



FLORIDA DEPARTMENT OF JUVENILE JUSTICE

LEGISLATIVE BUDGET REQUEST

Department of Juvenile Justice

Tallahassee, Florida

October 15, 2024

Brandi Gunder, Deputy Director of Budget
Office of Policy and Budget
Executive Office of the Governor
1702 Capitol
Tallahassee, Florida 32399-0001

J. 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 2025-26 Fiscal Year.

A handwritten signature in blue ink that reads "Eric S. Hall".

Dr. Eric S. Hall

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

Ron DeSantis, Governor

Eric S. Hall, Secretary

The mission of the Florida Department of Juvenile Justice is to enhance public safety through high-quality effective services for youth and families delivered by world-class professionals dedicated to building a stronger, safer Florida.

Temporary Special Duty – General Pay Additives Implementation Plan for Fiscal Year 2025 – 2026



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.
- 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 15% 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 2,587 eligible positions. The additive amount shall not exceed 15% 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 2025 – 2026



- A total of seventy-seven (74) employees were granted the temporary special duties – general pay additive in fiscal year 2023 – 2024. The annual cost was \$82,799.49.
- Collective Bargaining Units Impacted:

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 AND MINIMUM RATES OF PAY

(Updated: 07/01/2024)

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

Class Code	Broadband Code	Class Title	Bband Occupation Title	Pay Grade	Bi-Weekly Min	Pay Grade Bi-Weekly Max	Pay Grade Annual Min	Pay Grade Annual Max	Employee Group	Overtime Indicator	Bband Payband	Pay Plan	Spec Risk Ret	Cbu	Eeo4
1427	13-2011-01	ACCOUNTANT I	ACCOUNTANTS AND AUDITORS	014	\$ 1,427.58	\$ 2,080.48	\$37,117.08	\$54,092.40	Included	Yes	004	01	N	05	02
1430	13-2011-01	ACCOUNTANT II	ACCOUNTANTS AND AUDITORS	016	\$ 1,429.64	\$ 2,308.77	\$37,170.64	\$60,028.10	Included	Yes	004	01	N	05	02
1436	13-2011-02	ACCOUNTANT III	ACCOUNTANTS AND AUDITORS	018	\$ 1,462.60	\$ 2,594.11	\$38,027.60	\$67,446.91	Included	Yes	006	01	N	05	02
1437	13-2011-03	ACCOUNTANT IV	ACCOUNTANTS AND AUDITORS	020	\$ 1,576.56	\$ 3,187.54	\$40,990.54	\$82,876.08	Included	Yes	008	01	N	05	02
1448	11-3031-02	ACCOUNTING SERVICES ADMINISTRATOR - SES	FINANCIAL MANAGERS	423	\$ 2,139.24	\$ 3,728.48	\$55,620.19	\$96,940.49	Excluded	No	020	08	N	89	02
4947	13-2011-03	ACCOUNTING SERVICES ANALYST A	ACCOUNTANTS AND AUDITORS	021	\$ 1,663.57	\$ 3,205.32	\$43,252.91	\$83,338.32	Included	Yes	008	01	N	05	02
4948	13-2011-03	ACCOUNTING SERVICES ANALYST B	ACCOUNTANTS AND AUDITORS	023	\$ 1,864.08	\$ 3,592.91	\$48,466.18	\$93,415.51	Excluded	No	008	01	N	05	02
4950	13-2011-04	ACCOUNTING SERVICES ANALYST D	ACCOUNTANTS AND AUDITORS	025	\$ 2,097.82	\$ 3,876.83	\$54,543.36	\$100,797.44	Excluded	No	009	01	N	05	02
1445	13-2011-03	ACCOUNTING SERVICES SUPERVISOR II - SES	ACCOUNTANTS AND AUDITORS	422	\$ 1,980.77	\$ 3,356.76	\$51,500.08	\$87,275.83	Excluded	No	008	08	N	87	02
0709	43-6011-02	ADMINISTRATIVE ASSISTANT I	EXEC SECRETARIES & EXEC ADMIN ASSISTANTS	015	\$ 1,396.68	\$ 2,190.63	\$36,313.68	\$56,956.48	Included	Yes	003	01	N	01	02
0709	43-6011-02	ADMINISTRATIVE ASSISTANT I - SES	EXEC SECRETARIES & EXEC ADMIN ASSISTANTS	415	\$ 1,396.68	\$ 2,275.60	\$36,313.68	\$59,165.58	Included	Yes	003	08	N	89	02
0712	43-6011-03	ADMINISTRATIVE ASSISTANT II	EXEC SECRETARIES & EXEC ADMIN ASSISTANTS	018	\$ 1,462.60	\$ 2,594.11	\$38,027.60	\$67,446.91	Included	Yes	005	01	N	01	02
0712	43-6011-03	ADMINISTRATIVE ASSISTANT II - SES	EXEC SECRETARIES & EXEC ADMIN ASSISTANTS	418	\$ 1,462.60	\$ 2,813.42	\$38,027.60	\$73,148.94	Included	Yes	005	08	N	89	02
0714	43-6011-04	ADMINISTRATIVE ASSISTANT III - SES	EXEC SECRETARIES & EXEC ADMIN ASSISTANTS	421	\$ 1,557.71	\$ 3,117.63	\$40,500.44	\$81,058.26	Included	Yes	006	08	N	89	02
0108	43-6011-02	ADMINISTRATIVE SECRETARY	EXEC SECRETARIES & EXEC ADMIN ASSISTANTS	012	\$ 1,363.72	\$ 1,774.49	\$35,456.72	\$46,136.59	Included	Yes	003	01	N	01	06
5715	11-9151-02	ASSISTANT DETENTION CENTER SUPT II - SES	COMMUNITY AND SOCIAL SERVICE MANAGERS	421	\$ 2,111.14	\$ 3,098.70	\$54,889.64	\$80,566.18	Excluded	No	020	08	N	89	02
6814	10-9151-02	ASSISTANT SEC FOR DETENTION SERVICES	COMMUNITY AND SOCIAL SERVICE MANAGERS	940	\$ 2,829.86	\$ 7,290.98	\$73,576.36	\$189,565.34	Excluded	No	024	09	N	99	01
6815	10-9151-02	ASST SEC FOR ACCOUNTABILITY & PRGM SPT	COMMUNITY AND SOCIAL SERVICE MANAGERS	940	\$ 2,829.86	\$ 7,290.98	\$73,576.36	\$189,565.34	Excluded	No	024	09	N	99	01
9757	10-3011-01	ASST SEC FOR ADMINISTRATION	ADMINISTRATIVE SERVICES MANAGERS	940	\$ 2,829.86	\$ 7,290.98	\$73,576.36	\$189,565.34	Excluded	No	023	09	N	99	01
6816	10-9151-02	ASST SEC FOR PREVENTION	COMMUNITY AND SOCIAL SERVICE MANAGERS	940	\$ 2,829.86	\$ 7,290.98	\$73,576.36	\$189,565.34	Excluded	No	024	09	N	99	01
6813	10-9151-02	ASST SEC FOR PROB & COMMUNITY CORR	COMMUNITY AND SOCIAL SERVICE MANAGERS	940	\$ 2,829.86	\$ 7,290.98	\$73,576.36	\$189,565.34	Excluded	No	024	09	N	99	01
6815	10-9151-02	ASST SEC FOR RESIDENTIAL & CORR FAC	COMMUNITY AND SOCIAL SERVICE MANAGERS	940	\$ 2,829.86	\$ 7,290.98	\$73,576.36	\$189,565.34	Excluded	No	024	09	N	99	01
9433	11-3031-03	AUDIT ADMINISTRATOR	FINANCIAL MANAGERS	530	\$ 2,039.54	\$ 5,150.34	\$53,027.99	\$133,908.73	Excluded	No	021	08	N	89	01
4952	13-2031-03	BUDGET ANALYST B - SES	BUDGET ANALYSTS	424	\$ 2,376.93	\$ 3,992.54	\$61,800.21	\$103,806.00	Excluded	No	008	08	N	89	02
6484	47-4099-02	BUILDING CONSTRUCTION SPECIALIST	CONSTRUCTION & RELATED WORKER, ALL OTHER	015	\$ 1,396.68	\$ 2,190.63	\$36,313.68	\$56,956.48	Included	Yes	004	01	N	02	07
5819	21-2011-02	CHAPLAIN	CLERGY	017	\$ 1,429.64	\$ 2,444.68	\$37,170.64	\$60,028.10	Included	Yes	005	01	N	05	02
6837	10-9111-01	CHIEF MEDICAL OFFICER	MEDICAL AND HEALTH SERVICES MANAGERS	940	\$ 2,685.39	\$ 6,918.78	\$69,820.04	\$179,888.22	Excluded	No	023	09	N	99	01
9431	11-3031-03	CHIEF OF BUDGET	FINANCIAL MANAGERS	530	\$ 3,513.22	\$ 5,150.34	\$91,343.64	\$133,908.74	Excluded	No	021	08	N	89	01
6824	11-3061-03	CHIEF OF CONTRACT DEVELOPMENT & PLANNING	PURCHASING MANAGERS	530	\$ 3,213.31	\$ 5,150.34	\$83,546.10	\$133,908.74	Excluded	No	021	08	N	89	01
0670	11-3061-03	CHIEF OF CONTRACT MANAGEMENT	PURCHASING MANAGERS	530	\$ 3,513.22	\$ 5,150.34	\$91,343.64	\$133,908.74	Excluded	No	021	08	N	89	01
9768	11-3031-03	CHIEF OF FINANCE AND ACCOUNTING	FINANCIAL MANAGERS	530	\$ 3,513.22	\$ 5,150.34	\$91,343.64	\$133,908.74	Excluded	No	021	08	N	89	01
9430	11-3011-03	CHIEF OF GENERAL SERVICES	ADMINISTRATIVE SERVICES MANAGERS	530	\$ 3,513.22	\$ 5,150.34	\$91,343.64	\$133,908.74	Excluded	No	021	08	N	89	01
9429	11-3121-03	CHIEF OF HUMAN RESOURCES	HUMAN RESOURCE MANAGERS	530	\$ 3,513.22	\$ 5,150.34	\$91,343.64	\$133,908.74	Excluded	No	021	08	N	89	01
8865	11-3021-03	CHIEF OF INFORMATION TECHNOLOGY	COMPUTER & INFORMATION SYSTEMS MANAGERS	540	\$ 3,513.22	\$ 6,277.15	\$91,343.64	\$163,205.96	Excluded	No	021	08	N	89	01
9422	11-1021-03	CHIEF OF MONITORING & QUAL IMPROVEMENT	GENERAL AND OPERATIONS MANAGERS	530	\$ 3,513.22	\$ 5,150.34	\$91,343.64	\$133,908.74	Excluded	No	021	08	N	89	01
6826	11-1021-03	CHIEF OF POLICY DEVELOPMENT & PLANNING	GENERAL AND OPERATIONS MANAGERS	530	\$ 2,039.54	\$ 5,150.34	\$53,027.99	\$133,908.74	Excluded	No	021	08	N	89	01

DJJ CLASS TITLES AND MINIMUM RATES OF PAY

(Updated: 07/01/2024)

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

Class Code	Broadband Code	Class Title	Bband Occupation Title	Pay Grade	Bi-Weekly Min	Pay Grade Bi-Weekly Max	Pay Grade Annual Min	Pay Grade Annual Max	Employee Group	Overtime Indicator	Bband Payband	Pay Plan	Spec Risk Ret	Cbu	Eeo4
8222	11-3061-03	CHIEF OF PROCUREMENT AND CONTRACT ADMINI	PURCHASING MANAGERS	530	\$ 3,513.22	\$ 5,150.34	\$91,343.64	\$133,908.74	Excluded	No	021	08	N	89	01
8219	11-3021-03	CHIEF OF RESEARCH AND DATA INTEGRITY	COMPUTER & INFORMATION SYSTEMS MANAGERS	530	\$ 3,513.22	\$ 5,150.34	\$91,343.64	\$133,908.74	Excluded	No	021	08	N	89	01
8289	10-1021-02	CHIEF OF STAFF	GENERAL AND OPERATIONS MANAGERS	940	\$ 2,829.86	\$ 7,291.01	\$73,576.36	\$189,566.21	Excluded	No	024	09	N	99	01
6836	11-9199-03	CHIEF PROBATION OFFICER/MANAGER	MANAGERS, ALL OTHER	530	\$ 2,039.54	\$ 5,150.34	\$53,027.99	\$133,908.74	Excluded	No	021	08	N	89	01
9490	11-2031-03	COMMUNICATIONS ADMINISTRATOR	PUBLIC RELATIONS & FUNDRAISING MANAGERS	530	\$ 2,039.54	\$ 5,150.34	\$53,027.99	\$133,908.74	Excluded	No	021	08	N	89	01
8715	11-2031-02	COMMUNITY RELATIONS ADMINISTRATOR	PUBLIC RELATIONS & FUNDRAISING MANAGERS	160	\$ 2,051.20	\$ 4,847.99	\$53,331.05	\$126,047.81	Excluded	No	020	08	N	89	01
4691	11-9021-02	CONSTRUCTION PROJECTS CONSULTANT I	CONSTRUCTION MANAGERS	022	\$ 1,646.48	\$ 3,355.28	\$42,808.42	\$87,237.33	Excluded	No	020	01	N	05	02
4692	11-9021-02	CONSTRUCTION PROJECTS CONSULTANT II	CONSTRUCTION MANAGERS	024	\$ 2,376.93	\$ 3,837.67	\$61,800.21	\$99,779.42	Excluded	No	020	01	N	05	02
6489	47-4099-04	CONSTRUCTION SPECIALIST IV	CONSTRUCTION	024	\$ 2,376.93	\$ 3,837.67	\$61,800.21	\$99,779.42	Excluded	No	008	01	N	05	02
2129	15-1199-04	DATA ADMINISTRATION CONSULTANT - SES	COMPUTER OCCUPATIONS, ALL OTHERS	426	\$ 2,094.07	\$ 4,882.77	\$54,445.68	\$126,951.95	Excluded	No	009	08	N	89	02
2127	15-1141-02	DATA BASE CONSULTANT	DATABASE ADMINISTRATORS	026	\$ 2,094.07	\$ 4,153.03	\$54,445.68	\$107,978.75	Excluded	No	009	01	N	05	02
2133	11-3021-02	DATA PROCESSING MANAGER - SES	COMPUTER & INFORMATION SYSTEMS MANAGERS	426	\$ 2,094.07	\$ 4,882.77	\$54,445.68	\$126,951.95	Excluded	No	020	08	N	89	02
9487	10-1021-02	DEPUTY SECRETARY	GENERAL AND OPERATIONS MANAGERS	950	\$ 3,565.59	\$ 8,749.21	\$92,705.31	\$227,479.50	Excluded	No	024	09	N	99	01
9085	11-9199-02	DETENTION SUPERINTENDENT	MANAGERS, ALL OTHER	520	\$ 1,764.58	\$ 4,414.54	\$45,879.11	\$114,778.09	Excluded	No	020	08	N	89	01
6819	10-9151-01	DIR OF RESIDENTIAL & CORR FACILITIES	COMMUNITY AND SOCIAL SERVICE MANAGERS	930	\$ 3,494.08	\$ 5,704.67	\$90,846.08	\$148,321.43	Excluded	No	023	09	N	99	01
6817	10-9151-01	DIRECTOR OF DETENTION	COMMUNITY AND SOCIAL SERVICE MANAGERS	930	\$ 3,743.66	\$ 5,815.44	\$97,335.12	\$151,201.46	Excluded	No	023	09	N	99	01
6818	10-9151-01	DIRECTOR OF PROB & COMMUNITY CORR	COMMUNITY AND SOCIAL SERVICE MANAGERS	930	\$ 3,494.08	\$ 5,815.44	\$90,846.06	\$151,201.46	Excluded	No	023	09	N	99	01
9044	10-9199-01	DIRECTOR OF STAFF DEVELOPMENT & TRAINING	MANAGERS, ALL OTHER	940	\$ 2,695.11	\$ 5,255.76	\$73,576.36	\$189,566.21	Excluded	No	023	09	N	99	01
2053	11-3021-02	DISTRIBUTED COMPUTER SYSTEMS ADMIN - SES	COMPUTER & INFORMATION SYSTEMS MANAGERS	425	\$ 1,964.32	\$ 4,213.91	\$51,072.41	\$109,561.72	Excluded	No	020	08	N	89	02
2052	15-1142-02	DISTRIBUTED COMPUTER SYSTEMS ANALYST	NETWORK & COMPUTER SYSTEMS ADMINISTRATOR	022	\$ 1,646.48	\$ 3,355.28	\$42,808.42	\$87,237.33	Included	Yes	006	01	N	01	03
0930	13-1081-01	DISTRIBUTION AGENT	LOGISTICIANS	013	\$ 1,396.68	\$ 1,976.33	\$36,313.68	\$51,384.65	Included	Yes	003	01	N	01	02
2542	13-1111-03	DJJ OPERATIONS ANALYST (Standard Salary - Residential Only)	MANAGEMENT ANALYSTS	025	\$ 1,964.32	\$ 3,876.83	\$51,072.41	\$100,797.44	Excluded	No	007	01	N	05	02
2543	13-1111-04	DJJ OPERATIONS CONSULTANT	MANAGEMENT ANALYSTS	026	\$ 2,094.06	\$ 4,153.03	\$52,859.88	\$107,978.75	Excluded	No	010	01	N	05	02
2544	13-1111-04	DJJ OPERATIONS CONSULTANT - SES (Standard Salary - BSU, Communications, Education, Electronic Monitoring, Prevention, Residential - Chief of Commitment and Commitment Chiefs Only)	MANAGEMENT ANALYSTS	426	\$ 2,094.06	\$ 4,882.77	\$54,445.56	\$126,951.95	Excluded	No	010	08	N	89	02
2541	13-1111-02	DJJ OPERATIONS COORDINATOR (Standard Salary - Communications, DIOs, Education, Electronic Monitoring, MQI, Prevention & SI Only)	MANAGEMENT ANALYSTS	023	\$ 1,745.46	\$ 3,592.91	\$45,381.90	\$93,415.51	Excluded	No	006	01	N	05	02
2545	11-1021-02	DJJ OPERATIONS MANAGER - SES (Standard Salary - BSU, Prevention Only)	GENERAL AND OPERATIONS MANAGERS	427	\$ 2,231.57	\$ 4,884.43	\$58,020.92	\$126,995.27	Excluded	No	020	8	N	89	02
2540	13-1111-01	DJJ OPERATIONS SPECIALIST (Standard Salary - BSU and Electronic Monitoring Only)	MANAGEMENT ANALYSTS	021	\$ 1,557.71	\$ 3,205.32	\$40,500.44	\$83,338.32	Included	Yes	003	01	N	05	02
7252	11-1021-03	EDUCATION POLICY ADMINISTRATOR	GENERAL AND OPERATIONS MANAGERS	530	\$ 2,039.54	\$ 5,150.34	\$53,027.99	\$133,908.73	Excluded	No	021	08	N	89	01
0718	43-6011-04	EXECUTIVE ASSISTANT I - SES	EXEC SECRETARIES & EXEC ADMIN ASSISTANTS	422	\$ 1,646.48	\$ 3,356.76	\$42,808.42	\$87,275.84	Excluded	No	006	08	N	89	02

DJJ CLASS TITLES AND MINIMUM RATES OF PAY

(Updated: 07/01/2024)

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

Class Code	Broadband Code	Class Title	Bband Occupation Title	Pay Grade	Bi-Weekly Min	Pay Grade Bi-Weekly Max	Pay Grade Annual Min	Pay Grade Annual Max	Employee Group	Overtime Indicator	Bband Payband	Pay Plan	Spec Risk Ret	Cbu	Eeo4
1466	11-3031-02	FINANCE & ACCOUNTING DIRECTOR III - SES	FINANCIAL MANAGERS	426	\$ 2,542.57	\$ 4,882.77	\$66,106.70	\$126,951.95	Excluded	No	020	08	N	89	02
1566	13-2051-04	FINANCIAL SPECIALIST - SES	FINANCIAL ANALYSTS	425	\$ 2,097.82	\$ 4,213.91	\$54,543.36	\$109,561.72	Excluded	No	009	08	N	89	02
1418	43-3031-02	FISCAL ASSISTANT II	BOOKKEEPING, ACCOUNTING & AUDITING CLERK	012	\$ 1,363.72	\$ 1,774.49	\$35,456.72	\$46,136.60	Included	Yes	003	01	N	01	05
1418	43-3031-02	FISCAL ASSISTANT II - SES	BOOKKEEPING, ACCOUNTING & AUDITING CLERK	412	\$ 1,363.72	\$ 1,849.07	\$35,456.72	\$48,075.88	Included	Yes	003	08	N	86	05
6224	11-9051-01	FOOD SERVICE DIRECTOR II - SES	FOOD SERVICE MANAGERS	418	\$ 1,462.60	\$ 2,813.42	\$38,027.60	\$73,148.94	Included	Yes	019	08	N	89	02
6213	35-2021-01	FOOD SUPPORT WORKER	FOOD PREPARATION WORKERS	006	\$ 1,341.88	\$ 1,383.98	\$34,888.76	\$35,983.44	Included	Yes	002	01	N	03	08
9416	10-9199-02	GENERAL COUNSEL	MANAGERS, ALL OTHER	940	\$ 2,829.86	\$ 7,291.01	\$73,576.36	\$189,566.21	Excluded	No	024	09	N	99	01
4943	13-1111-04	GENERAL SERVICES ANALYST	MANAGEMENT ANALYSTS	022	\$ 1,646.48	\$ 3,355.28	\$42,808.42	\$87,237.33	Included	Yes	010	01	N	05	02
0839	13-1199-03	GENERAL SERVICES SPECIALIST	BUSINESS OPERATION SPECIALIST	021	\$ 1,557.71	\$ 3,205.32	\$40,500.44	\$83,338.32	Included	Yes	007	01	N	05	02
2224	13-1111-03	GOVERNMENT ANALYST I	MANAGEMENT ANALYSTS	022	\$ 1,646.48	\$ 3,355.28	\$42,808.42	\$87,237.33	Excluded	No	007	01	N	05	02
2225	13-1111-04	GOVERNMENT ANALYST II	MANAGEMENT ANALYSTS	026	\$ 2,094.07	\$ 4,153.03	\$54,445.68	\$107,978.75	Excluded	No	010	01	N	05	02
2234	13-1111-03	GOVERNMENT OPERATIONS CONSULTANT I	MANAGEMENT ANALYSTS	021	\$ 1,557.71	\$ 3,205.32	\$40,500.44	\$83,338.32	Included	Yes	007	01	N	05	02
2236	13-1111-04	GOVERNMENT OPERATIONS CONSULTANT II	MANAGEMENT ANALYSTS	023	\$ 1,745.46	\$ 3,592.90	\$45,381.91	\$93,415.51	Excluded	No	010	01	N	05	02
2238	13-1111-04	GOVERNMENT OPERATIONS CONSULTANT III	MANAGEMENT ANALYSTS	025	\$ 1,964.32	\$ 3,876.83	\$51,072.41	\$100,797.44	Excluded	No	010	01	N	05	02
2235	13-1111-04	GOVERNMENT OPERATIONS CONSULTANT III-SES	MANAGEMENT ANALYSTS	425	\$ 1,964.32	\$ 4,213.91	\$51,072.41	\$109,561.72	Excluded	No	010	08	N	89	02
0192	13-1071-04	HUMAN RESOURCE ANALYST/HR-SES	HUMAN RESOURCES SPECIALISTS	424	\$ 1,848.77	\$ 3,992.54	\$48,068.05	\$103,806.00	Excluded	No	010	08	N	89	02
0193	13-1071-04	HUMAN RESOURCE CONSULTANT/HR-SES	HUMAN RESOURCES SPECIALISTS	426	\$ 2,094.07	\$ 4,882.77	\$54,445.68	\$126,951.95	Excluded	No	010	08	N	89	02
0190	13-1071-04	HUMAN RESOURCE SPECIALIST/HR-SES	HUMAN RESOURCES SPECIALISTS	423	\$ 1,745.46	\$ 3,728.48	\$45,381.91	\$96,940.49	Excluded	No	007	08	N	89	02
9415	10-1021-02	INSPECTOR GENERAL	GENERAL AND OPERATIONS MANAGERS	940	\$ 2,829.86	\$ 7,291.01	\$73,576.36	\$189,566.21	Excluded	No	024	09	N	99	01
2240	13-1041-04	INSPECTOR SPECIALIST	COMPLIANCE OFFICERS	024	\$ 1,848.77	\$ 3,837.67	\$48,068.05	\$99,779.42	Excluded	No	010	01	N	09	02
2240	13-1041-04	INSPECTOR SPECIALIST - SES	COMPLIANCE OFFICERS	424	\$ 1,848.77	\$ 3,992.54	\$48,068.05	\$13,806.00	Excluded	No	010	08	N	89	02
8355	11-9199-03	INVESTIGATIONS ADMINISTRATOR	MANAGERS, ALL OTHER	530	\$ 2,039.54	\$ 5,150.34	\$53,027.99	\$133,908.74	Excluded	No	021	08	N	89	01
5713	21-1092-03	JUVENILE JUSTICE DETENTION OFF SUPV-SES	PROBATION OFFICER & CORR TREATMENT SPEC	441	\$ 1,794.43	\$ 2,557.54	\$46,654.83	\$66,495.99	Included	Yes	007	08	N	86	05
5711	21-1092-01	JUVENILE JUSTICE DETENTION OFFICER I	PROBATION OFFICER & CORR TREATMENT SPEC	034	\$ 1,643.88	\$ 2,190.63	\$42,740.88	\$56,956.48	Included	Yes	004	01	N	03	05
5712	21-1092-02	JUVENILE JUSTICE DETENTION OFFICER II	PROBATION OFFICER & CORR TREATMENT SPEC	035	\$ 1,717.42	\$ 2,308.77	\$44,652.97	\$60,028.10	Included	Yes	005	01	N	03	05
5965	21-1092-02	JUVENILE PROBATION OFFICER	PROBATION OFFICER & CORR TREATMENT SPEC	036	\$ 1,730.40	\$ 3,528.86	\$44,990.40	\$91,750.28	Included	Yes	005	01	N	05	02
5967	21-1092-04	JUVENILE PROBATION OFFICER SUPV - SES	PROBATION OFFICER & CORR TREATMENT SPEC	444	\$ 1,898.25	\$ 3,103.42	\$49,354.25	\$80,688.77	Excluded	No	008	08	N	87	02
2244	13-1111-04	LEASING SUPPORT ADMINISTRATOR - SES	MANAGEMENT ANALYSTS	424	\$ 1,848.77	\$ 3,992.54	\$48,068.05	\$103,806.00	Excluded	No	010	08	N	89	02
0717	13-1111-04	LEGISLATION SPECIALIST - SES	MANAGEMENT ANALYSTS	424	\$ 1,848.77	\$ 3,992.54	\$48,068.05	\$103,806.00	Excluded	No	010	08	N	89	02
9512	10-1021-01	LEGISLATIVE AFFAIRS DIRECTOR	GENERAL AND OPERATIONS MANAGERS	920	\$ 2,037.50	\$ 4,947.38	\$52,974.85	\$128,631.79	Excluded	No	023	09	N	99	01
6387	11-9021-02	MAINTENANCE & CONSTRUCTION SUPT - SES	CONSTRUCTION MANAGERS	422	\$ 1,646.48	\$ 3,356.76	\$42,808.42	\$87,275.83	Excluded	No	020	08	N	89	02
6466	49-9042-02	MAINTENANCE MECHANIC	MAINTENANCE AND REPAIR WORKERS, GENERAL	014	\$ 1,396.68	\$ 2,080.48	\$36,313.68	\$54,092.40	Included	Yes	004	01	N	02	07
2209	13-1111-02	MANAGEMENT ANALYST I - SES	MANAGEMENT ANALYSTS	417	\$ 1,429.64	\$ 2,557.54	\$37,170.64	\$66,495.99	Included	Yes	006	08	N	86	02
2212	13-1111-03	MANAGEMENT ANALYST II - SES	MANAGEMENT ANALYSTS	419	\$ 1,495.56	\$ 3,274.98	\$38,884.56	\$85,149.47	Included	Yes	007	08	N	89	02
2239	13-1111-04	MANAGEMENT REVIEW SPECIALIST - SES	MANAGEMENT ANALYSTS	424	\$ 1,848.77	\$ 3,992.54	\$48,068.05	\$103,806.00	Excluded	No	010	08	N	89	02
3150	13-1161-02	MARKETING RESEARCH ANALYST	MARKET RESEARCH ANALYTS & MARKETING SPECS	020	\$ 1,495.56	\$ 3,187.54	\$38,884.56	\$82,876.08	Excluded	No	007	01	N	05	02

DJJ CLASS TITLES AND MINIMUM RATES OF PAY

(Updated: 07/01/2024)

