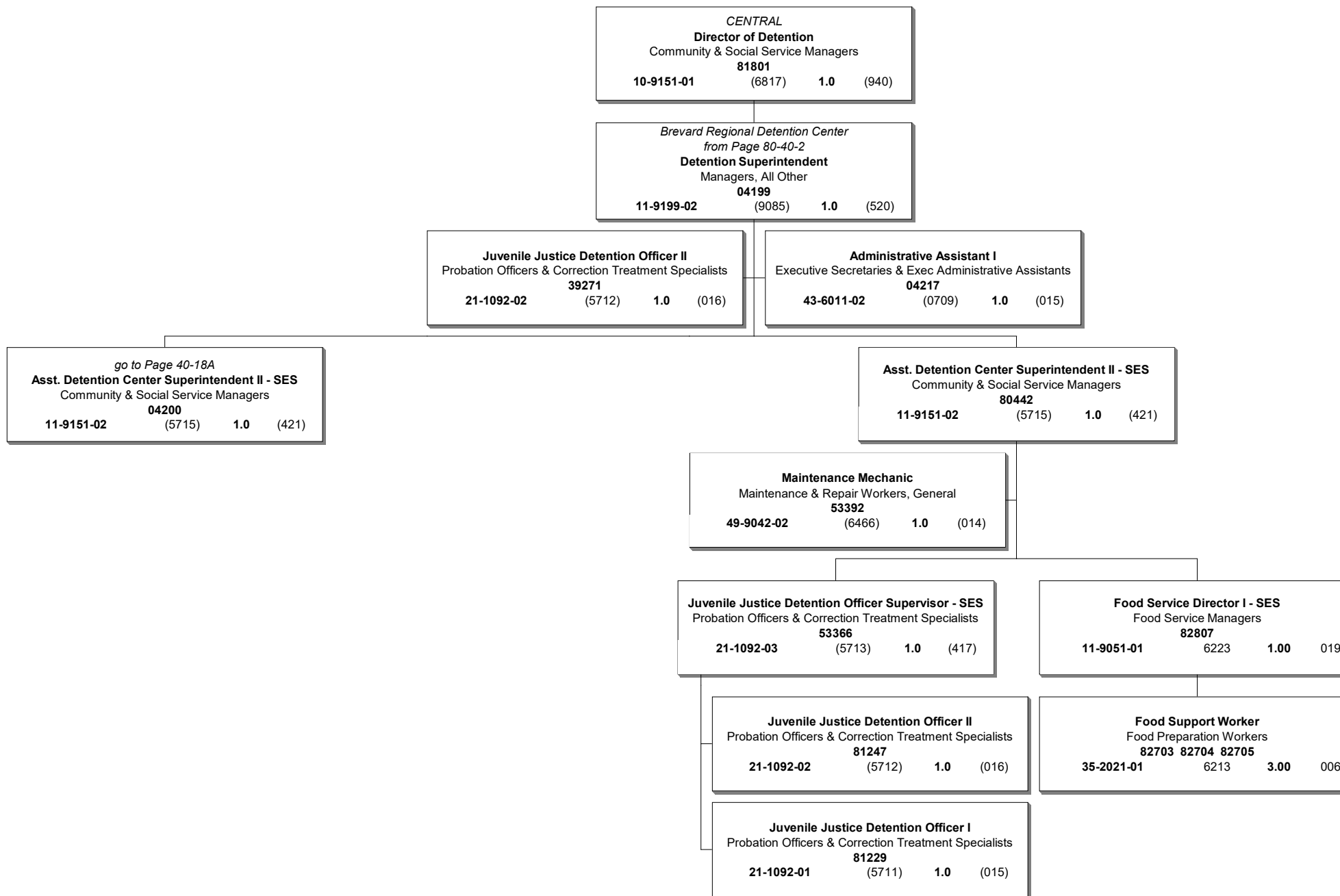












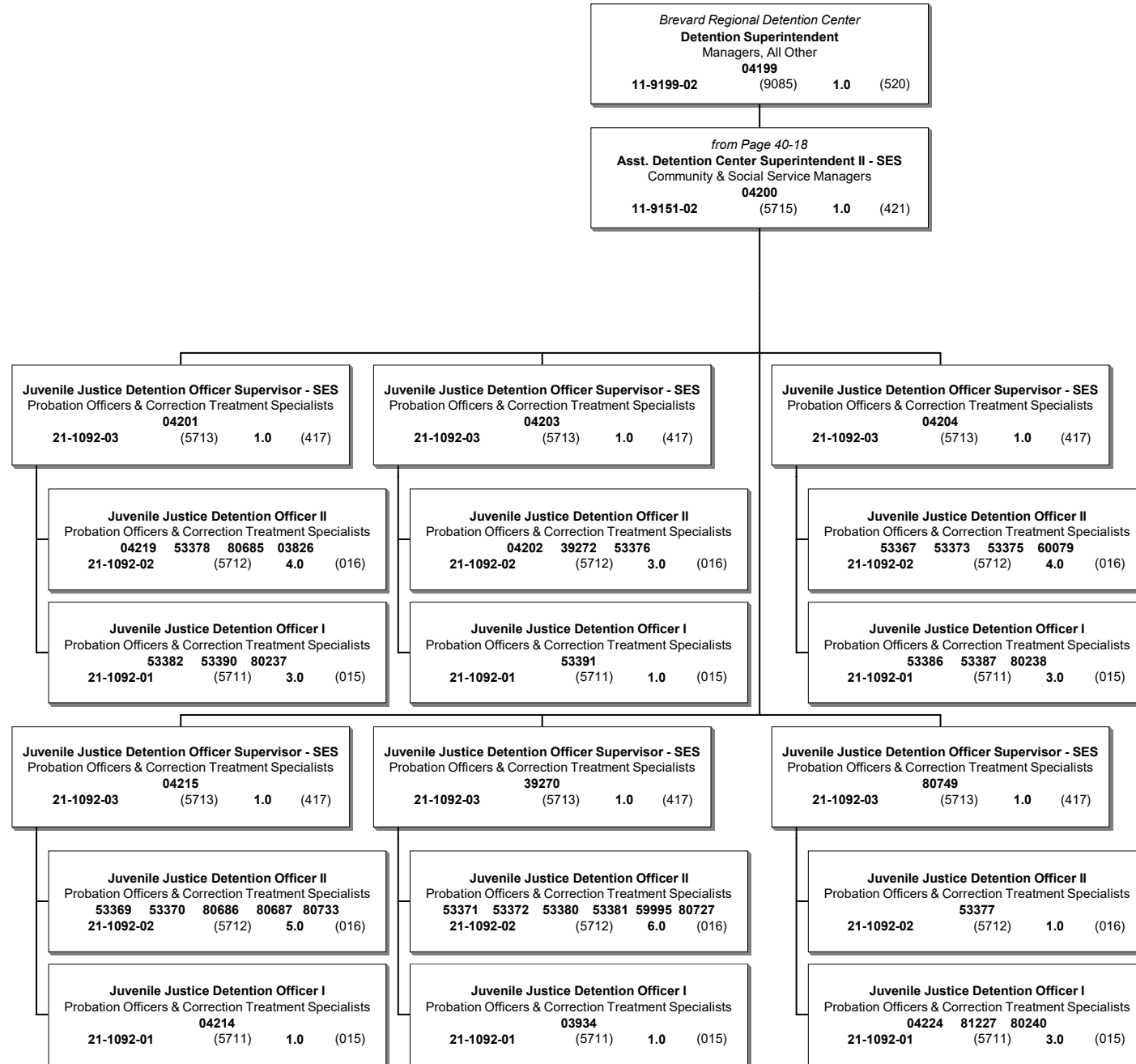


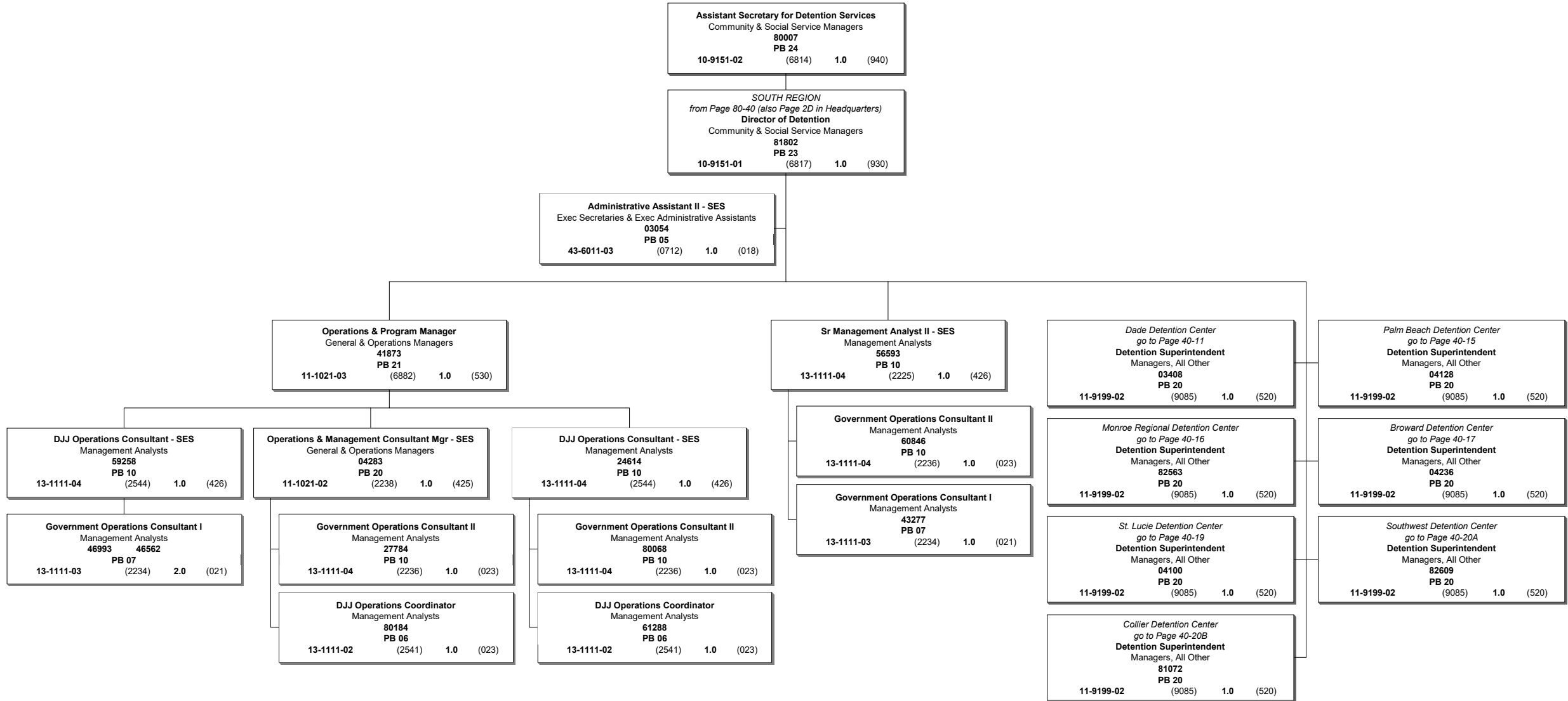
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pb 23
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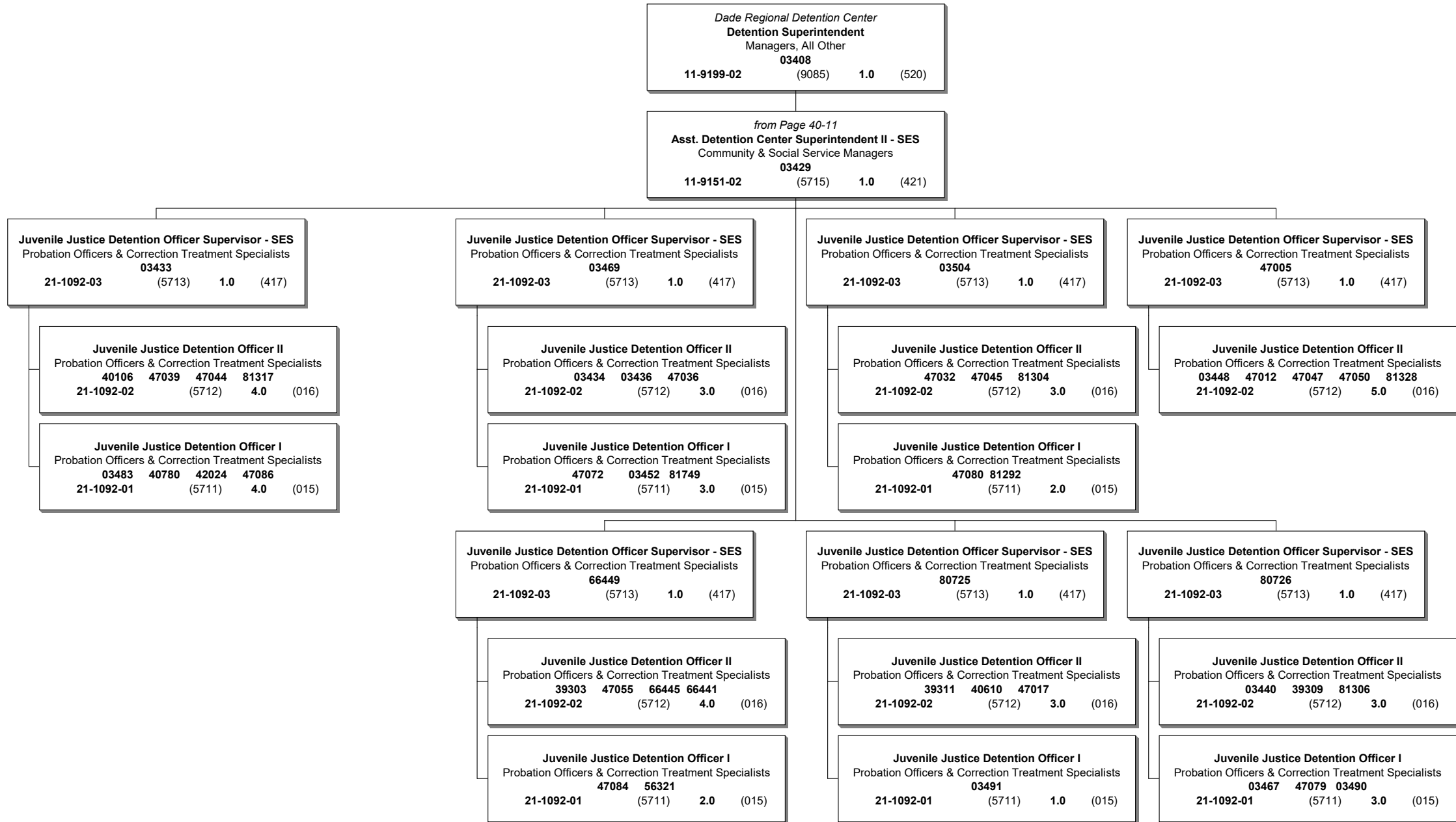
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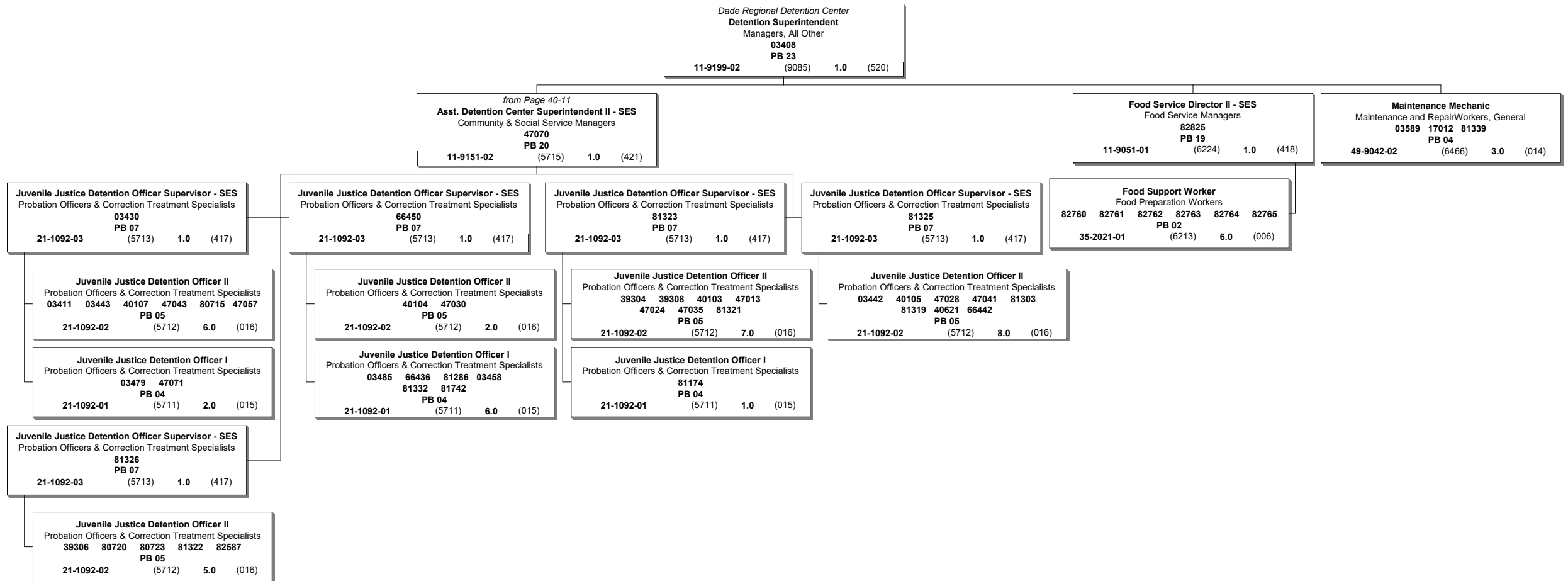
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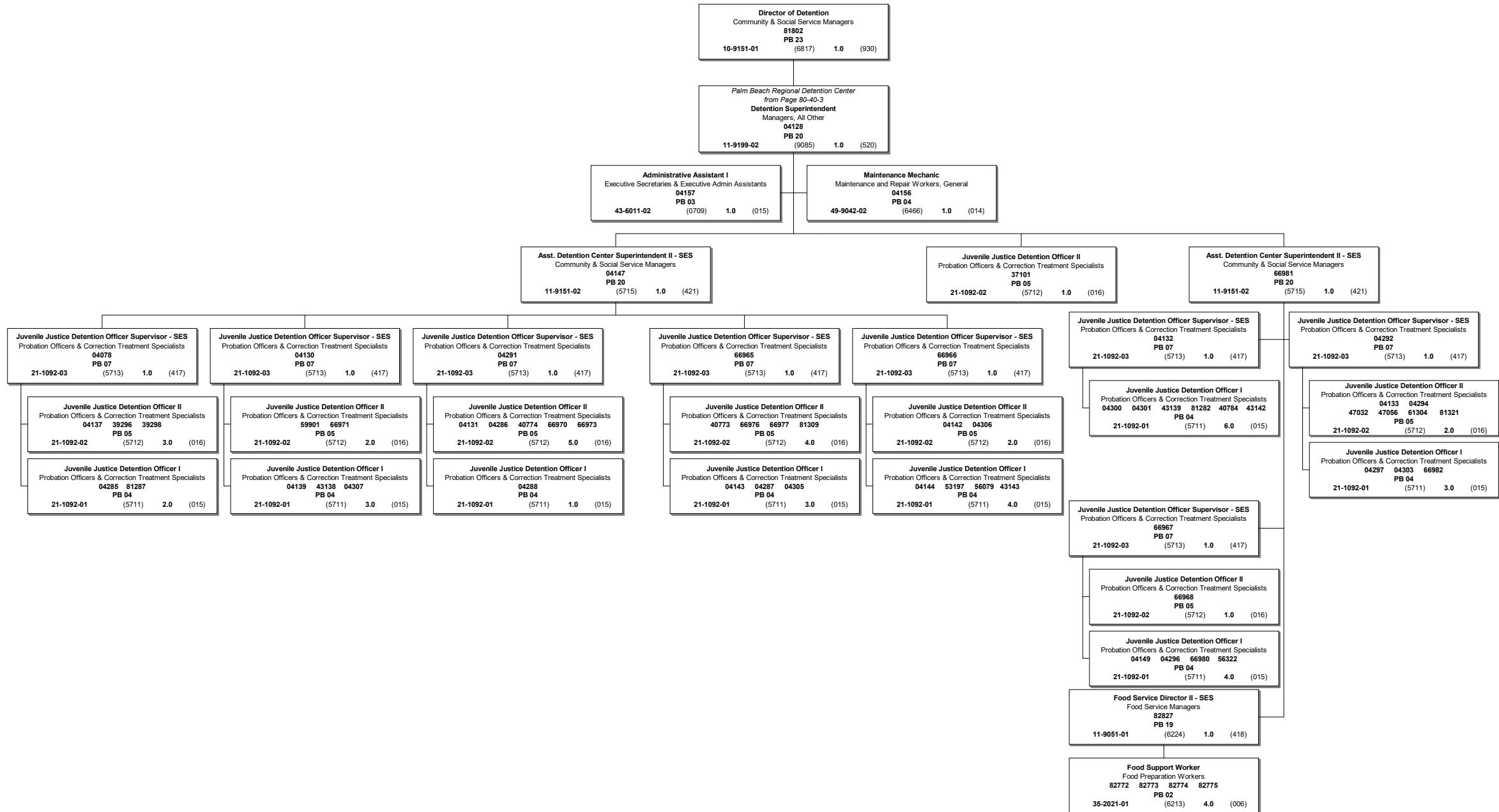
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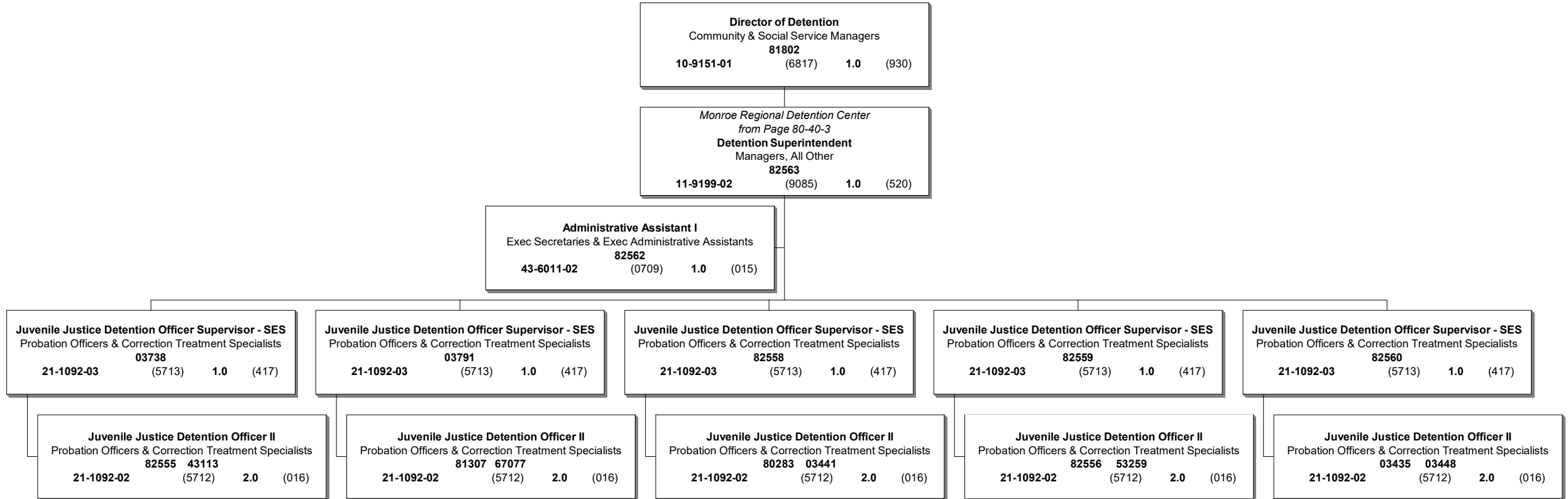
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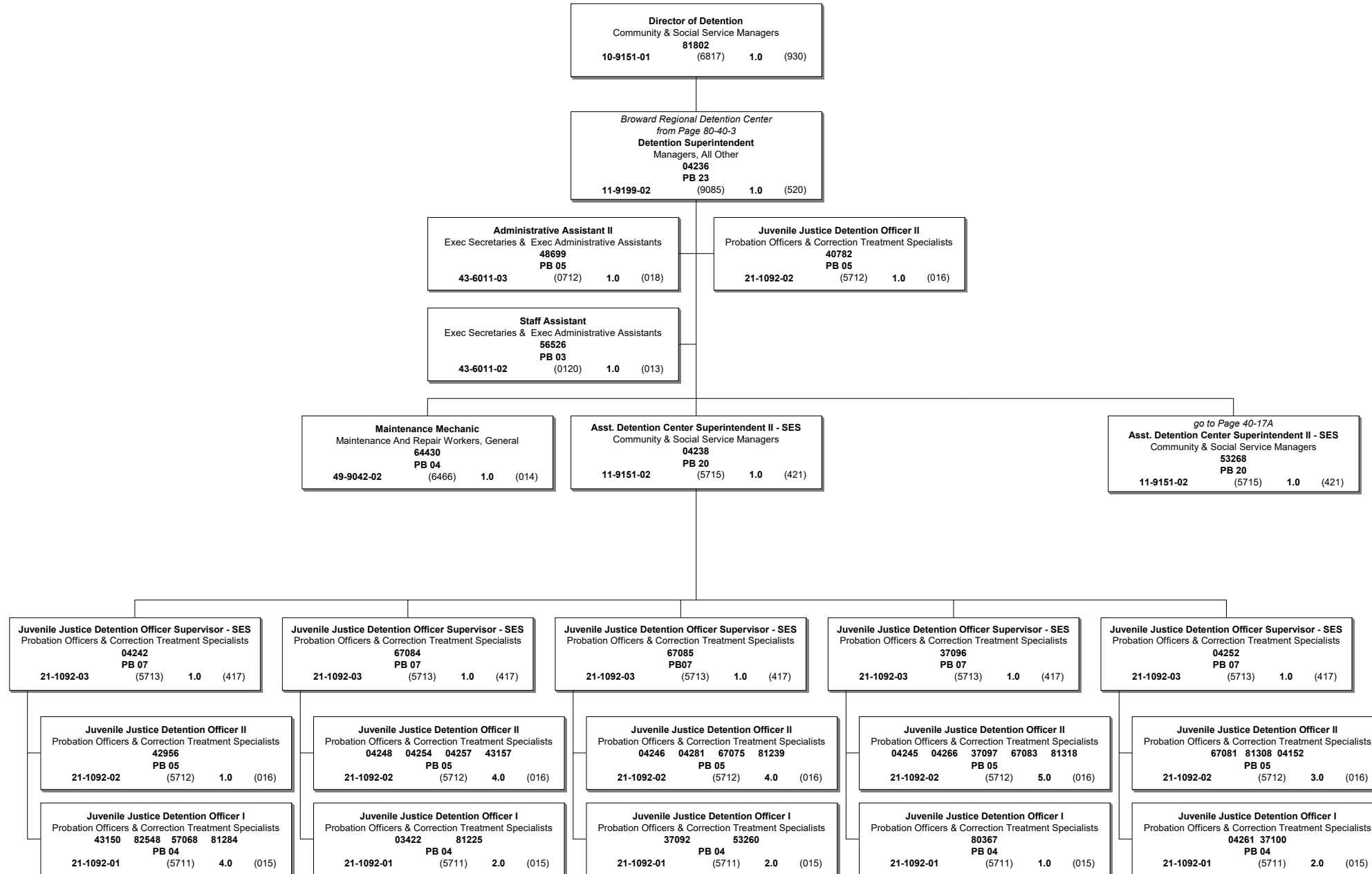
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 Probation Officers & Correction Treatment Specialist
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PB 05
21-1092-02 5712 **1.00** (016)