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

Class Code	Broadband Code	Class Title	Bband Occupation Title	Pay Grade	Bi-Weekly Min	Pay Grade Bi-Weekly Max	Pay Grade Annual Min	Pay Grade Annual Max	Employee Group	Overtime Indicator	Bband Payband	Pay Plan	Spec Risk Ret	Cbu	Eeo4
7680	11-9111-03	MENTAL HLTH & SUBSTAN ABUSE SERV DIRECTO	MEDICAL AND HEALTH SERVICES MANAGERS	530	\$ 2,079.14	\$ 5,150.34	\$54,057.66	\$133,908.73	Excluded	No	021	08	N	89	01
5345	11-9111-02	NURSING SERVICES DIRECTOR - SES	MEDICAL AND HEALTH SERVICES MANAGERS	482	\$ 2,604.81	\$ 5,801.21	\$67,724.95	\$150,831.45	Excluded	No	020	08	N	89	02
2041	15-1151-01	OFFICE AUTOMATION SPECIALIST I	COMPUTER USER SUPPORT SPECIALISTS	015	\$ 1,396.68	\$ 2,190.63	\$36,313.68	\$56,956.48	Included	Yes	004	01	N	01	03
2234	13-1111-03	OPERATIONS & MGMT CONSULTANT I - SES	MANAGEMENT ANALYSTS	421	\$ 1,557.71	\$ 3,098.70	\$40,500.44	\$80,566.18	Included	Yes	007	08	N	89	02
2236	13-1111-04	OPERATIONS & MGMT CONSULTANT II - SES	MANAGEMENT ANALYSTS	423	\$ 1,745.46	\$ 3,728.48	\$45,381.91	\$96,940.49	Excluded	No	010	08	N	89	02
2238	11-1021-02	OPERATIONS & MGMT CONSULTANT MGR - SES	GENERAL AND OPERATIONS MANAGERS	425	\$ 1,964.32	\$ 4,213.91	\$51,072.41	\$109,561.72	Excluded	No	020	08	N	89	02
2209	13-1111-02	OPERATIONS ANALYST I	MANAGEMENT ANALYSTS	017	\$ 1,429.64	\$ 2,444.67	\$37,170.64	\$63,561.39	Included	Yes	006	01	N	05	02
2212	13-1111-03	OPERATIONS ANALYST II	MANAGEMENT ANALYSTS	019	\$ 1,495.56	\$ 2,956.95	\$38,884.56	\$76,880.62	Included	Yes	007	01	N	05	02
6882	11-1021-03	OPERATIONS AND PROGRAM MANAGER	GENERAL AND OPERATIONS MANAGERS	530	\$ 2,039.54	\$ 5,150.34	\$53,027.99	\$133,908.74	Excluded	No	021	08	N	89	01
2239	13-1111-04	OPERATIONS REVIEW SPECIALIST	MANAGEMENT ANALYSTS	024	\$ 1,848.77	\$ 3,837.67	\$48,068.05	\$99,779.42	Excluded	No	010	01	N	05	02
1003	43-4161-02	PERSONNEL AIDE	HUMN RESOUR AST/EXCPT PAYROLL/TIMEKEEPNG	010	\$ 1,363.72	\$ 1,619.55	\$35,456.72	\$42,108.18	Included	Yes	003	01	N	01	05
0189	13-1071-03	PERSONNEL SERVICES SPECIALIST/HR-SES	HUMAN RESOURCES SPECIALISTS	421	\$ 1,557.71	\$ 3,098.70	\$40,500.44	\$80,566.18	Included	Yes	007	08	N	89	02
0187	13-1071-01	PERSONNEL TECHNICIAN II/HR-SES	HUMAN RESOURCES SPECIALISTS	416	\$ 1,429.64	\$ 2,252.66	\$37,170.64	\$58,569.22	Included	Yes	003	08	N	89	02
0188	13-1071-02	PERSONNEL TECHNICIAN III/HR-SES	HUMAN RESOURCES SPECIALISTS	419	\$ 1,495.56	\$ 3,274.98	\$38,884.56	\$85,149.47	Included	Yes	006	08	N	89	02
8221	11-1021-03	PROGRAMS & POLICY COORDINATOR	GENERAL AND OPERATIONS MANAGERS	530	\$ 2,039.54	\$ 5,150.34	\$53,027.99	\$133,908.73	Excluded	No	021	08	N	89	01
0945	13-1023-03	PROPERTY CONSULTANT	PURCHASING AGENTS	017	\$ 1,429.64	\$ 2,444.67	\$37,170.64	\$63,561.39	Included	Yes	007	01	N	05	02
2286	11-9111-01	PUBLIC HEALTH SERVICES MANAGER B - SES	MEDICAL AND HEALTH SERVICES MANAGERS	423	\$ 1,745.46	\$ 3,728.48	\$45,381.91	\$96,940.49	Excluded	No	019	08	N	89	02
0830	13-1023-04	PURCHASING ANALYST	PURCHASING AGENTS	023	\$ 1,745.46	\$ 3,592.90	\$45,381.91	\$93,415.51	Excluded	No	010	01	N	01	02
0818	13-1023-03	PURCHASING SPECIALIST	PURCHASING AGENTS	021	\$ 1,557.71	\$ 3,205.32	\$40,500.44	\$83,338.32	Included	Yes	007	01	N	01	02
2208	13-1111-01	RECORDS ANALYST	MANAGEMENT ANALYSTS	017	\$ 1,429.64	\$ 2,444.67	\$37,170.64	\$63,561.39	Included	Yes	003	01	N	05	02
2208	43-4199-03	RECORDS MANAGEMENT ANALYST - SES	INFORMATION AND RECORD CLERKS, ALL OTHER	417	\$ 1,429.64	\$ 2,557.54	\$37,170.64	\$66,495.99	Included	Yes	005	08	N	89	02
0045	43-4199-02	RECORDS TECHNICIAN	INFORMATION AND RECORD CLERKS, ALL OTHER	013	\$ 1,396.68	\$ 1,976.33	\$36,313.68	\$51,384.65	Included	Yes	003	08	N	01	02
5240	19-3099-04	REGIONAL MENTAL HEALTH CONSULTANT	SOCIAL SCIENTISTS & RELATED WORKERS, ALL	097	\$ 3,268.27	\$ 5,021.75	\$84,975.08	\$130,565.57	Excluded	No	011	01	N	04	02
5312	29-1141-04	REGISTERED NURSING CONSULTANT	REGISTERED NURSES	079	\$ 2,971.16	\$ 4,472.33	\$77,250.12	\$116,280.44	Excluded	No	010	01	N	04	02
1334	13-1151-04	RESEARCH AND TRAINING SPECIALIST-SES	TRAINING AND DEVELOPMENT SPECIALISTS	423	\$ 1,745.46	\$ 3,728.48	\$45,381.91	\$96,940.49	Excluded	No	010	01	N	89	02
9491	10-1011-03	SECRETARY OF JUVENILE JUSTICE	CHIEF EXECUTIVES	950	\$ 3,395.83	\$ 8,332.58	\$88,291.51	\$216,647.14	Excluded	No	025	01	N	99	01
0105	43-6014-01	SECRETARY SPECIALIST	SEC & ADMN ASST, EXPT LEGAL, MED & EXEC	010	\$ 1,363.72	\$ 1,619.55	\$35,456.72	\$42,108.18	Included	Yes	001	08	N	01	06
7738	23-1011-04	SENIOR ATTORNEY	LAWYERS	230	\$ 2,475.97	\$ 6,247.02	\$64,375.10	\$162,422.52	Excluded	No	014	08	N	81	02
5237	19-3099-04	SENIOR BEHAVIORAL ANALYST	SOCIAL SCIENTISTS & RELATED WORKERS, ALL	095	\$ 3,169.24	\$ 4,409.15	\$82,400.19	\$114,637.80	Excluded	No	011	08	N	04	02
0008	43-1011-02	SENIOR CLERICAL SUPERVISOR - SES	FRST-LINE SUPV OF OFFI ADMIN SUPPT WRKRS	412	\$ 1,363.72	\$ 1,849.07	\$35,456.72	\$48,075.88	Included	Yes	003	08	N	86	06
0004	43-9061-02	SENIOR CLERK	OFFICE CLERKS, GENERAL	011	\$ 1,363.72	\$ 1,692.09	\$35,456.72	\$43,994.32	Included	Yes	003	08	N	01	06
0004	43-9061-02	SENIOR CLERK - SES	OFFICE CLERKS, GENERAL	411	\$ 1,363.72	\$ 1,748.34	\$35,456.72	\$45,456.90	Included	Yes	003	08	N	89	06
2114	15-1199-04	SENIOR INFO TECH BUSINESS CONSULTANT	COMPUTER OCCUPATIONS, ALL OTHERS	026	\$ 2,094.07	\$ 4,153.03	\$54,445.68	\$107,978.75	Excluded	No	009	01	N	05	02
2114	15-1199-04	SENIOR INFO TECH BUSINESS CONSULTANT - SES	COMPUTER OCCUPATIONS, ALL OTHERS	426	\$ 2,094.07	\$ 4,153.03	\$54,445.68	\$107,978.75	Excluded	No	009	08	N	89	02
5966	21-1092-03	SENIOR JUVENILE PROBATION OFFICER	PROBATION OFFICER & CORR TREATMENT SPEC	037	\$ 1,812.59	\$ 2,956.95	\$47,127.44	\$76,880.62	Included	Yes	007	01	N	05	02
2224	13-1111-03	SENIOR MANAGEMENT ANALYST I - SES	MANAGEMENT ANALYSTS	422	\$ 1,646.48	\$ 3,356.76	\$42,808.42	\$87,275.83	Excluded	No	007	08	N	89	02

DJJ CLASS TITLES AND MINIMUM RATES OF PAY

(Updated: 07/01/2024)

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

Class Code	Broadband Code	Class Title	Bband Occupation Title	Pay Grade	Bi-Weekly Min	Pay Grade Bi-Weekly Max	Pay Grade Annual Min	Pay Grade Annual Max	Employee Group	Overtime Indicator	Bband Payband	Pay Plan	Spec Risk Ret	Cbu	Eeo4
2225	13-1111-04	SENIOR MANAGEMENT ANALYST II - SES	MANAGEMENT ANALYSTS	426	\$ 2,094.07	\$ 4,882.77	\$54,445.68	\$126,951.95	Excluded	No	010	08	N	89	02
2228	13-1111-04	SENIOR MANAGEMENT ANALYST SUPV - SES	MANAGEMENT ANALYSTS	426	\$ 2,094.07	\$ 4,882.77	\$54,445.68	\$126,951.95	Excluded	No	010	08	N	87	02
1468	13-2011-03	SENIOR PROFESSIONAL ACCOUNTANT	ACCOUNTANTS AND AUDITORS	022	\$ 1,758.38	\$ 3,355.28	\$45,717.75	\$87,237.33	Excluded	No	008	01	N	05	02
8711	29-9011-03	SENIOR SAFETY SPECIALIST - SES	OCCUPATIONAL HEALTH & SAFETY SPECIALISTS	416	\$ 1,429.64	\$ 2,252.66	\$37,170.64	\$58,569.22	Included	Yes	005	08	N	89	02
0120	43-6011-02	STAFF ASSISTANT	EXEC SECRETARIES & EXEC ADMIN ASSISTANTS	013	\$ 1,396.68	\$ 1,976.33	\$36,313.68	\$51,384.65	Included	Yes	003	01	N	01	06
0120	43-6011-02	STAFF ASSISTANT - SES	EXEC SECRETARIES & EXEC ADMIN ASSISTANTS	413	\$ 1,396.68	\$ 1,939.08	\$36,313.68	\$50,416.03	Included	Yes	003	08	N	86	06
6985	11-9111-02	SUBSTANCE ABUSE & MENTAL HEALTH ADMN	MEDICAL AND HEALTH SERVICES MANAGERS	520	\$ 1,764.58	\$ 4,414.54	\$45,879.11	\$114,778.09	Excluded	No	020	08	N	89	01
2109	15-1121-04	SYSTEM PROJECT CONSULTANT	COMPUTER SYSTEMS ANALYST	025	\$ 1,964.32	\$ 3,876.82	\$45,381.96	\$100,797.44	Excluded	No	009	01	N	05	03
2111	15-1142-02	SYSTEMS PROGRAMMER I	NETWORK & COMPUTER SYSTEMS ADMINISTRATOR	023	\$ 1,745.46	\$ 3,592.90	\$51,072.41	\$93,415.51	Included	Yes	006	01	N	05	03
2117	11-3021-02	SYSTEMS PROGRAMMING ADMINISTRATOR - SES	COMPUTER & INFORMATION SYSTEMS MANAGERS	427	\$ 2,313.18	\$ 4,884.43	\$60,142.68	\$126,995.27	Excluded	No	020	08	N	89	02
2109	11-3021-02	SYSTEMS PROJECT ADMINISTRATOR - SES	COMPUTER & INFORMATION SYSTEMS MANAGERS	425	\$ 1,964.32	\$ 4,213.91	\$51,072.41	\$109,561.72	Excluded	No	020	08	N	86	03
2107	15-1121-03	SYSTEMS PROJECT ANALYST	COMPUTER SYSTEMS ANALYST	024	\$ 1,849.25	\$ 3,837.67	\$48,080.41	\$99,779.42	Excluded	No	008	01	N	05	03
2039	11-3021-02	TELECOMMUNICATIONS ADMINISTRATOR - SES	COMPUTER & INFORMATION SYSTEMS MANAGERS	424	\$ 1,848.77	\$ 3,992.54	\$48,068.05	\$103,806.00	Excluded	No	020	08	N	89	02
6004	13-1151-04	TRAINING AND RESEARCH CONSULTANT	TRAINING AND DEVELOPMENT SPECIALISTS	026	\$ 2,094.07	\$ 4,882.77	\$54,445.68	\$126,951.95	Excluded	No	010	08	N	05	02
6004	11-3131-02	TRAINING AND RESEARCH MANAGER - SES	TRAINING AND DEVELOPMENT MANAGERS	426	\$ 2,094.07	\$ 4,882.77	\$54,445.68	\$126,951.95	Excluded	No	020	08	N	89	02
1330	13-1151-03	TRAINING CONSULTANT	TRAINING AND DEVELOPMENT SPECIALISTS	019	\$ 1,670.92	\$ 2,956.95	\$43,443.86	\$76,880.62	Included	Yes	007	01	N	05	02

DEPARTMENT OF JUVENILE JUSTICE

Department Level Exhibits and Schedules



Eric S. Hall, Secretary

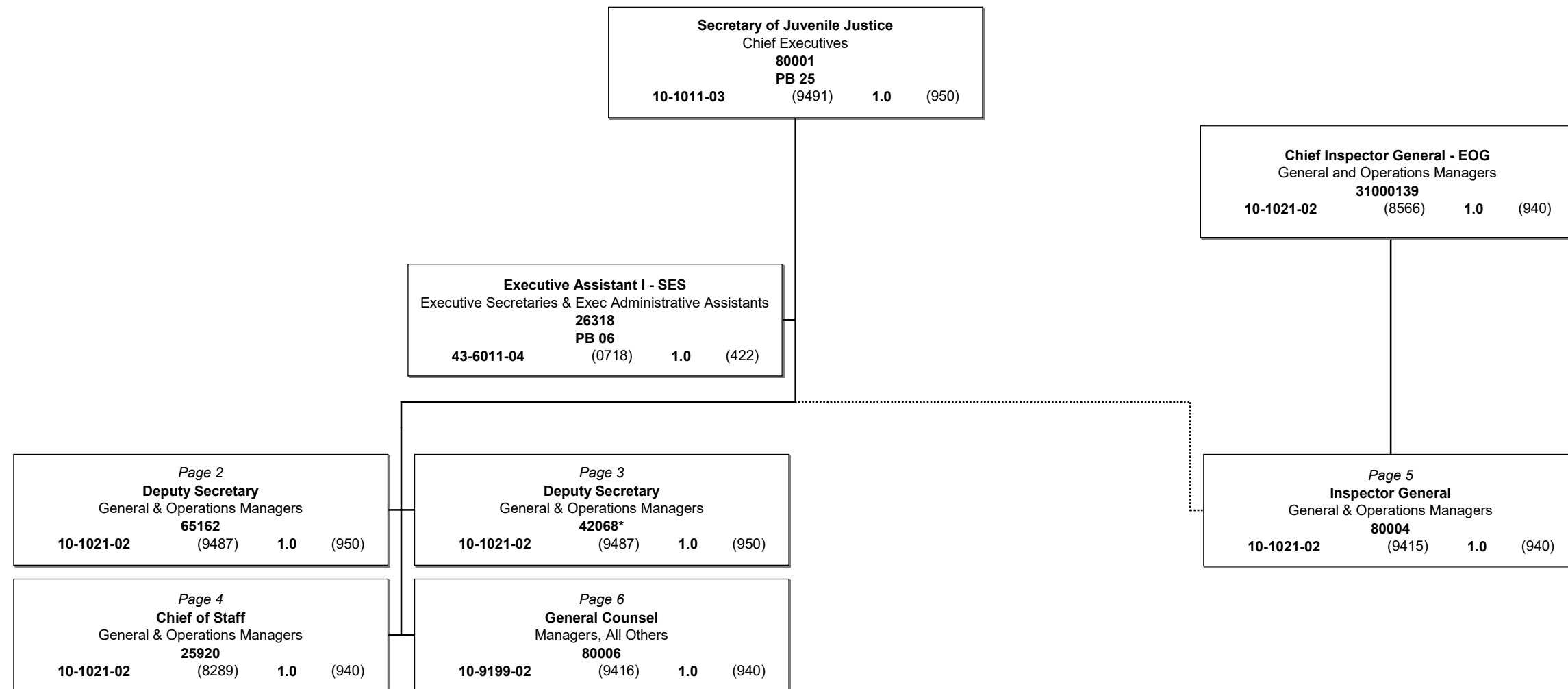
Schedule VII: Agency Litigation Inventory

For directions on completing this schedule, please see the “Legislative Budget Request (LBR) Instructions” located on the Florida Fiscal Portal.

Agency:	Florida Department of Juvenile Justice		
Contact Person:	John Milla, General Counsel	Phone Number:	850-717-2457
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Lawanna Tynes v. Florida Department of Juvenile Justice		
Court with Jurisdiction:	Supreme Court of the United States (pet. cert. pending)		
Case Number:	23-1235		
Summary of the Complaint:	Terminated detention superintendent brought successful suit in U.S. District Court, Southern District of Florida, for race discrimination under Title VII of the 1964 Civil Rights Act and 42 U.S.C. §1981.		
Amount of the Claim:	\$924,600 jury verdict		
Specific Statutes or Laws (including GAA) Challenged:	N/A		
Status of the Case:	Case appealed to Eleventh Circuit, which affirmed the lower court on December 12, 2023. A petition for writ of certiorari to SCOTUS is pending and is set for conference on September 30, 2024 (#23-1235).		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
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).	N/A		

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Assistant Secretary for Detention Services	Page 2C <i>(also Page 80-40 under Detention)</i>
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Educational Services	Page 3
Director of Talent, Leadership & Culture	Page 3A
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**Funded by Detention

Secretary of Juvenile Justice
 Chief Executives
80001
PB 025
10-1011-03 (9491) **1.0** (950)

from Page 1
Deputy Secretary
 General & Operations Managers
65162
PB 024
10-1021-02 (9487) **1.0** (950)

Executive Assistant I - SES
 Exec Secretaries & Exec Admin Assistants
80002
PB 006
43-6011-04 (0718) **1.0** (422)

Government Operations Consultant III - SES
 Management Analysts
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PB 010
13-1111-04 (2235) **1.0** (425)

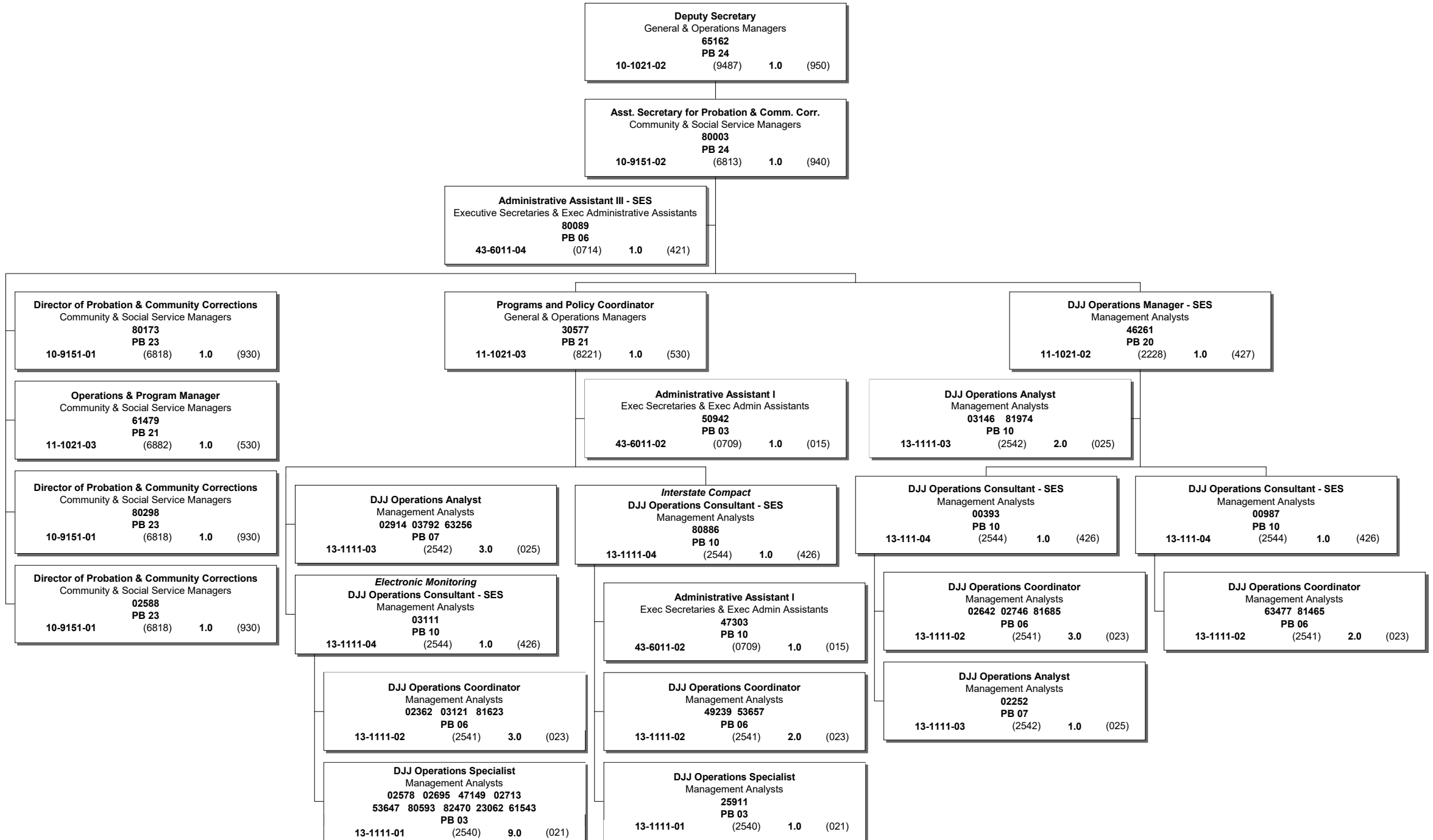
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 Community & Social Service Managers
80003
PB 024
10-9151-02 (6813) **1.0** (940)

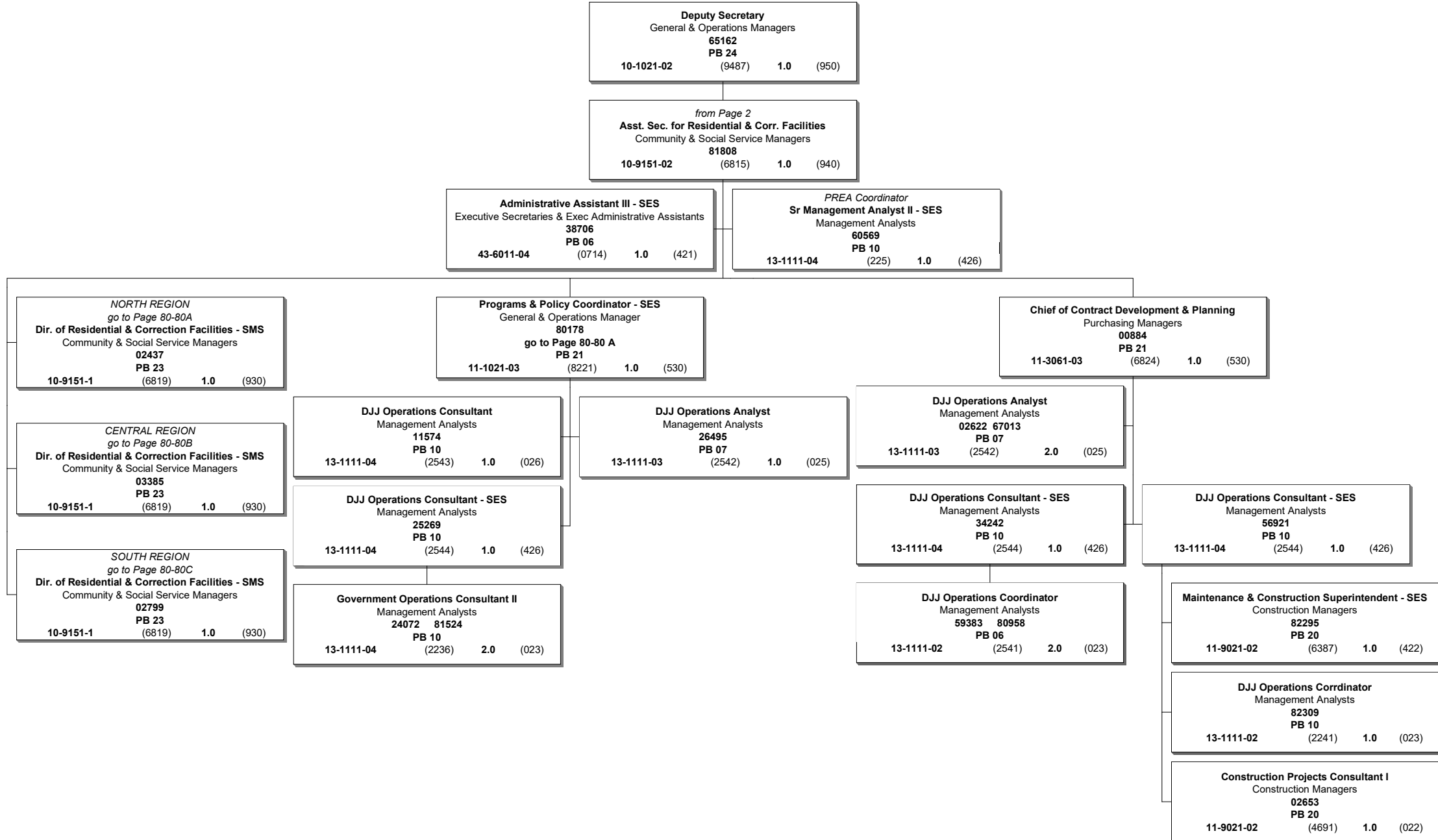
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 Community & Social Service Managers
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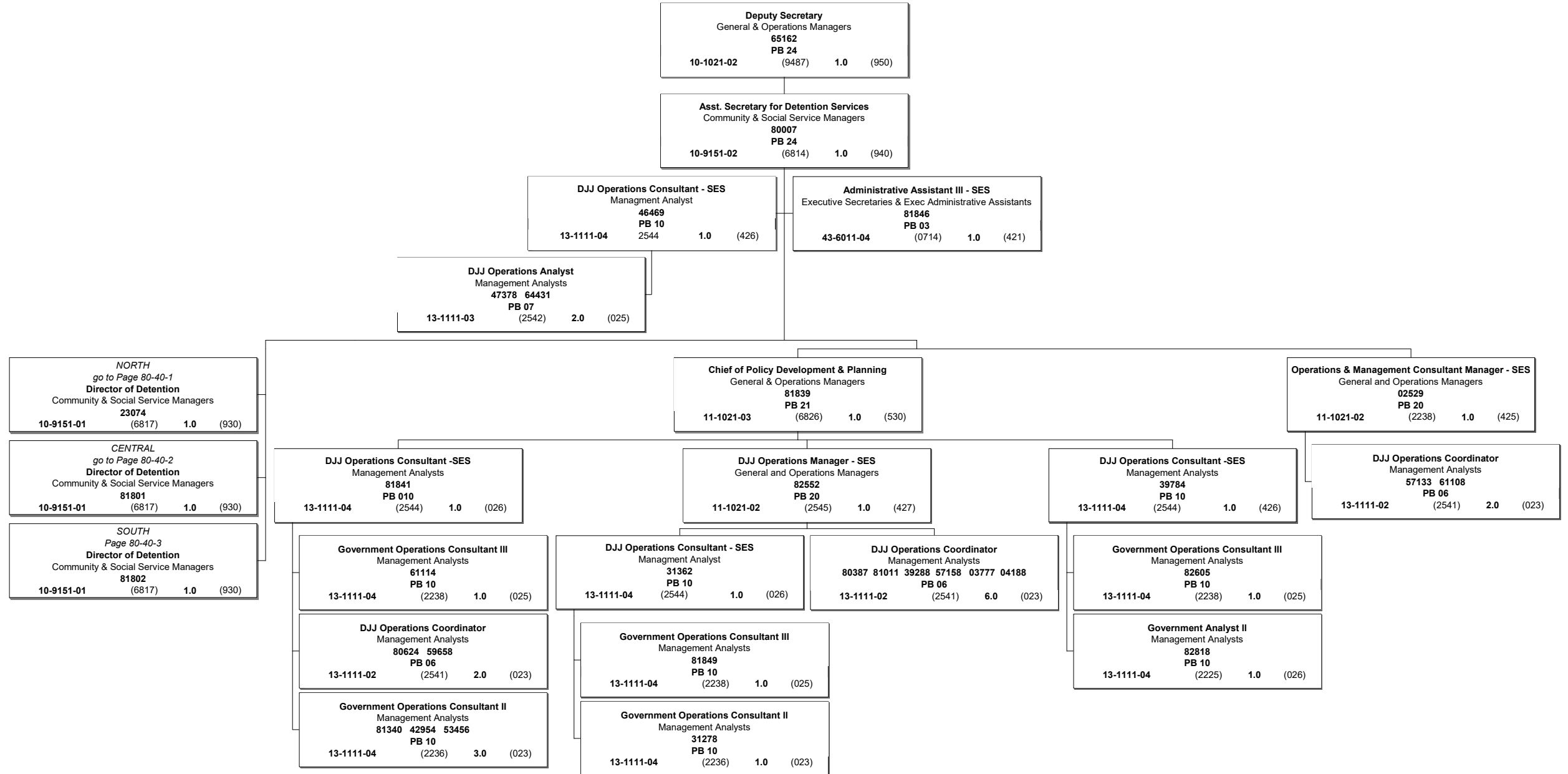
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Asst. Sec. for Detention Services
 Community & Social Service Managers
80007
PB 024
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Chief Medical Officer
 Medical & Health Services Managers
82235*
PB 023
10-9111-01 (6837) **1.0** (940)

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







Deputy Secretary
 General & Operations Managers
65162
 PB 24
10-1021-02 (9487) **1.0** (950)

Chief Medical Officer
 Medical & Health Services Managers
82235**
 from Page 2
10-9111-01 (6837) **1.0** (940)

Administrative Assistant III - SES
 Executive Secretaries & Exec Admin Assistants
82610
 PB 06
43-6011-04 (0714) **1.0** (421)

DJJ Operations Analyst
 Management Analysts
37793* 21538
 PB 07
13-1111-03 (2542) **2.0** (025)

Mental Health & Substance Abuse Services Director
 Medical & Health Services Managers
81773**
 PB 21
11-9111-03 (7680) **1.0** (530)

Nursing Services Director - SES
 Medical and Health Services Managers
81776**
 PB 20
11-9111-02 (5345) **1.0** (481)

Senior Behavioral Analyst
 Social Scientists & Related Workers, All Other
61540* 82858 82859 82860**
 PB 11
19-3099-04 (5237) **4.0** (095)

Substance Abuse & Mental Health Admin
 Medical & Health Services Managers
82612
 PB 20
11-9111-02 (6985) **1.0** (520)

Regional Mental Health Consultant
 Social Scientists & Related Workers, All Other
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 PB 11
19-3099-04 (5240) **2.0** (097)

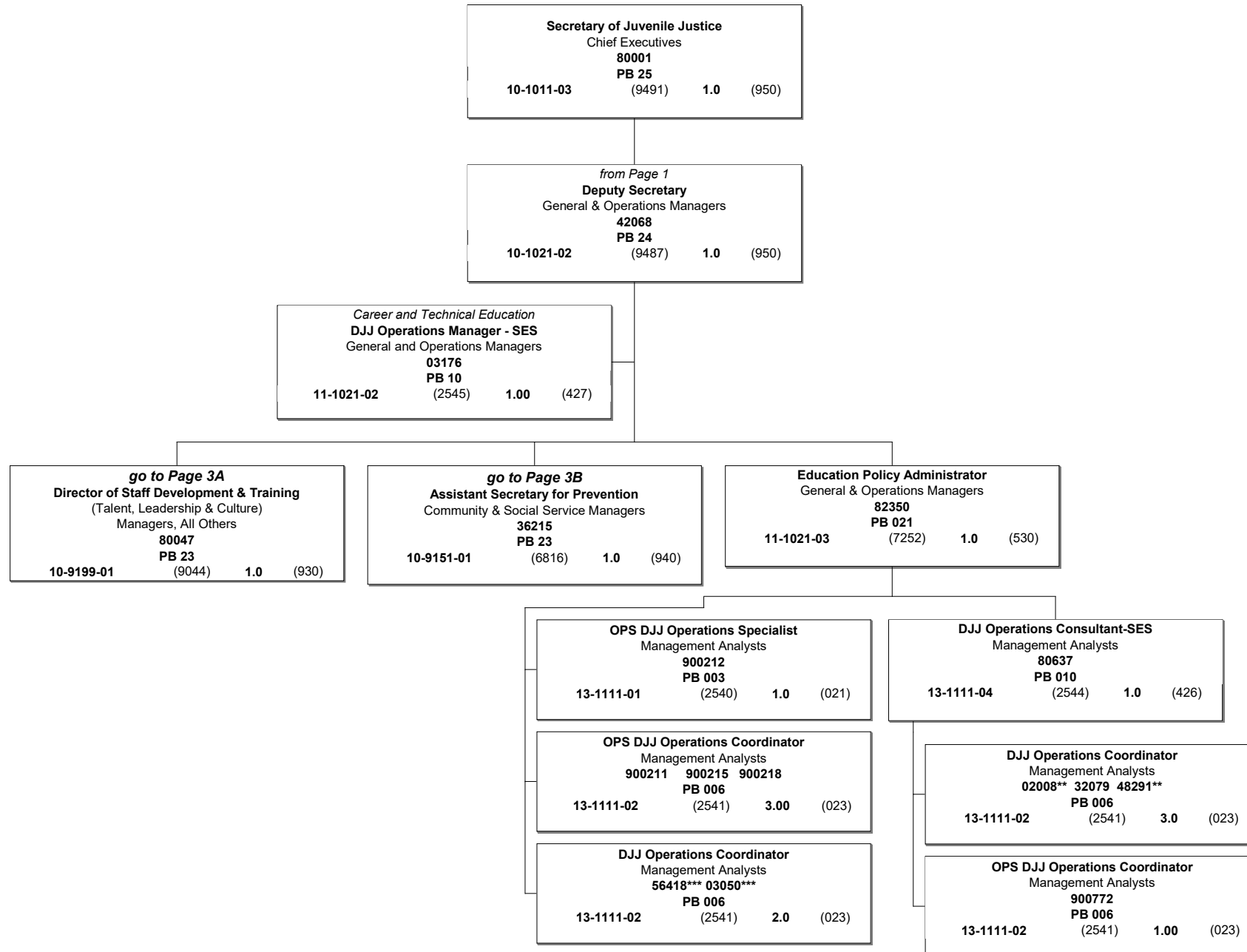
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 Medical & Health Services Managers
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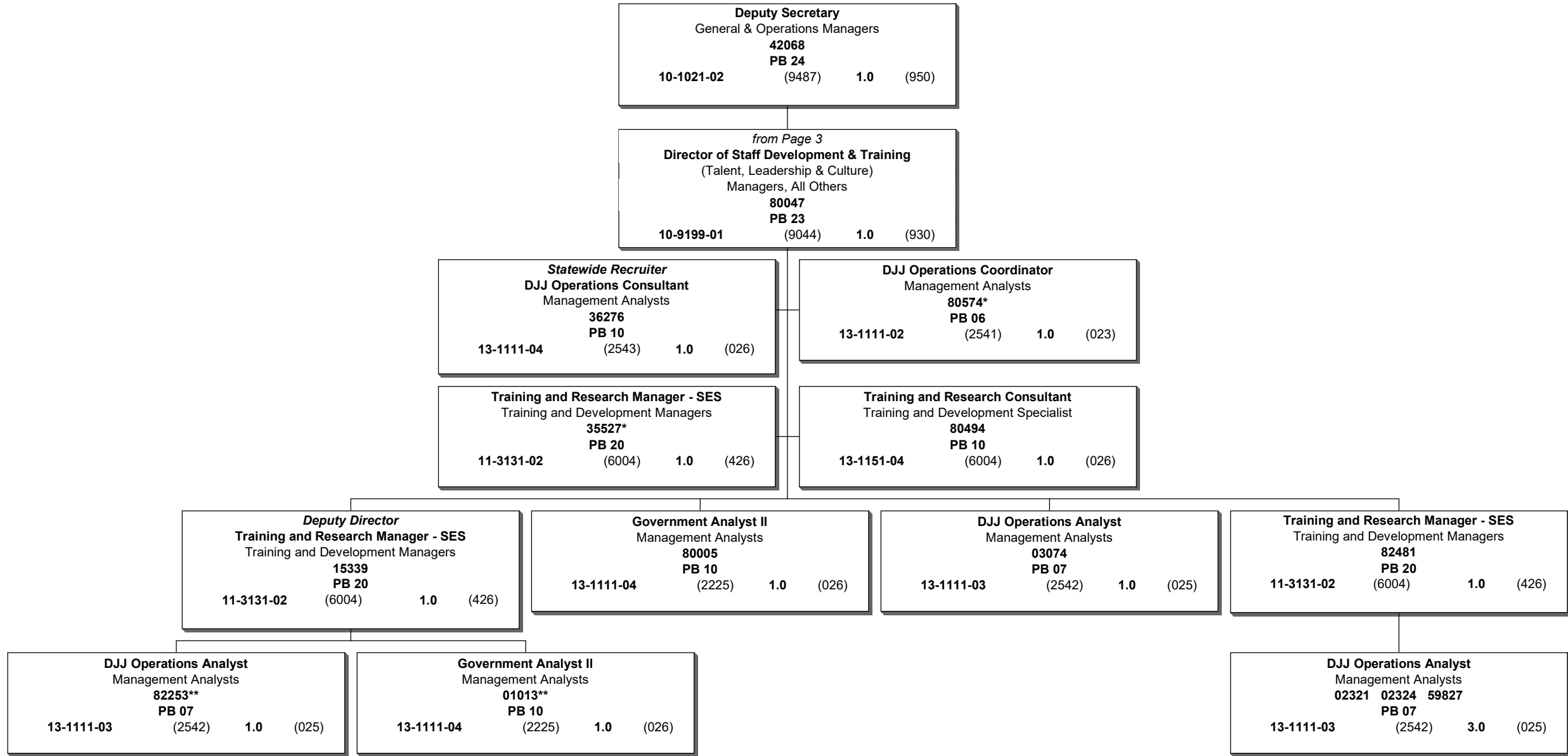
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 Registered Nurses
03510* 82611 82861 82863
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Senior Behavioral Analyst
 Social Scientists & Related Workers, All Other
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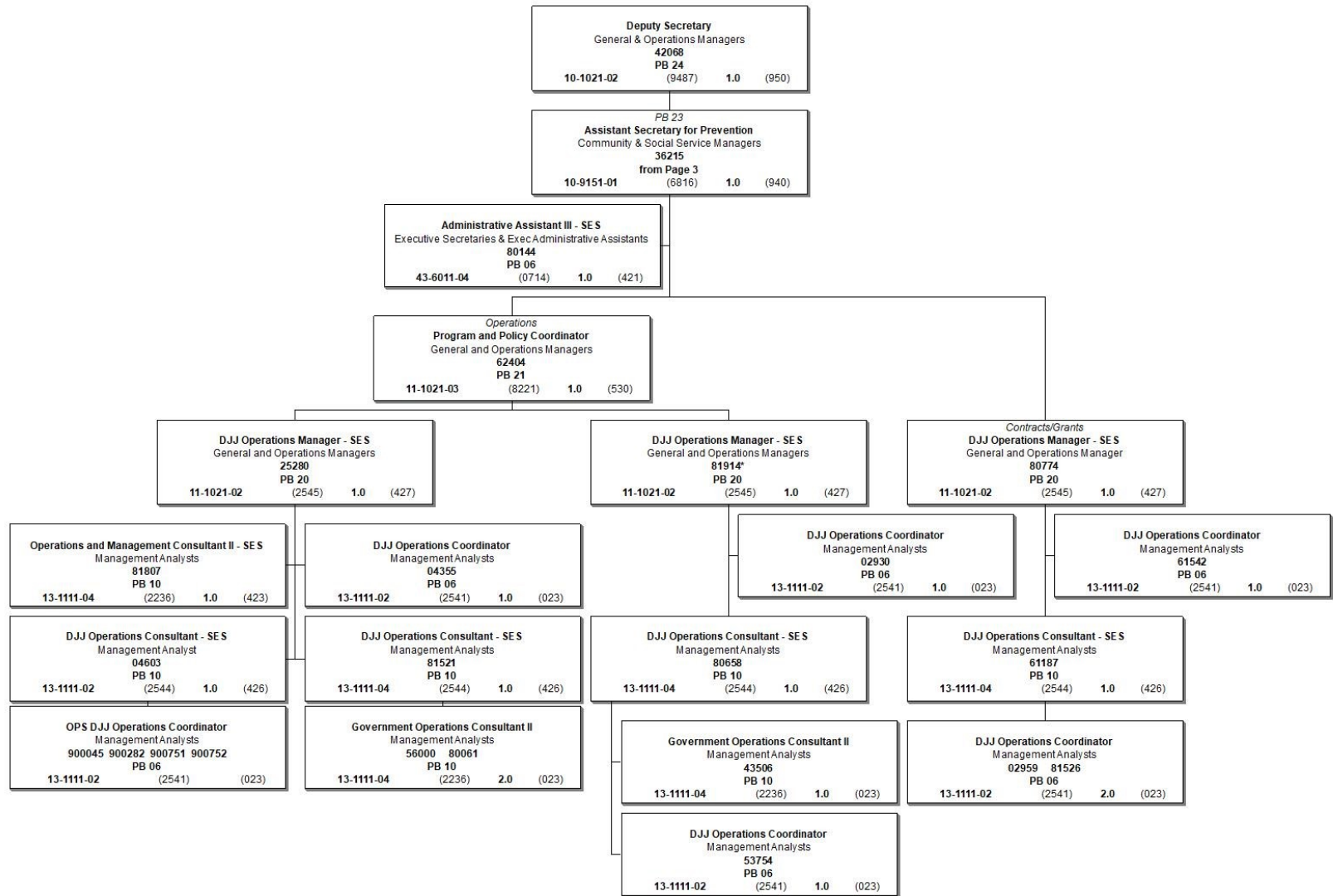
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 Registered Nurses
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29-1141-04 (5312) **3.0** (079)

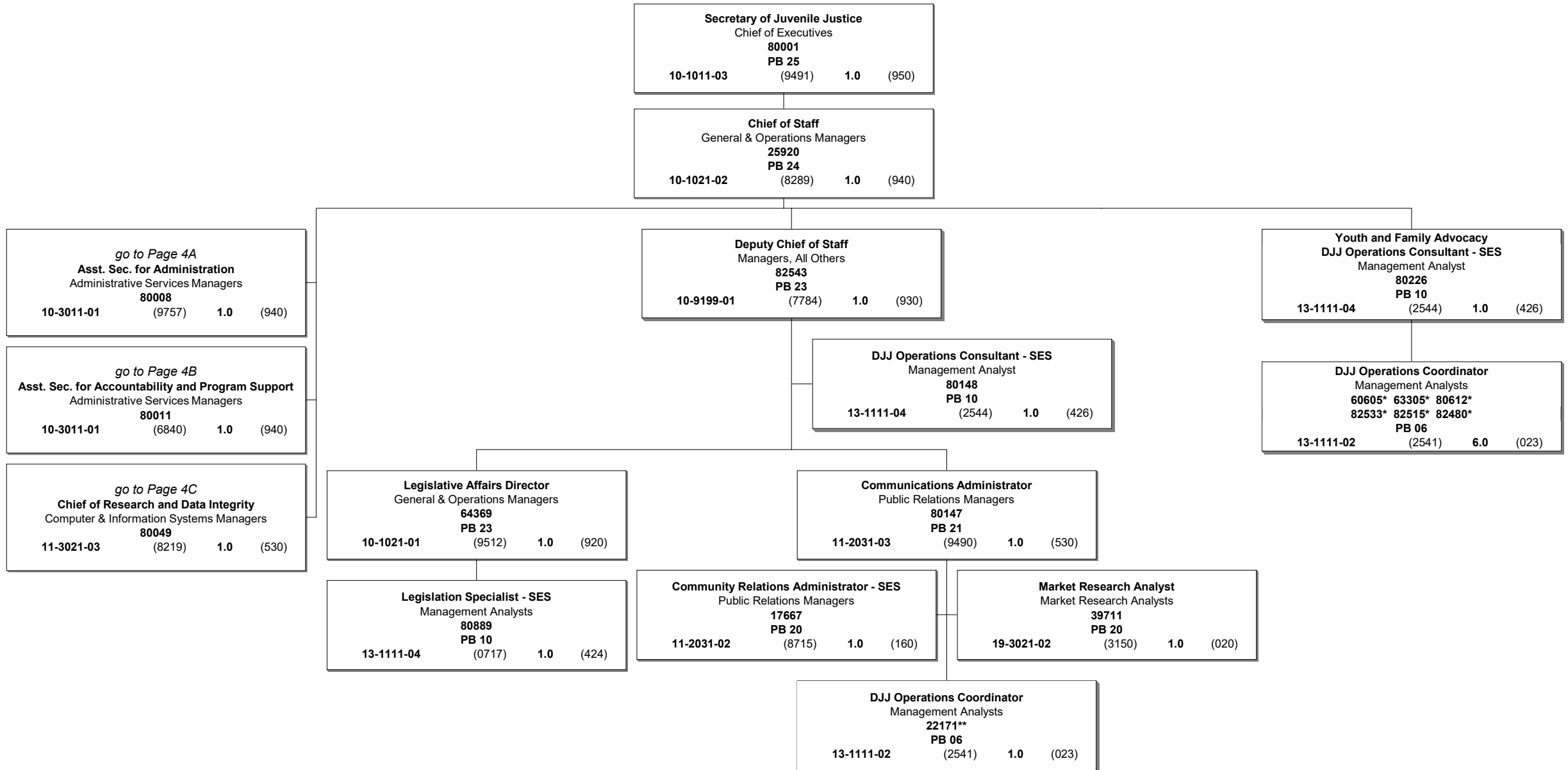
*Funded by Detention
 **Funded by Residential
 ***Funded by Probation



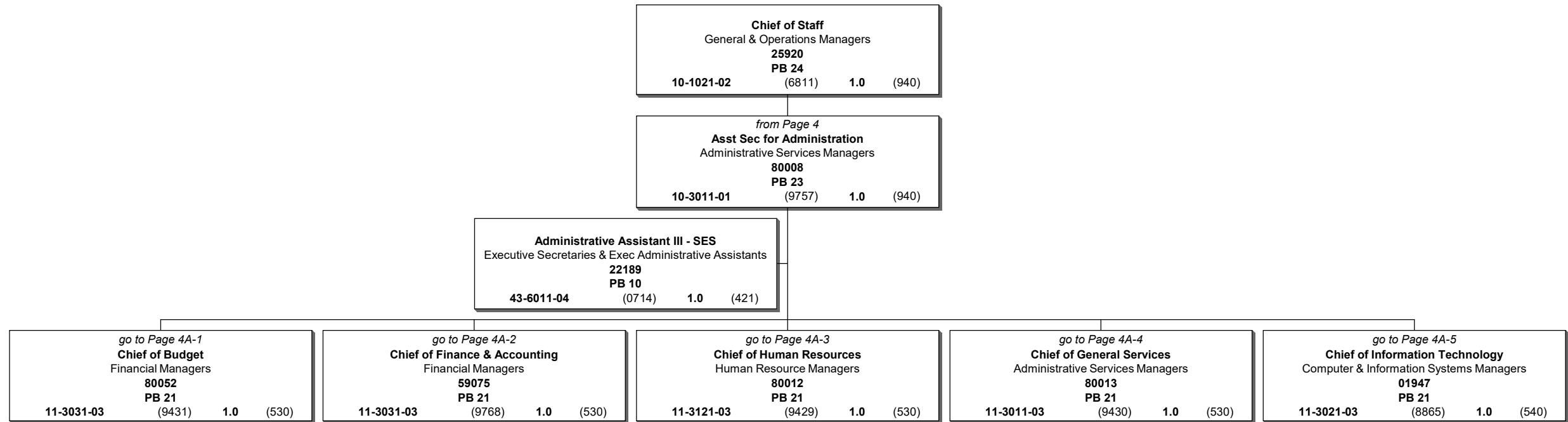


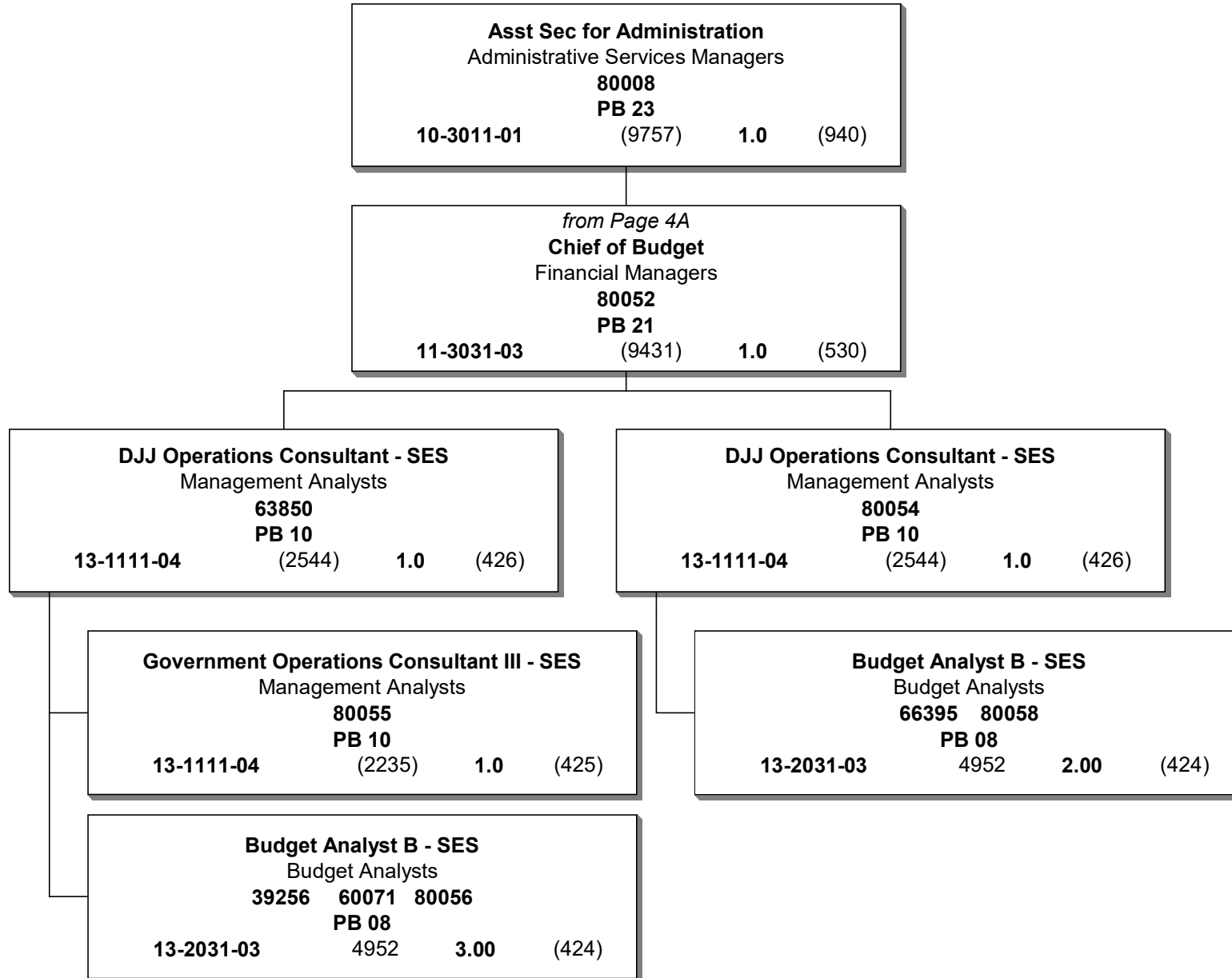
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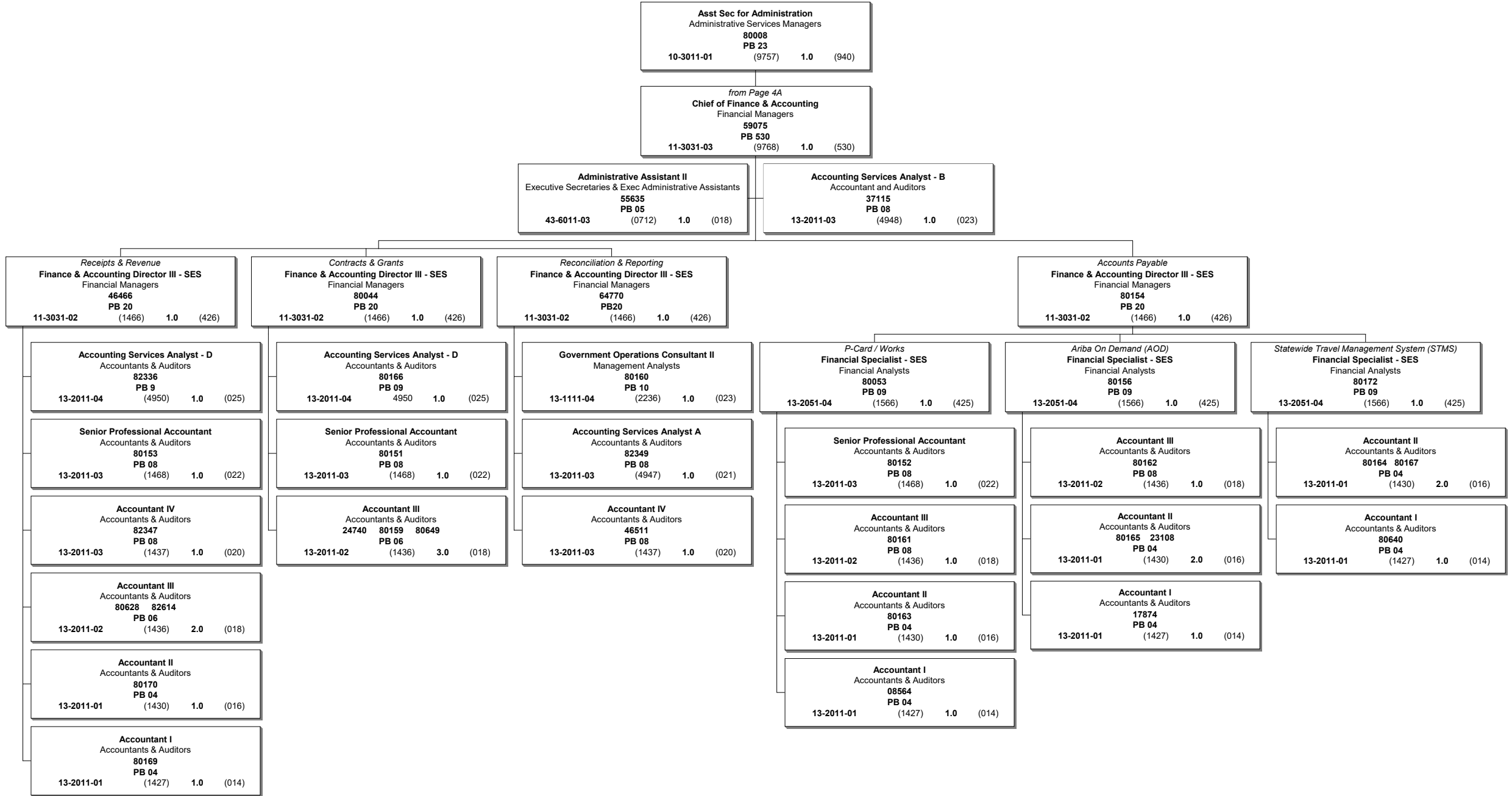