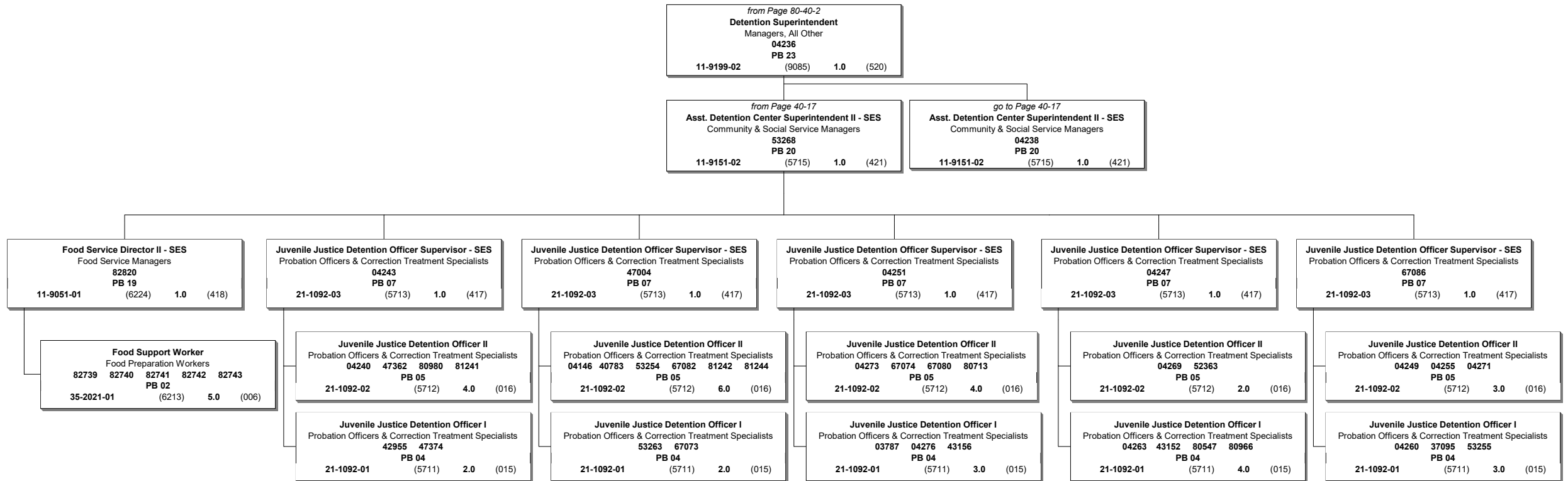


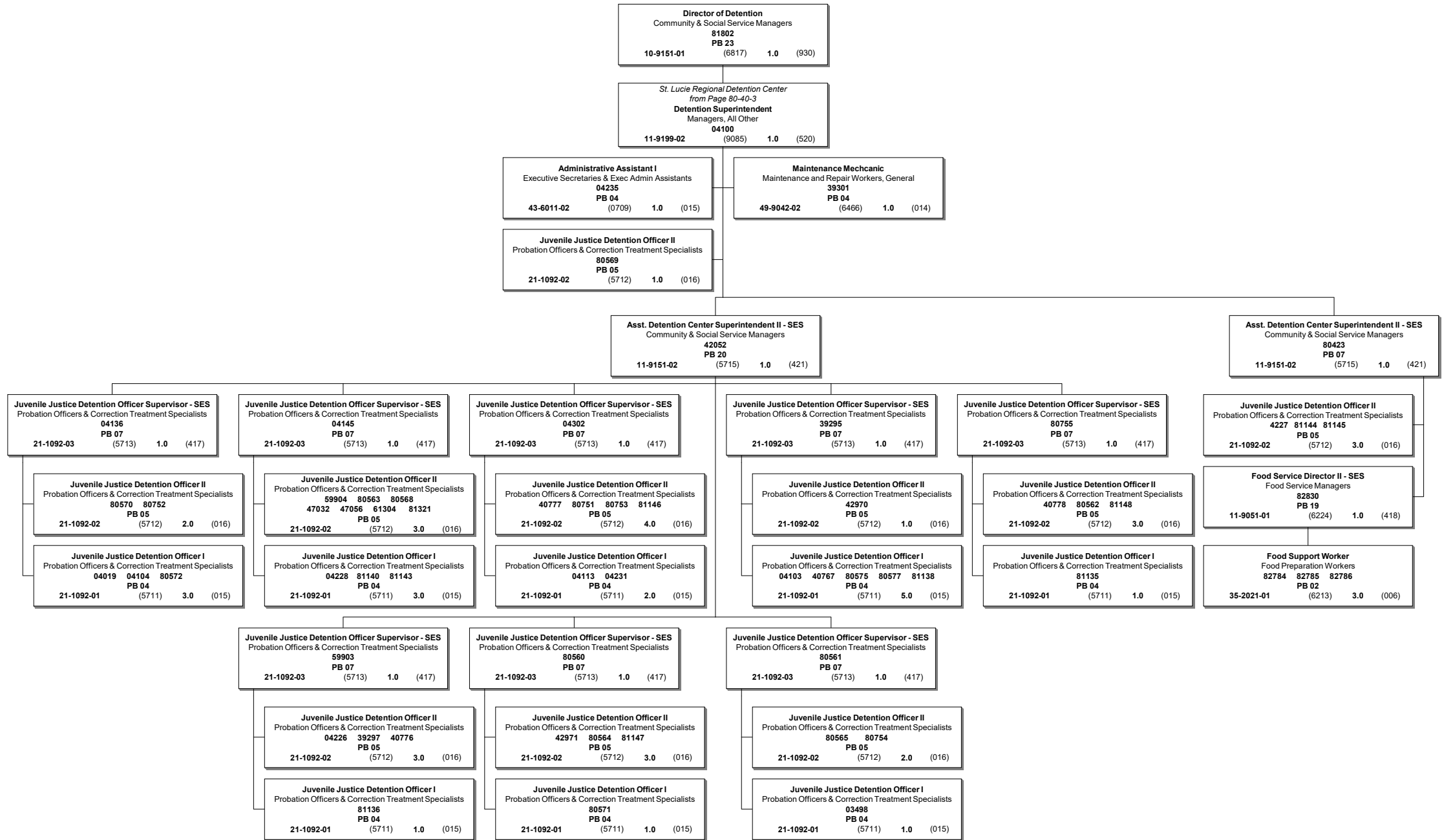


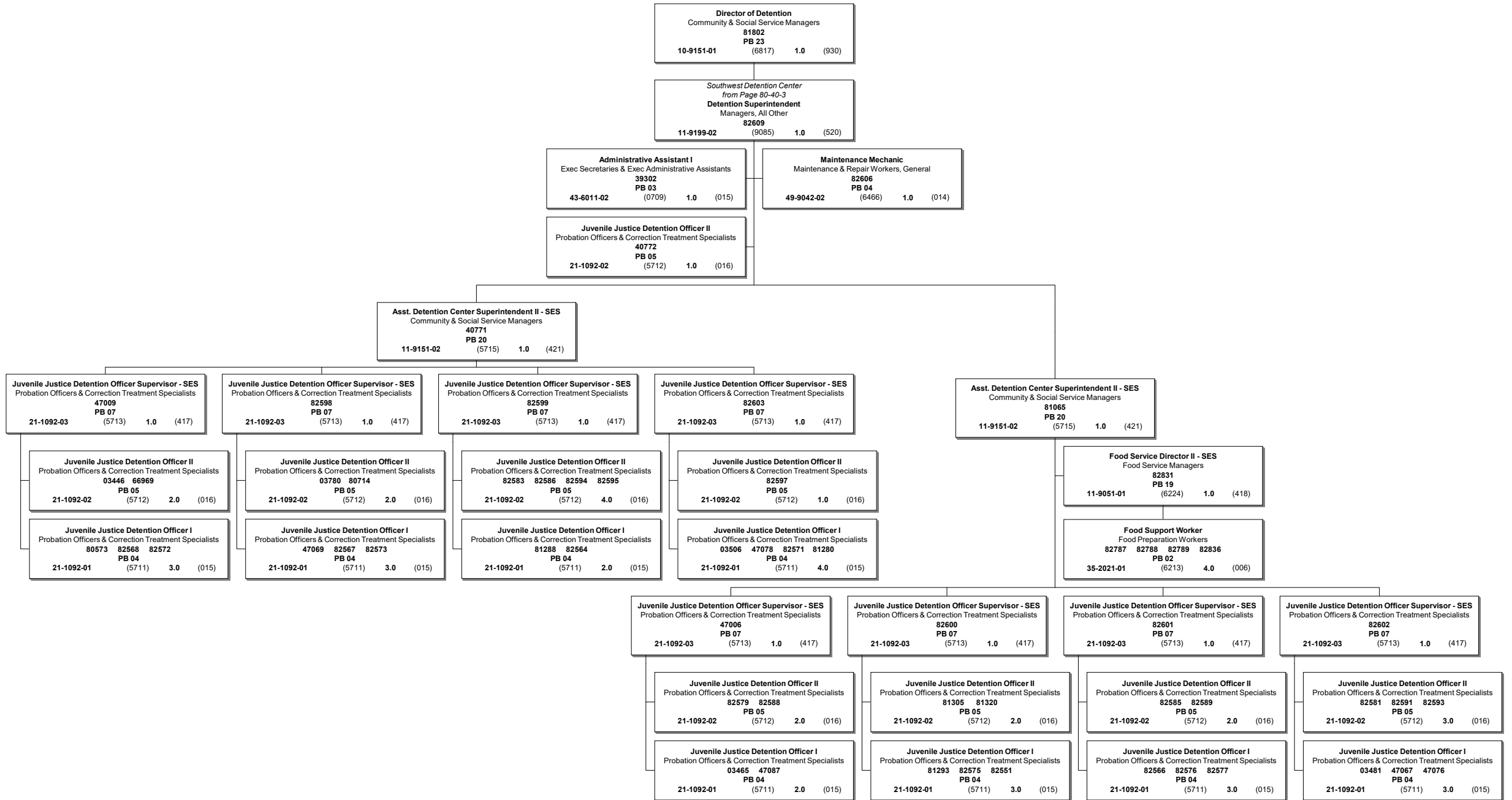












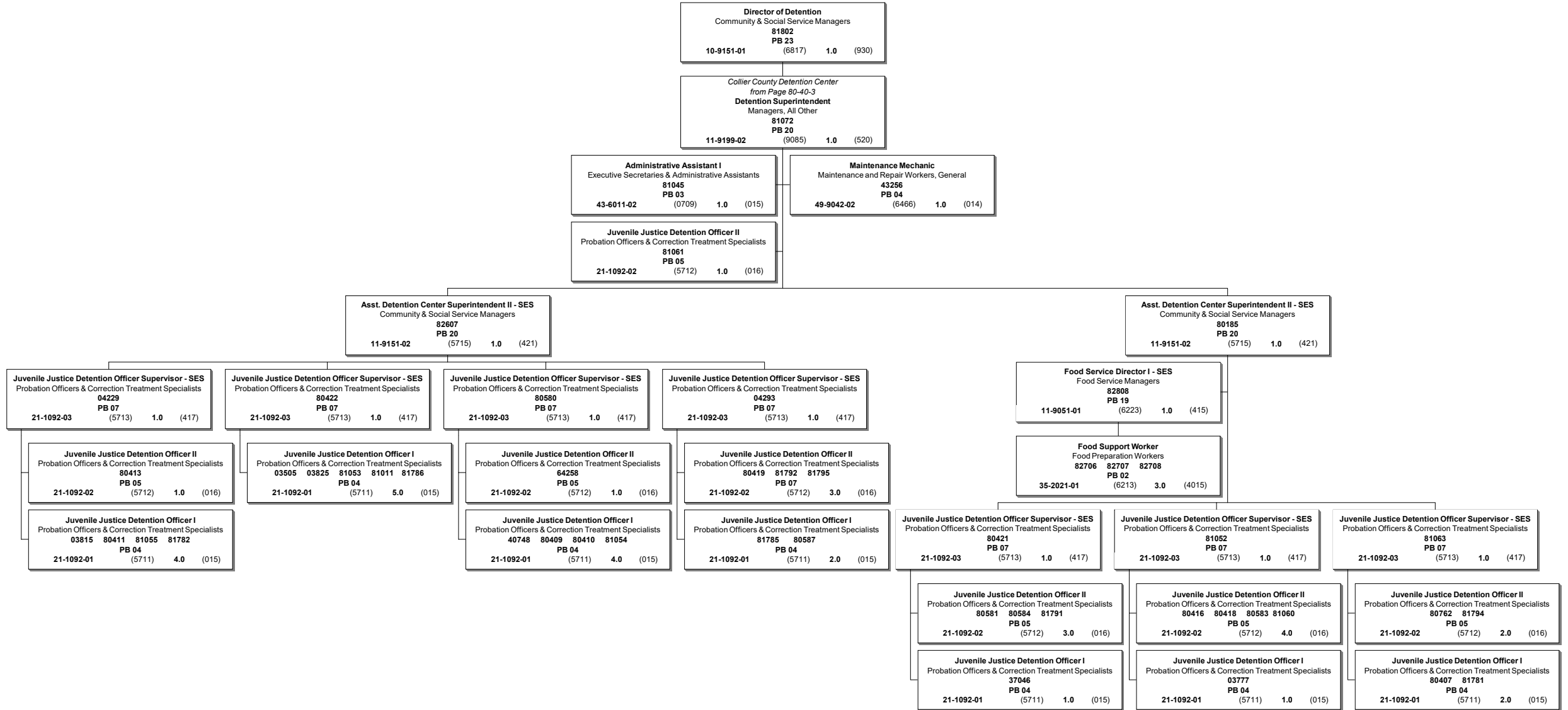


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Director of Probation & Community Corrections North Region**