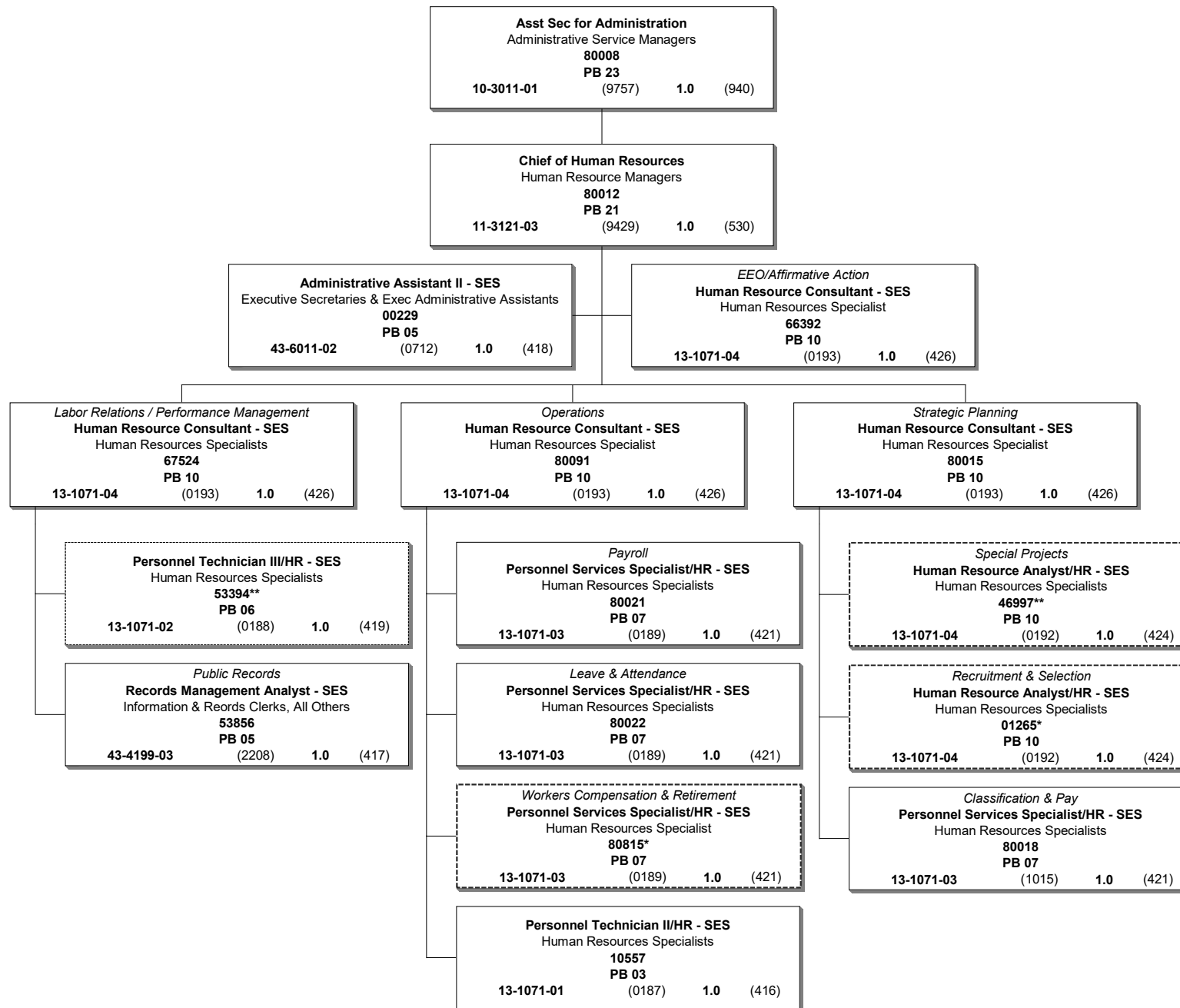


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 **Funded by Prevention



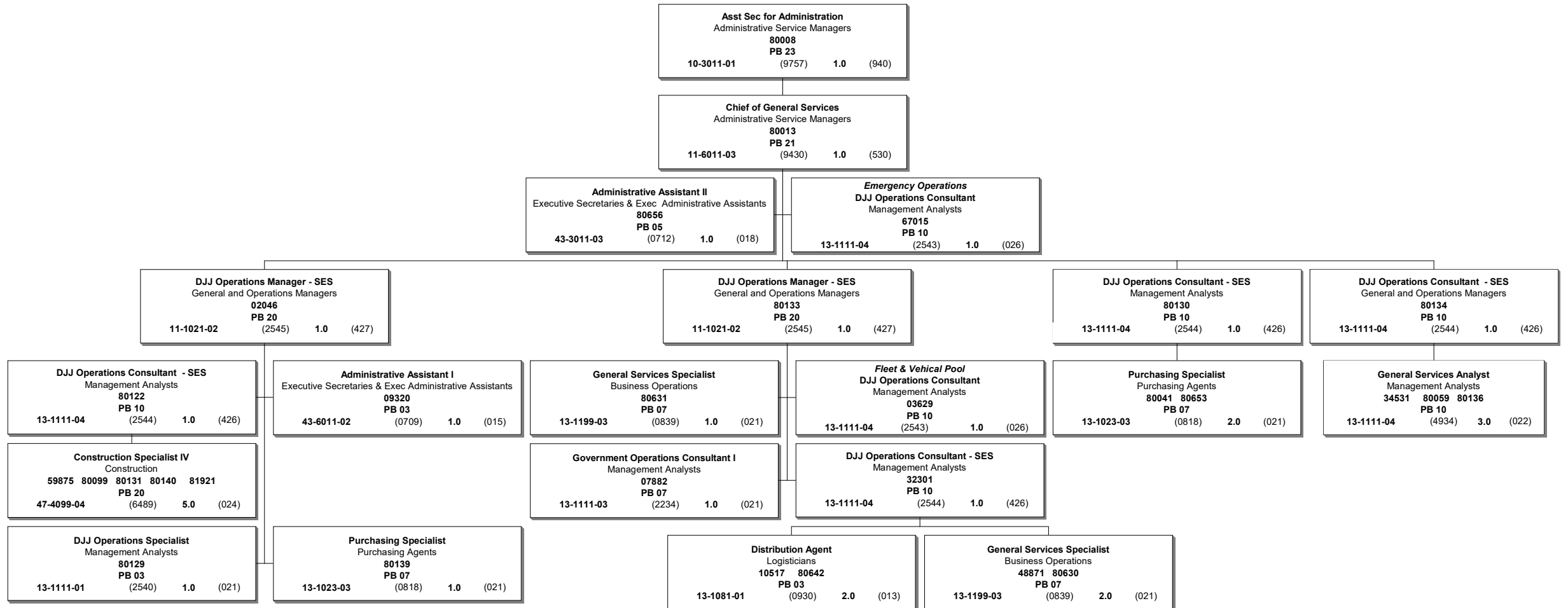


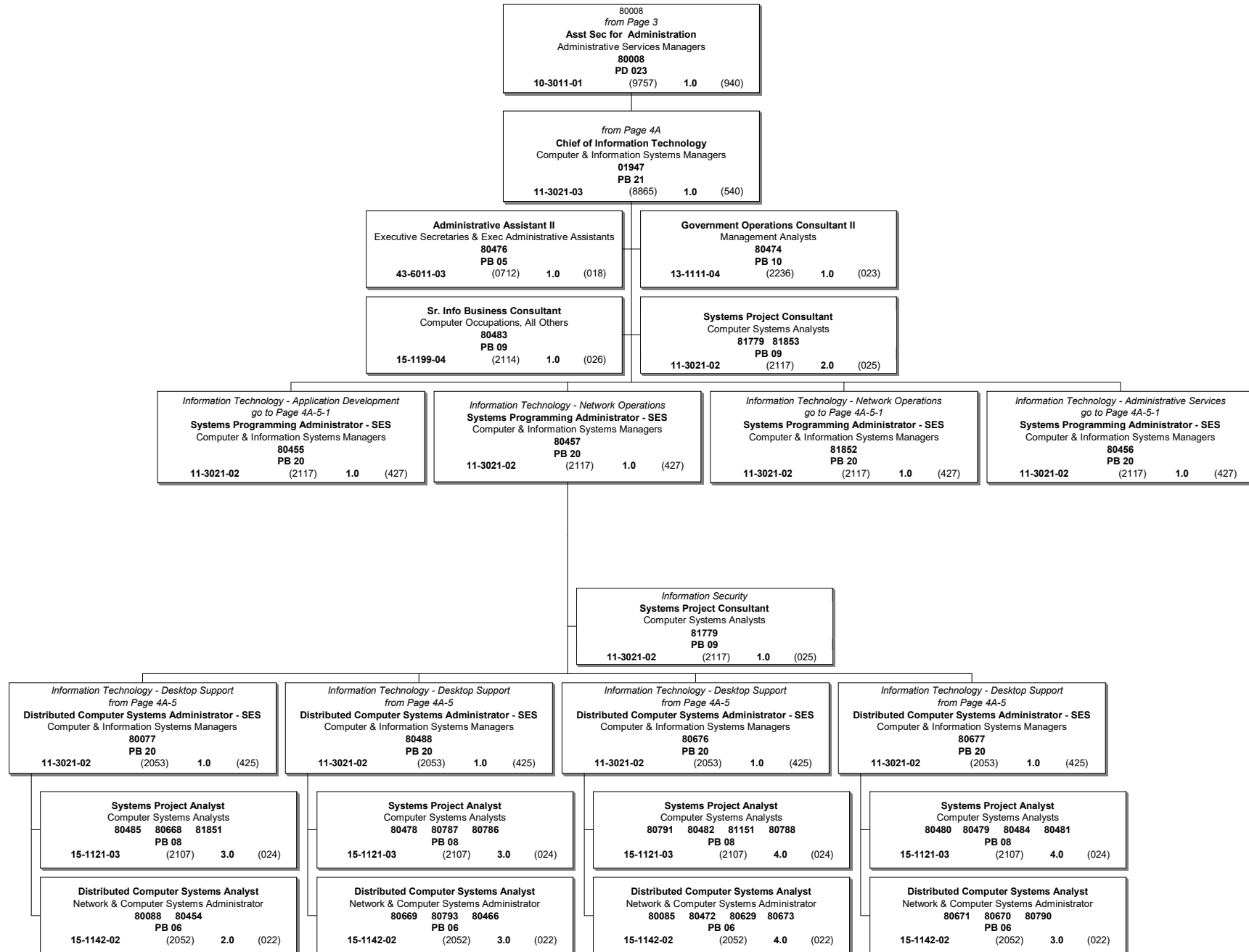




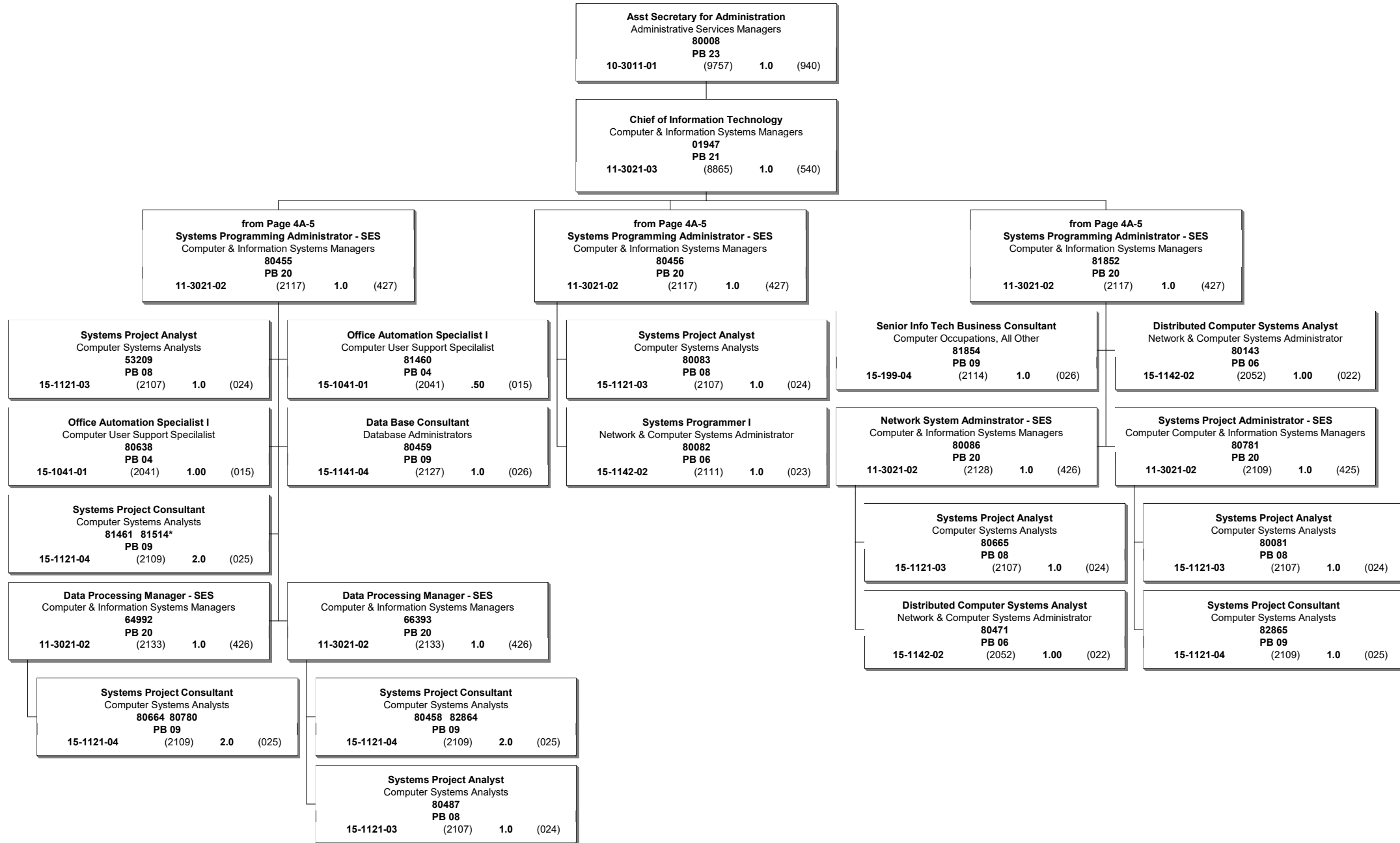
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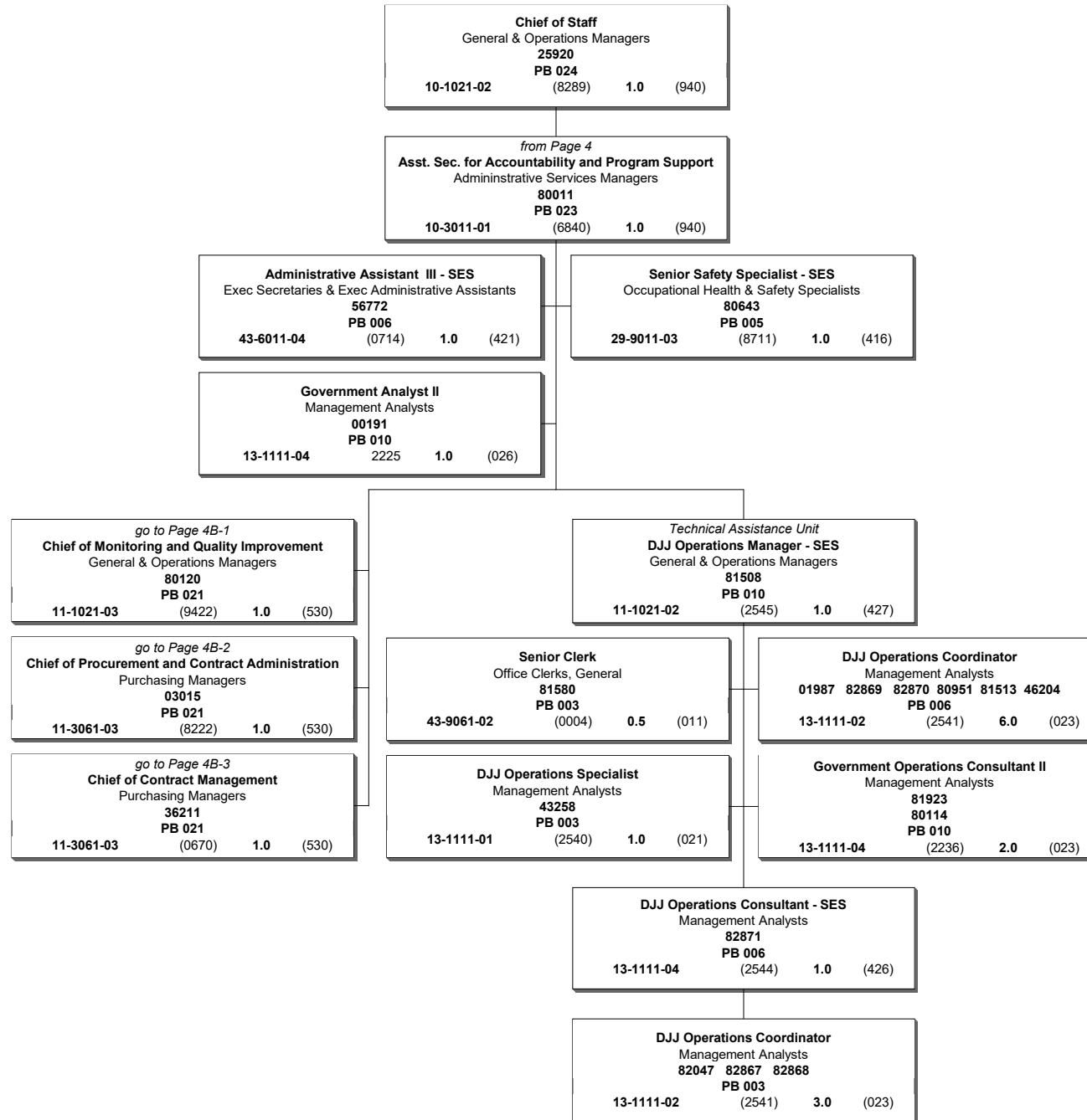


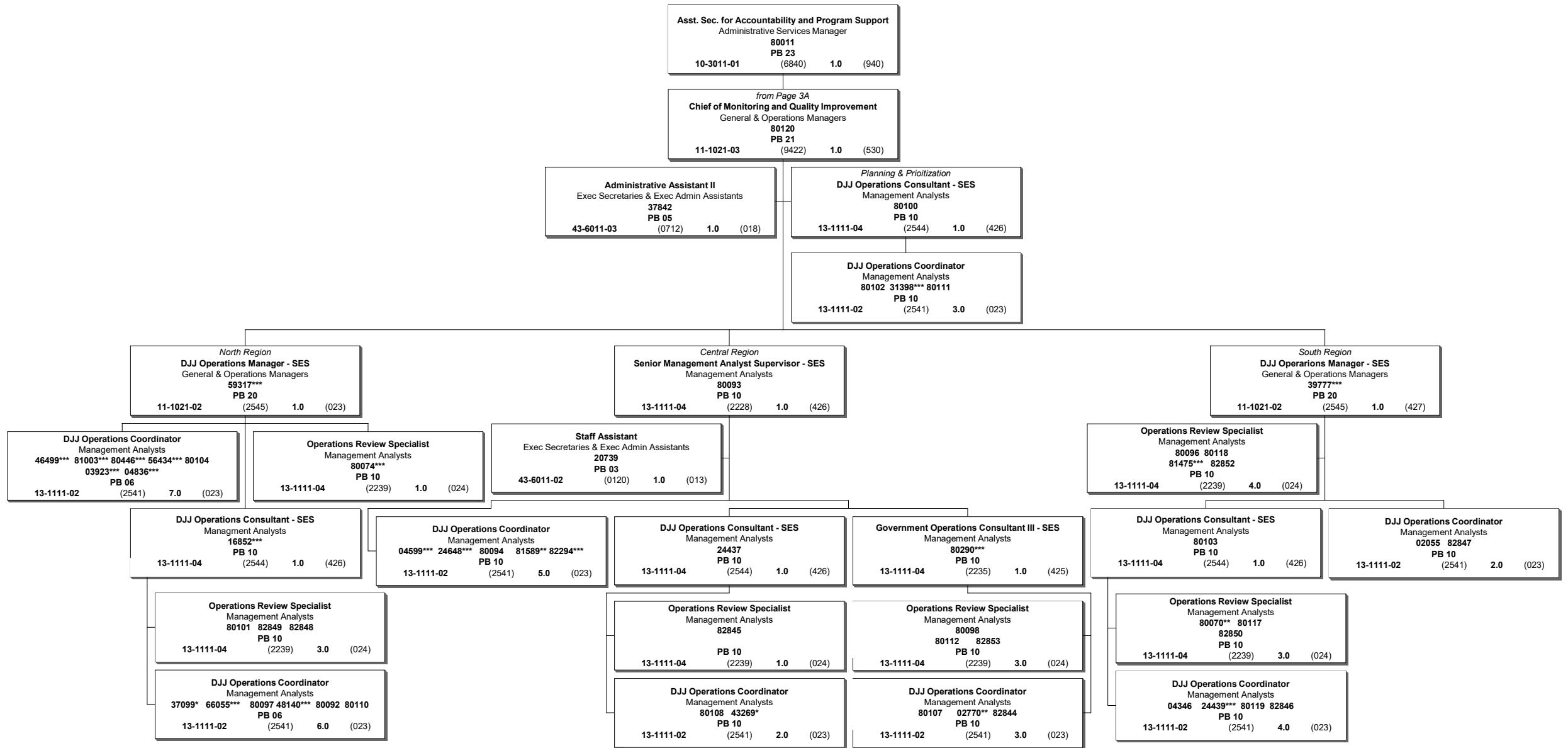


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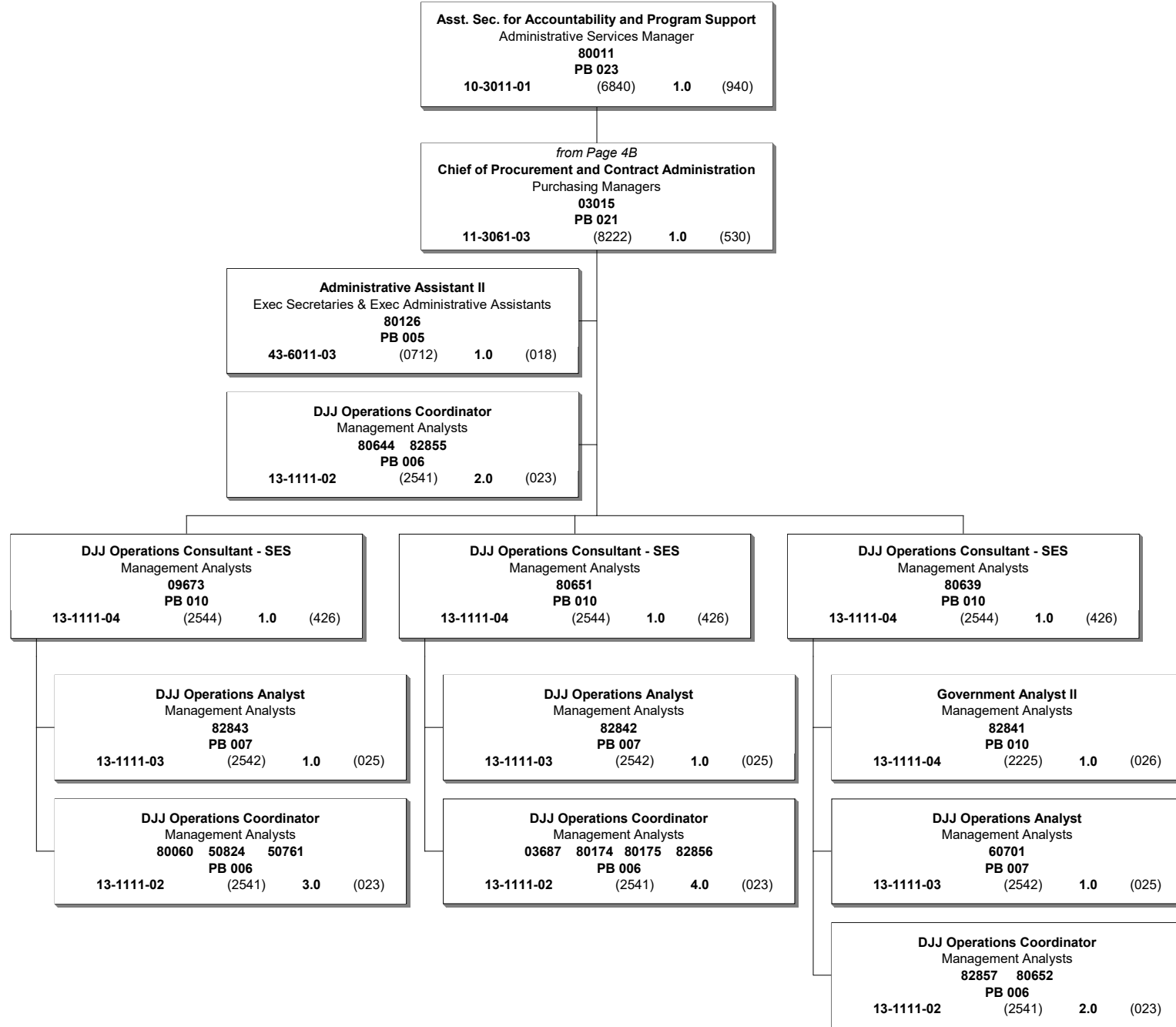


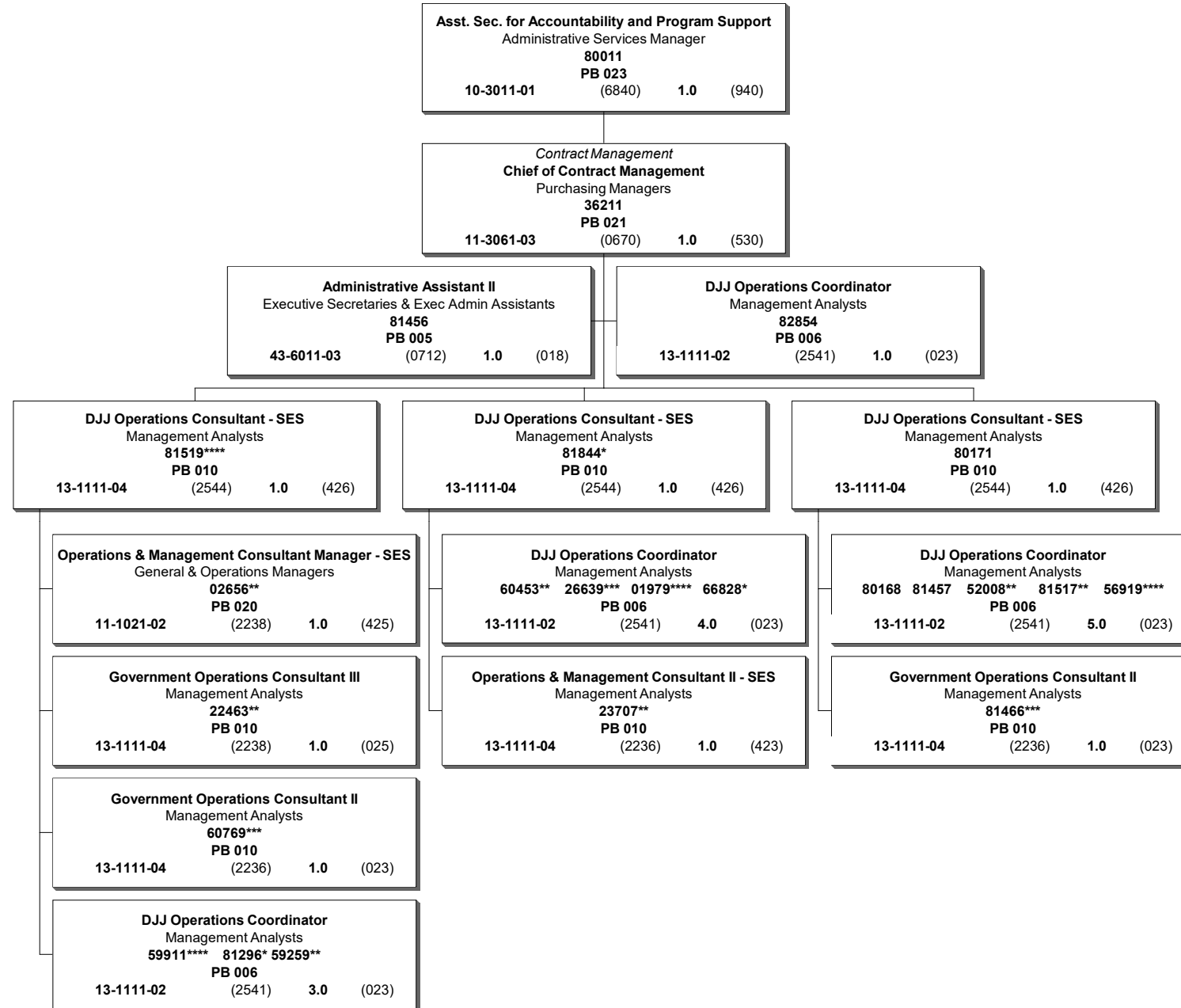
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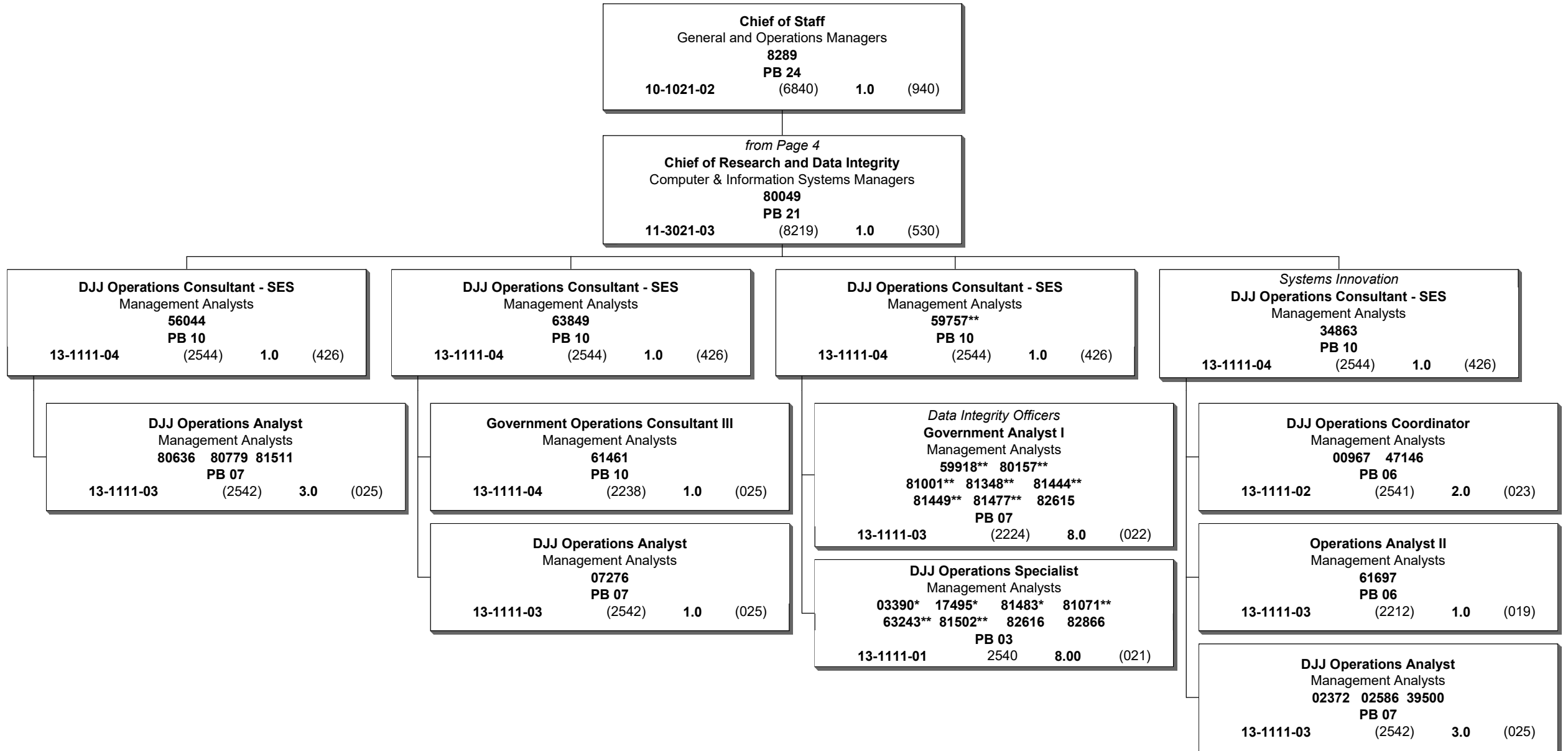


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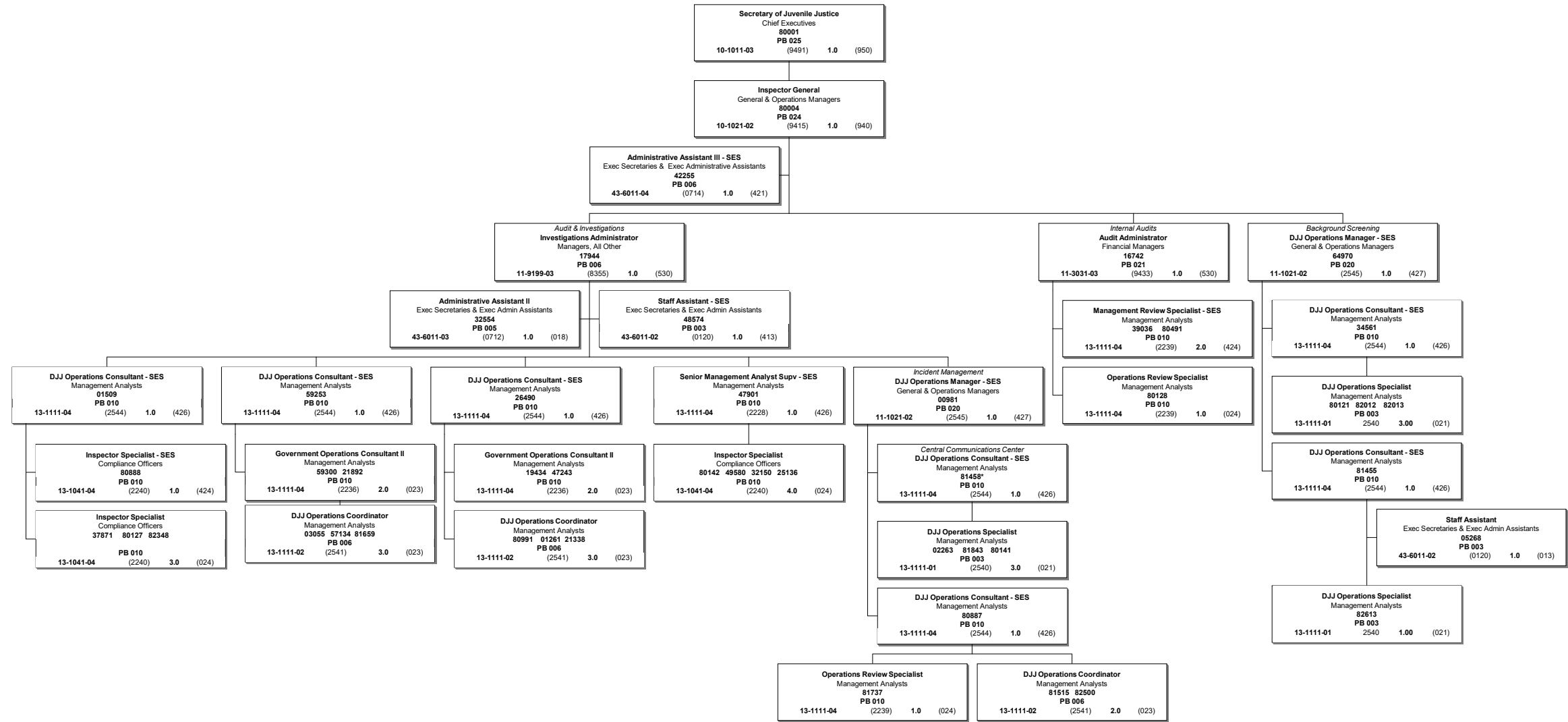




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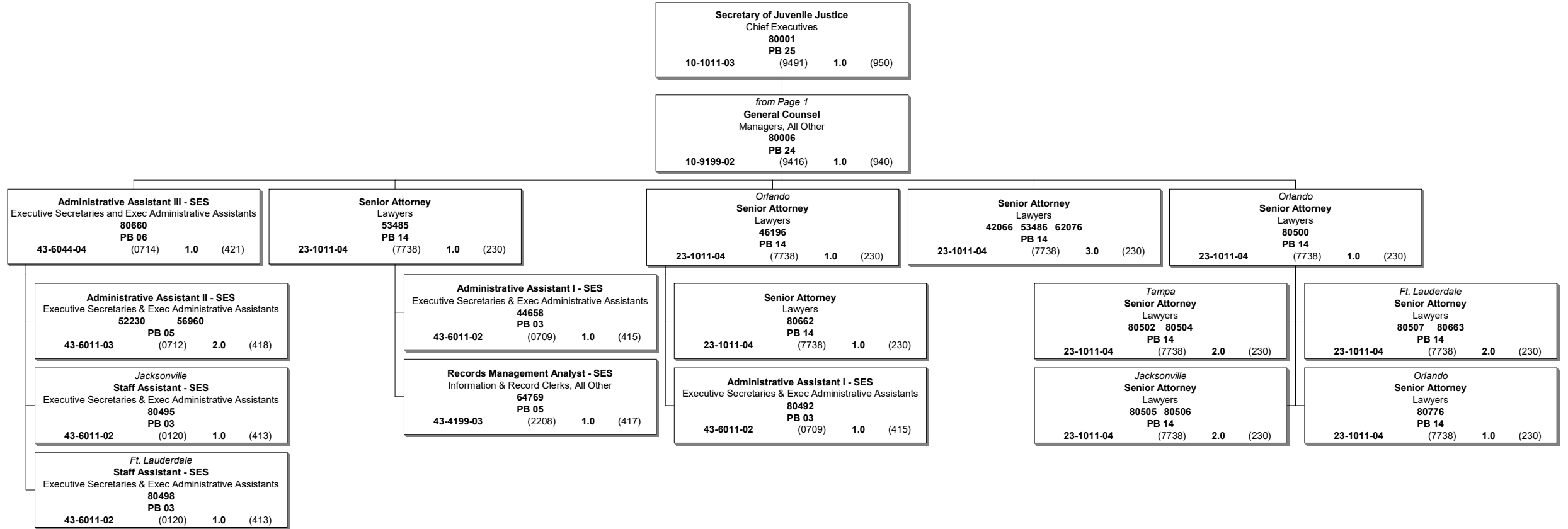


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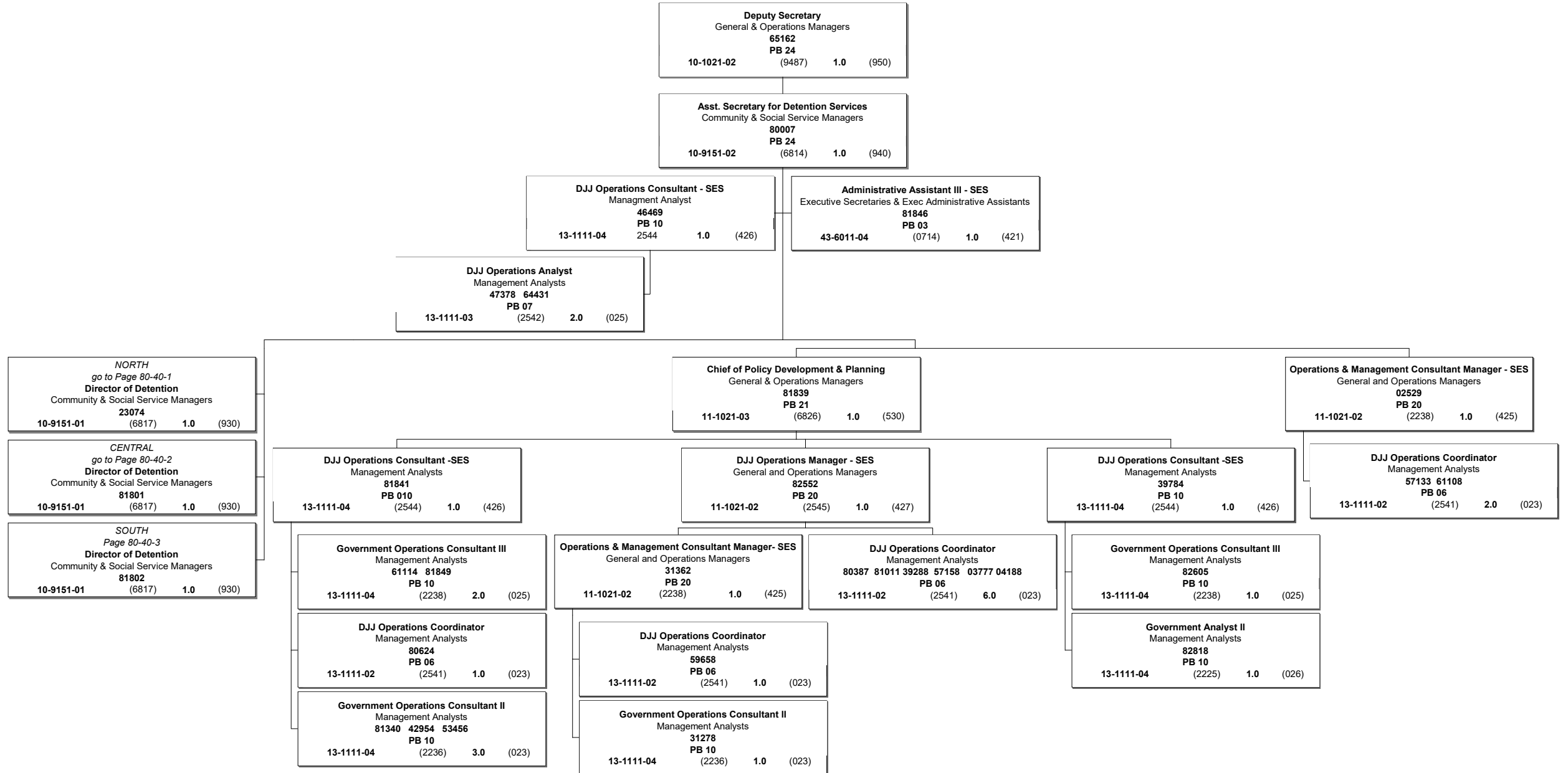
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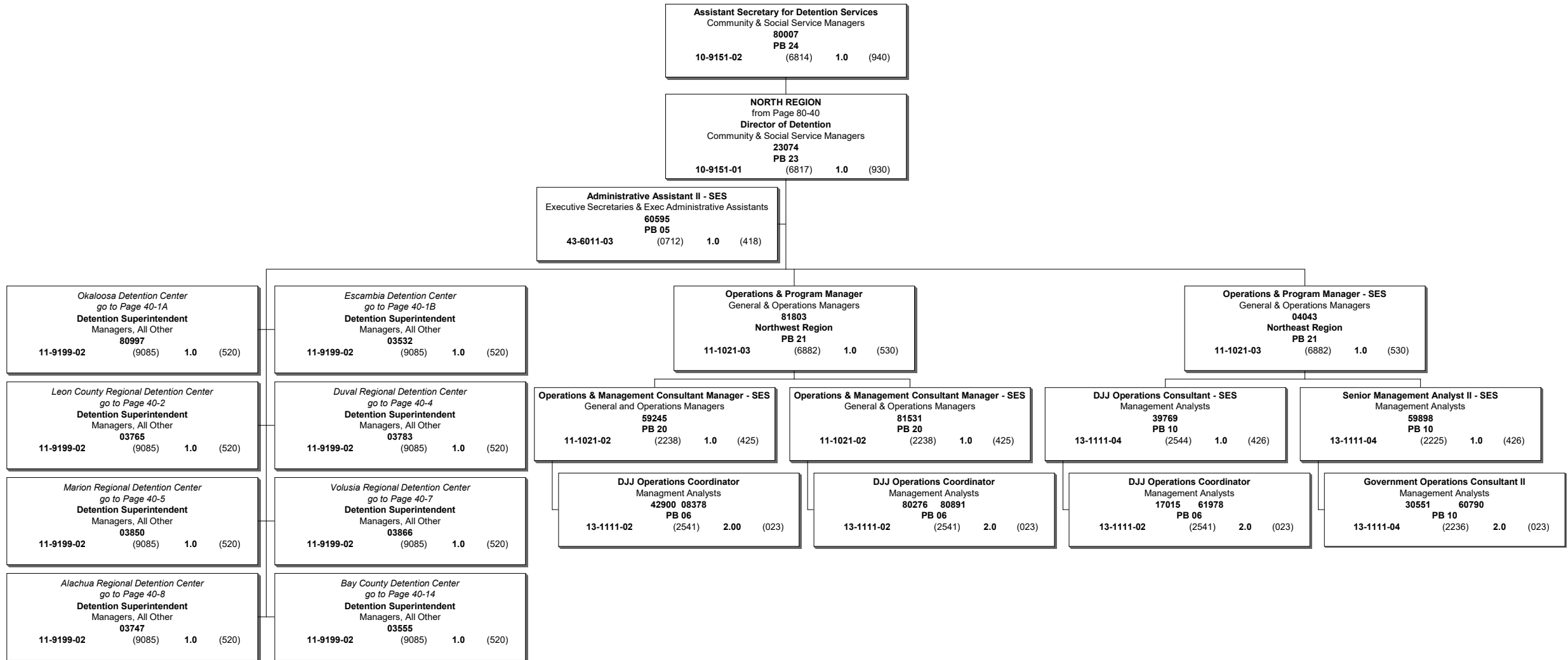
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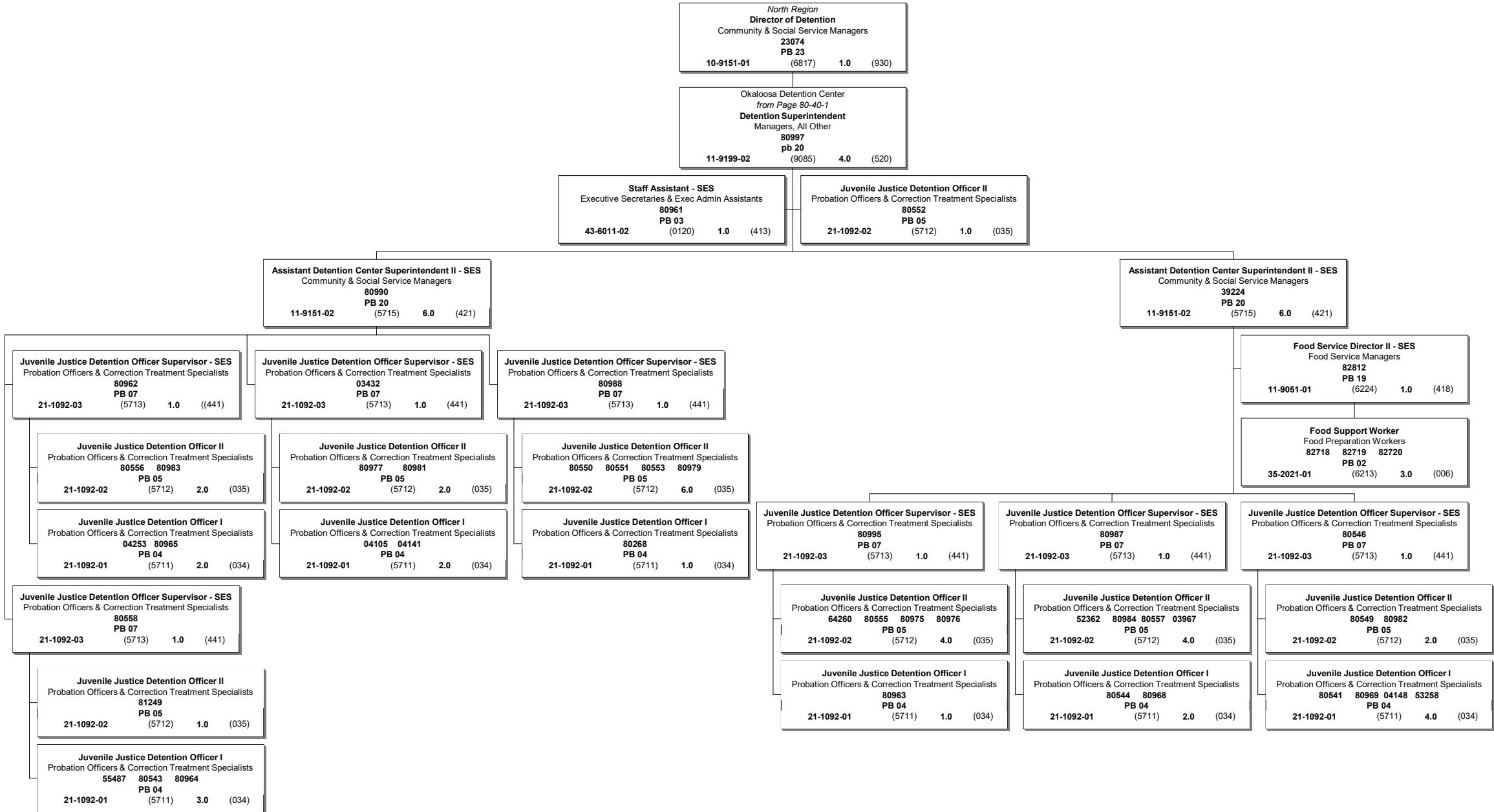
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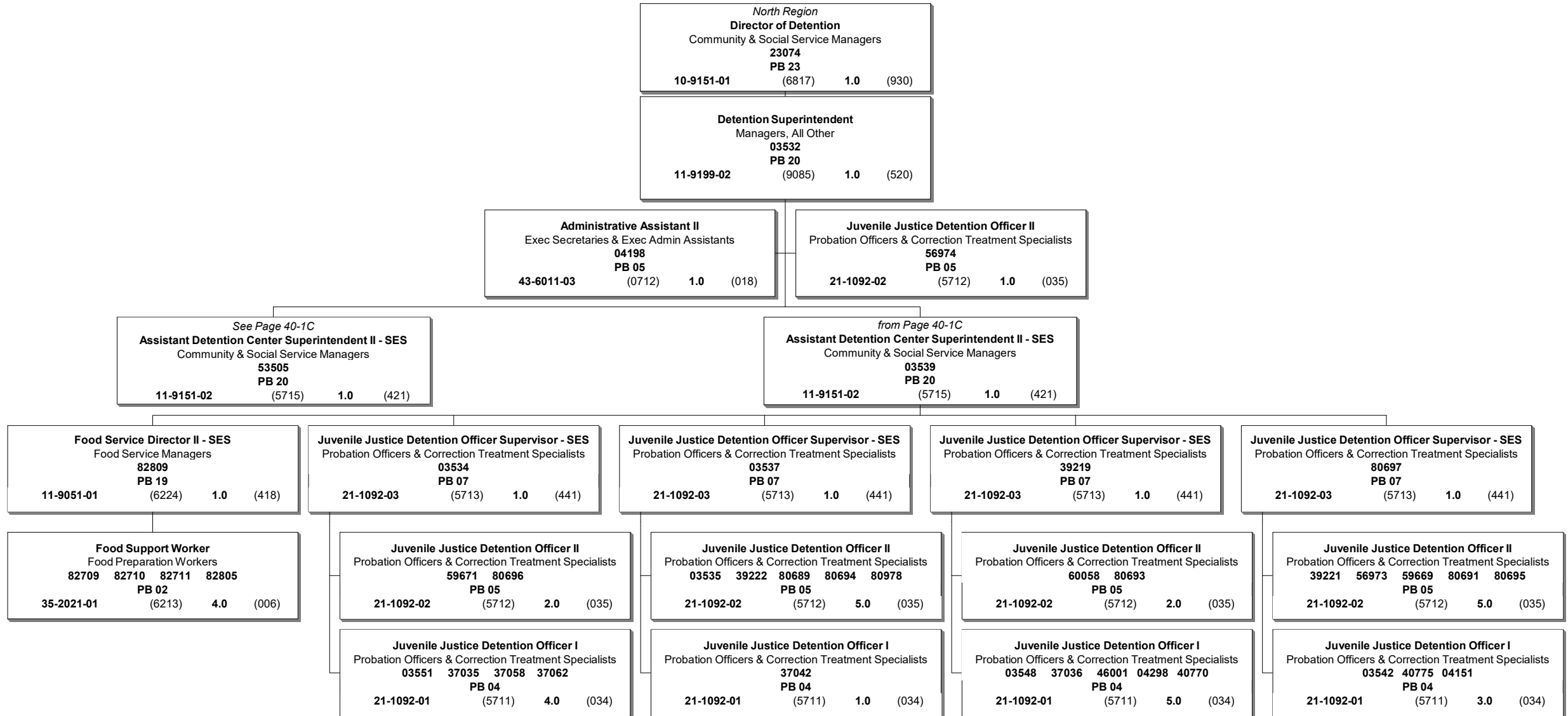
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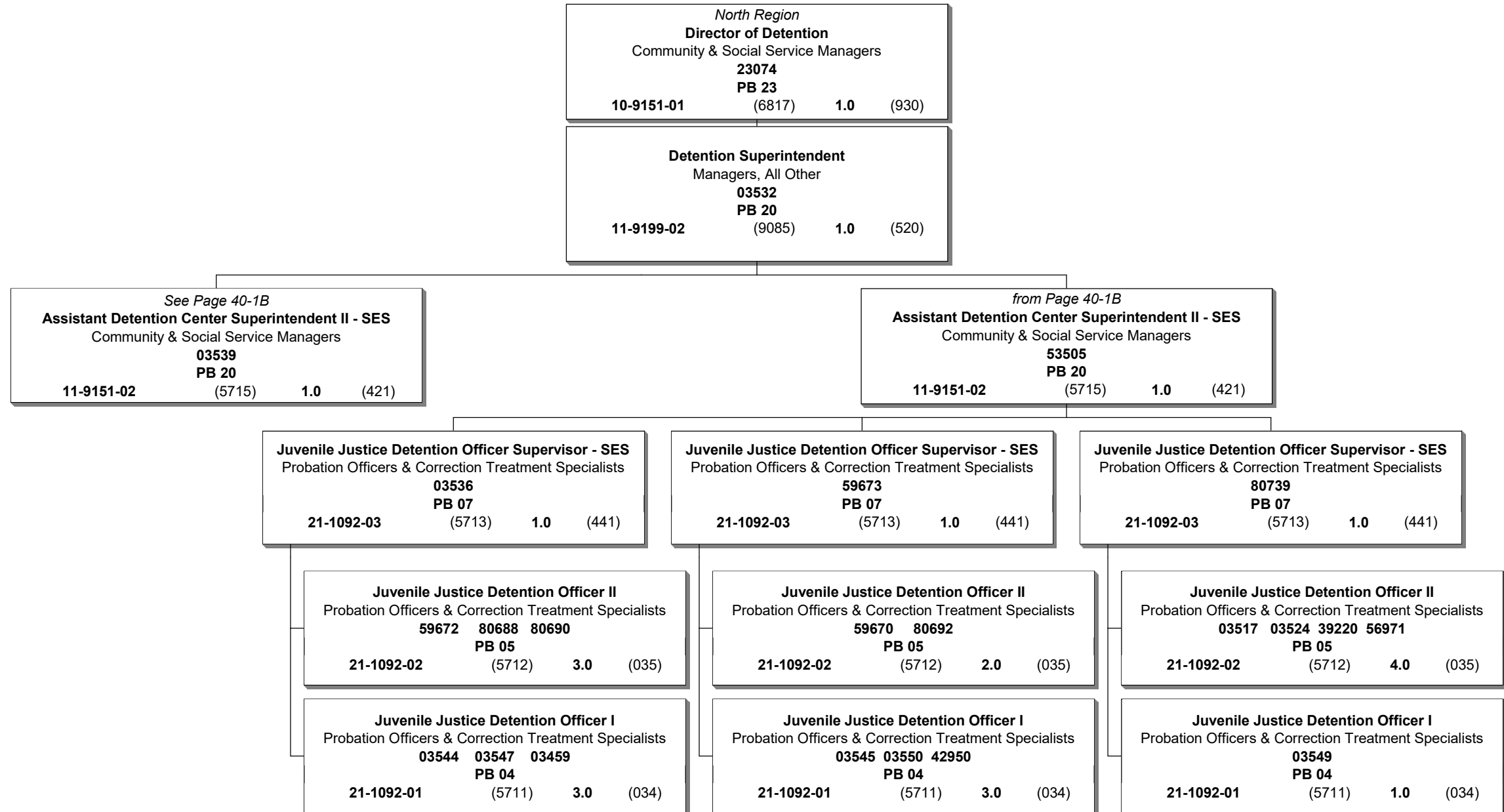
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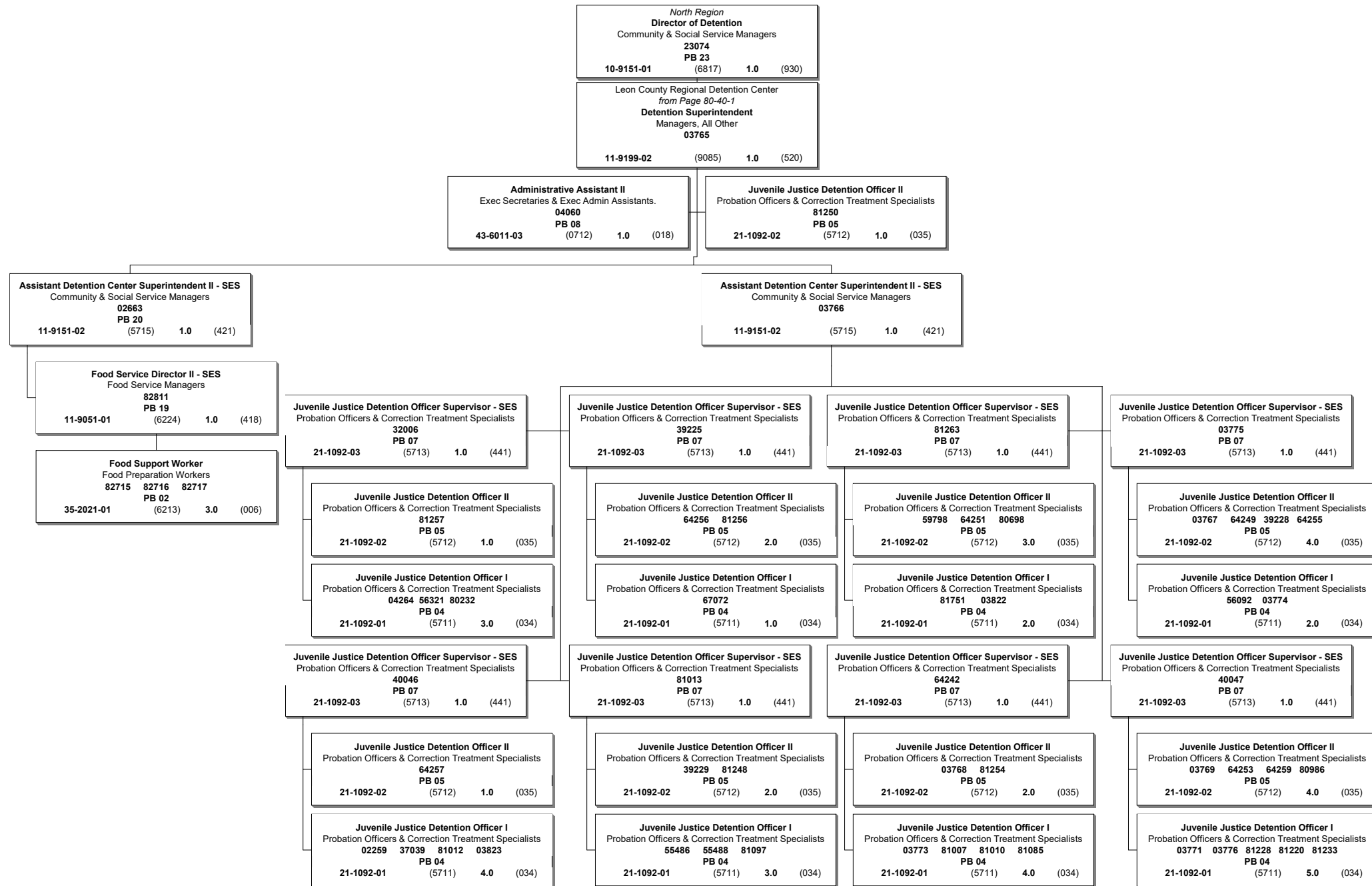