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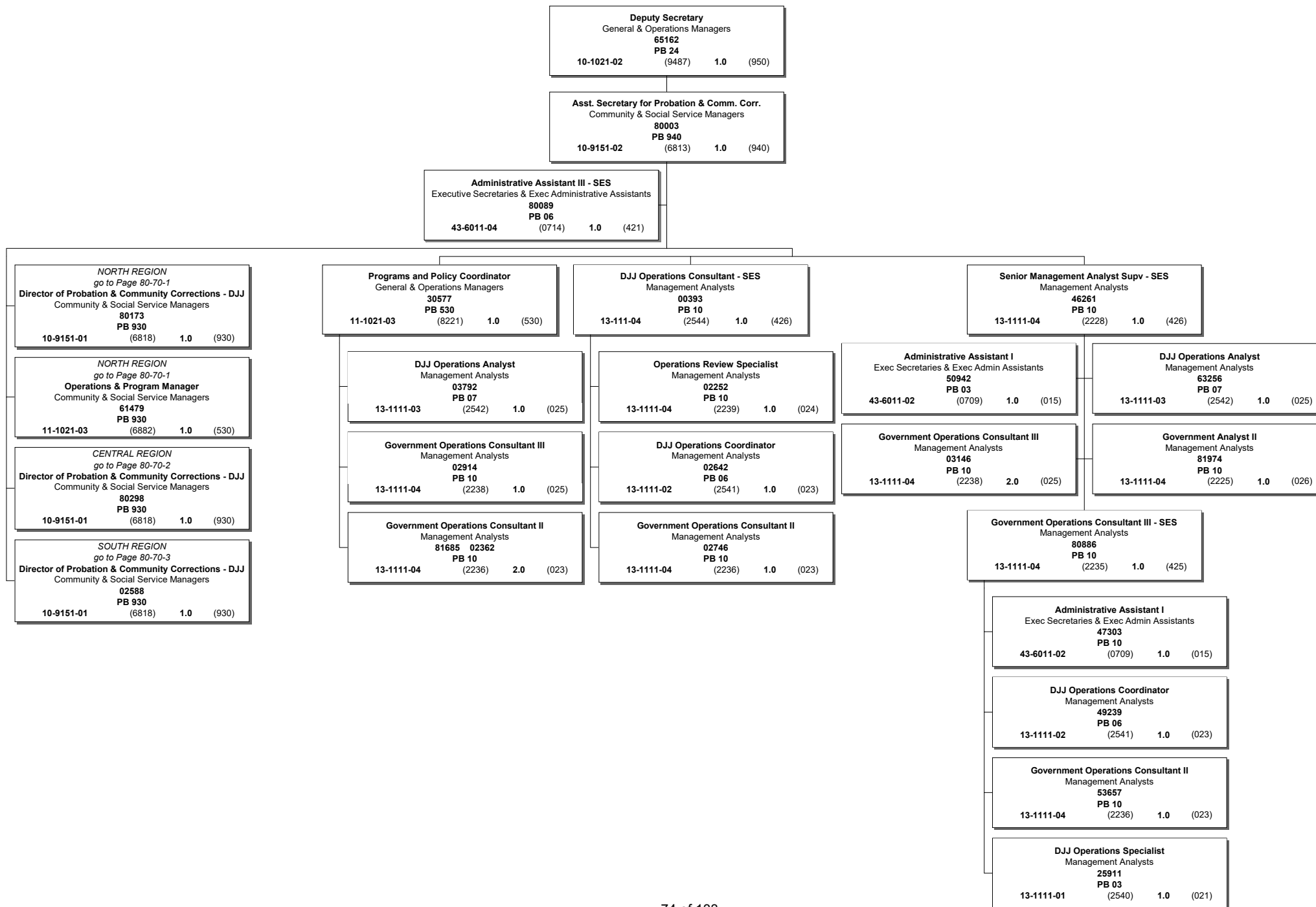
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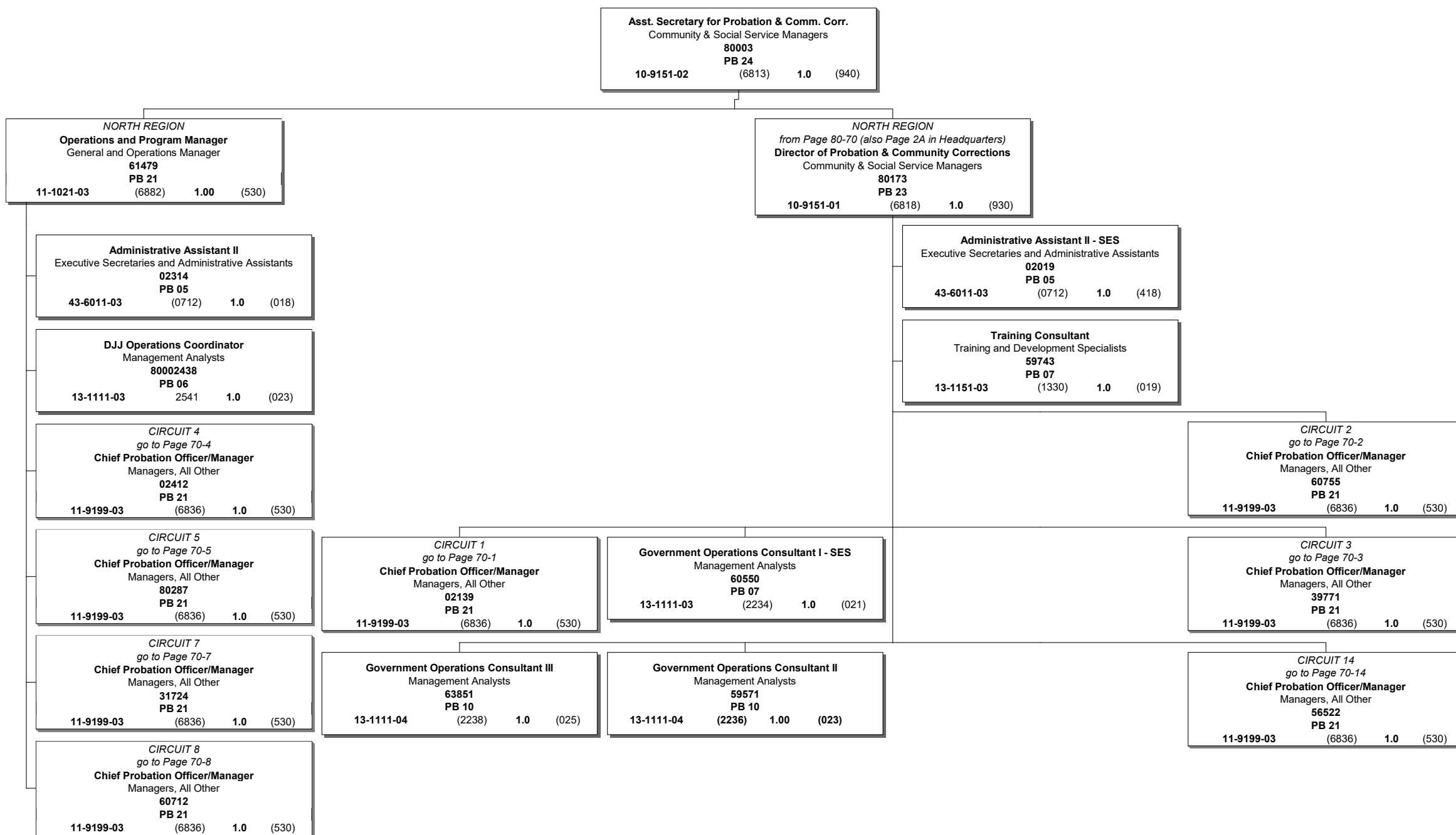
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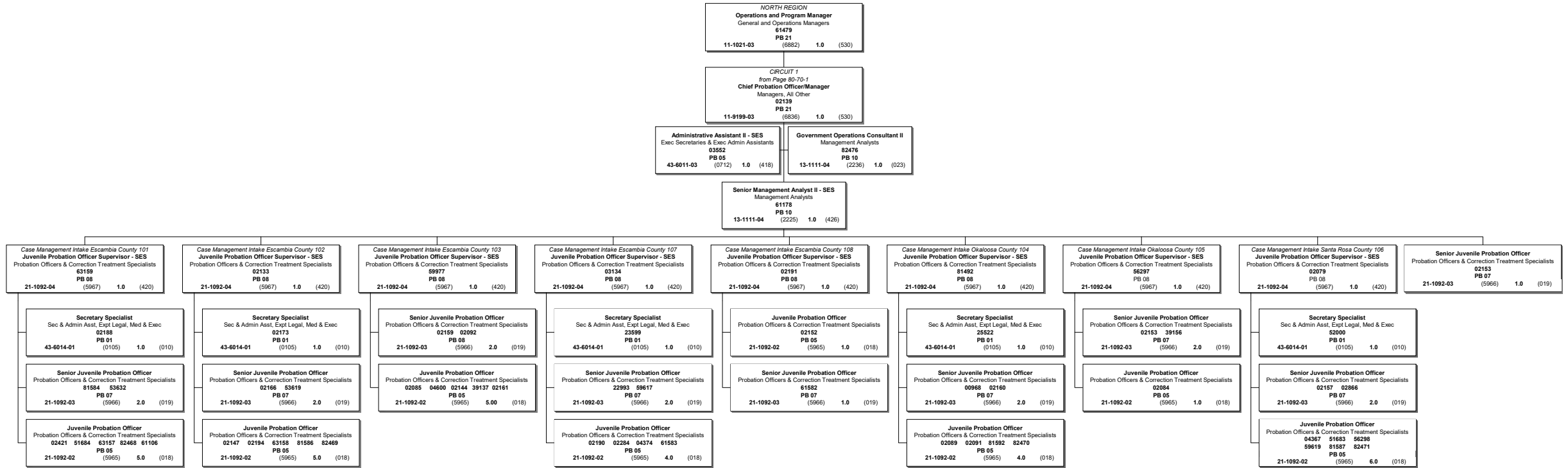
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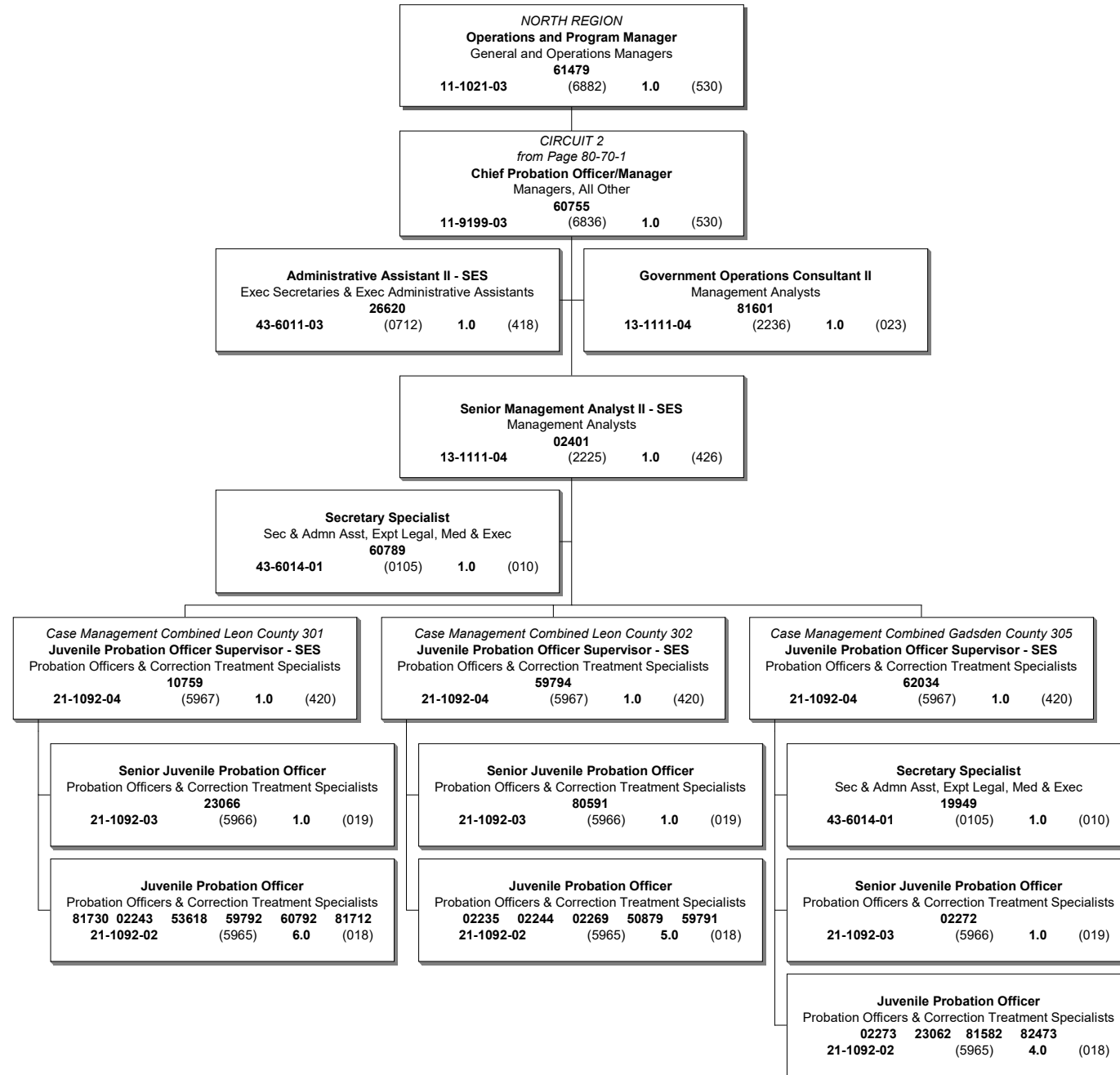
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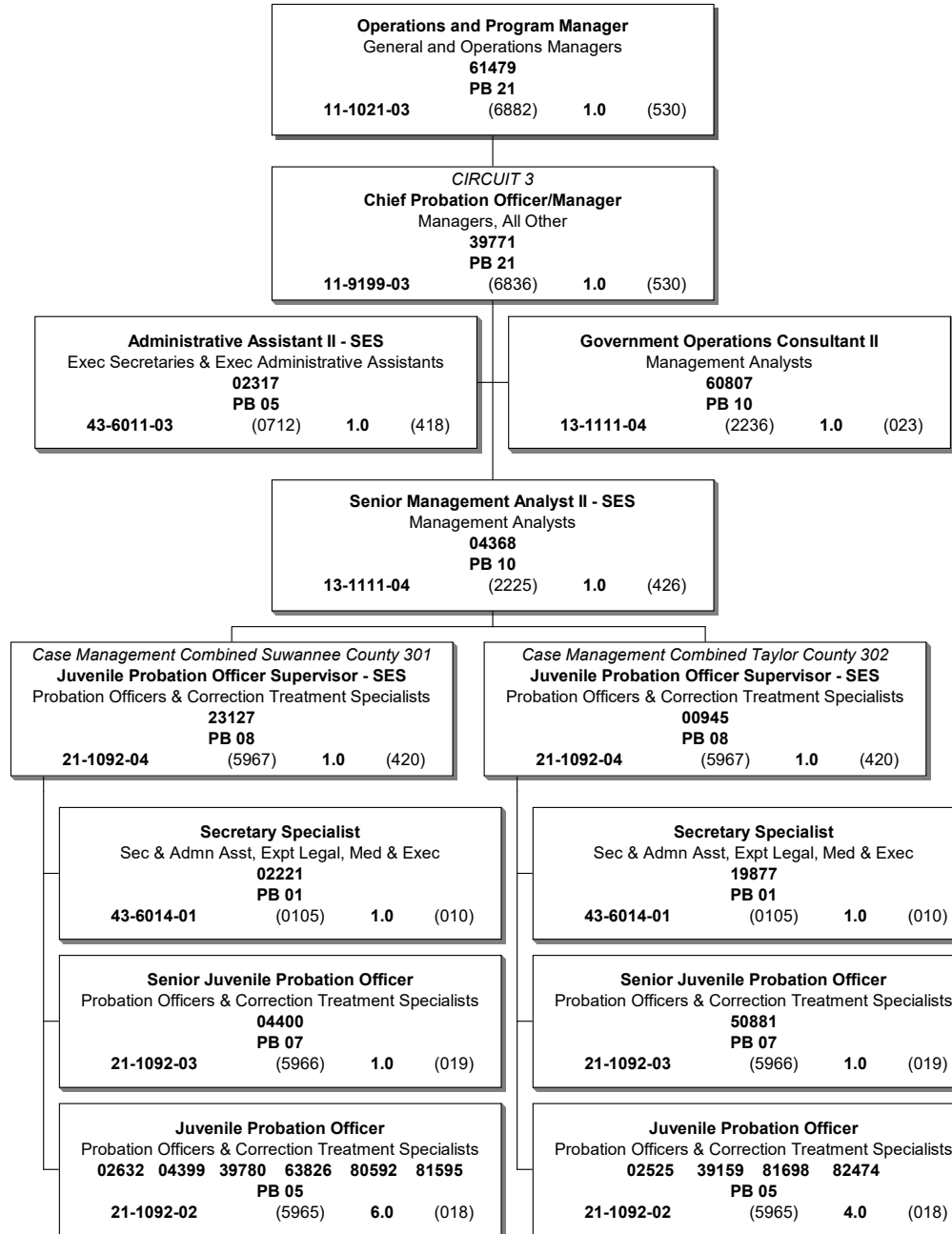
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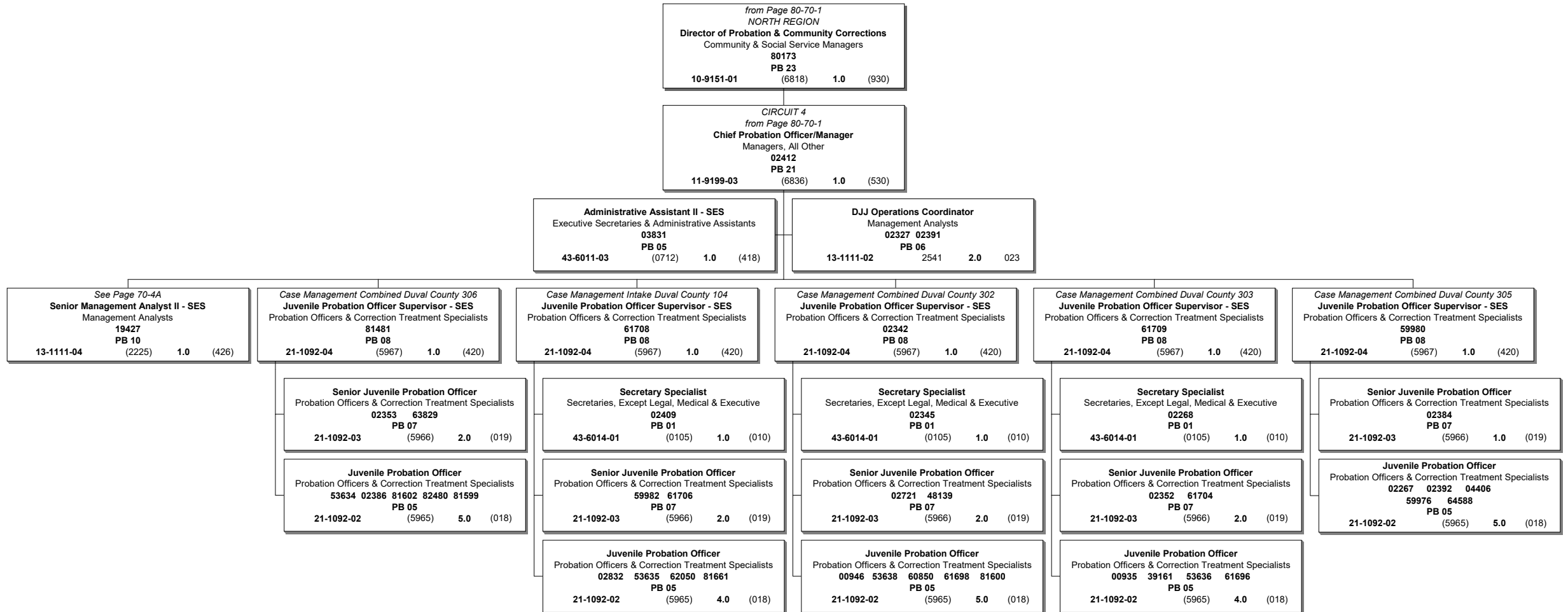