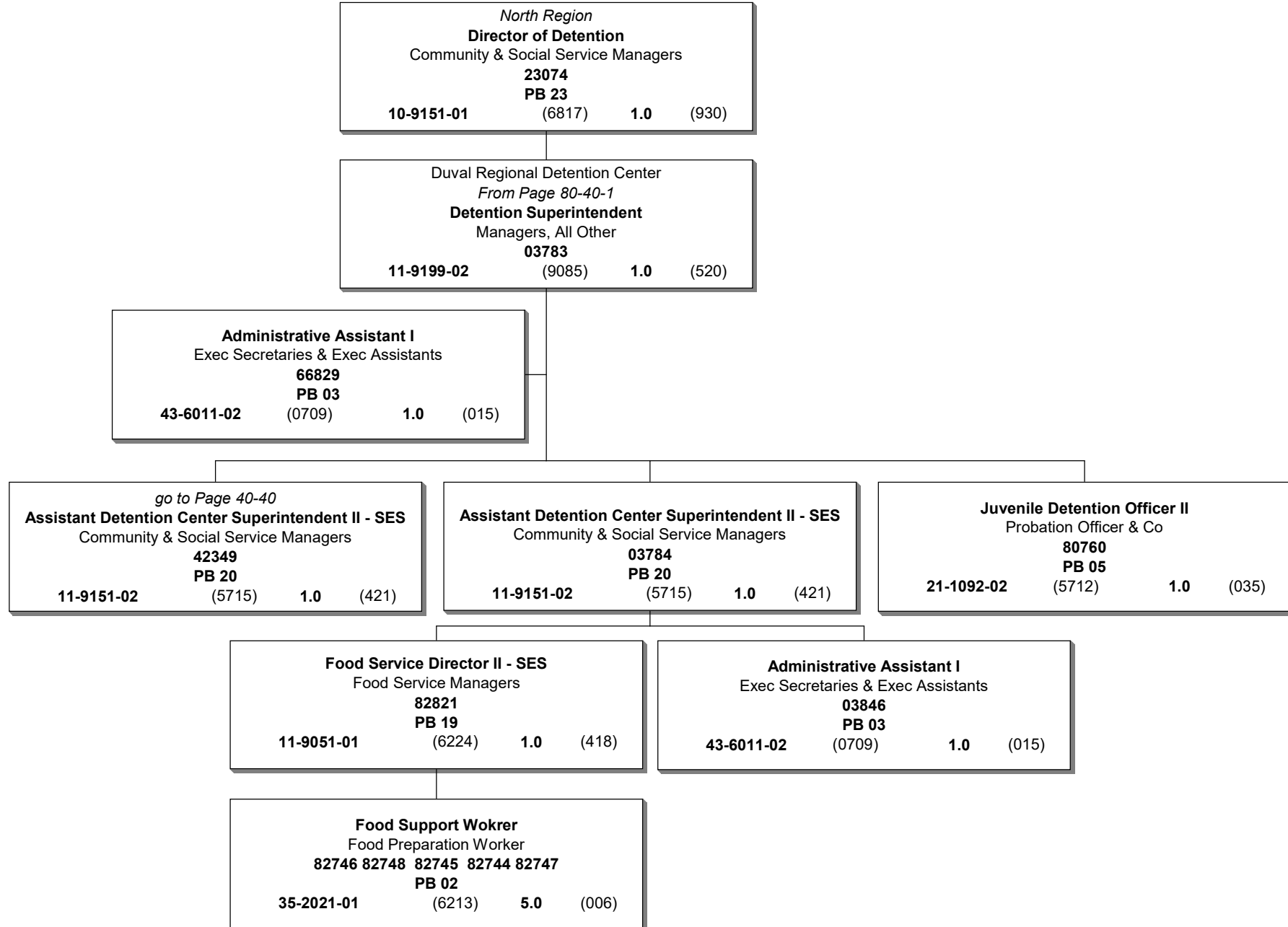


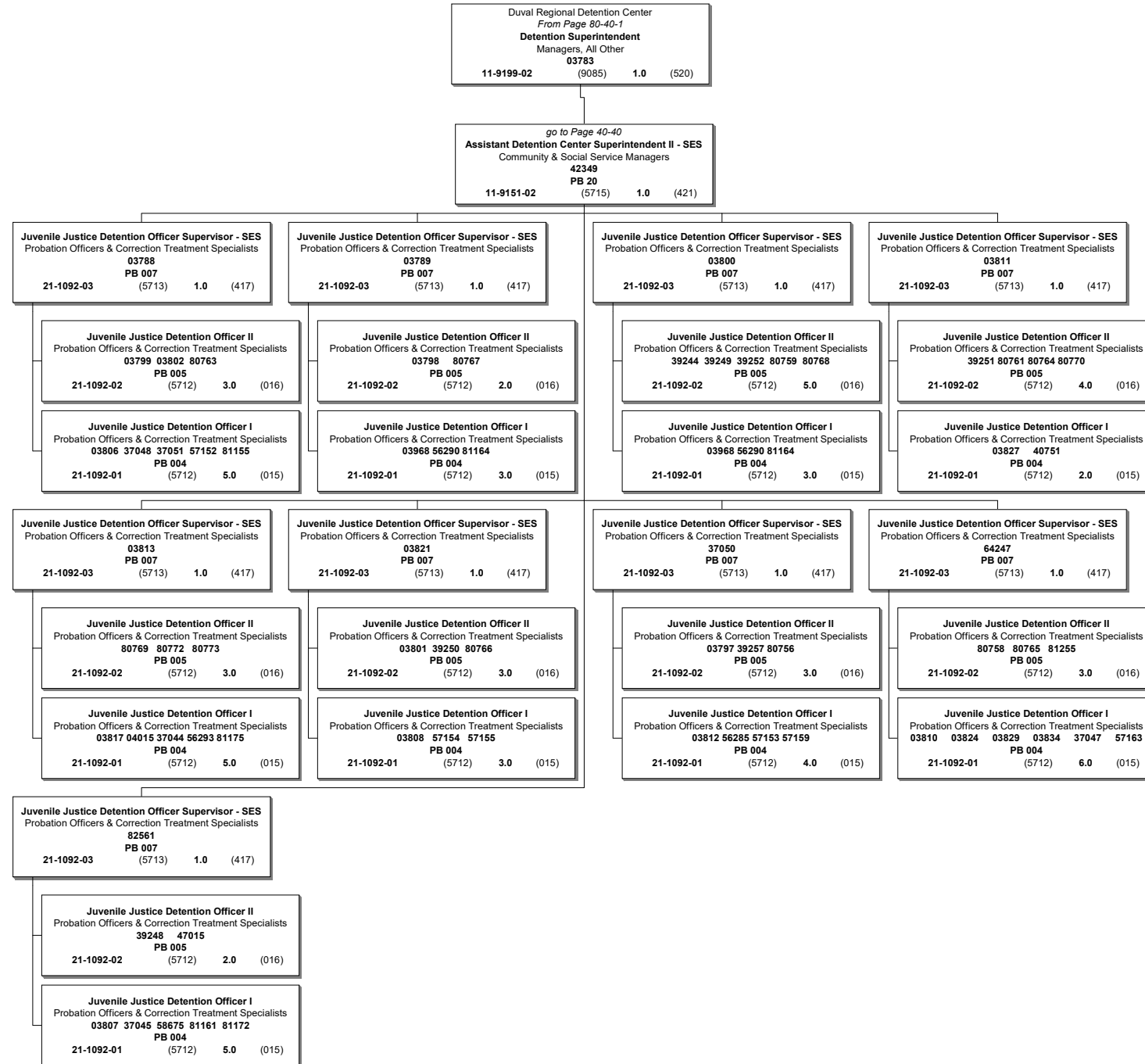












Director of Detention
 Community & Social Service Managers
23074
 10-9151-01 (6817) 1.0 (930)

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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 (035)

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 (441)

Juvenile Justice Detention Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
39233
PB 07
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PB 07
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Food Support Worker
 Food Preparation Workers
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PB 02
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PB 05
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PB 05
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PB 04
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Juvenile Justice Detention Officer I
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PB 04
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PB 07
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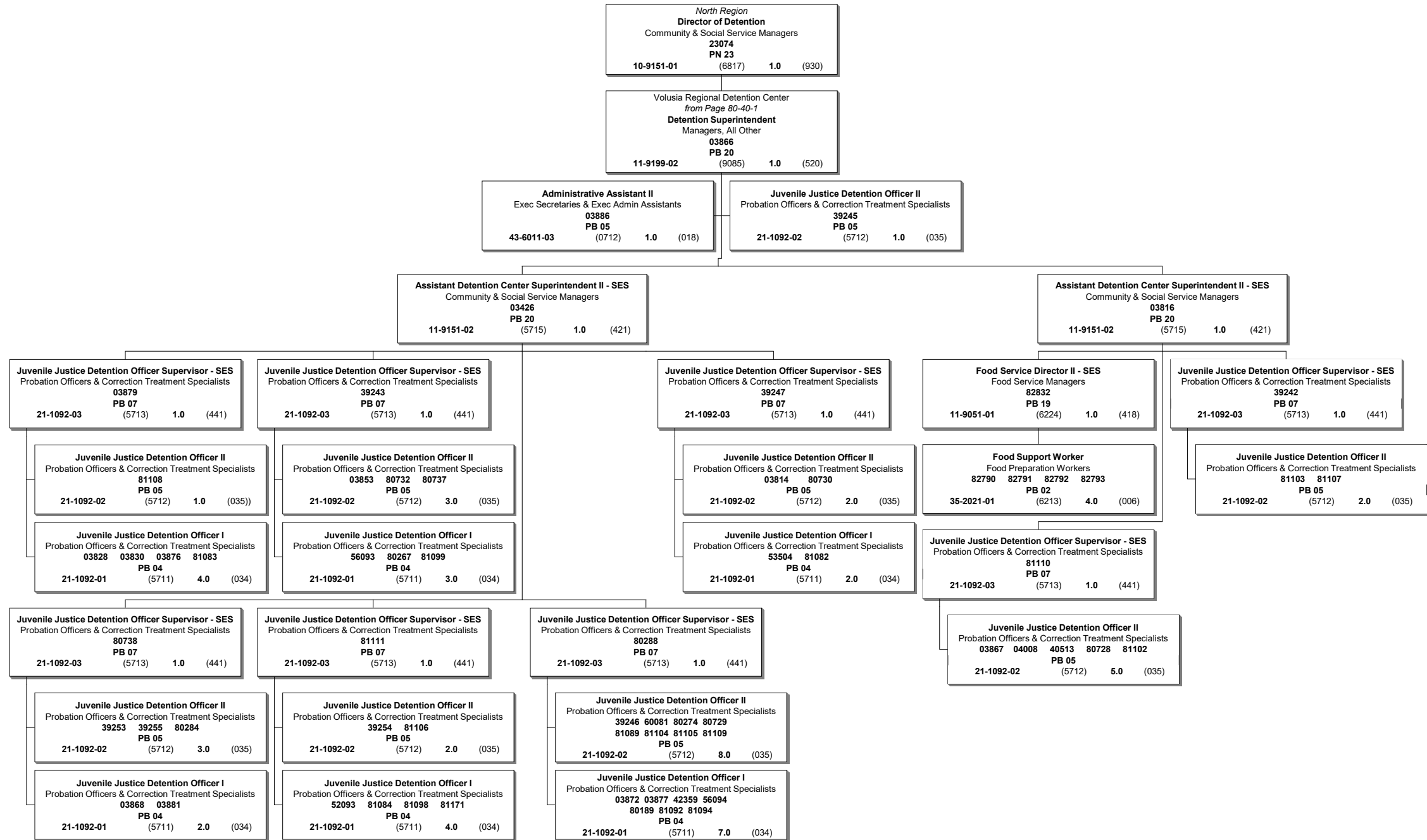
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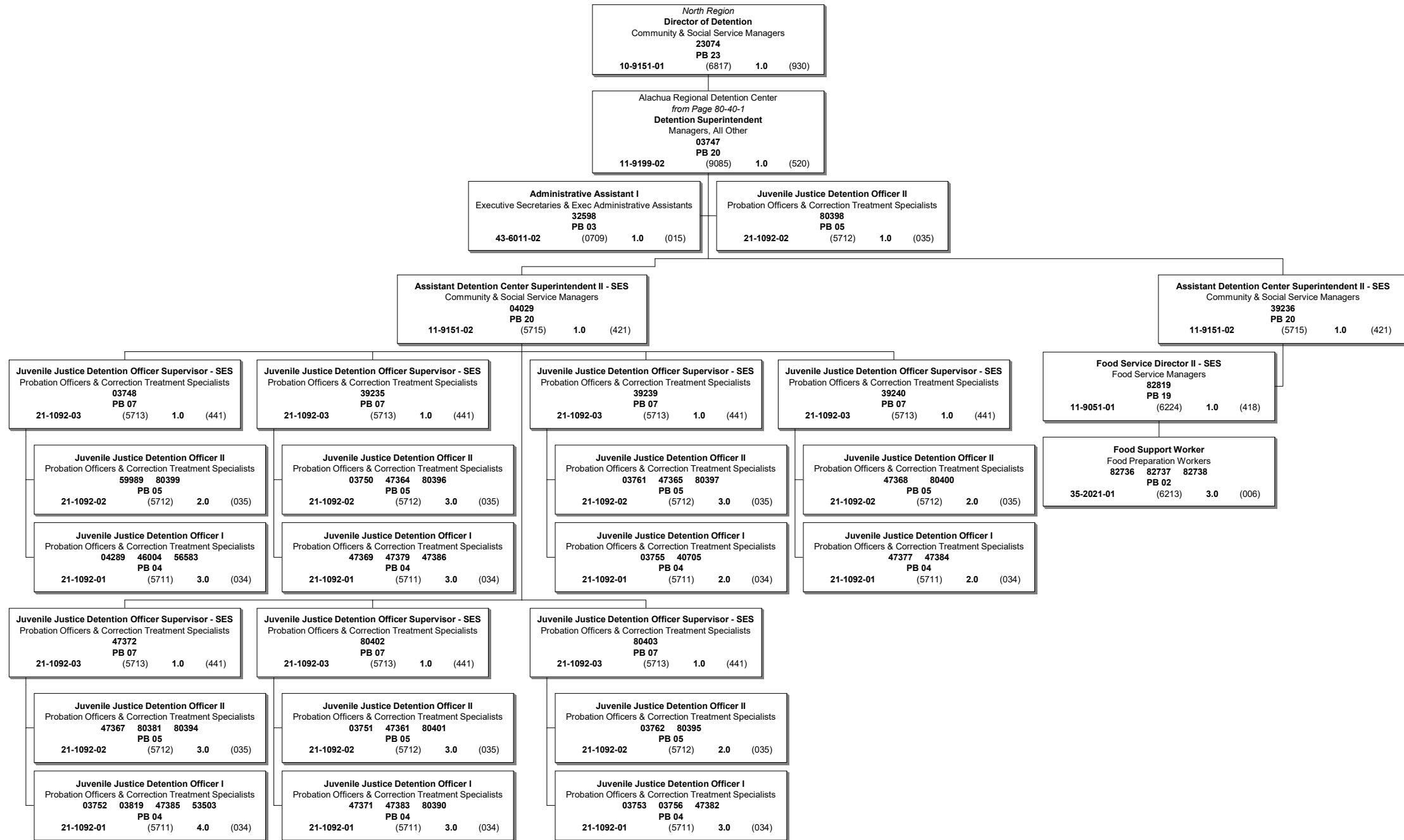
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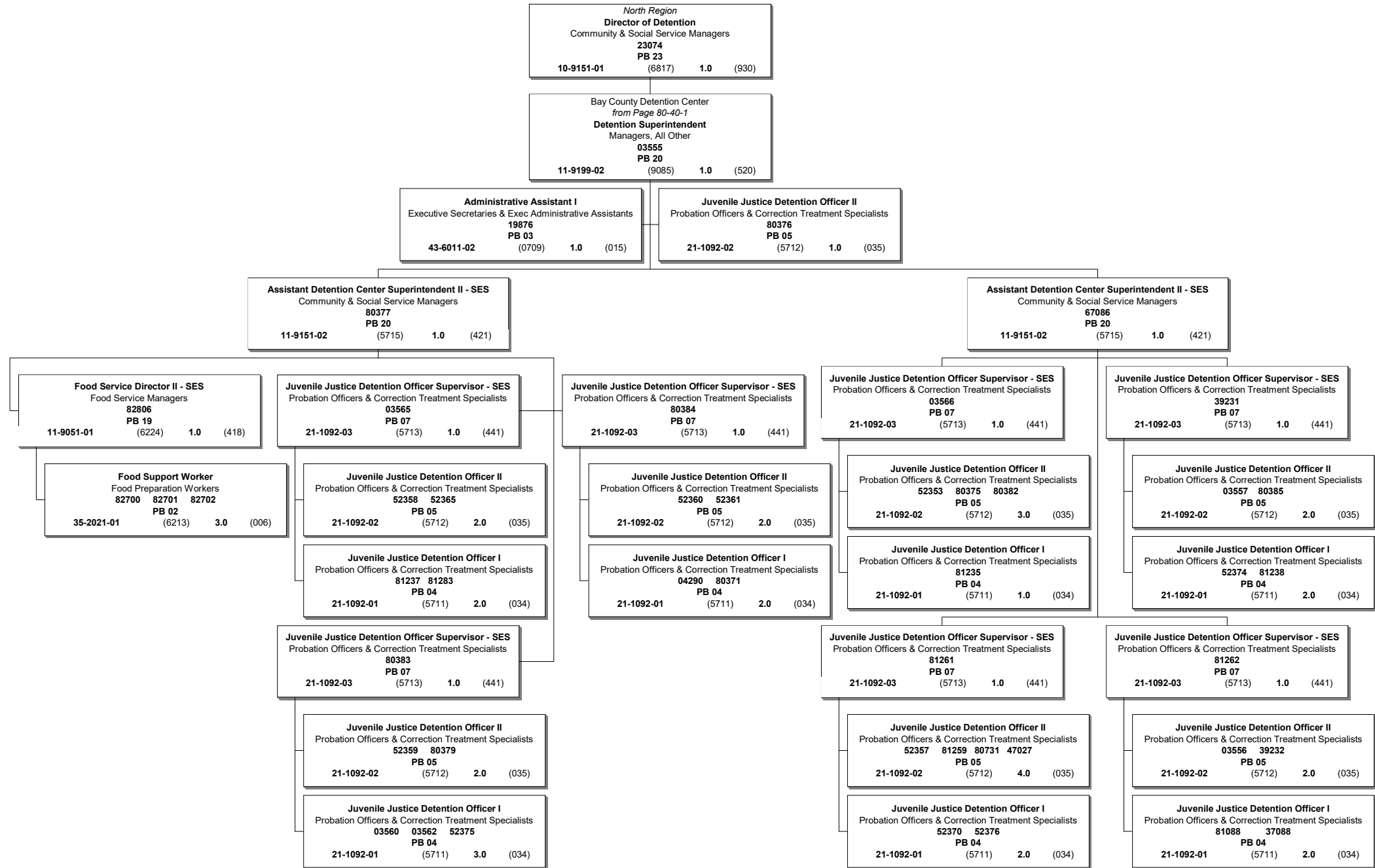
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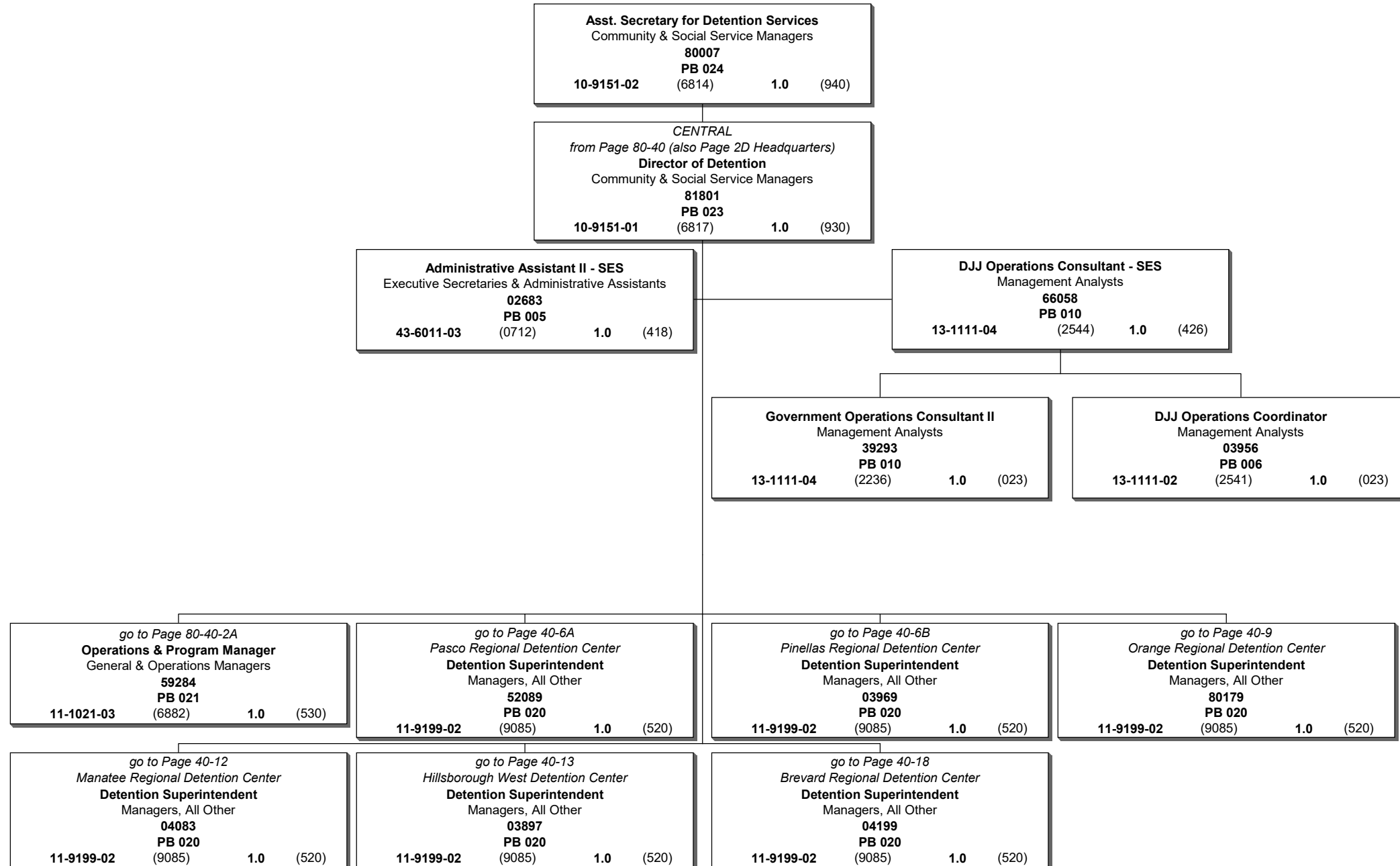
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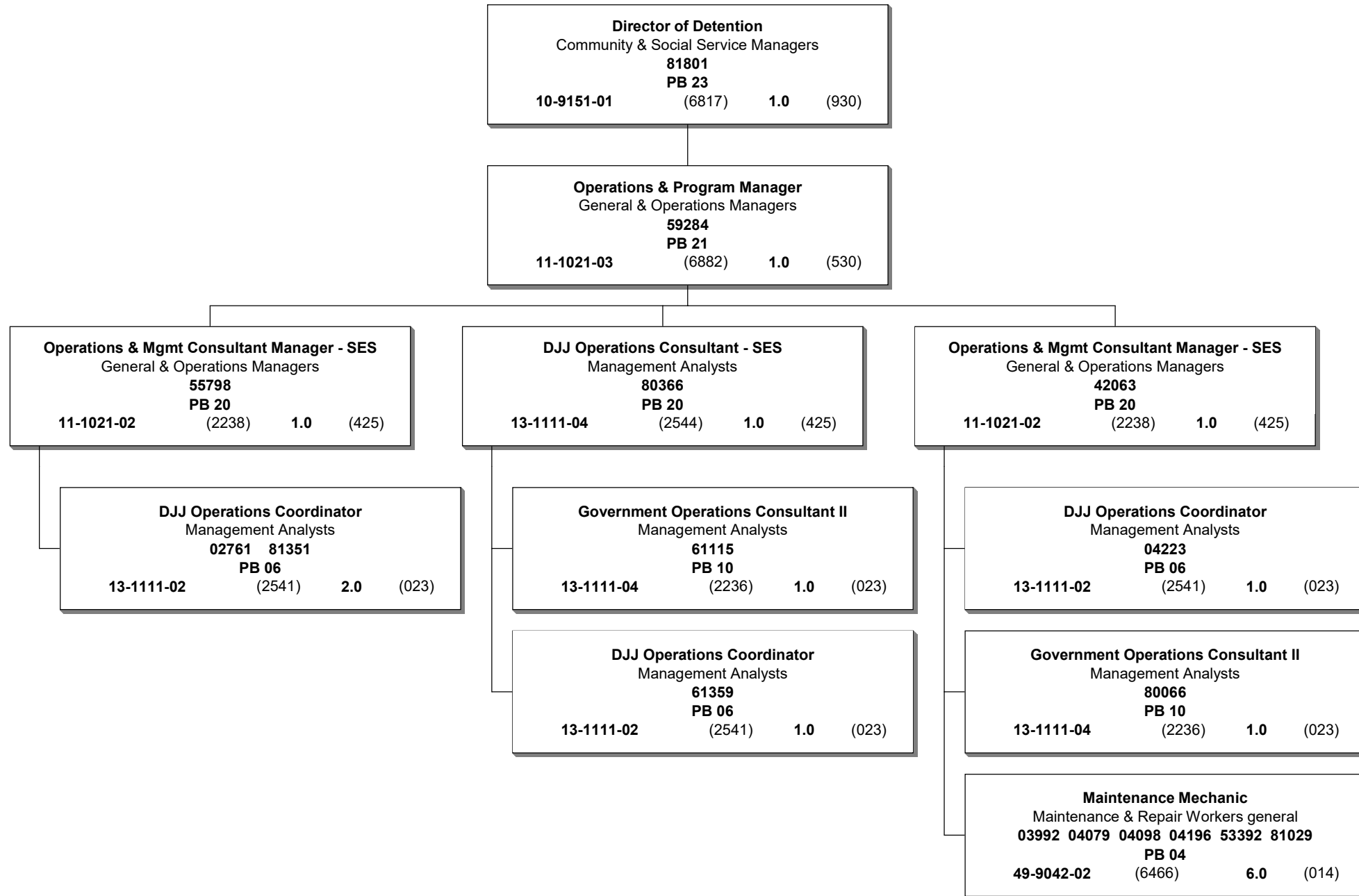
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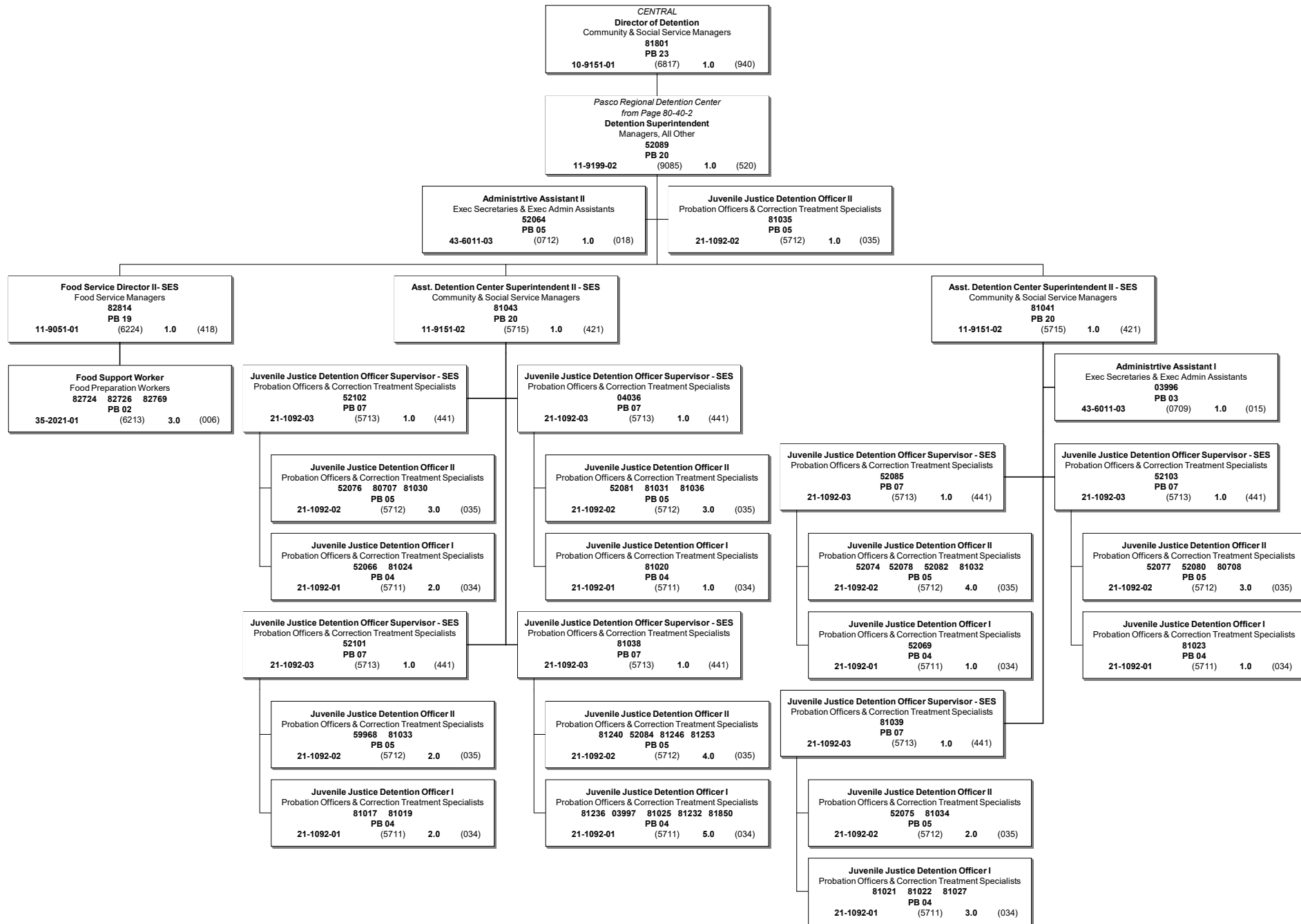