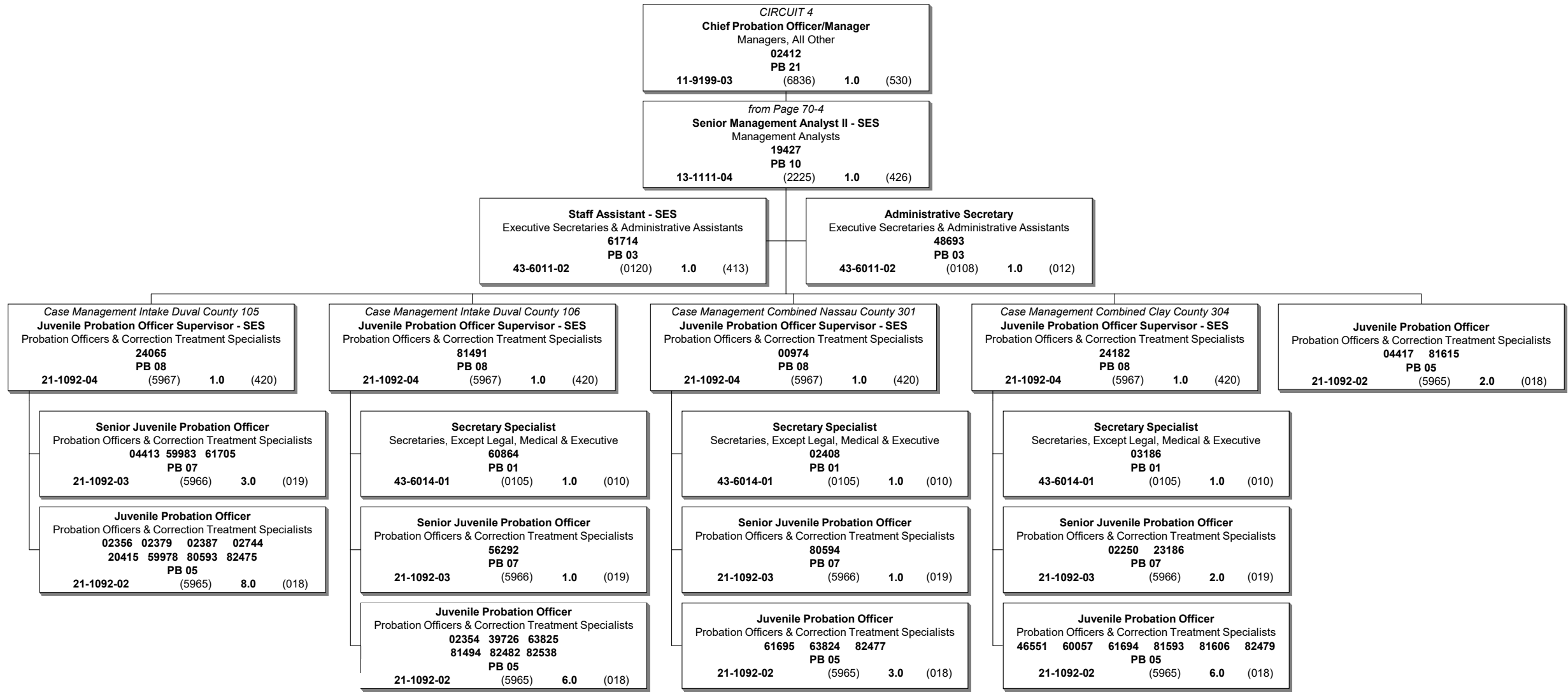


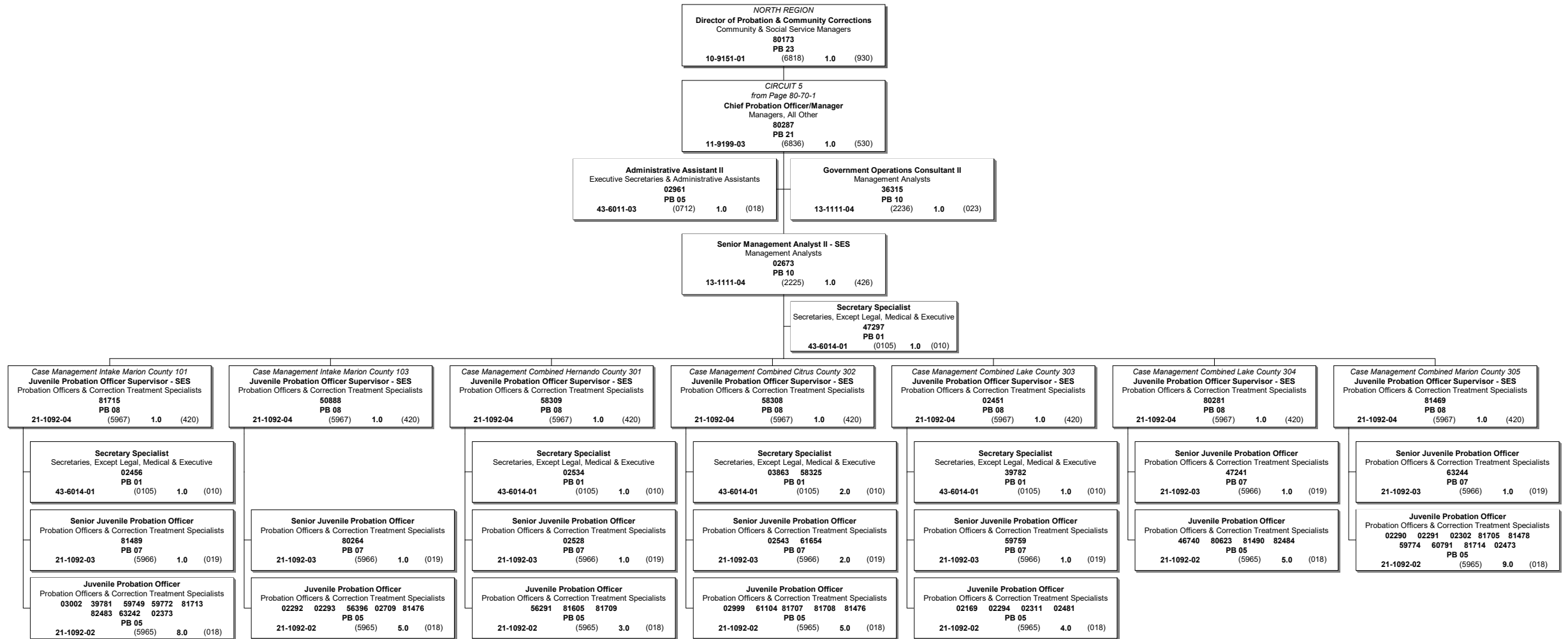


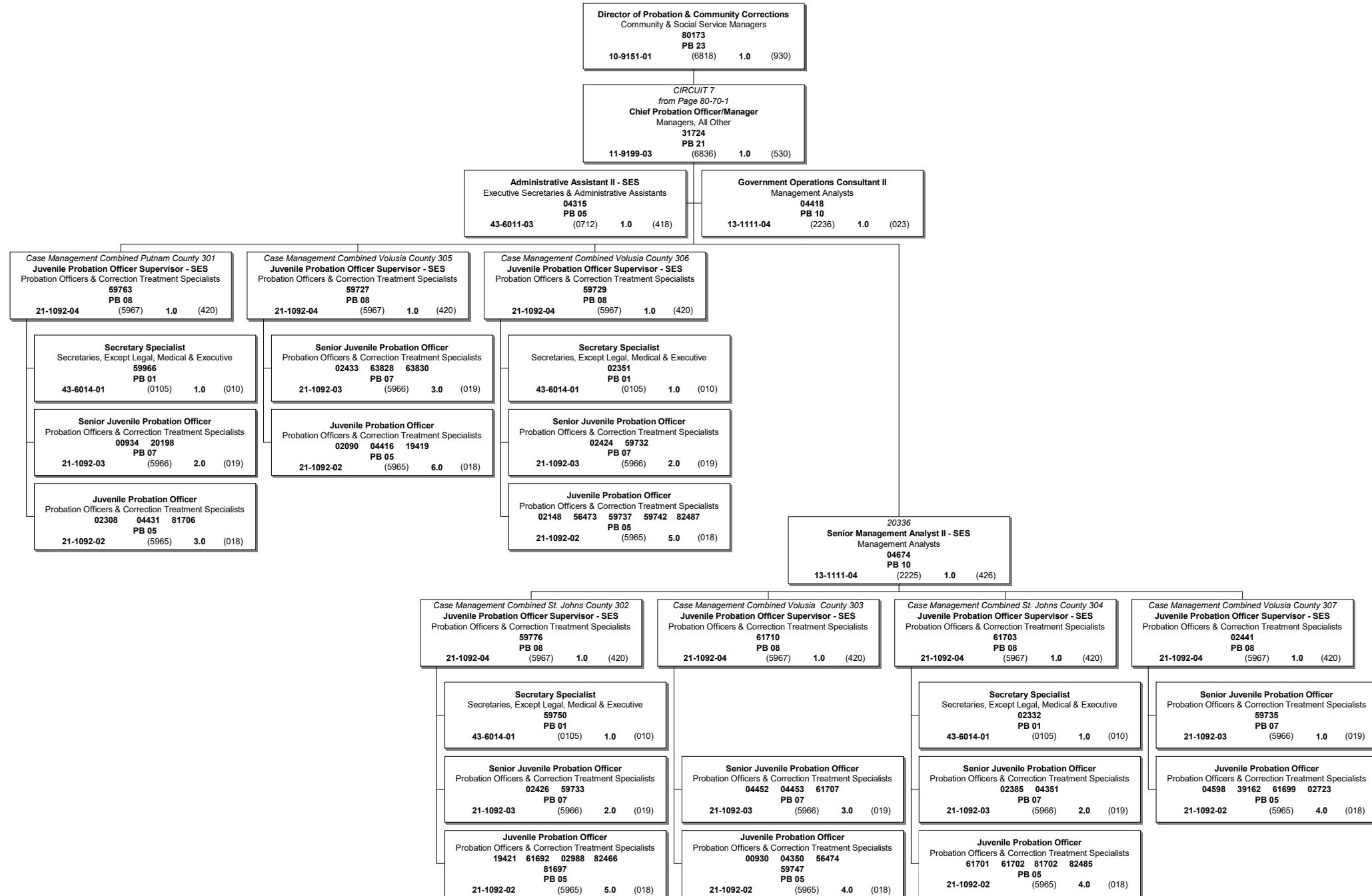


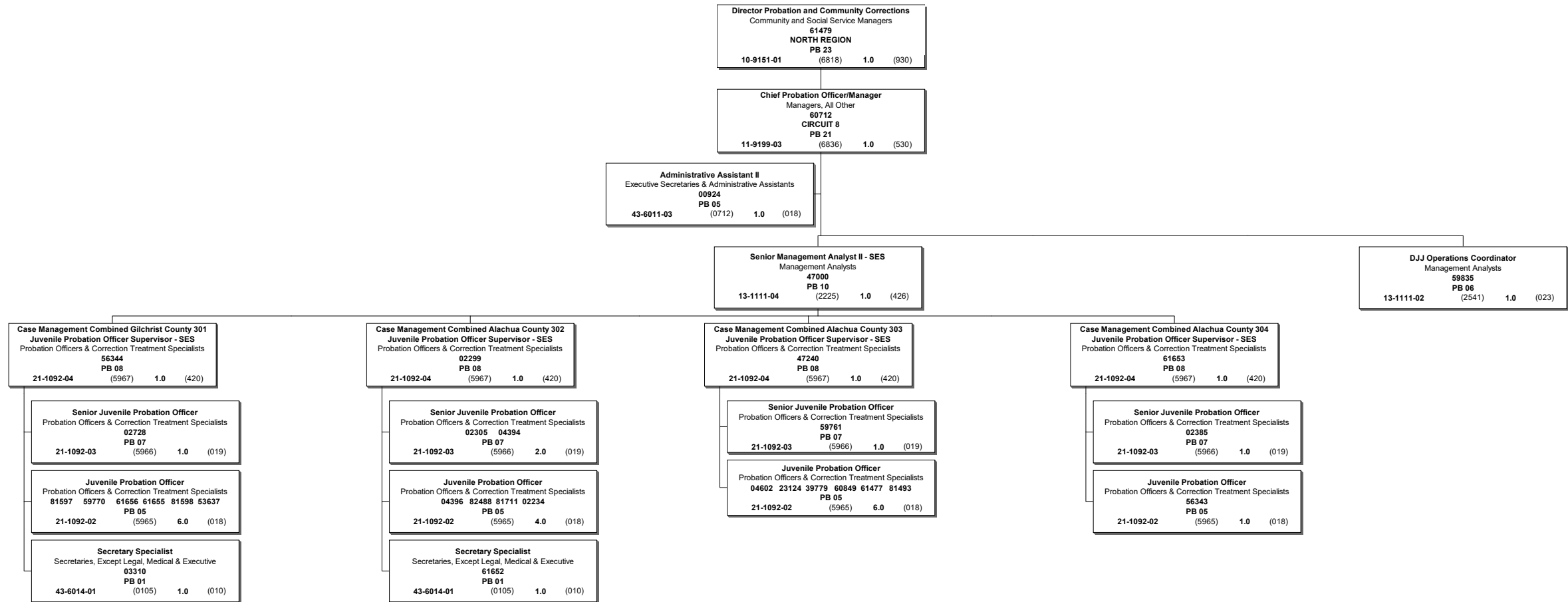












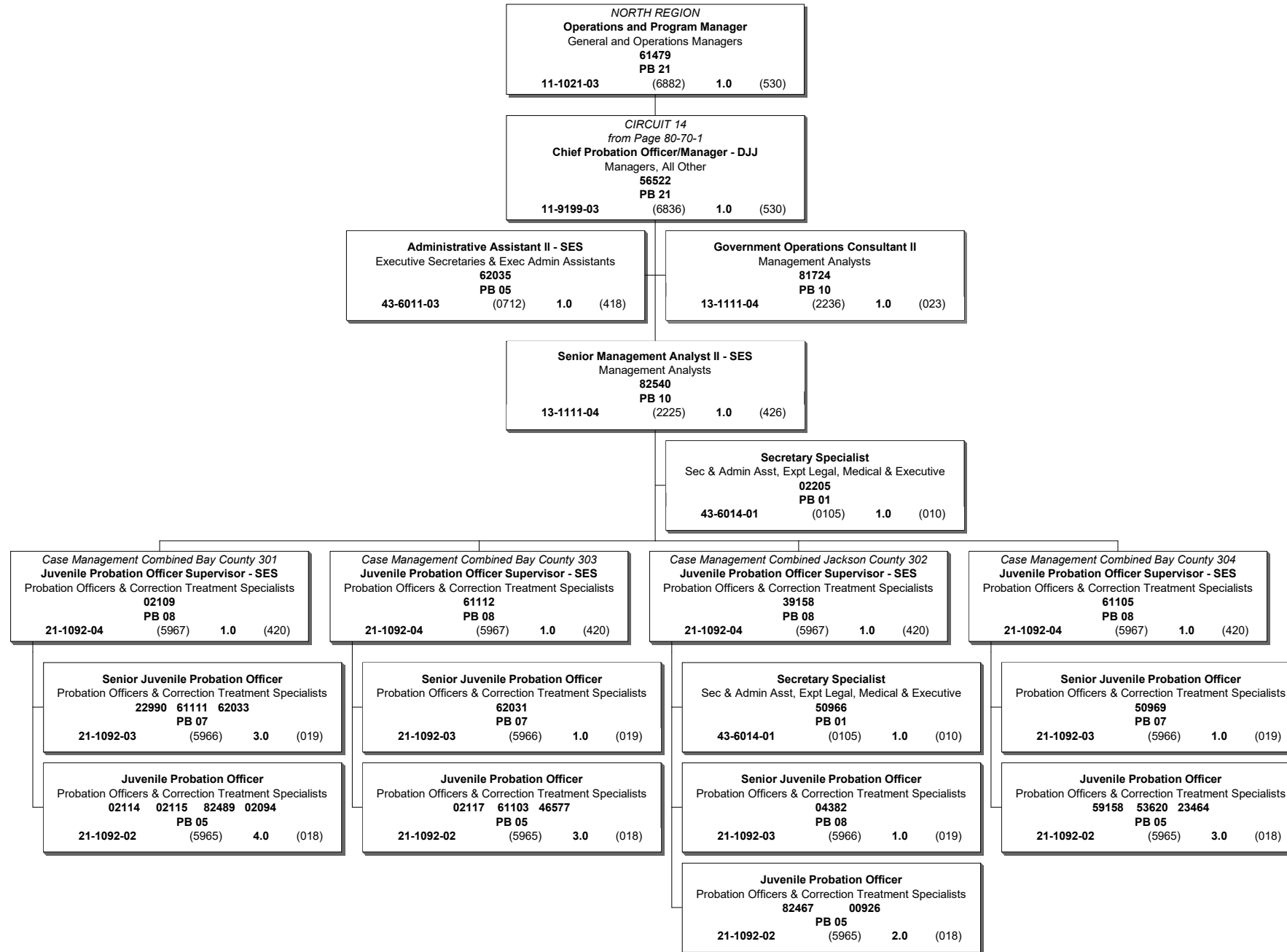


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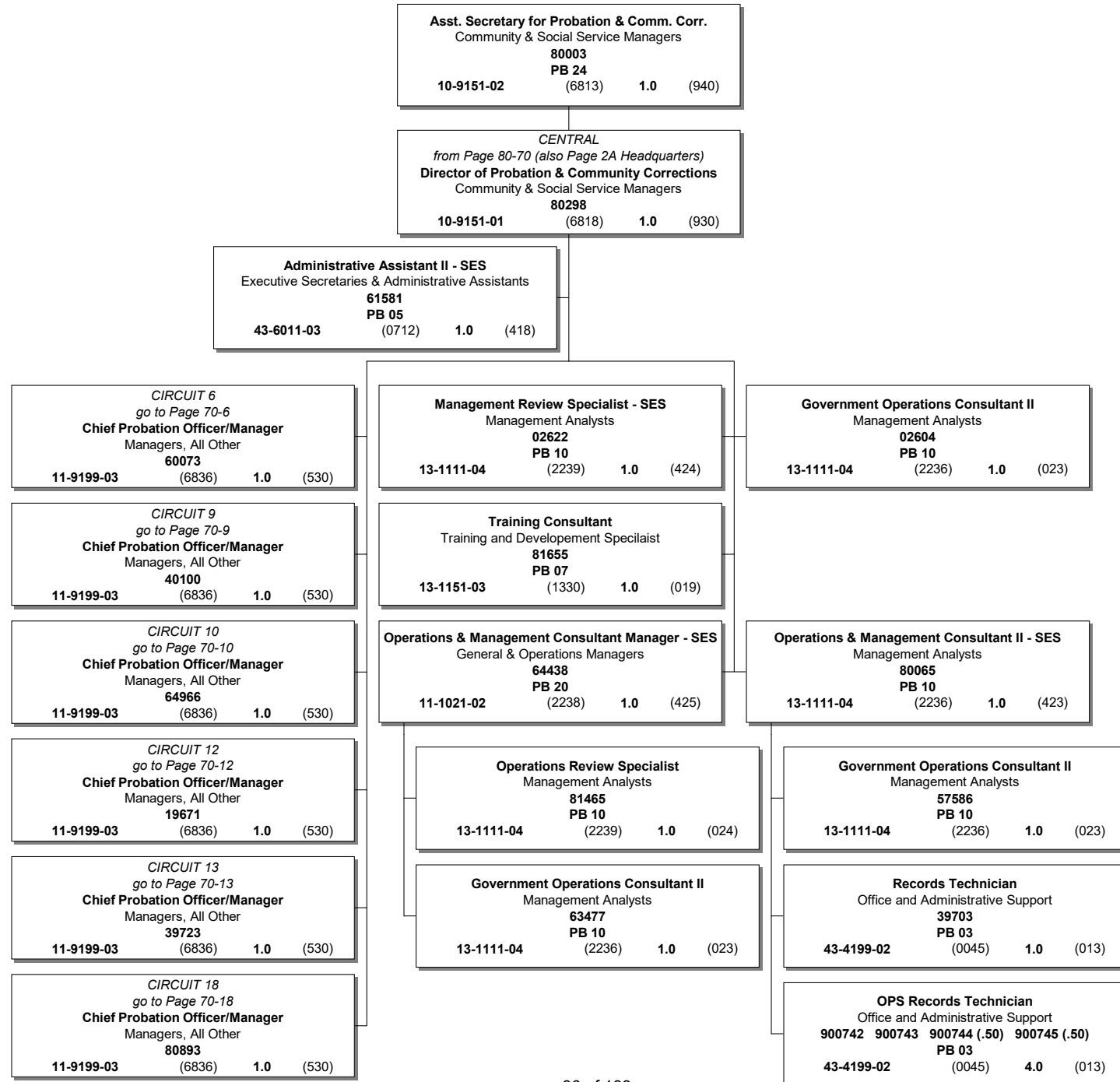
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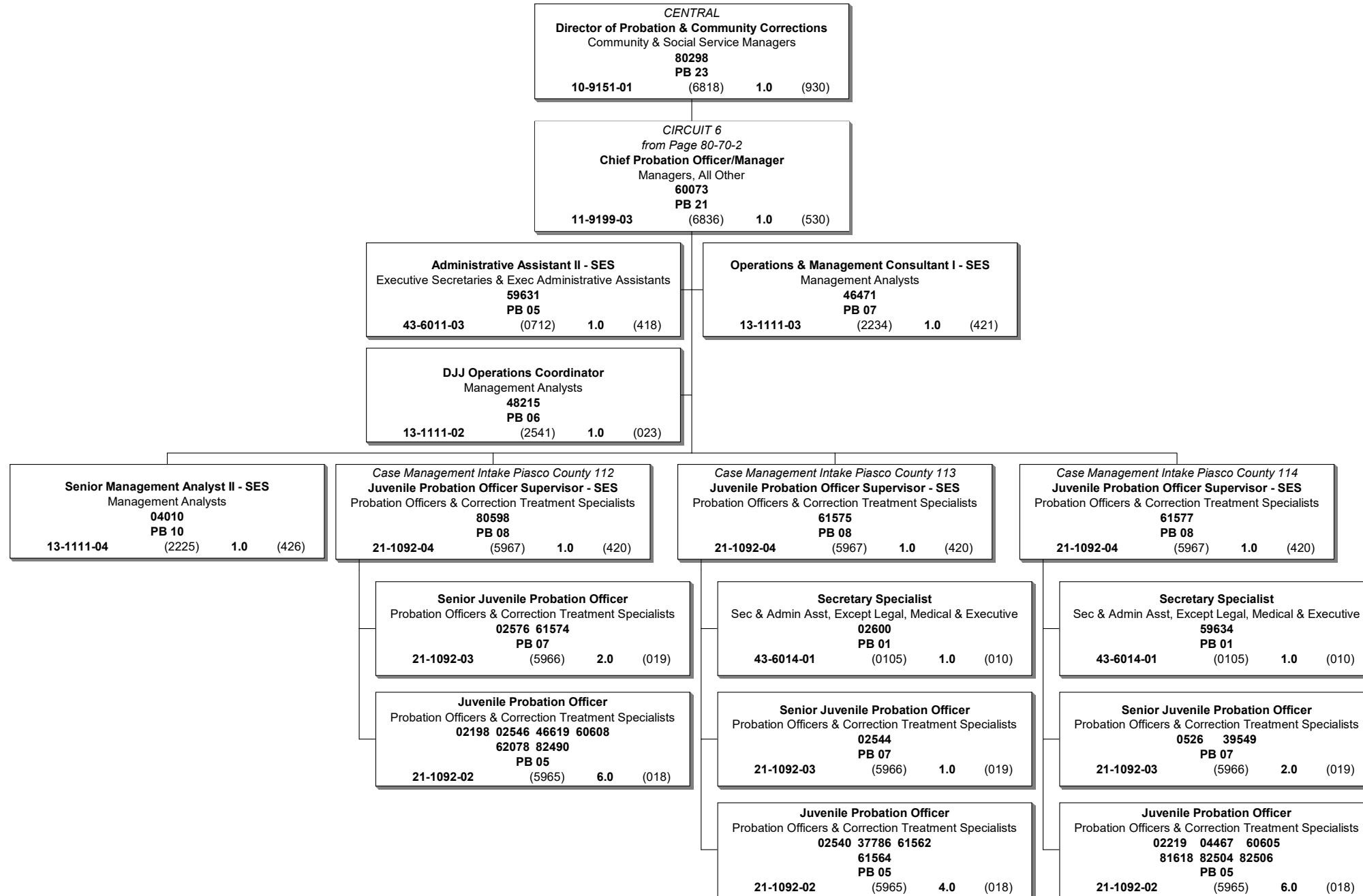
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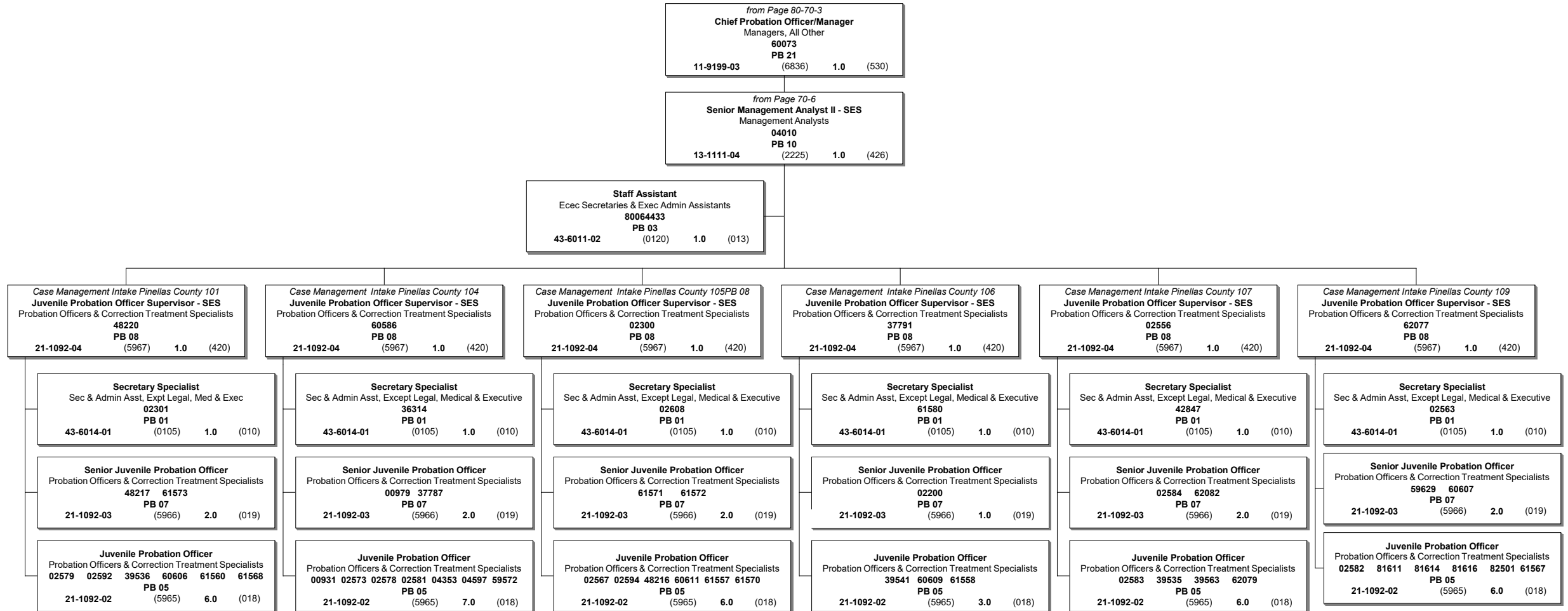
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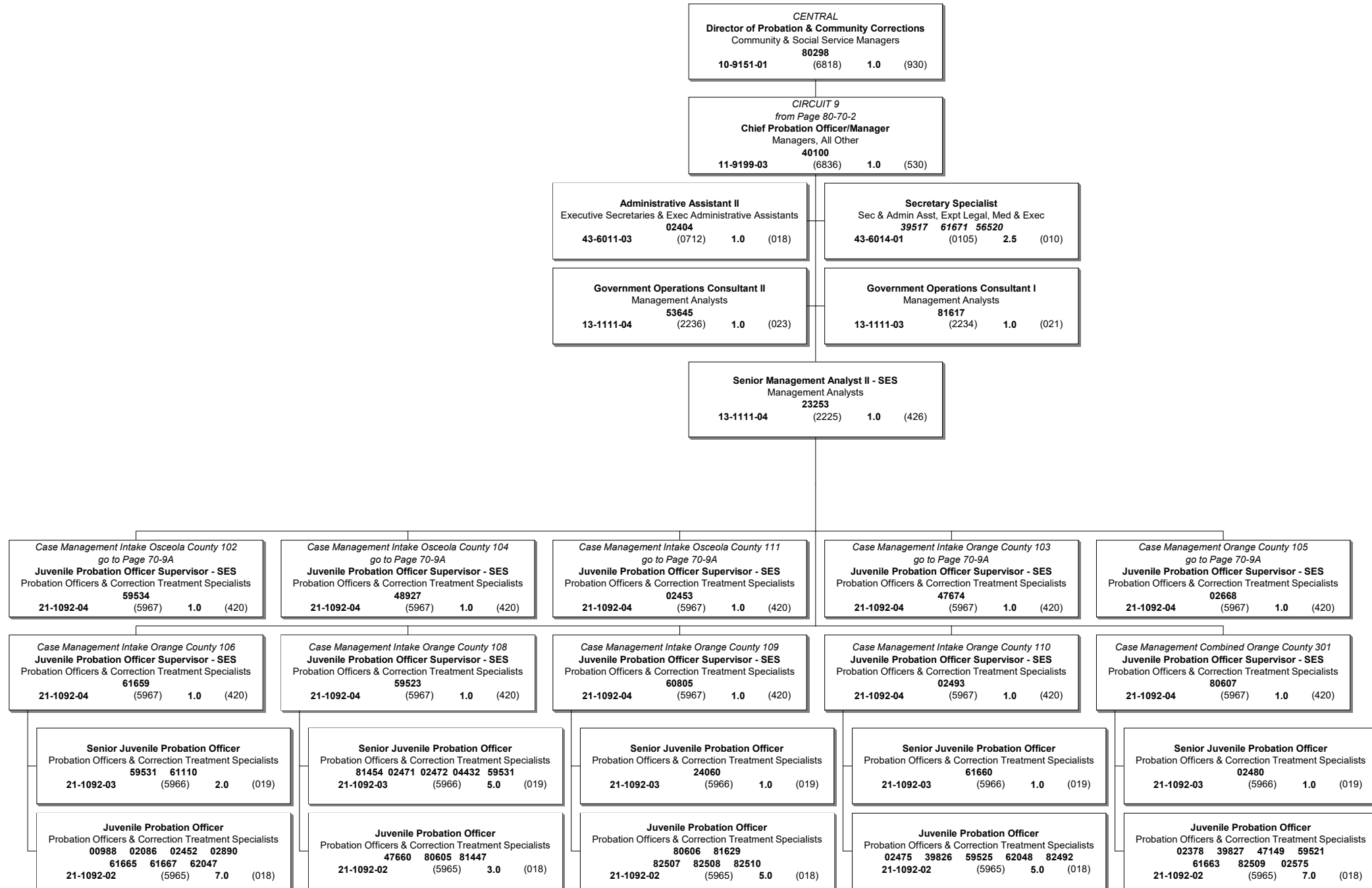
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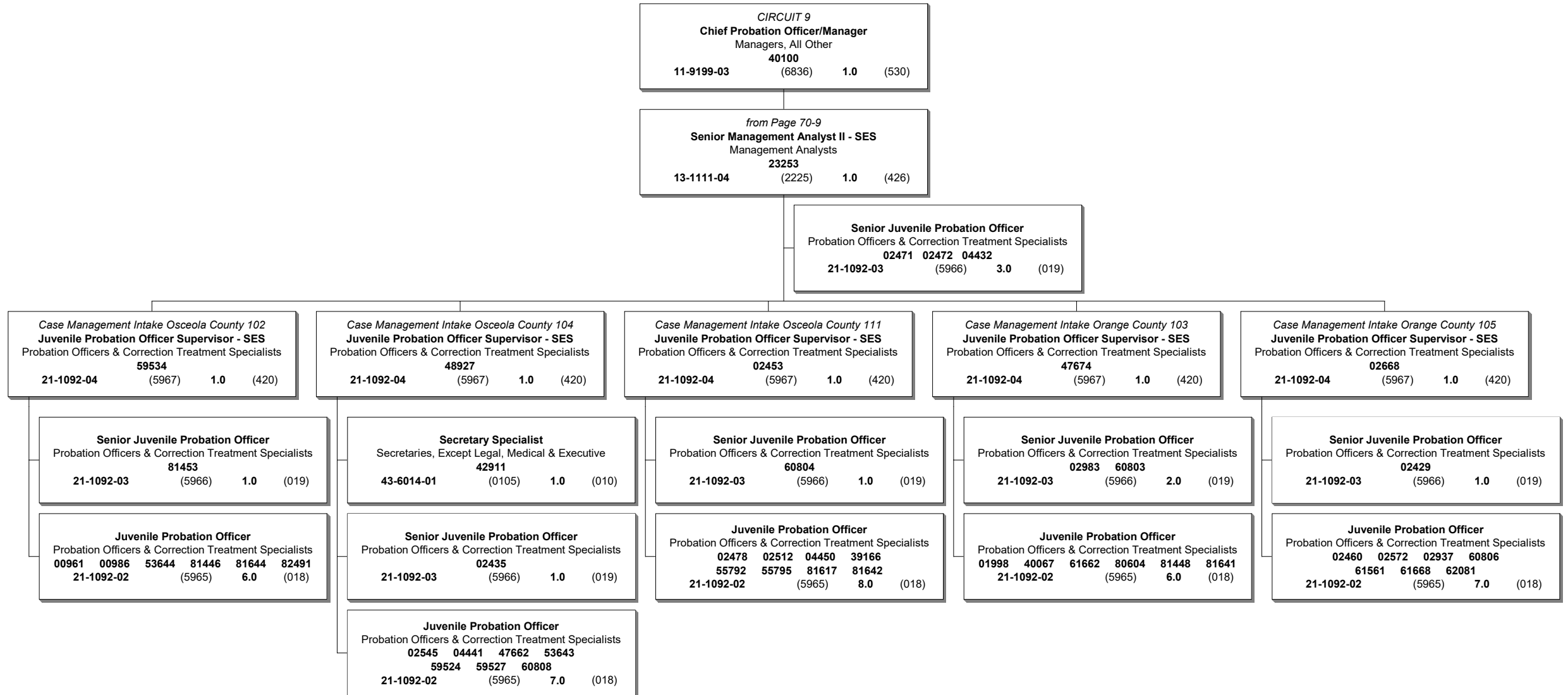
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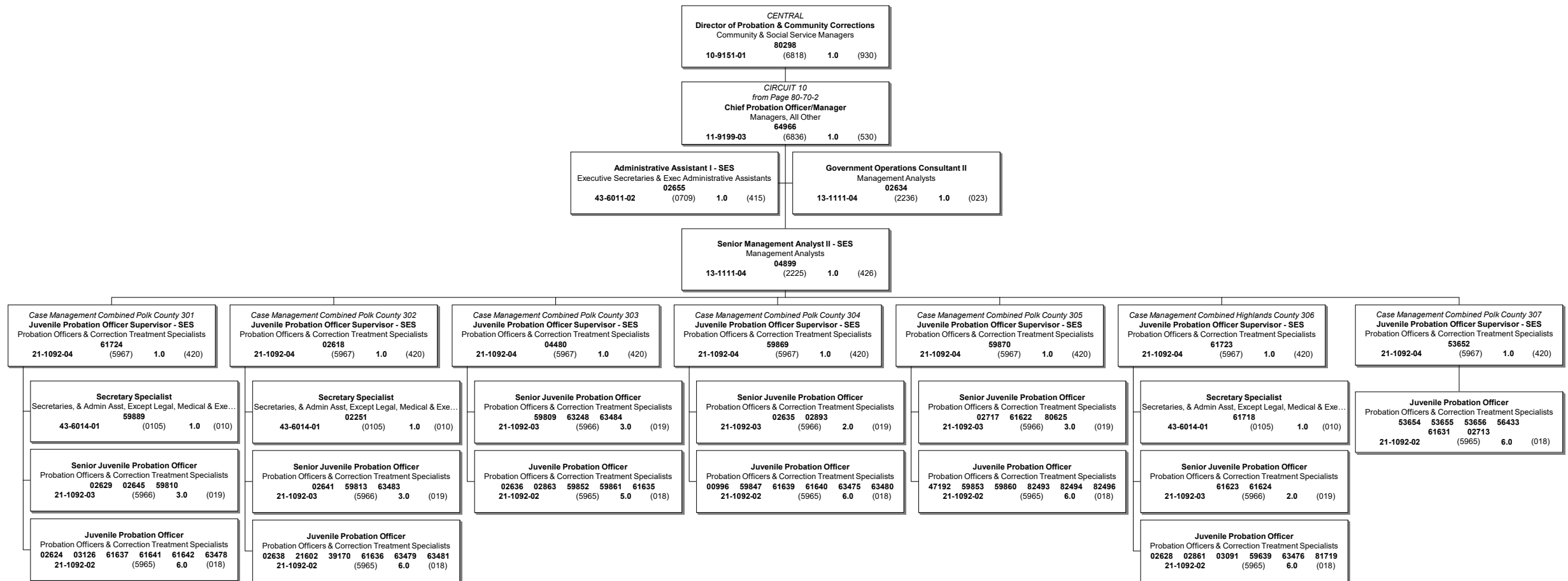


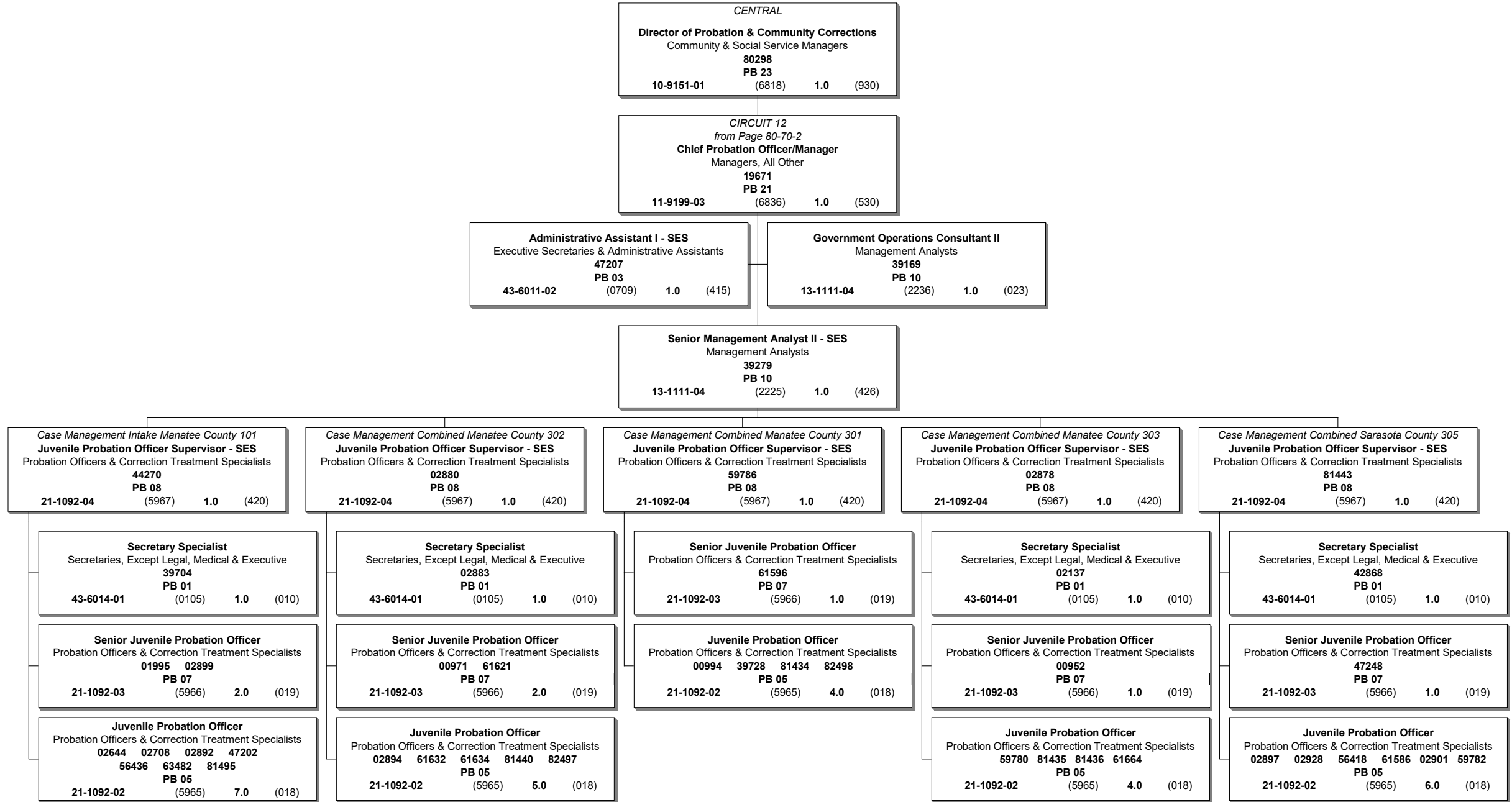


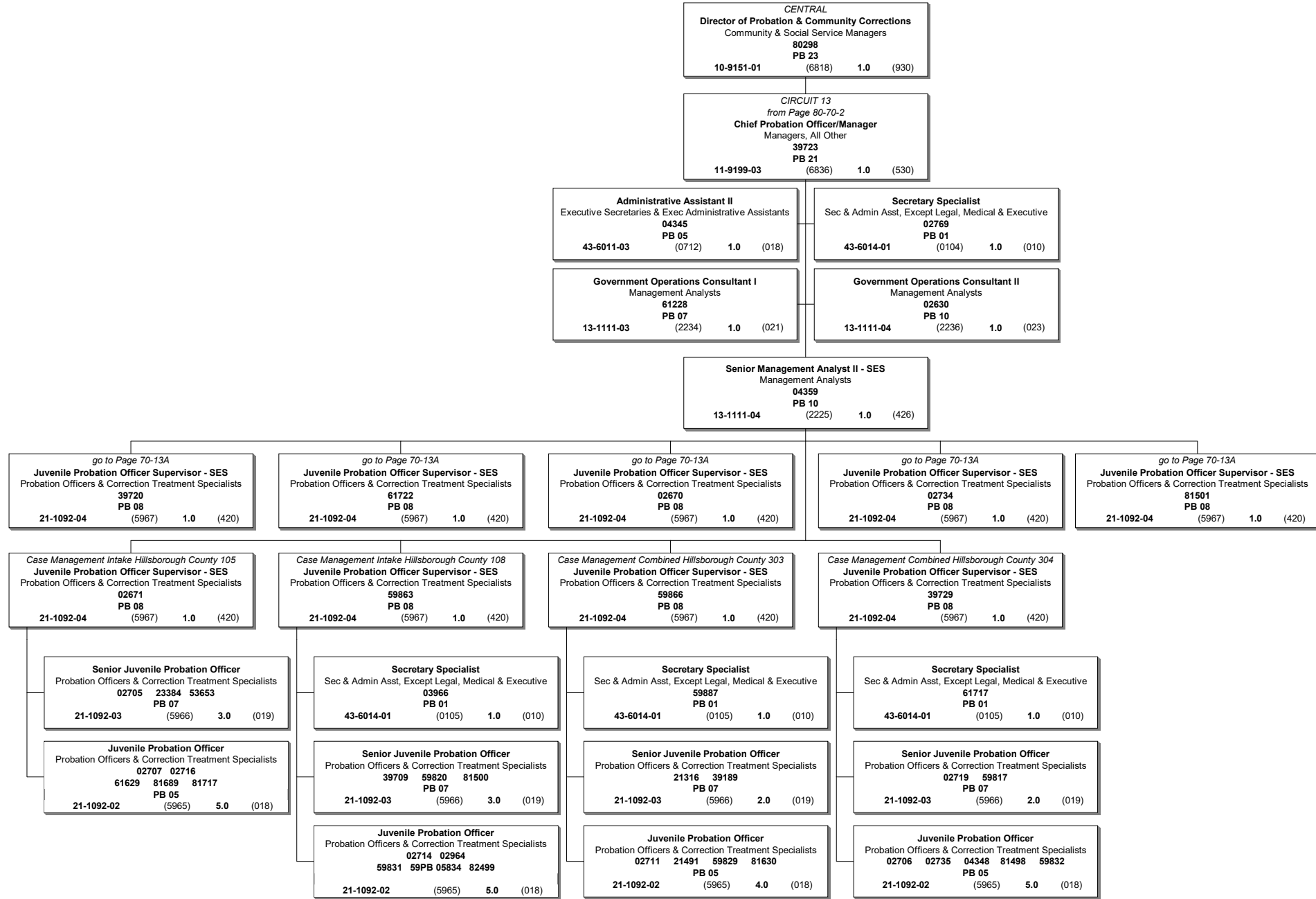












CIRCUIT 13
Chief Probation Officer/Manager
 Managers, All Other
39723
11-9199-03 (6836) 1.0 (530)

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Senior Management Analyst II - SES
 Management Analysts
04359
13-1111-04 (2225) 1.0 (426)

Case Management Intake Hillsborough County 101
Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
39720
21-1092-04 (5967) 1.0 (420)

Case Management Intake Hillsborough County 103
Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
61722
21-1092-04 (5967) 1.0 (420)

Case Management Intake Hillsborough County 106
Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
02670
21-1092-04 (5967) 1.0 (420)

Case Management Combined Hillsborough County 301
Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
02734
21-1092-04 (5967) 1.0 (420)

Case Management Combined Hillsborough County 302
Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
81501
21-1092-04 (5967) 1.0 (420)

Senior Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
00989 02691
21-1092-03 (5966) 2.0 (019)

Senior Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
61619 61620
21-1092-03 (5966) 2.0 (019)

Secretary Specialist
 Sec & Admin Asst, Except Legal, Medical & Executive
02678
43-6014-01 (0105) 1.0 (010)

Secretary Specialiss
 Sec & Admin Asst, Except Legal, Medical & Executive
00987
43-6014-01 (0105) 1.0 (010)

Secretary Specialist
 Sec & Admin Asst, Except Legal, Medical & Executive
02675
43-6014-01 (0105) 1.0 (010)

Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
00956 02688 02689 02741
39708 80600
21-1092-02 (5965) 6.0 (018)

Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
02695 02702 23372 61625
61626 80601
21-1092-02 (5965) 6.0 (018)

Senior Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
02725 04484
21-1092-03 (5966) 2.0 (019)

Senior Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
03096 81496
21-1092-03 (5966) 2.0 (019)

Senior Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
02738 59818 59819
21-1092-03 (5966) 3.0 (019)

Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
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21-1092-02 (5965) 5.0 (018)

Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
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21-1092-02 (5965) 5.0 (018)

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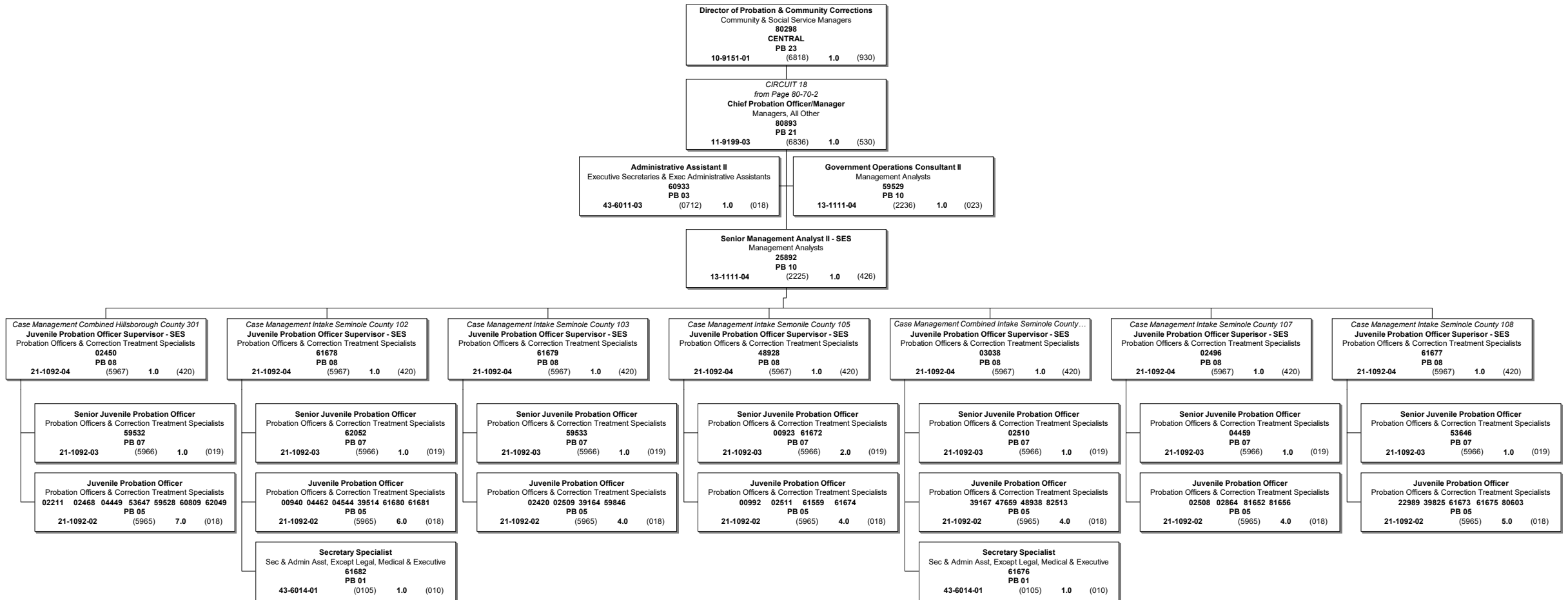


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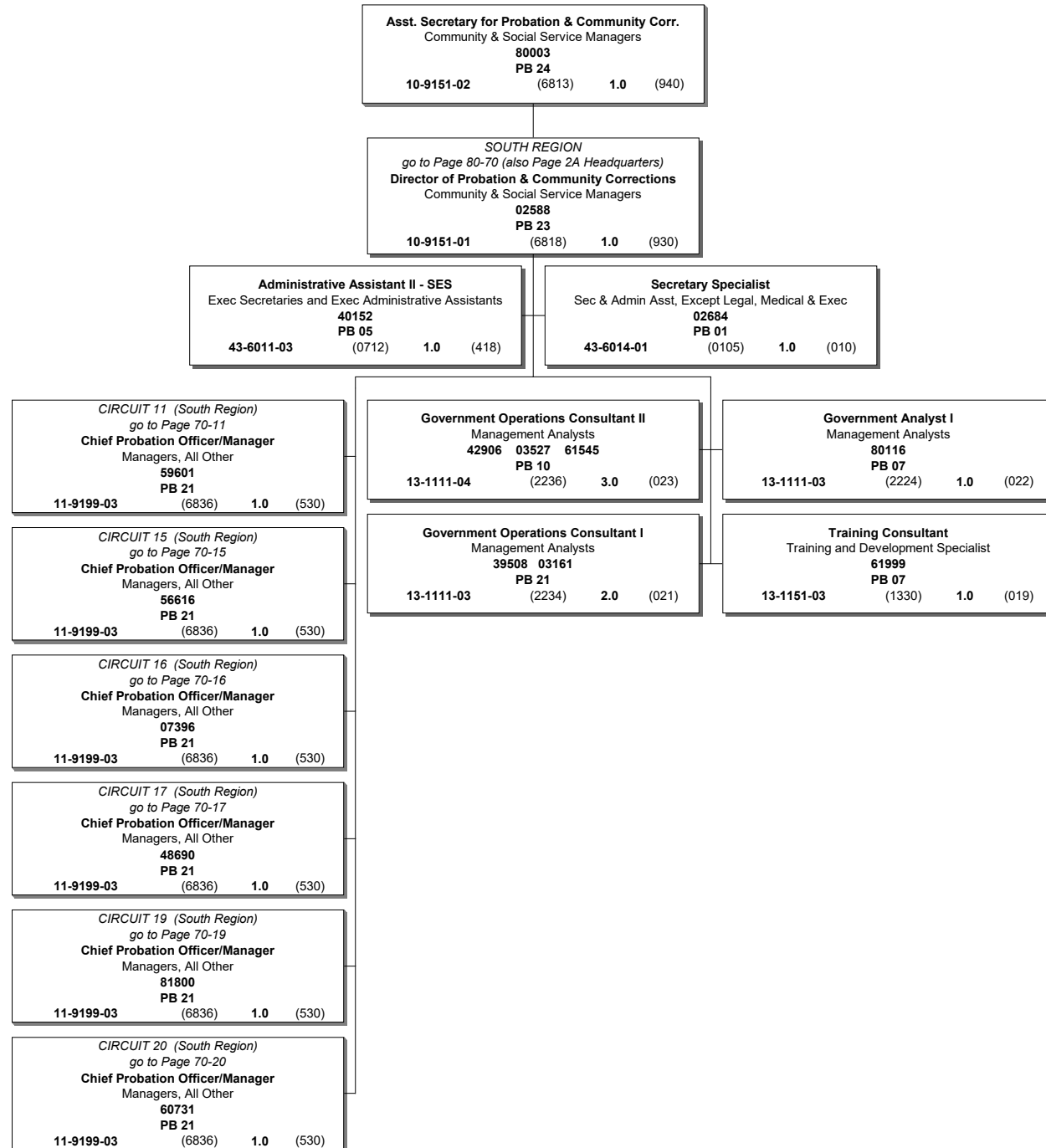
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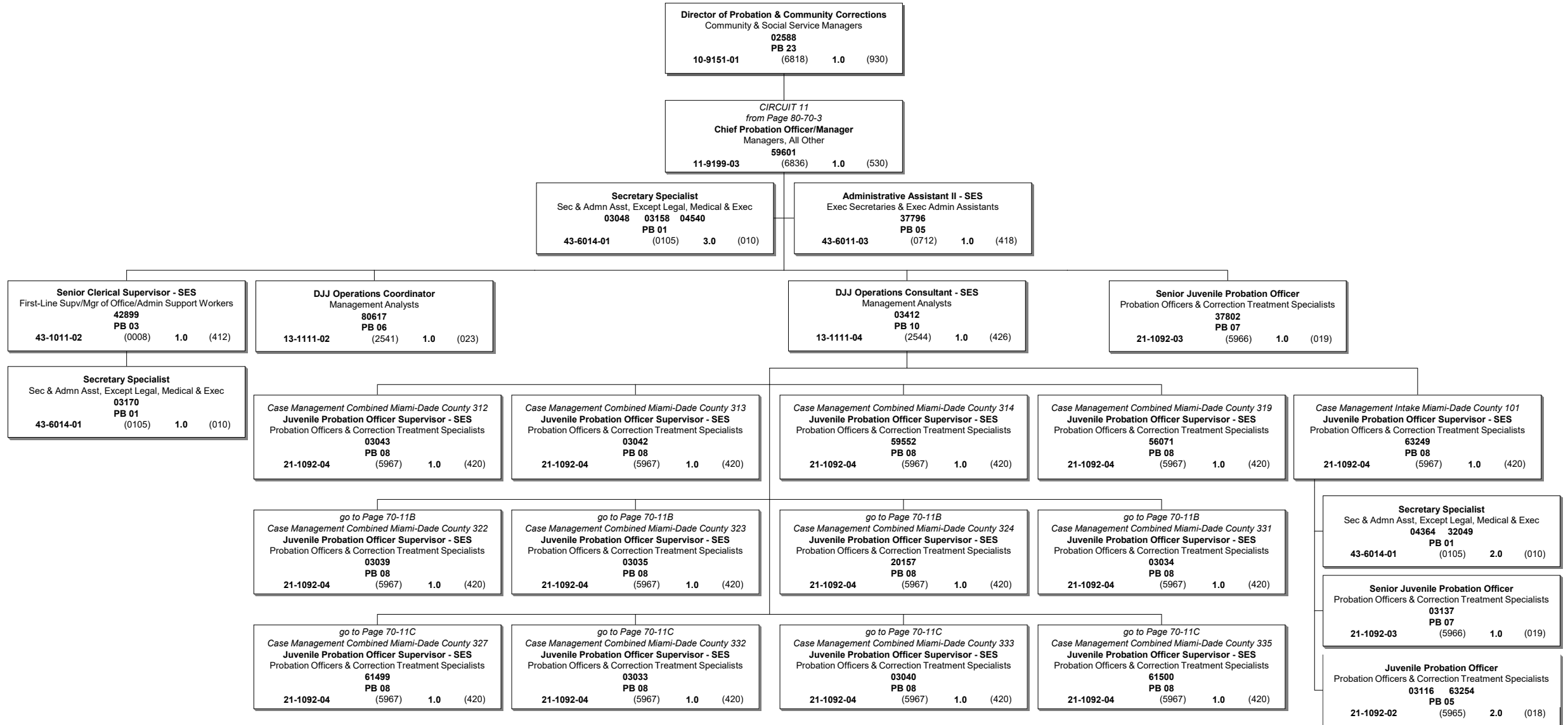
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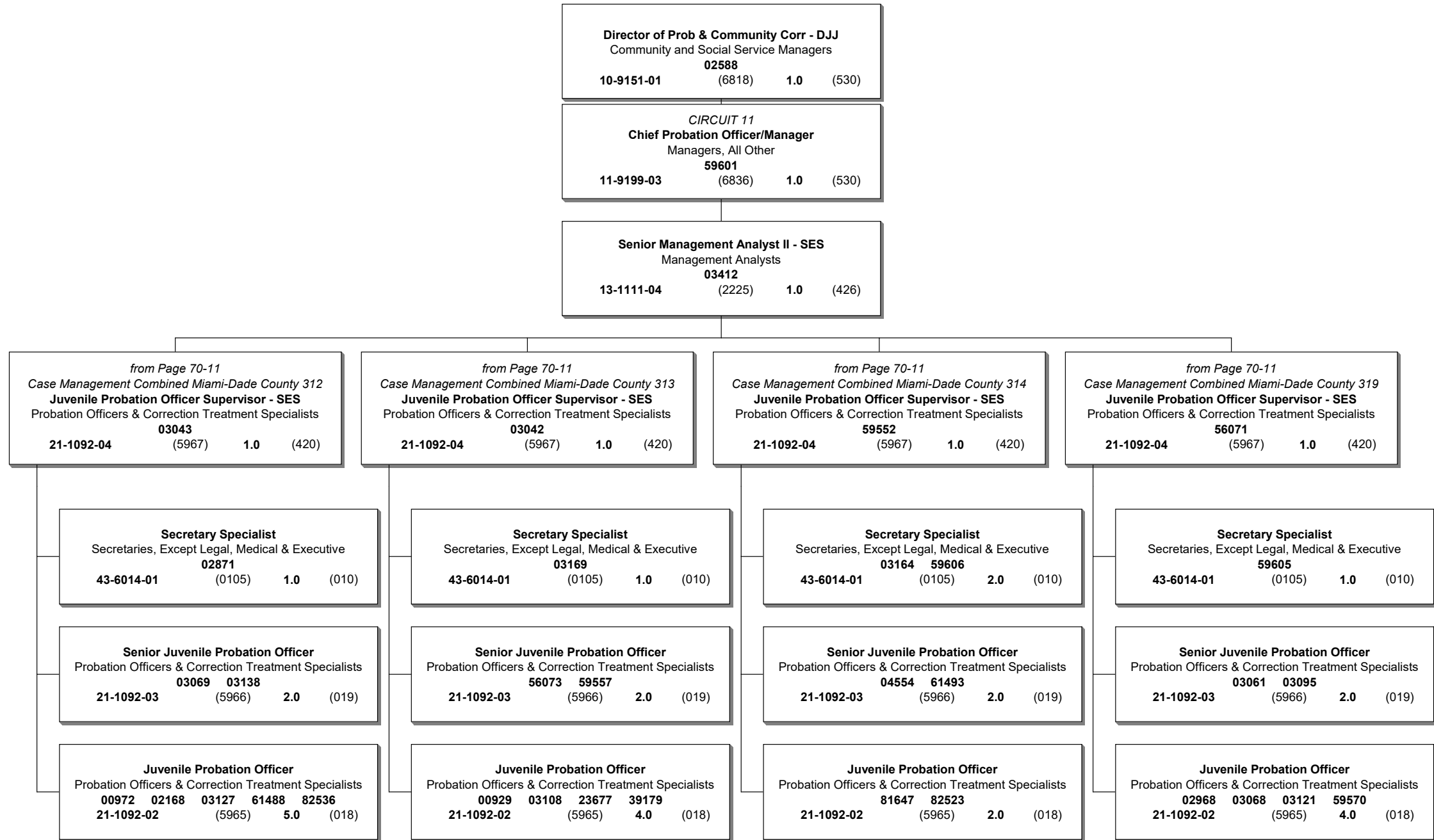
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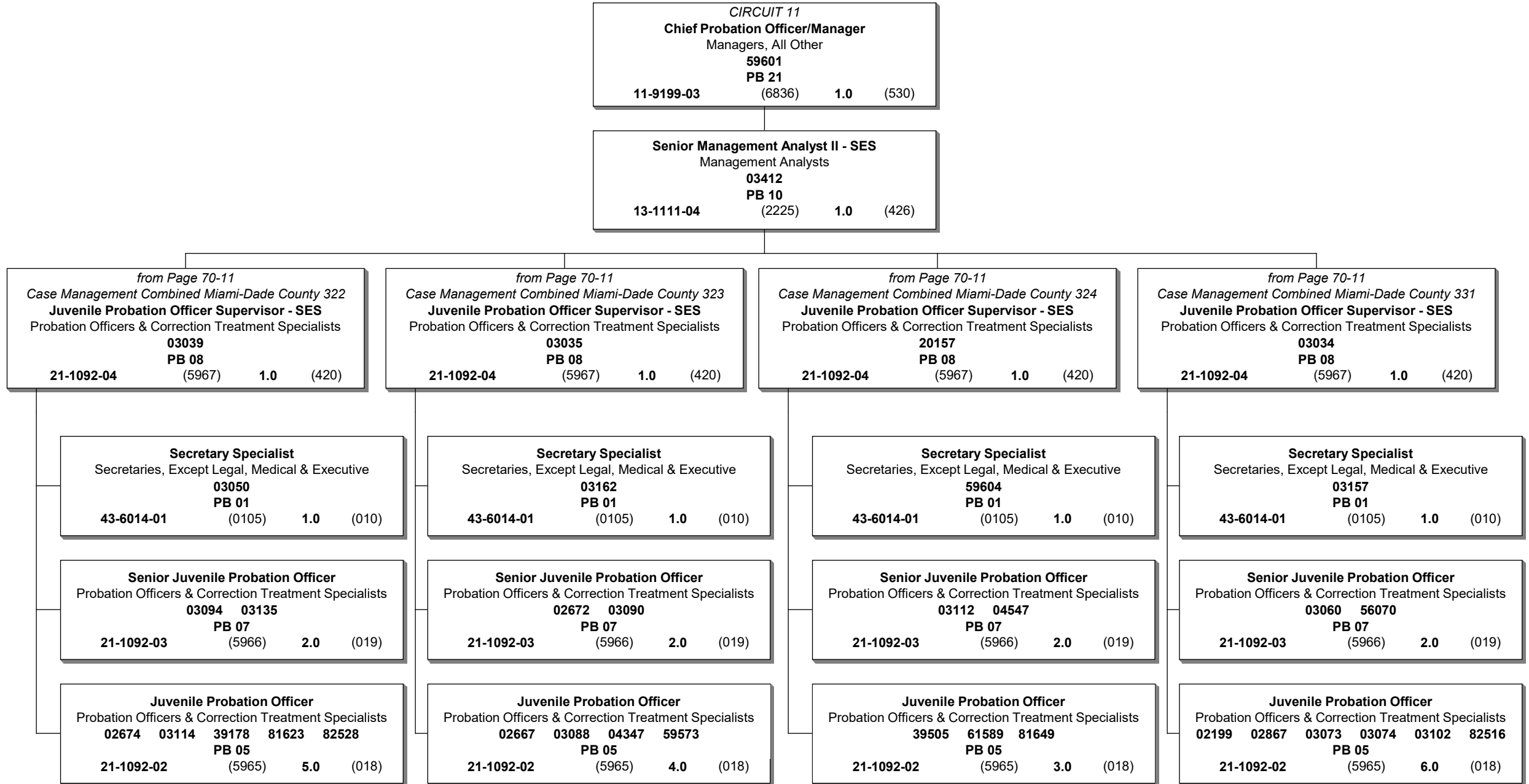
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CIRCUIT 11
Chief Probation Officer/Manager
 Managers, All Other
59601
PB 21
11-9199-03 (6836) **1.0** (530)