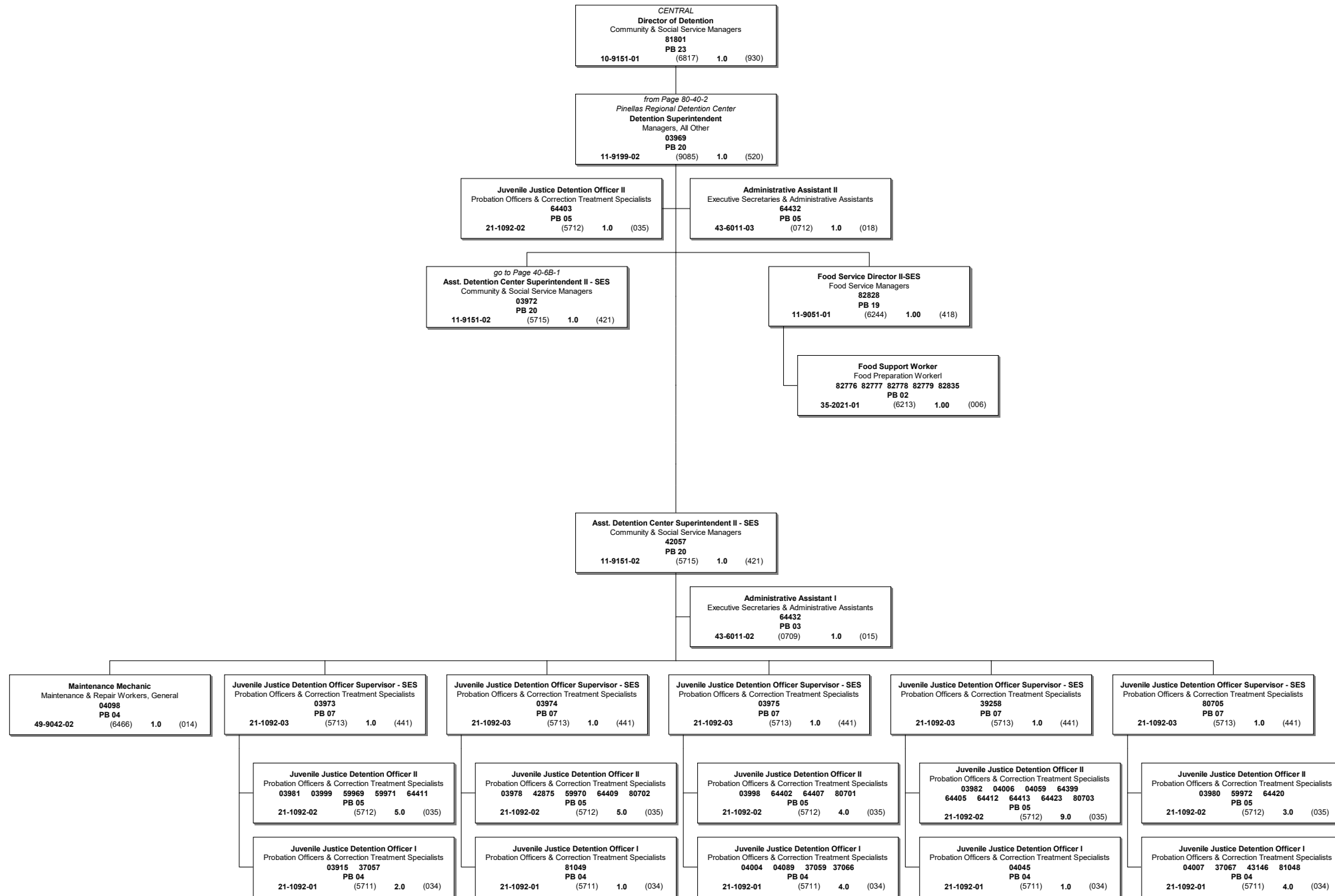


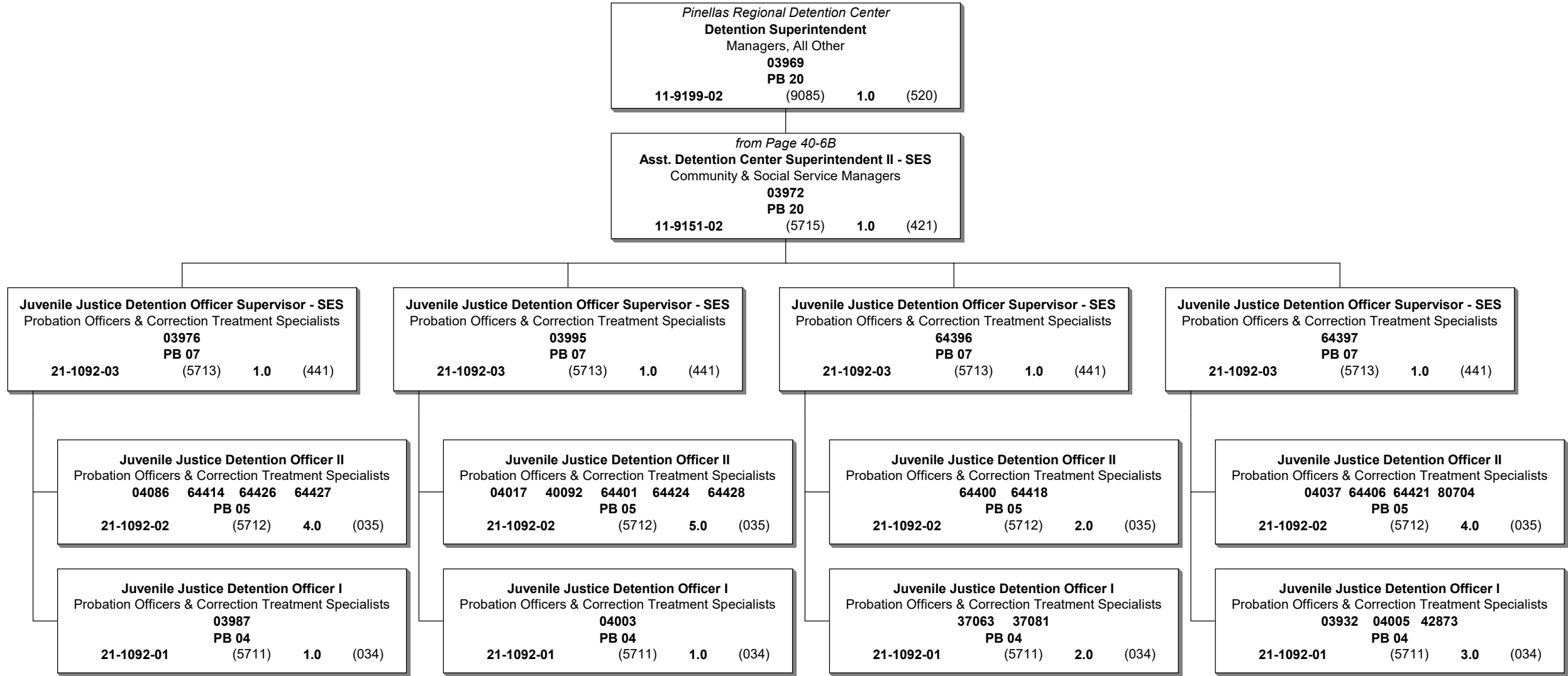


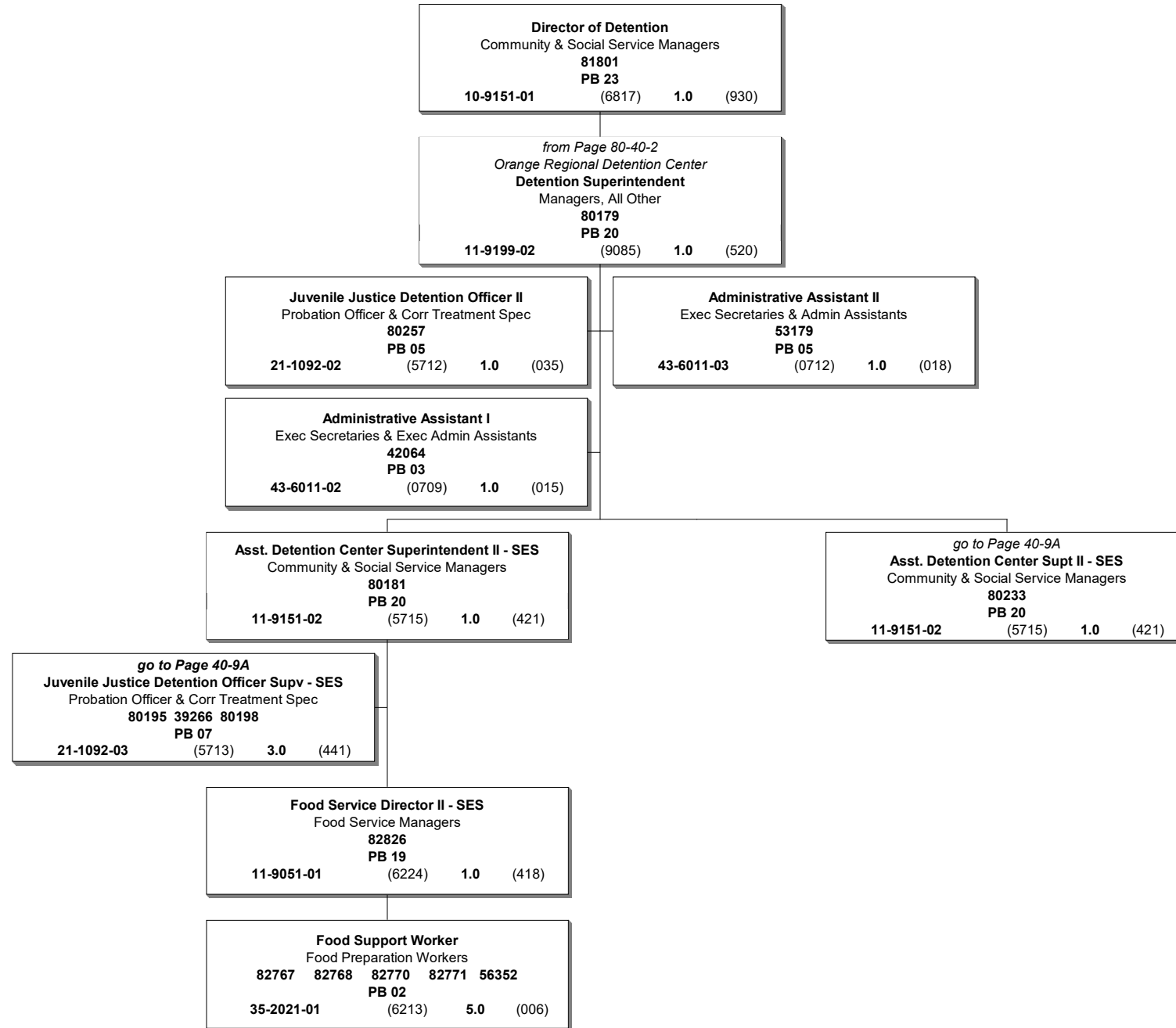


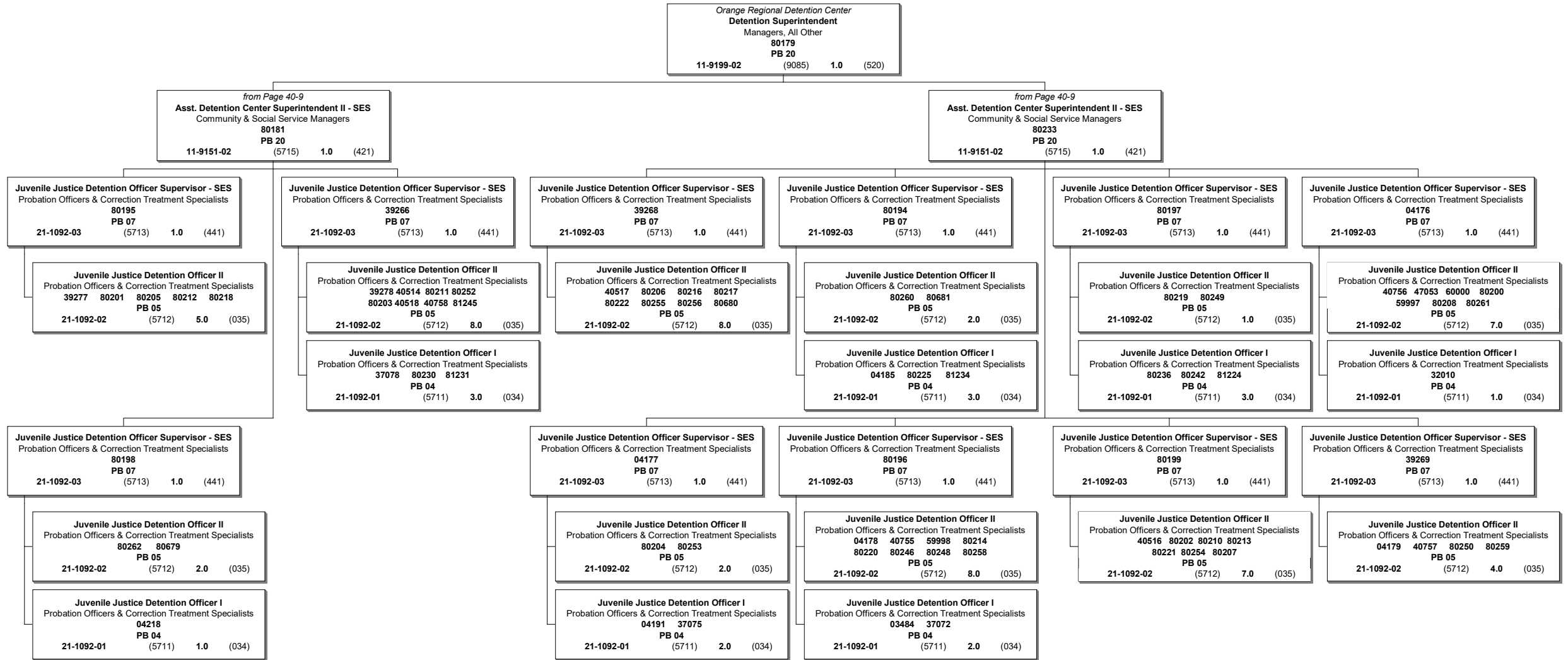


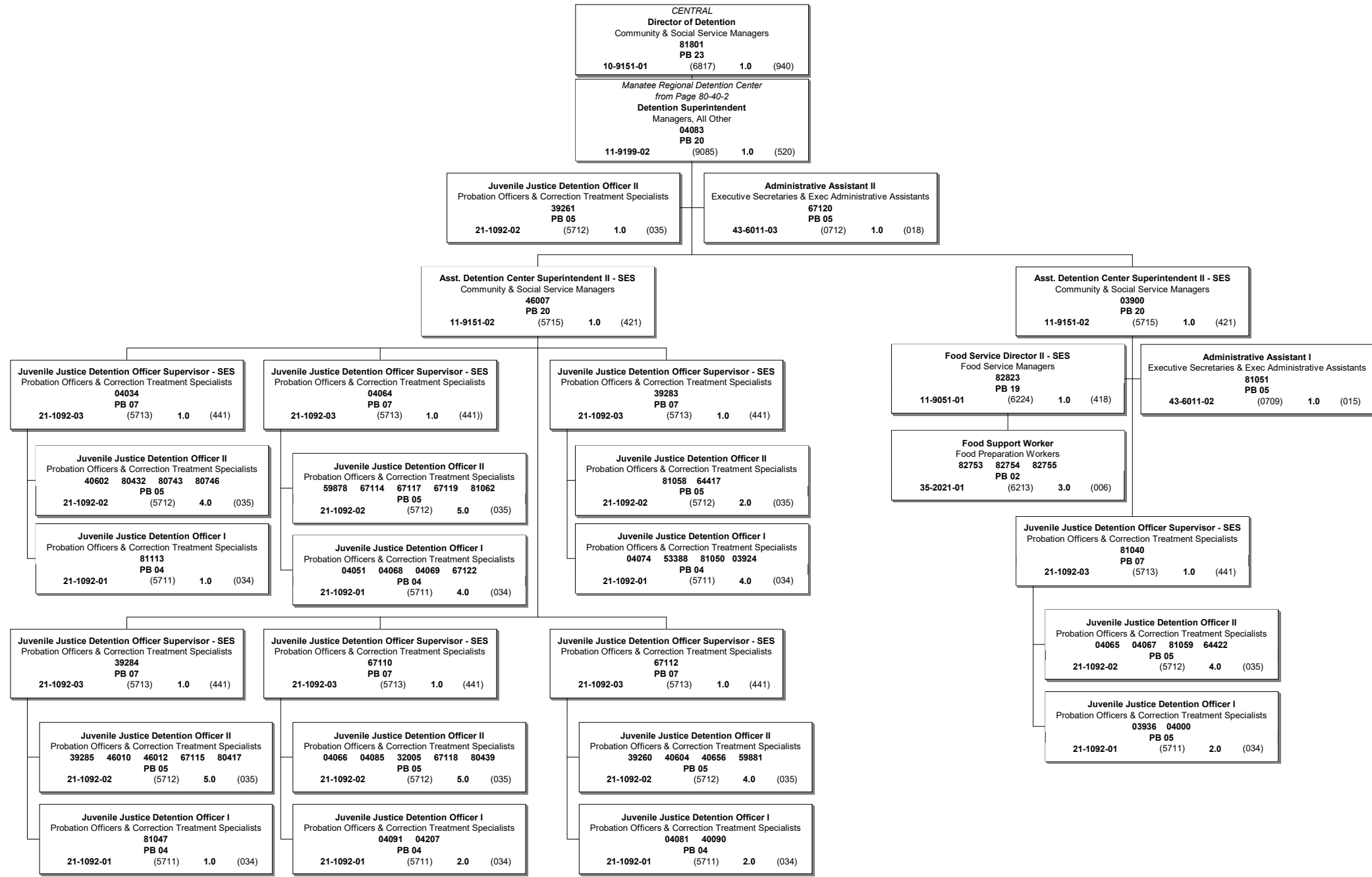


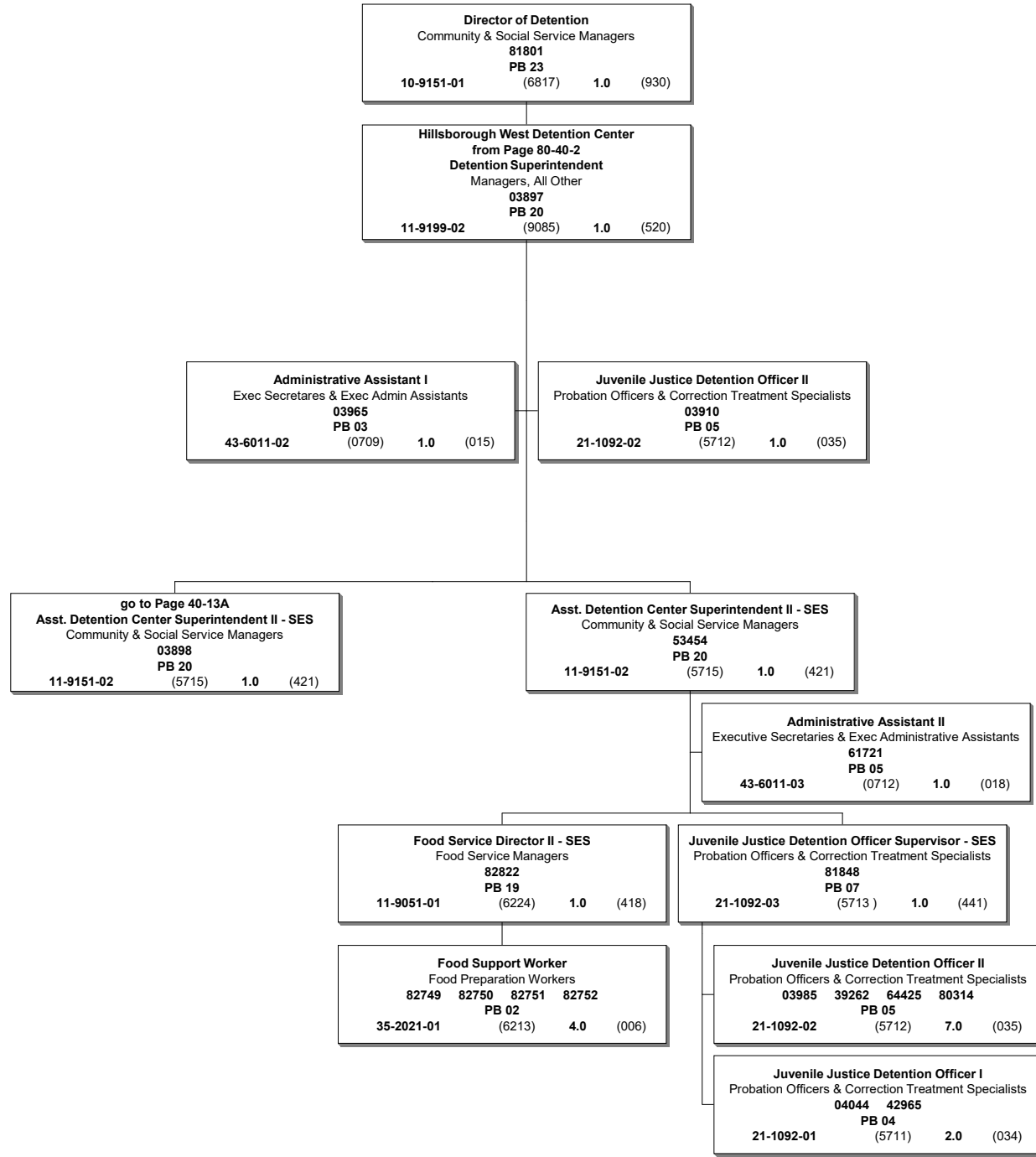


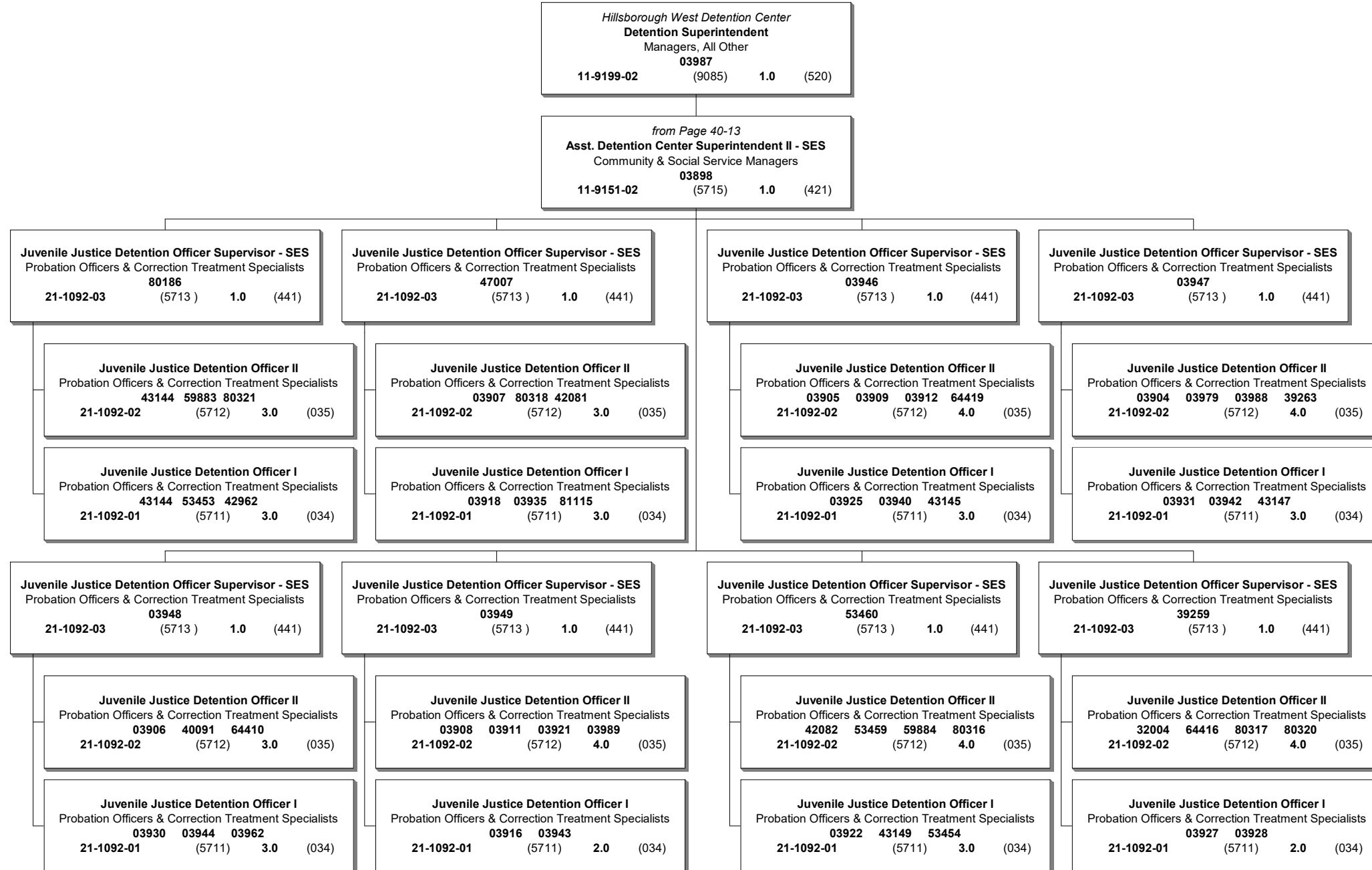


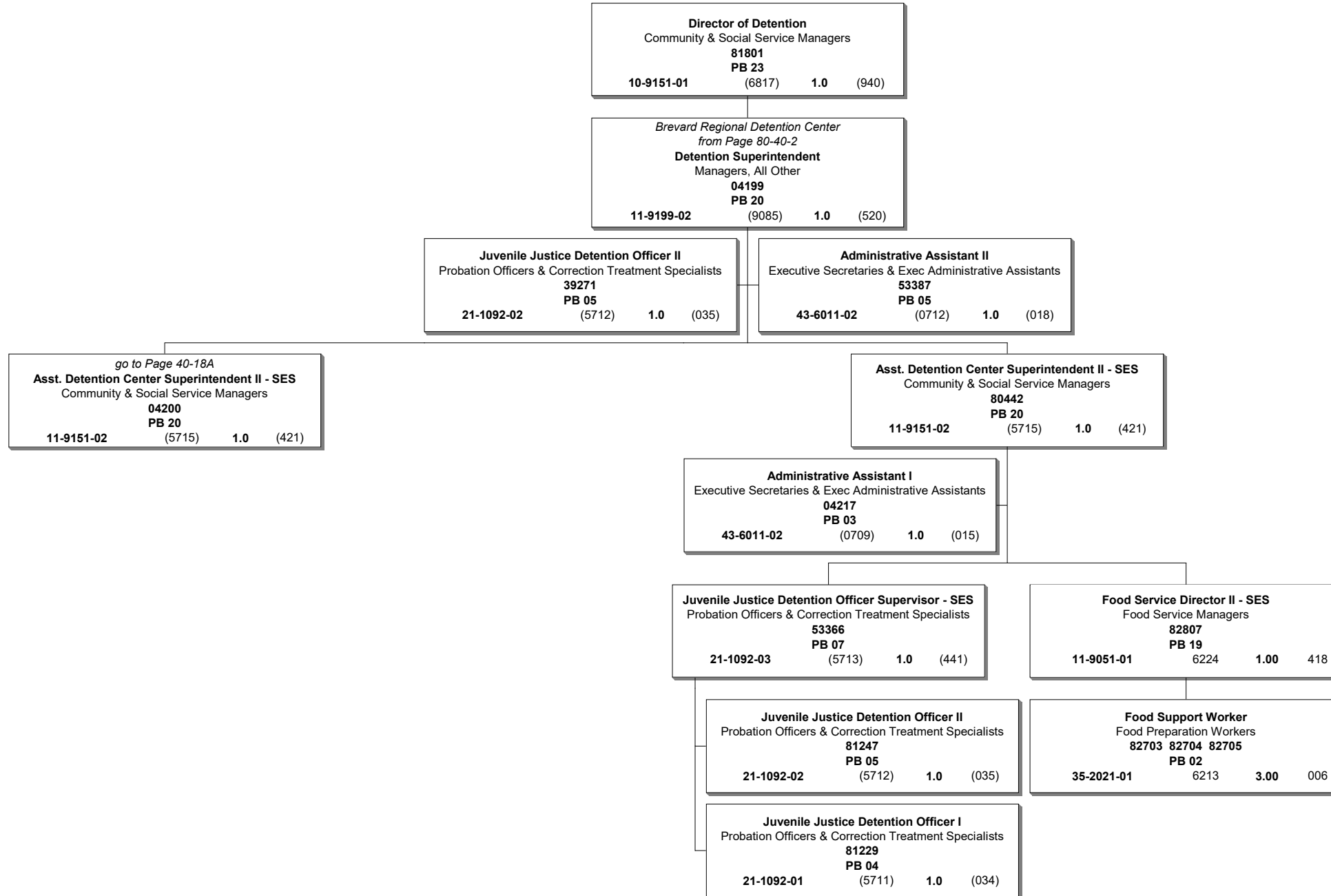












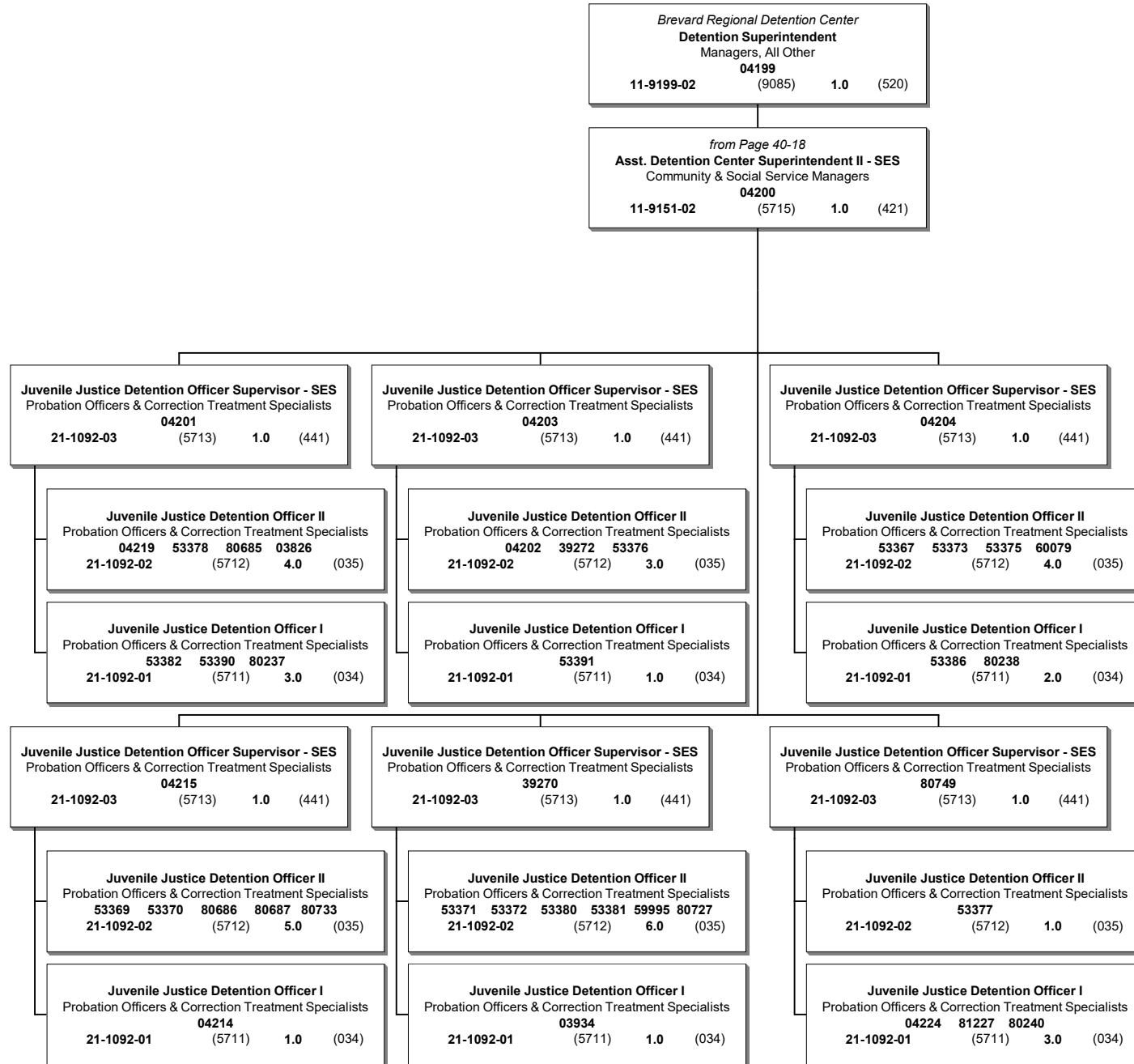