Senior Management Analyst II - SES
 Management Analysts
03412
PB 10
13-1111-04 (2225) **1.0** (426)

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Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
61499
PB 08
21-1092-04 (5967) **1.0** (420)

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Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
03033
PB 08
21-1092-04 (5967) **1.0** (420)

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Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
03040
PB 08
21-1092-04 (5967) **1.0** (420)

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Case Management Combined Miami-Dade County 335
Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
61500
PB 08
21-1092-04 (5967) **1.0** (420)

Secretary Specialist
 Sec & Admn Asst, Expt Legal, Med & Exec
40151
PB 01
43-6014-01 (0105) **1.0** (010)

Secretary Specialist
 Sec & Admn Asst, Expt Legal, Med & Exec
36176
PB 01
43-6014-01 (0105) **1.0** (010)

Secretary Specialist
 Sec & Admn Asst, Expt Legal, Med & Exec
61469
PB 01
43-6014-01 (0105) **1.0** (010)

Senior Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
37801 59560 61495
PB 07
21-1092-03 (5966) **3.0** (019)

Senior Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
03139 39180 23921
PB 07
21-1092-03 (5966) **3.0** (019)

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 Probation Officers & Correction Treatment Specialists
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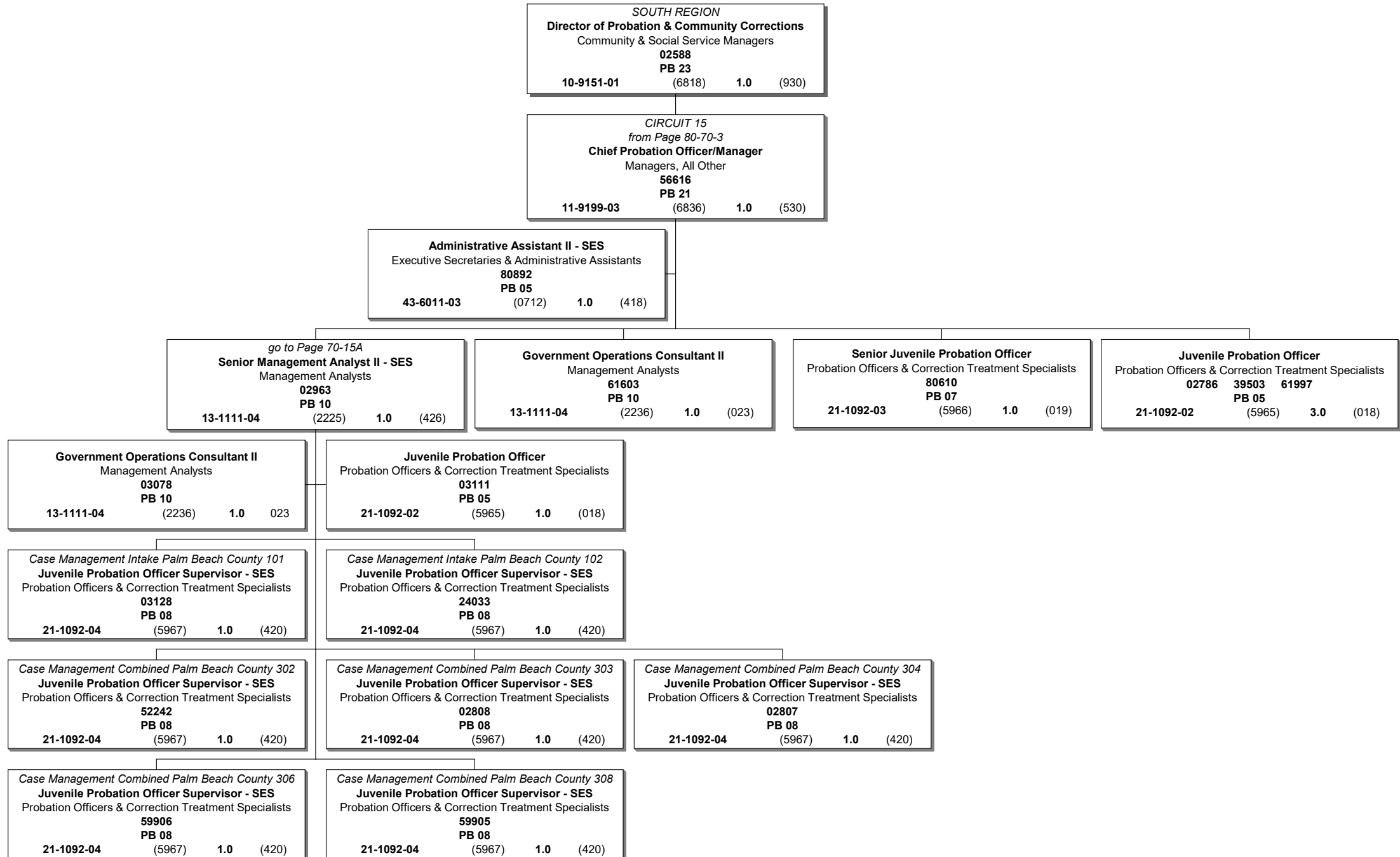
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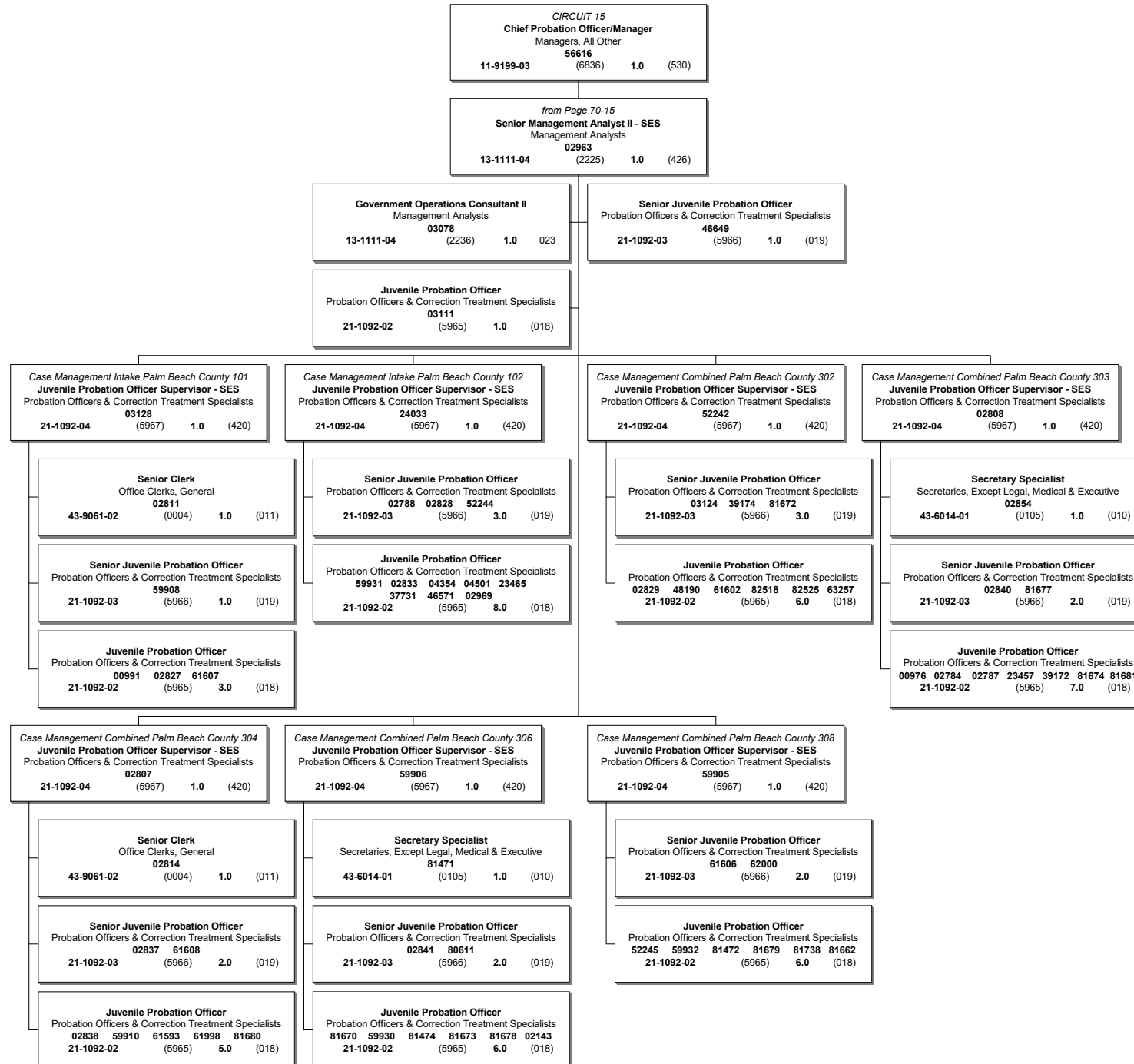
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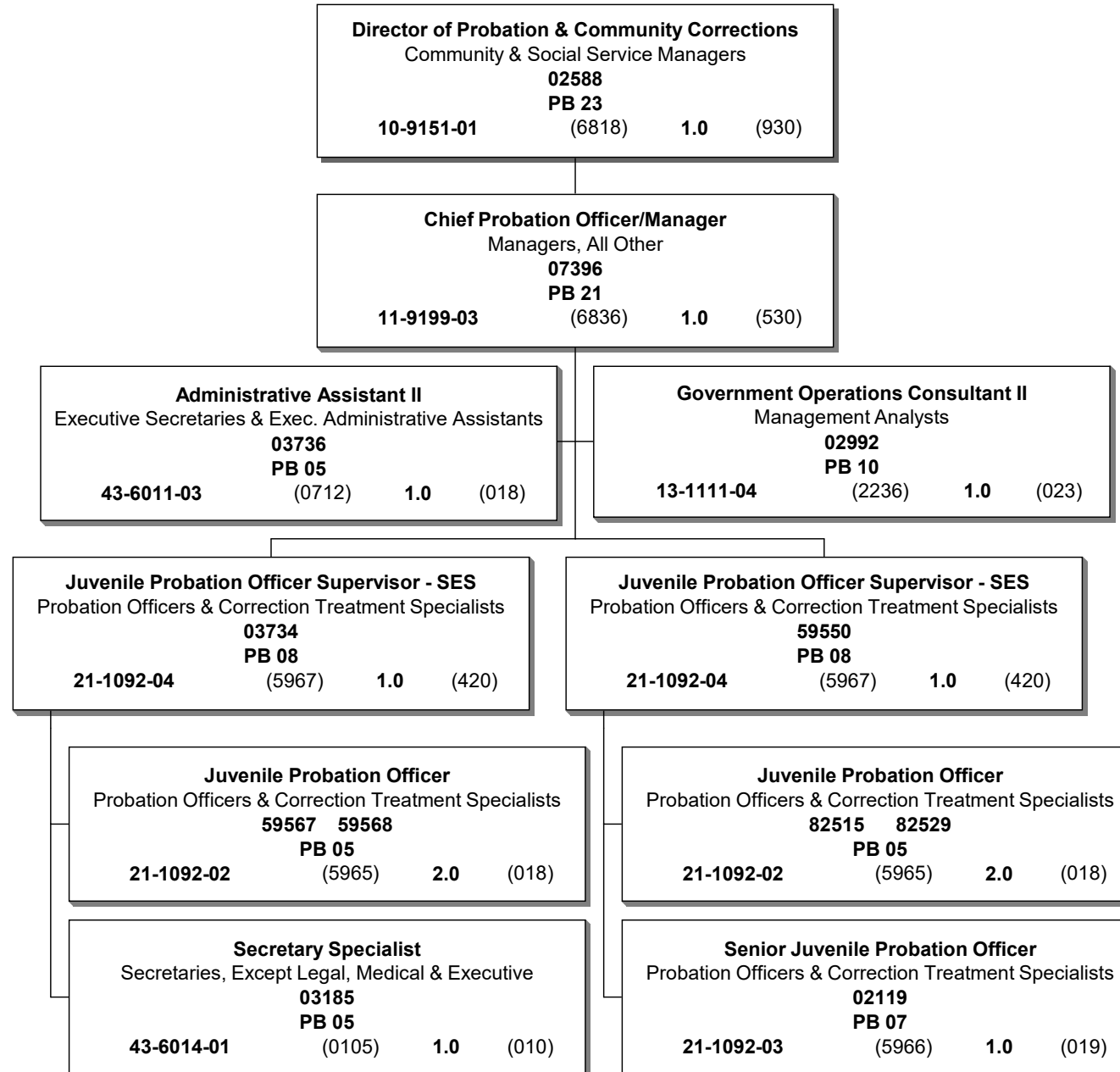
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 Probation Officers & Correction Treatment Specialists
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21-1092-02 (5965) **3.0** (018)

Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
03089 39498 40155 61474
PB 05
21-1092-02 (5965) **4.0** (018)

Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
61487 61489 80616
PB 05
21-1092-02 (5965) **3.0** (018)







SOUTH REGION
Director of Probation & Community Corrections
 Community & Social Service Managers
02588
PB 023
10-9151-01 (6818) 1.0 (930)

CIRCUIT 17
from Page 80-70-3
Chief Probation Officer/Manager
 Managers, All Other
48690
PB 021
11-9199-03 (6836) 1.0 (530)

Administrative Assistant II - SES
 Executive Secretaries & Exec Administrative Assistants
61546
PB 005
43-9011-03 (0712) 1.0 (418)

Secretary Specialist
 Sec & Admin Asst, Except Legal, Medical & Executive
22202
PB 001
43-6014-01 (0105) 1.0 (010)

Senior Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
03003 59642 59644
PB 007
21-1092-03 (5966) 3.0 (019)

Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
61543 80619
PB 005
21-1092-02 (5965) 2.0 (018)

DJJ Operations Coordinator
 Management Analysts
82534
PB 006
13-1111-02 (2541) 1.0 (023)

Senior Management Analyst II - SES
 Management Analysts
07290
PB 010
13-1111-04 (2225) 1.0 (426)

Secretary Specialist
 Sec & Admin Asst, Except Legal, Medical & Executive
59651
PB 001
43-6014-01 (0105) 1.0 (010)

Case Management Intake Broward County 101
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Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
00963
PB 008
21-1092-04 (5967) 1.0 (420)

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Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
02955
PB 008
21-1092-04 (5967) 1.0 (420)

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Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
80615
PB 008
21-1092-04 (5967) 1.0 (420)

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Senior Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
80614 47140 48676 59638 81690
PB 007
21-1092-03 (5966) 1.0 (019)

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Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
04344
PB 008
21-1092-04 (5967) 1.0 (420)

Case Management Combined Broward County 313
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Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
39693
PB 008
21-1092-04 (5967) 1.0 (420)

Case Management Combined Broward County 321
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Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
23579
PB 008
21-1092-04 (5967) 1.0 (420)

Case Management Combined Broward County 323
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Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
81667
PB 008
21-1092-04 (5967) 1.0 (420)

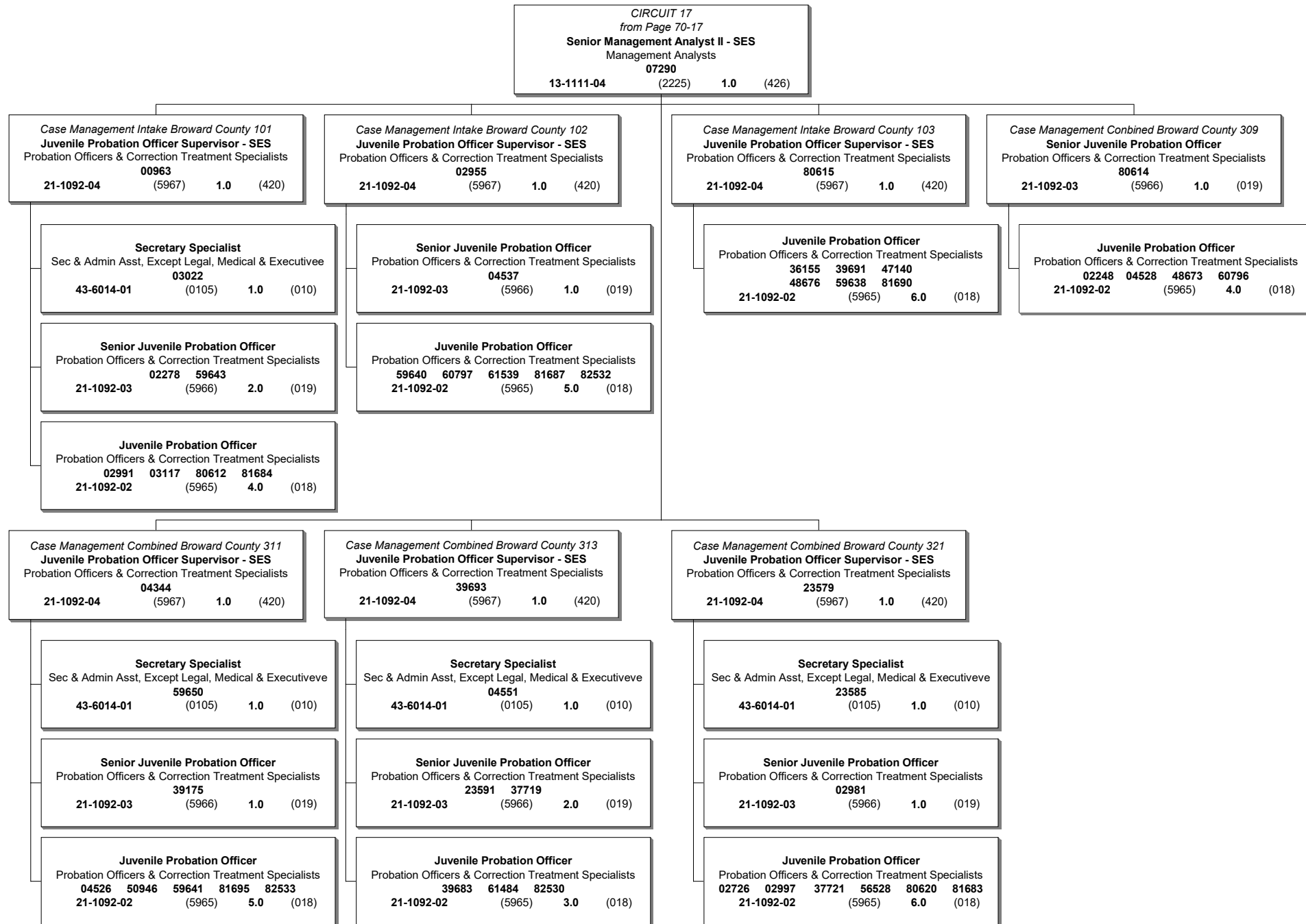
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Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
63311
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59645
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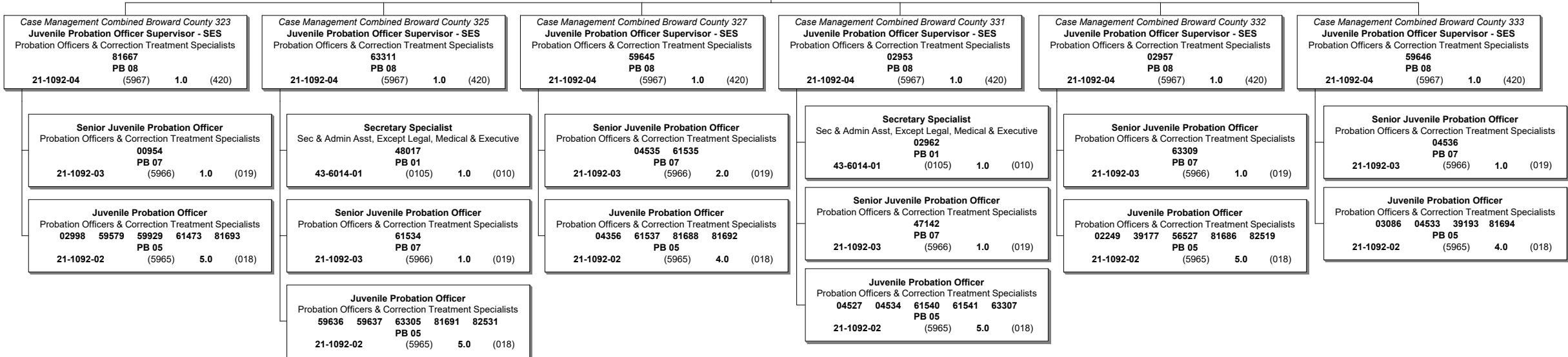
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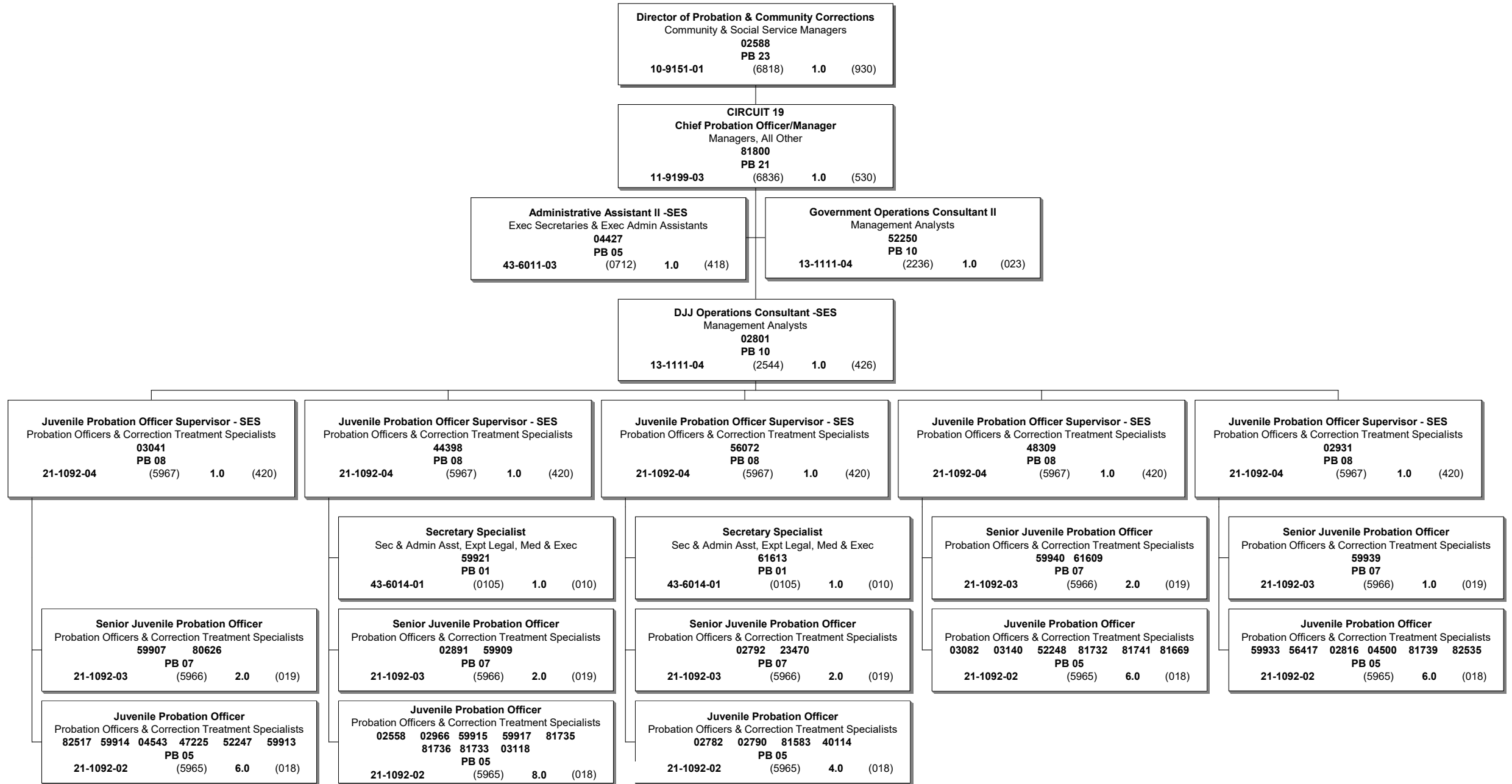
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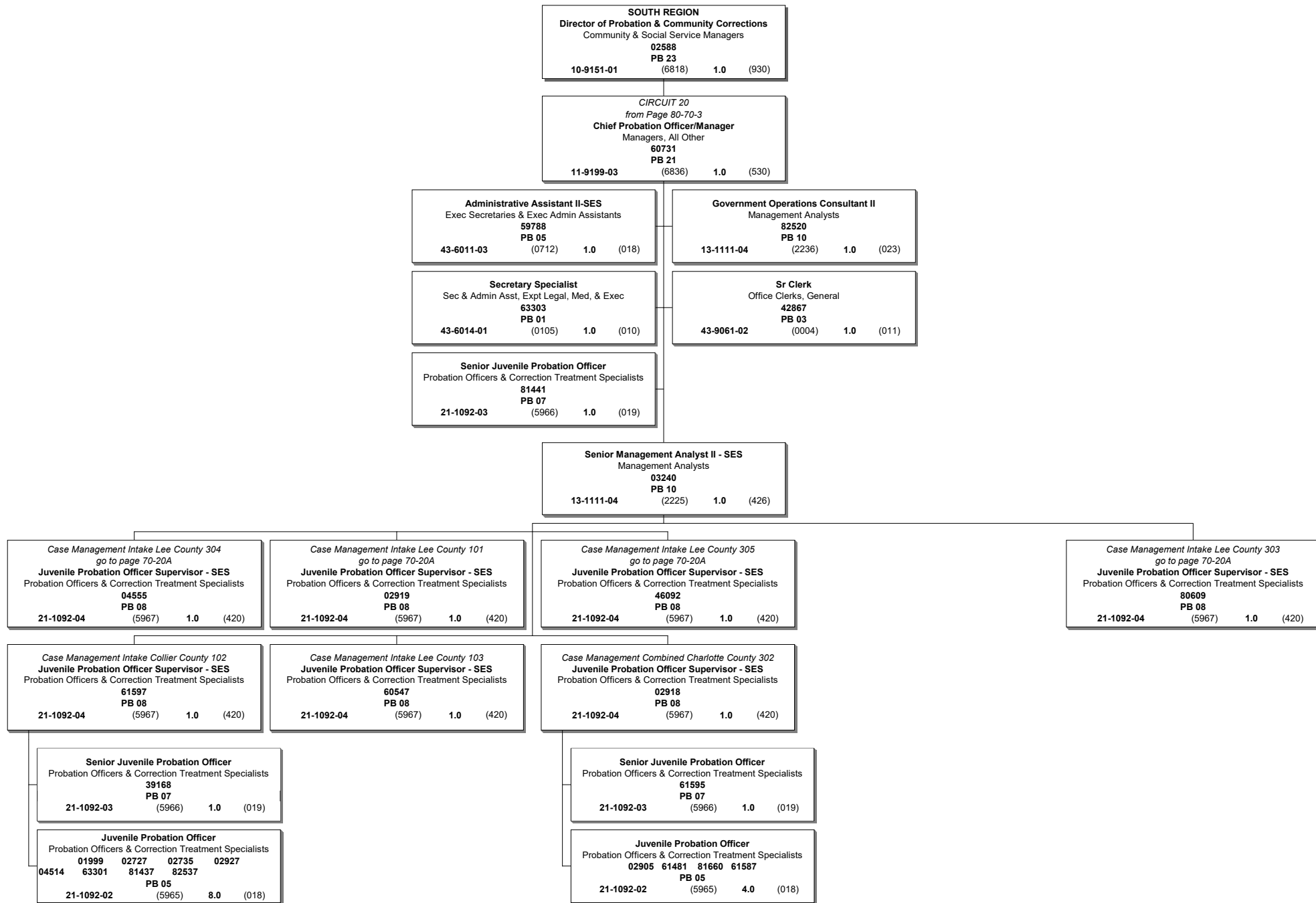
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 Probation Officers & Correction Treatment Specialists
59646
PB 008
21-1092-04 (5967) 1.0 (420)



CIRCUIT 17
 from Page 70-17
Senior Management Analyst II - SES
 Management Analysts
 07290
 PB 10
 13-1111-04 (2225) 1.0 (426)







CIRCUIT 20
Senior Management Analyst II - SES
 Management Analysts
03240
PB 10
13-1111-04 (2225) **1.0** (426)

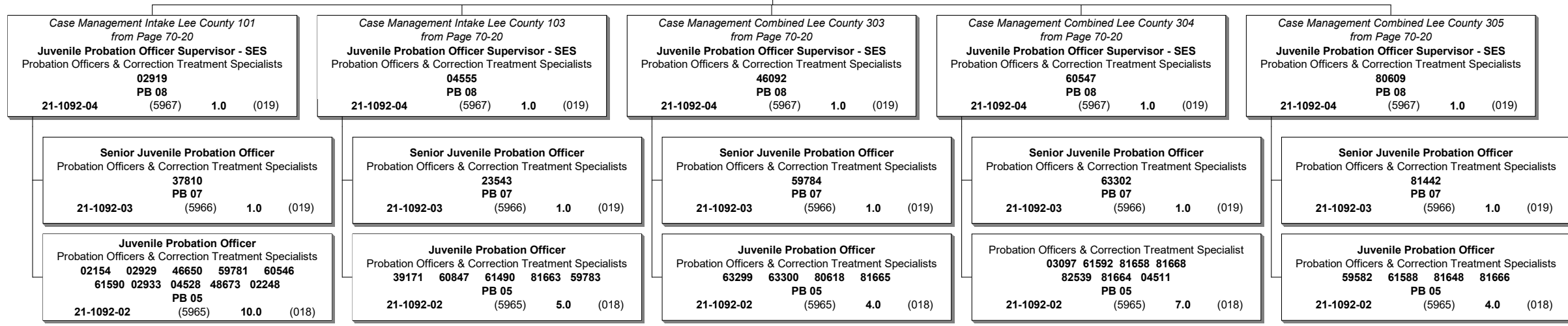
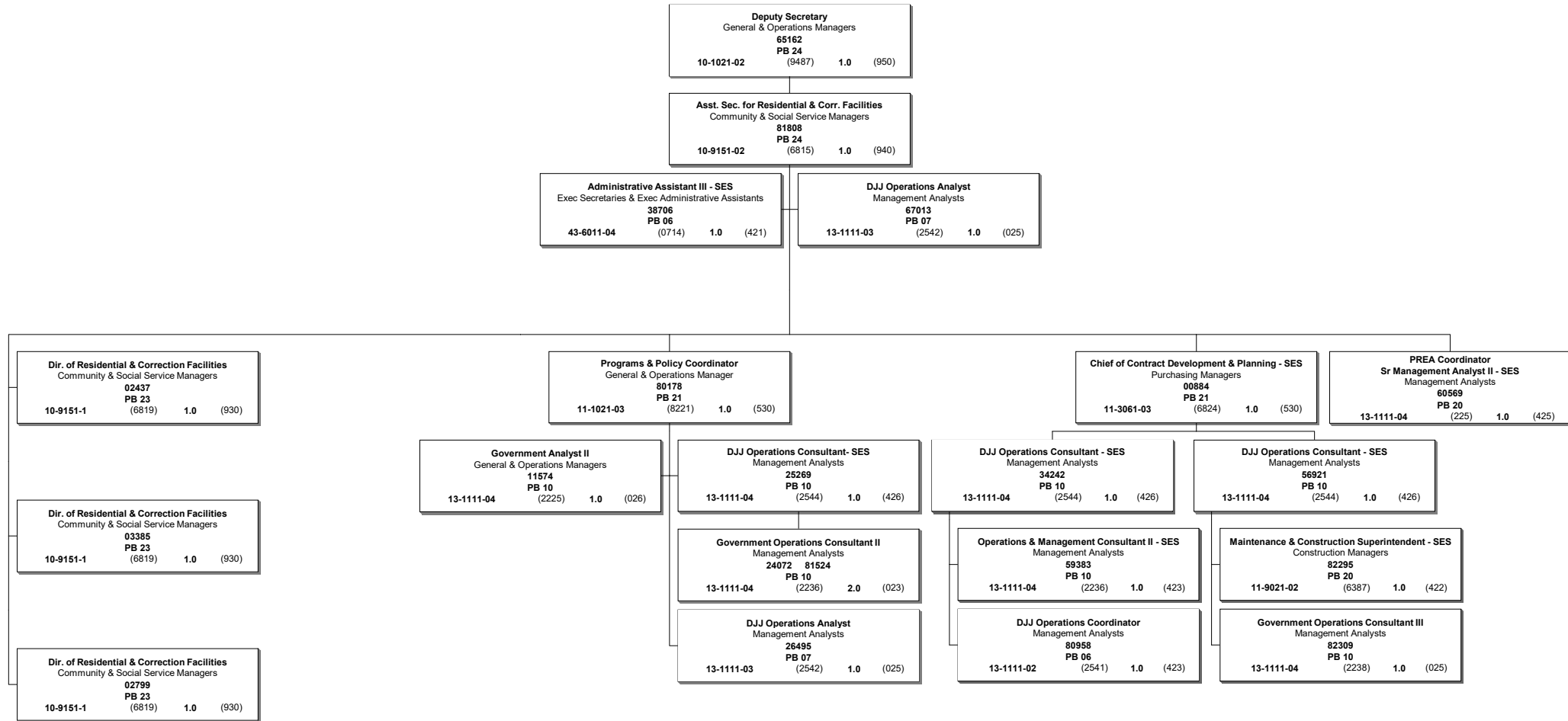
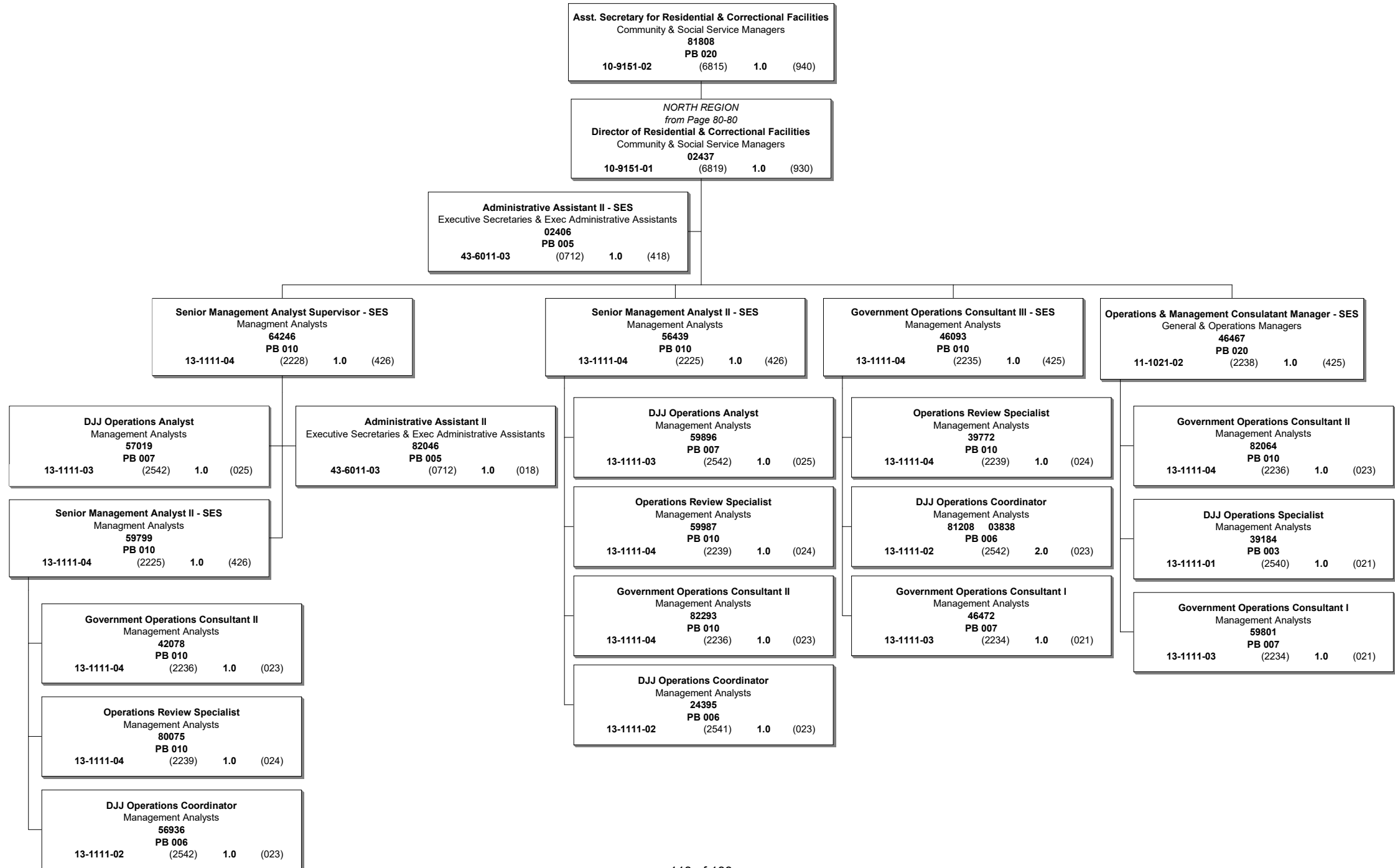
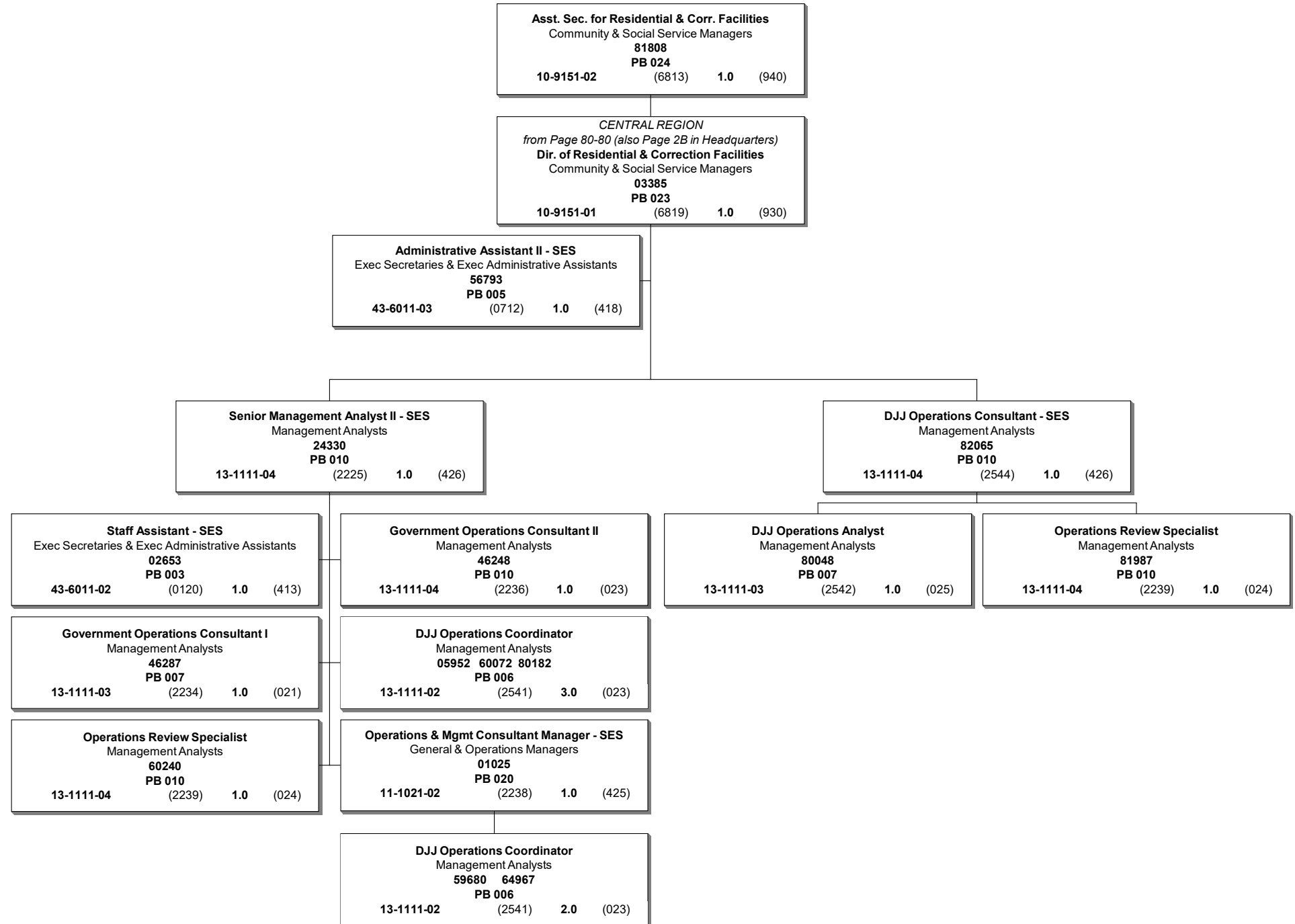


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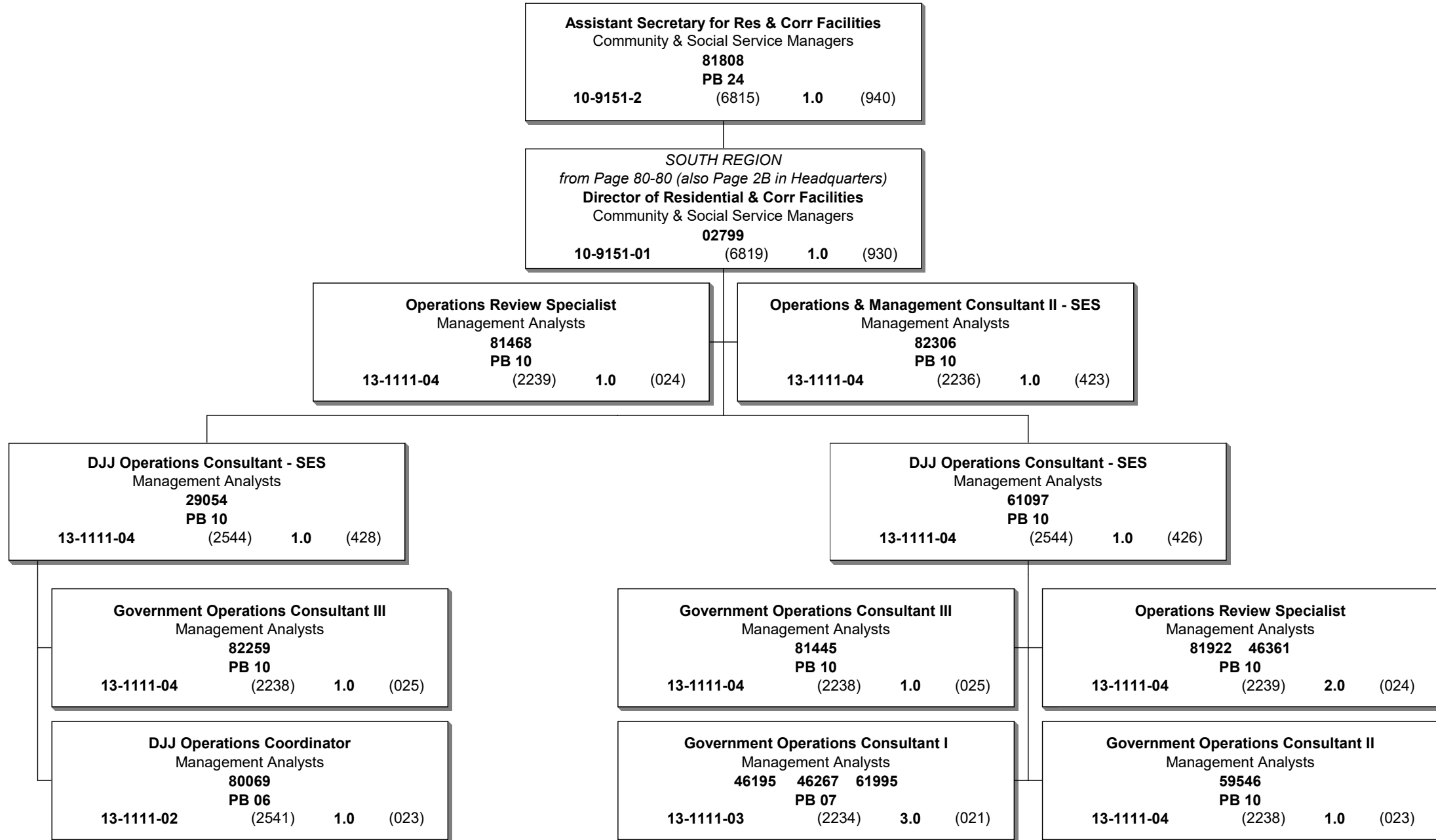
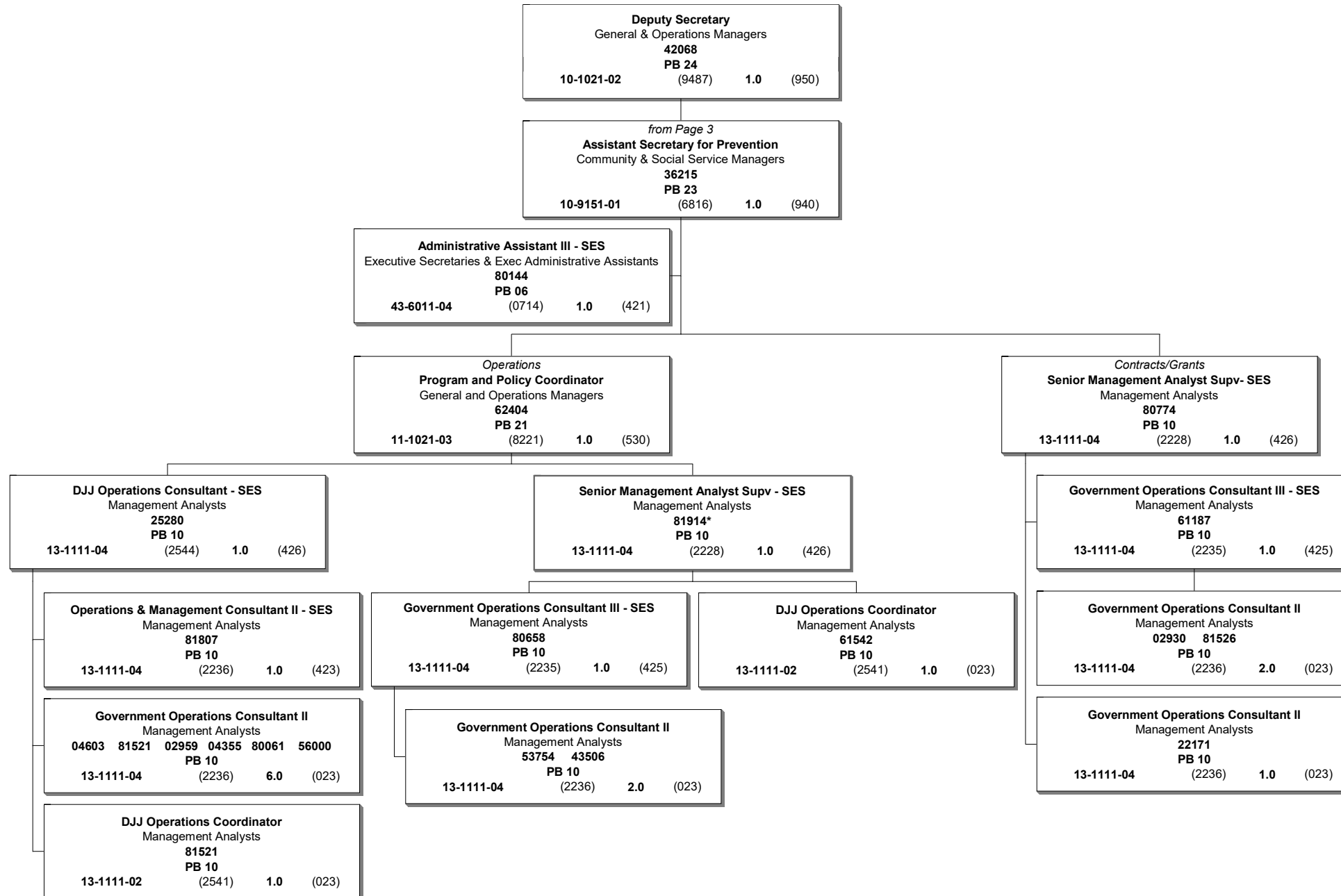


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Assistant Secretary of Prevention

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JUVENILE JUSTICE, DEPARTMENT OF		FISCAL YEAR 2020-21			
SECTION I: BUDGET		OPERATING		FIXED CAPITAL OUTLAY	
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT		578,811,405		8,250,000	
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)		-534,368		-4,900,000	
FINAL BUDGET FOR AGENCY		578,277,037		3,350,000	
SECTION II: ACTIVITIES * MEASURES		Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
Executive Direction, Administrative Support and Information Technology (2)					2,000,000
Secure Supervision * Number of cases served		15,204	6,520.95	99,144,551	
Health Services * Number of cases served		17,677	741.94	13,115,273	
Mental Health Services * Number of cases served		15,204	297.44	4,522,202	
Food Services * Number of resident days food services are provided		222,244	32.16	7,146,545	
Transportation * Number of miles youth transported		582,400	3.11	1,814,141	
Facilities, Repair Maintenance * Square feet maintained		949,013	4.96	4,702,855	1,350,000
Counseling And Supervision - Contracted * Number of youth served		6,234	4,424.36	27,581,454	
Counseling And Supervision - State Provided * Number of youth served		25,404	2,795.41	71,014,629	
Juvenile Assessment Center Administration * Number of youth served		11,572	342.56	3,964,150	
Intake And Screening * Number of cases served		31,586	939.39	29,671,690	
Diversion * Number of youth served		9,482	787.88	7,470,655	
Transitional Services * Number of youth served		1,888	6,326.06	11,943,606	
Redirection Services * Number of youth served		1,094	3,656.54	4,000,259	
Sex Offender Treatment * Number of youth served		397	15,598.58	6,192,635	
Mental Health Treatment * Number of youth served		2,473	2,418.92	5,981,992	
Substance Abuse Treatment * Number of youth served		1,527	26,877.32	41,041,672	
Care And Custody * Number of youth served		2,473	36,166.45	89,439,643	
Behavioral Training And Life Skills * Number of youth served		2,473	1,014.78	2,509,553	
Vocational Training * Number of youth served		2,473	736.05	1,820,259	
Secure Children-in-need-of-services / Families-in-need-of-services * Number of youth served		3,549	70.44	250,000	
Non-secure Children-in-need-of-services / Families-in-need-of-services * Number of youth served		9,342	4,264.19	39,836,087	
Female Diversion Programs * Number of youth served		2,737	7,700.19	21,075,420	
Violence Reduction * Number of youth served		5,938	1,056.60	6,274,086	
Afterschool Programming * Number of youth served		5,139	1,735.96	8,921,080	
Central Communications Center * Number of incidents received and logged for review		8,031	84.45	678,202	
Juvenile Justice System Improvements * Number of programs impacted		27	34,774.33	938,905	
TOTAL				511,051,544	3,350,000
SECTION III: RECONCILIATION TO BUDGET					
PASS THROUGHS					
TRANSFER - STATE AGENCIES					
AID TO LOCAL GOVERNMENTS					
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS					
OTHER					
REVERSIONS				67,225,585	
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)				578,277,129	3,350,000

SCHEDULE XI/EXHIBIT VI: AGENCY-LEVEL UNIT COST SUMMARY

- (1) Some activity unit costs may be overstated due to the allocation of double budgeted items.
- (2) Expenditures associated with Executive Direction, Administrative Support and Information Technology have been allocated based on FTE. Other allocation methodologies could result in significantly different unit costs per activity.
- (3) Information for FCO depicts amounts for current year appropriations only. Additional information and systems are needed to develop meaningful FCO unit costs.
- (4) Final Budget for Agency and Total Budget for Agency may not equal due to rounding.

**Schedule XIV
Variance from Long Range Financial Outlook**

Agency: Department of Juvenile Justice

Contact: Hunter Jones

Article III, Section 19(a)3, Florida Constitution, requires each agency Legislative Budget Request to be based upon and reflect the long range financial outlook adopted by the Joint Legislative Budget Commission or to explain any variance from the outlook.

- 1) Does the long range financial outlook adopted by the Joint Legislative Budget Commission in September 2021 contain revenue or expenditure estimates related to your agency?

Yes No

- 2) If yes, please list the estimates for revenues and budget drivers that reflect an estimate for your agency for Fiscal Year 2022-2023 and list the amount projected in the long range financial outlook and the amounts projected in your Schedule I or budget request.

	Issue (Revenue or Budget Driver)	R/B*	FY 2022-2023 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a	Juvenile Justice Programs - Driver #31	B	\$7,200,000	\$522,271
b	Other Criminal and Civil Justice Programs and Operations - Driver #32	B	\$1,700,000	\$0
c	State Employee Pay Issues - Driver #42	B	\$3,767,181	\$15,311,229
d	Maintenance, Repairs, and Capital Improvements - Statewide Buildings - Driver #43	B	\$8,066,667	\$15,113,879
e				
f				

- 3) If your agency's Legislative Budget Request does not conform to the long range financial outlook with respect to the revenue estimates (from your Schedule I) or budget drivers, please explain the variance(s) below.

a) The Department of Juvenile Justice's (DJJ) Fiscal Year 2022-2023 Legislative Budget Request (LBR) includes operating issues totaling \$522,271 associated with the Community Supervision budget entity, but does not include operating issues associated with Residential Programs or Prevention Programs. Note that these operating issues exclude a request associated with compensation adjustments, which is addressed in Item C - related to Budget Driver #42.

b) The DJJ's Fiscal Year 2022-2023 LBR does not include a request for safety and security cameras at juvenile justice facilities.

c) The DJJ's Fiscal Year 2022-2023 LBR includes an issue in the Detention Centers, Community Supervision, and Community Interventions and Services budget entities, for an aggregate total of \$15,311,229 to address Market-Based Parity Pay Adjustments for Recruitment and Retention of Direct Care Positions.

d) The DJJ's Fiscal Year 2022-2023 LBR includes a request, as part of the Capital Improvements Program Plan, for Fixed Capital Outlay budget associated with deferred building maintenance, which includes funding for facilities associated with the Detention Centers, Non-Secure Residential Commitment, and Secure Residential Commitment budget entities - statewide.

The DJJ developed its LBR based on priority issues related to in-demand juvenile justice needs in support of both its mission and the youth, families, communities, and economy in Florida. Analysis of existing resources was considered throughout the development of each budget issue and with emphasis placed on optimizing federal and grant funding when applicable and available. Only those issues that could not be feasibly conducted using existing resources were requested above base budget.

* R/B = Revenue or Budget Driver

Office of Policy and Budget - June 2021

DEPARTMENT OF JUVENILE JUSTICE

Program or Budget Entity Level

Exhibits and Schedules



Josefina M. Tamayo, Acting Secretary

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2022 - 2023

Department: Florida Department of Juvenile Justice

Chief Internal Auditor: Michael Yu

Budget Entity: Bureau of Internal Audit

Phone Number: 850-717-2468

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
A-1920DJJ-001	FY2020-2021	Audit of the Juvenile Justice Information System	<p>Findings: the audit indicated that, in general, security controls and oversight of JJIS were in accordance with applicable laws, rules, and Department policies and procedures; and adequate oversight of JJIS was in place to ensure confidentiality, integrity, reliability, and availability of information. However, we noted that improvement is needed in the areas of documenting signature approval for users' access, documenting Data Integrity Officers' (DIO's) quarterly audits, terminating the user accounts for separated employees, and ensuring the annual Information Security Awareness training is completed.</p> <p>Recommendation: We recommend the Department take necessary steps to make improvements in those areas.</p>	<p>Corrective actions had already been implemented by Research and Data Integrity at the time the final audit report was distributed. Staff Development and Training (SD&T) implemented processes for annual Information Security Awareness training follow-up. In September and November 2020 SD&T sent the ELT reports showing trainings that have not been completed to ensure required trainings are being completed in SkillPro. In 2021 they sent reports out quarterly showing the incomplete trainings for individuals in each area.</p>	

A-1920DJJ-004	FY2020-2021	Audit of Bureau of Procurement and Contract Administration	<p>Finding: Documentation was not available to demonstrate compliance with Florida Statutes pertaining to the use of a Florida Certified Contract Negotiator (FCCN) for three contracts utilizing the procurement method Invitation to Negotiate (ITN).</p> <p>Recommendation: We recommend that the Department, where applicable, comply with Florida Statutes pertaining to the utilization of FCCNs in the procurement process.</p>	Based on Internal Audit follow up review, the Department has taken action to comply with Florida Statutes pertaining to the utilization of FCCNs in the procurement process.	
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A-1920DJJ-003	FY 2020-2021	Audit of Probation Transition Services	<p>Finding 1: Providers did not always participate in a youth’s residential transition conference, circuit Community Reentry Team (CRT) meeting, or residential exit conference; and CRT case summaries were not always appropriately or timely uploaded into JJIS case notes.</p> <p>Recommendation: We recommend that the Department enforce oversight of established rules, policies and procedures, and contracts to ensure providers appropriately participate in all transition related meetings; and CRT case summaries are timely and appropriately uploaded into JJIS.</p>	<p>For Finding 1, the Office of Probation and Community Intervention did the following:</p> <ul style="list-style-type: none"> Amended Administrative Rule 63T, to further clarify CRT requirements and strengthen the CRT process; Amended CRT Policy (PCI-19-001) to clarify key participants who must receive CRT invitation; Identified a transition liaison, and designee, in each circuit to assist management with ensuring transition rule and policy compliance; Facilitated a statewide refresher training on the requirements of the CRT process for residential case managers, transition service providers and Juvenile Probation Officer (JPO) staff; Coordinated with the Department’s Data Integrity Officer (DIO) Supervisor a series of trainings on JJIS case note entry and the document upload process for residential case managers, transition service providers, and JPO staff; and Trained JPO and provider staff to utilize the Probation Resource Booking (PRB) module Outlook Calendar to track all transition related conferences and meetings. 	
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			<p>Finding 2: Juvenile Probation Officer (JPO) follow-up on youth referrals was not always sufficient to ensure transition services were appropriately provided to youth; JPO's did not always document review of youth monthly progress reports submitted by transition services providers; JPO's did not always timely update Youth Empowered Success (YES) Plans; JPO's did not always maintain appropriate monthly contacts with the youth or the parent(s)/guardian(s); and Ninety-Day Supervisory Reviews were not always conducted in a timely manner.</p> <p>Recommendation: We recommend the Department enforce the rules, policies, and procedures established to guide JPO supervision of youth on conditional release (CR) and post-commitment probation (PCP) and monitor oversight provided by the Juvenile Probation Officer Supervisor (JPOS).</p>	<p>For finding 2, the Office of Probation did the following:</p> <p>Ensured all circuits conduct a minimum of one (1) informal Quality Improvement (QI) review. These informal QI reviews will focus on compliance with rules and policies as well as the case management oversight provided by the JPOS. Results of these reviews will be shared with Probation regional and headquarters management for further follow-up, as necessary;</p> <p>Ensured circuit management teams are consistently utilizing unit staff meetings and circuit-wide meetings as opportunities to review and discuss the rules and policies established for the provision of intervention and case management services for all youth on supervision, to include youth on PCP and CR; and</p> <p>Coordinated with the DIO supervisor a series of trainings for JPO and provider staff to ensure JJIS case notes are entered timely and correctly, including the provider referral for services process and the receipt and review of progress reports.</p>	
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			<p>Finding 3: Providers did not always appear to implement transition services in a timely manner; providers did not always upload monthly youth progress reports into the Juvenile Justice Information System (JJIS) Document Library; and youth monthly progress reports submitted by providers did not always appear to follow contractual guidelines.</p> <p>Recommendation: We recommend the Department enhance oversight of transition services contracts to ensure services are timely implemented for youth in transition; monthly progress reports are timely and appropriately uploaded into JJIS for all youth receiving transition services; and continue monitoring to ensure submission of clear, concise progress reports that reflect dates services are provided, dates of services/meetings the youth has missed, results of follow-up with youth, youth progress made, and improvements needed.</p>	<p>For finding 3: The Office of Probation did the following: Facilitated a statewide refresher training on the requirements of the CRT process for residential case managers, transition service providers, and JPO staff; Coordinated with the DIO supervisor a series of trainings for all transition services providers, residential case managers and JPO staff on the process for uploading documents in the JJIS document library; and Conducted a meeting with Accountability and Program Support to discuss the feasibility of increasing the frequency of supplemental monitoring for the transitional services providers with emphasis on these audit findings.</p>	
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A-2021DJJ-003	FY 2020-2021	Audit of the Bureau of Contract Management	<p>Finding 1: Conflict of interest questionnaires (COIQ) were not completed in a timely manner.</p> <p>Recommendation: We recommend that the Department comply with Section 112.313, (7)(a), Florida Statutes, and ensure that Conflict of Interest Questionnaire Forms are completed in a timely manner.</p> <p>Finding 2: For checks viewed by the auditor, a provider had only one person signing checks (program manager) for program expenditures; that one person was also a payee.</p> <p>Recommendation: We recommend that the program manager's time sheet and payroll check be counter signed by another officer of the organization. This recommendation, if adopted, will serve to significantly strengthen controls over contract payments to this provider.</p> <p>Finding 3: Of the nineteen contracts examined, we could not determine if administrative compliance reviews were completed for six contracts.</p> <p>Recommendation: We recommend that the Department comply with policies and procedures pertaining to completing administrative compliance reviews.</p>	<p>For Finding 1, the Bureau of Contract Management outlined the requirements for COIQ forms in policies and included it in the Bureau of Contract Management training manual to ensure continued compliance with Florida Statutes and timely completion of COIQ forms.</p> <p>For finding 2, the Bureau of Contract Management will update its administrative monitoring compliance tools to include a review of the signatory for all invoices, timesheets, and payroll checks, as applicable, to ensure separation of duties. In addition, the Bureau of Contract Management will work with the Bureau of Procurement and Contract Administration to ensure contract language related to separation of duties is amended into contracts moving forward.</p> <p>For Finding 3, the management team will provide education to all contract managers on the requirement for an administrative compliance review checklist when contracts are: 1) not included in the 4th quarter risk assessment; 2) executed after the start of the new fiscal year; and 3) have been operational for six months in the current fiscal year. In addition, this requirement will be clearly outlined in all administrative compliance review policies and procedures within the Bureau of Contract Administration.</p>	
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Office of Policy and Budget – June 2021

Fiscal Year 2022-23 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of Juvenile Justice
 Agency Budget Officer/OPB Analyst Name: Hunter Jones/Christian Griffin
 A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider.

Action	Program or Service (Budget Entity Codes)								
	80400100	80700700	80700800	80750100	80750200	80760100	80800100	80800200	80900100

1. GENERAL									
1.1 Are Columns A01, A04, A05, A91, A92, A93, A94, A95, A96, A36, A10, IA1, IA4, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns (no trust fund files for narrative columns)? Is Column A02 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for the Trust Fund Files (the Budget Files should already be on TRANSFER CONTROL for DISPLAY and MANAGEMENT CONTROL for UPDATE)? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only (UPDATE status remains on OWNER)? (CSDI or Web LBR Column Security)	Y	Y	Y	Y	Y	Y	Y	Y	Y
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y	Y	Y	Y	Y	Y	Y	Y	Y
AUDITS:									
1.3 Have Column A03 budget files been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y	Y	Y	Y	Y	Y	Y	Y
1.4 Have Column A03 trust fund files been copied to Column A12? Run Schedule I (SC1R, SC1 or SC1R, SC1D adding column A12) to verify.	Y	Y	Y	Y	Y	Y	Y	Y	Y
1.5 Has Column A12 security been set correctly to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for Budget and Trust Fund files? (CSDR, CSA)	Y	Y	Y	Y	Y	Y	Y	Y	Y
TIP The agency should prepare the budget request for submission in this order: 1) Copy Column A03 to Column A12, and 2) Lock columns as described above. A security control feature included in the LAS/PBS Web upload process requires columns to be in the proper status before uploading to the portal.									
2. EXHIBIT A (EADR, EXA)									
2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 57 of the LBR Instructions?	Y	Y	Y	Y	Y	Y	Y	Y	Y
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y	Y	Y	Y	Y	Y	Y
2.3 Are the issue codes and titles consistent with Section 3 of the LBR Instructions (pages 15 through 27)? Do they clearly describe the issue?	Y	Y	Y	Y	Y	Y	Y	Y	Y
3. EXHIBIT B (EXBR, EXB)									
3.1 Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? Were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	Y	Y	Y	Y	Y	Y	Y	Y	Y
AUDITS:									
3.2 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity and program component at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y	Y	Y	Y	Y	Y	Y	Y	Y
3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y	Y	Y	Y	Y	Y	Y	Y	Y
TIP Generally look for and be able to fully explain significant differences between A02 and A03.									
TIP Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.									
TIP Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, a Special Categories appropriation category (10XXXX) should be used.									
4. EXHIBIT D (EADR, EXD)									

Action		Program or Service (Budget Entity Codes)								
		80400100	80700700	80700800	80750100	80750200	80760100	80800100	80800200	80900100
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y	Y	Y	Y	Y	Y	Y	Y	Y
4.2	Is the program component code and title used correct?	Y	Y	Y	Y	Y	Y	Y	Y	Y
TIP Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.										
5. EXHIBIT D-1 (ED1R, EXD1)										
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y	Y	Y	Y	Y	Y
AUDITS:										
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y	Y	Y	Y	Y	Y	Y	Y
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)	Y	Y	Y	Y	Y	Y	Y	Y	Y
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)	Y	Y	Y	Y	Y	Y	Y	Y	Y
TIP If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.										
TIP If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.										
TIP Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2020-21 approved budget. Amounts should be positive. The \$5,000 allowance is necessary for rounding.										
TIP If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created. Note that there is a \$5,000 allowance at the department level.										
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)										
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y	Y	Y	Y	Y	Y
TIP Exhibit D-3 is not required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.										
7. EXHIBIT D-3A (EADR, ED3A) (Required to be posted to the Florida Fiscal Portal)										
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 27 of the LBR Instructions.)	Y	Y	Y	Y	Y	Y	Y	Y	N/A
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 65 through 68 of the LBR Instructions.)	Y	Y	Y	Y	Y	Y	Y	Y	N/A
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 67 through 69 of the LBR Instructions?	N/A	Y	N/A	Y	Y	N/A	N/A	N/A	N/A
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A	Y	N/A	Y	Y	N/A	N/A	N/A	N/A
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E.4 through E.5 of the LBR Instructions.)	N/A	N/A	N/A	Y	Y	Y	N/A	N/A	N/A
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y	Y	Y	Y	Y	Y	N/A	N/A	N/A
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. (See pages 93 through 95 of the LBR Instructions.)	Y	Y	Y	N/A	Y	N/A	N/A	N/A	N/A
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y	Y	Y	Y	Y	Y	Y	Y	Y
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	Y	Y	Y	Y	Y	Y	N/A
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #22-001?	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Action	Program or Service (Budget Entity Codes)								
	80400100	80700700	80700800	80750100	80750200	80760100	80800100	80800200	80900100
7.11 When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the LAS/PBS Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.12 Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A	N/A	N/A	N/J	N/J	N/J	N/A	N/A	N/A
7.13 Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.14 Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y	Y	Y	Y	Y	Y
7.15 Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.16 Do the issue codes relating to special <i>salary and benefits</i> issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See pages 26 and 90 of the LBR Instructions.)	Y	Y	Y	N/A	N/J	N/A	N/A	N/A	N/A
7.17 Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?	N/A	Y	N/A	Y	Y	N/A	N/A	N/A	N/A
7.18 Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	N/A	N/A	N/A	Y	N/A	N/A	N/A
7.19 Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y	Y	Y	Y	Y	Y	Y	Y	N/A
AUDIT:									
7.20 Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.21 Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.22 Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.23 Have FCO appropriations been entered into the nonrecurring column (A04)? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	Y	N/A	N/A	N/A	N/A	N/A	Y	Y	N/A
7.24 Has narrative been entered for all issues requested by the agency? Agencies do not need to include narrative for startup issues (1001000, 2103XXX, etc.) that were not input by the agency. (NAAR, BSNR)	Y	Y	Y	Y	Y	Y	Y	Y	N/J
7.25 Has the agency entered annualization issues (260XXX0) for any issue that was partially funded in Fiscal Year 2021-22? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2021-22. Do not add annualization issues for pay and benefit distribution issues, as those annualization issues (26AXXX0) have already been added to A03.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TIP Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.									
TIP The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 65 through 70 of the LBR Instructions.									
TIP Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.									
TIP If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).									
TIP If an appropriation made in the FY 2021-22 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.									

Action	Program or Service (Budget Entity Codes)									
	80400100	80700700	80700800	80750100	80750200	80760100	80800100	80800200	80900100	
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) (Required to be posted to the Florida Fiscal Portal)										
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?									
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?									
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?									
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?									
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?									
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?									
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?									
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable legislation?									
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?									
8.10	Are the statutory authority references correct?									
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to section 215.20, Florida Statutes, for appropriate General Revenue Service Charge percentage rates.)									
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?									
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?									
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?									
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?									
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?									
8.17	If applicable, are nonrecurring revenues entered into Column A04?									
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?									
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?									
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?									
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?									
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)									
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?									
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?									
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?									
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?									
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?									

Action		Program or Service (Budget Entity Codes)								
		80400100	80700700	80700800	80750100	80750200	80760100	80800100	80800200	80900100
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y	Y	Y	Y	Y	Y	Y
AUDITS:										
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.33	Has a Schedule IB been provided for ALL trust funds having an unreserved fund balance in columns A01, A02 and/or A03, and if so, does each column's total agree with line I of the Schedule I?	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Y	Y	Y	Y	Y	Y	Y	Y	Y
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!									
TIP	Determine if the agency is scheduled for trust fund review. (See page 126 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.									
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.									
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.									
9. SCHEDULE II (PSCR, SC2)										
AUDIT:										
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 156 of the LBR Instructions.)	N/A	N/A	N/A	N/J	Y	N/J	N/A	N/A	N/A
10. SCHEDULE III (PSCR, SC3)										
10.1	Is the appropriate lapse amount applied? (See page 88 of the LBR Instructions.)	Y	Y	Y	Y	Y	Y	Y	Y	Y
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See pages 93 through 95 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y	Y	Y	N/A	Y	N/A	N/A	N/A	N/A
11. SCHEDULE IV (EADR, SC4)										
11.1	Are the correct Information Technology (IT) issue codes used?	N/A	Y	N/A	Y	Y	N/A	N/A	N/A	N/A
TIP	If IT issues are not coded (with "C" in 6th position or within a program component of 1603000000), they will not appear in the Schedule IV.									
12. SCHEDULE VIIIA (EADR, SC8A)										
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can be included in the priority listing.	Y	Y	Y	Y	Y	Y	Y	Y	N/A
13. SCHEDULE VIIIB-1 (EADR, S8B1)										
13.1	Do the reductions comply with the instructions provided on pages 100 through 103 of the LBR Instructions regarding an 8.5% reduction in General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used? Verify that excluded appropriation categories and funds were not used (e.g. funds with FSI 3 and 9, etc.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TIP	If all or a portion of an issue is intended to be reduced on a nonrecurring basis, include the total reduction amount in Column A91 and the nonrecurring portion in									
14. SCHEDULE VIIIB-2 (EADR, S8B2) (Required to be posted to the Florida Fiscal Portal)										
14.1	Do the reductions comply with the instructions provided on pages 100 through 103 of the LBR Instructions regarding a 10% reduction in General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used? Verify that excluded appropriation categories and funds were not used (e.g. funds with FSI 3 and 9, etc.)	Y	Y	Y	Y	N/A	Y	N/J	N/J	Y
TIP	Compare the debt service amount requested (IOE N or other IOE used for debt service) with the debt service need included in the Schedule VI: Detail of Debt Service, to determine whether any debt has been retired and may be reduced.									

Action	Program or Service (Budget Entity Codes)									
	80400100	80700700	80700800	80750100	80750200	80760100	80800100	80800200	80900100	
TIP If all or a portion of an issue is intended to be reduced on a nonrecurring basis, in the absence of a nonrecurring column, include that intent in narrative.										
15. SCHEDULE VIIIIC (EADR, S8C) (This Schedule is optional, but if included it is required to be posted to the Florida Fiscal Portal)										
15.1	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
15.2	Are the priority narrative explanations adequate and do they follow the guidelines on pages 97 through 103 of the LBR instructions?	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
15.3	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
AUDIT:										
15.4	Do the issues net to zero at the department level? (GENR, LBR5)	Y	Y	Y	Y	Y	Y	Y	Y	Y
16. SCHEDULE XI (UCSR,SCXI) (LAS/PBS Web - see pages 111-115 of the LBR Instructions for detailed instructions) (Required to be posted to the Florida Fiscal Portal in Manual Documents)										
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to section 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this information.)	Y	Y	Y	Y	Y	Y	Y	Y	Y
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:										
16.3	Does the FY 2020-21 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	Y	Y	Y	Y	Y	Y	Y	Y
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y	Y	Y	Y	Y	Y	Y	Y	Y
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y	Y	Y	Y	Y	Y	Y	Y	Y
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which should appear in Section II? (Note: The activities listed in Audit #3 do not have an associated output standard. In addition, the activities were not identified as a Transfer to a State Agency, as Aid to Local Government, or a Payment of Pensions, Benefits and Claims. Activities listed here should represent transfers/pass-throughs that are not represented by those above or administrative costs that are unique to the agency and are not appropriate to be allocated to all other activities.)	Y	Y	Y	Y	Y	Y	Y	Y	Y
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y	Y	Y	Y	Y	Y	Y	Y	Y
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.										
17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal)										
17.1	Do exhibits and schedules comply with LBR Instructions (pages 52 through 84 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y	Y	Y	Y	Y	Y	Y
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Y	Y	Y	Y	Y	Y	Y	Y	Y
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y	Y	Y	Y	Y	Y	Y
17.4	Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 136 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US?	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y	N/A	Y	N/A	N/A	N/A	Y	Y	N/A
AUDITS - GENERAL INFORMATION										
TIP Review Section 6: Audits of the LBR Instructions (pages 155-157) for a list of audits and their descriptions.										
TIP Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.										
18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)										
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y	Y	Y	Y	N/A	Y	Y	Y
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	N/A	Y	N/A	N/A	N/A	Y	Y	N/A
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y	Y	Y	Y	N/A	Y	Y	Y

Action		Program or Service (Budget Entity Codes)								
		80400100	80700700	80700800	80750100	80750200	80760100	80800100	80800200	80900100
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	N/A	Y	N/A	N/A	N/A	Y	Y	N/A
18.5	Are the appropriate counties identified in the narrative?	Y	N/A	N/A	N/A	N/A	N/A	Y	Y	N/A
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	Y	N/A	Y	N/A	N/A	N/A	Y	Y	N/A
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.									
19. FLORIDA FISCAL PORTAL										
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y	Y	Y	Y	Y	Y	Y	Y