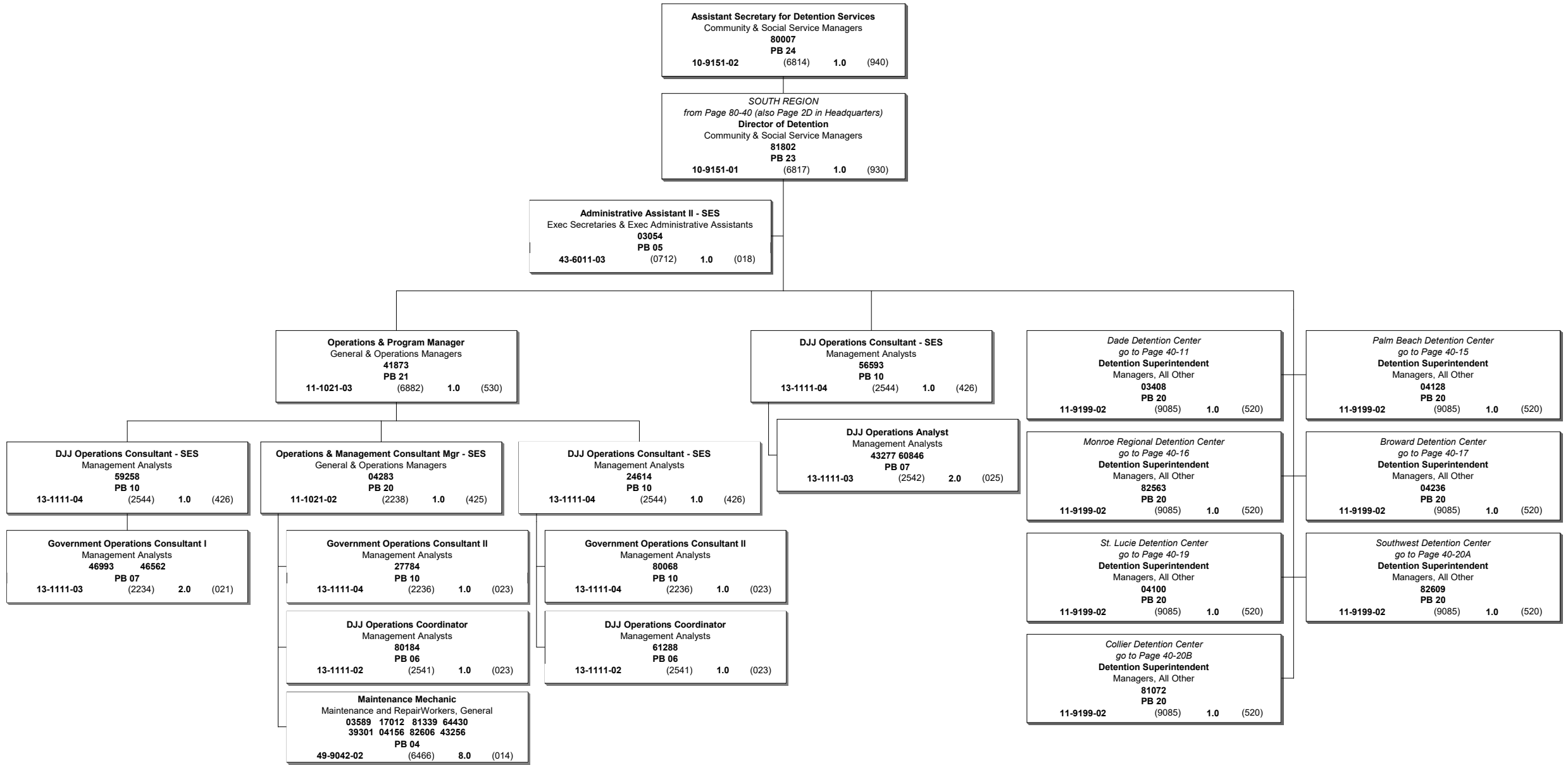
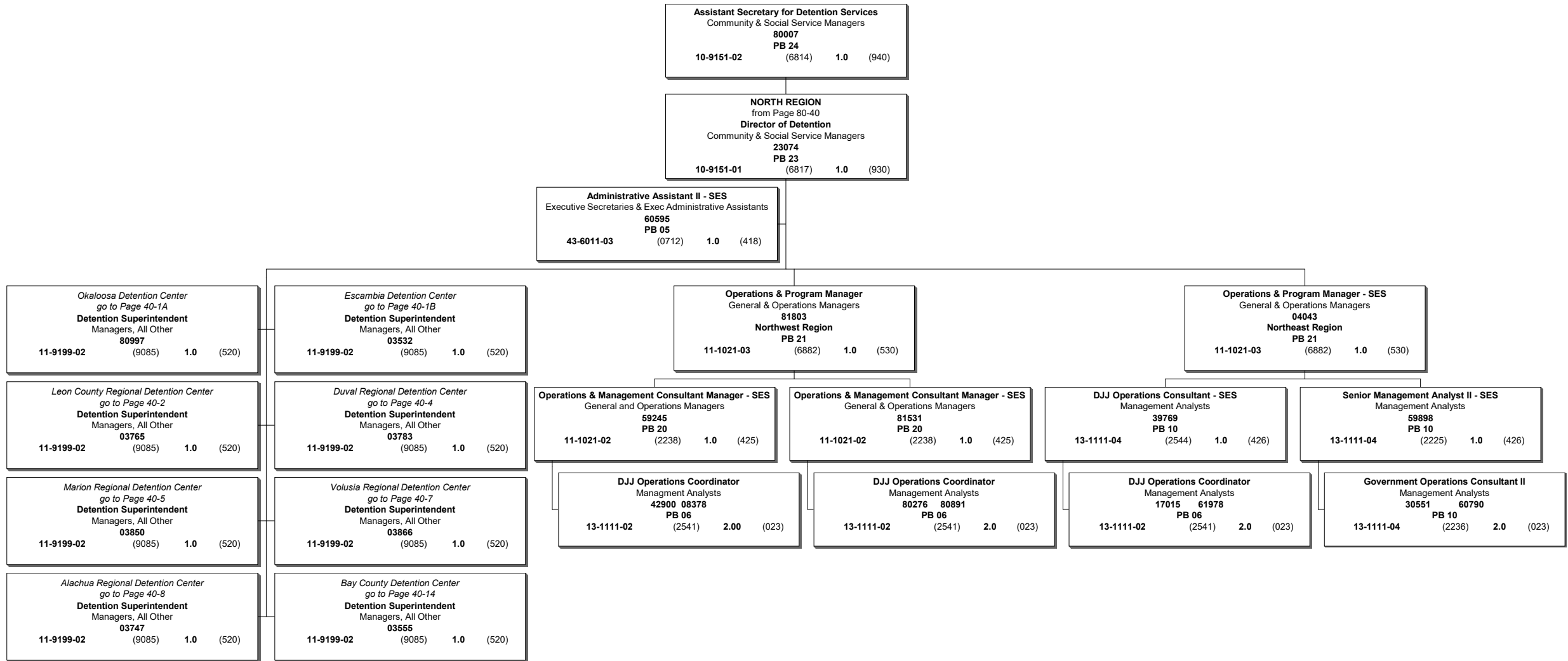
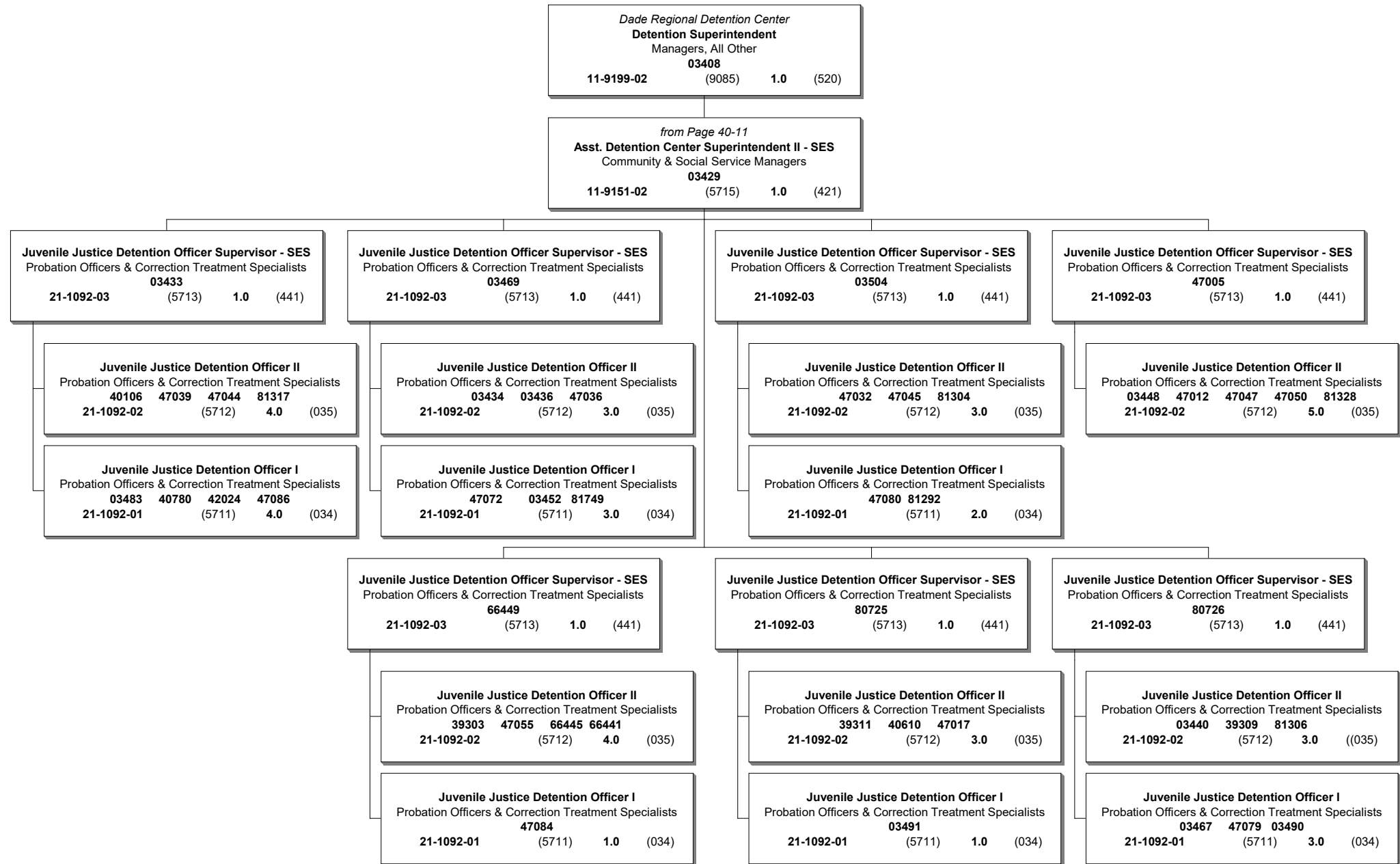


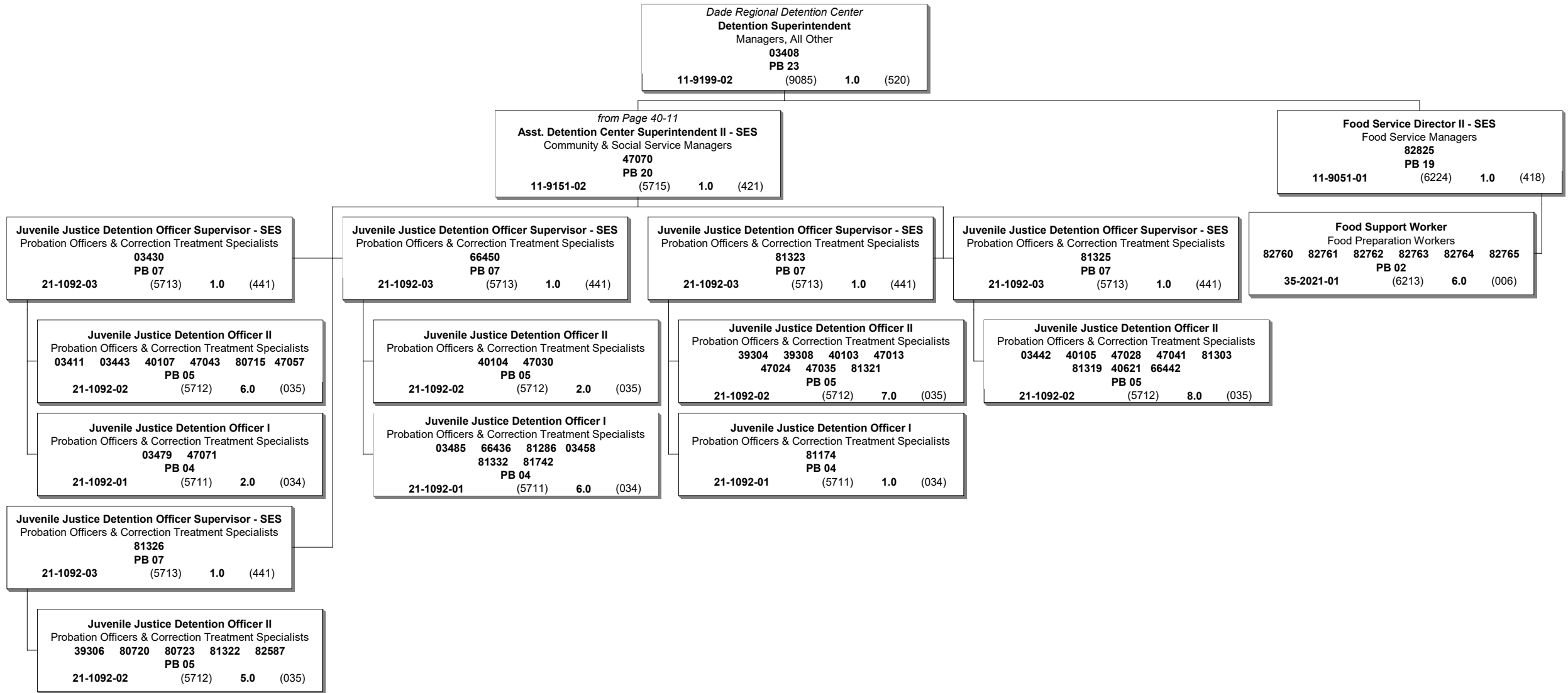
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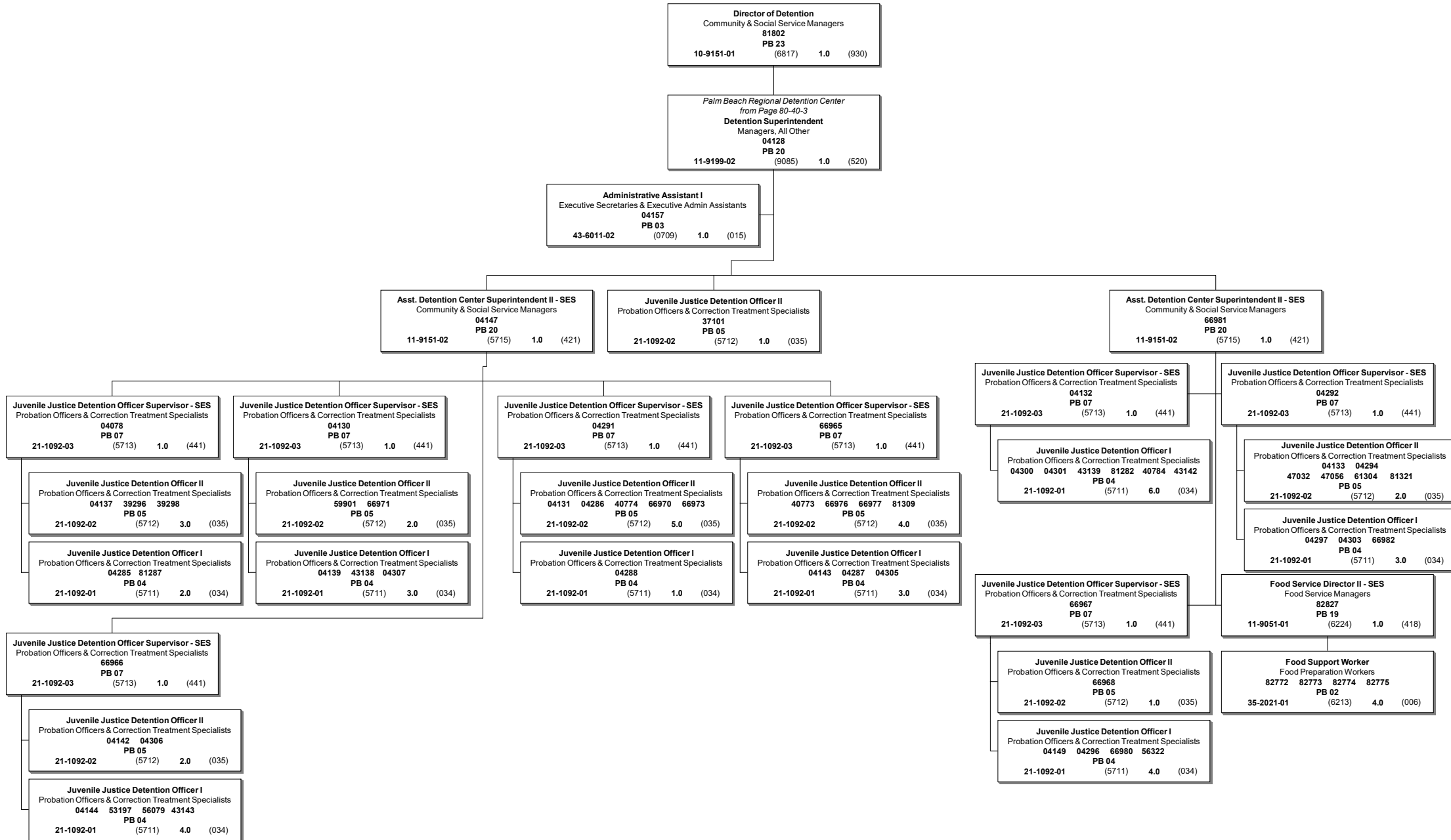
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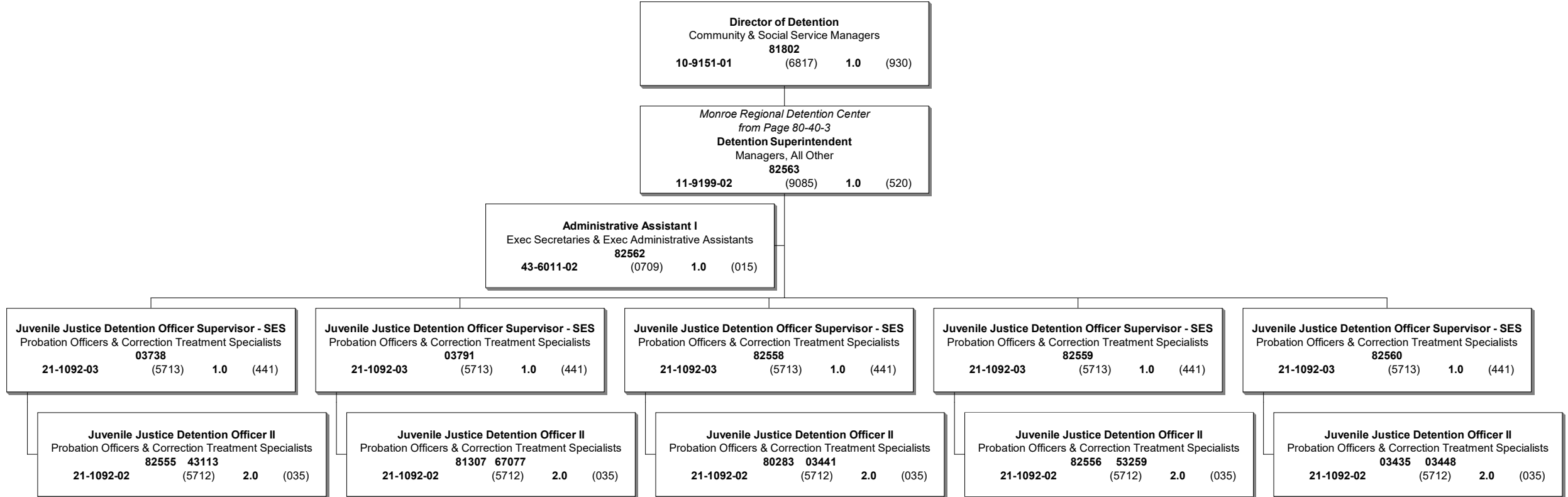


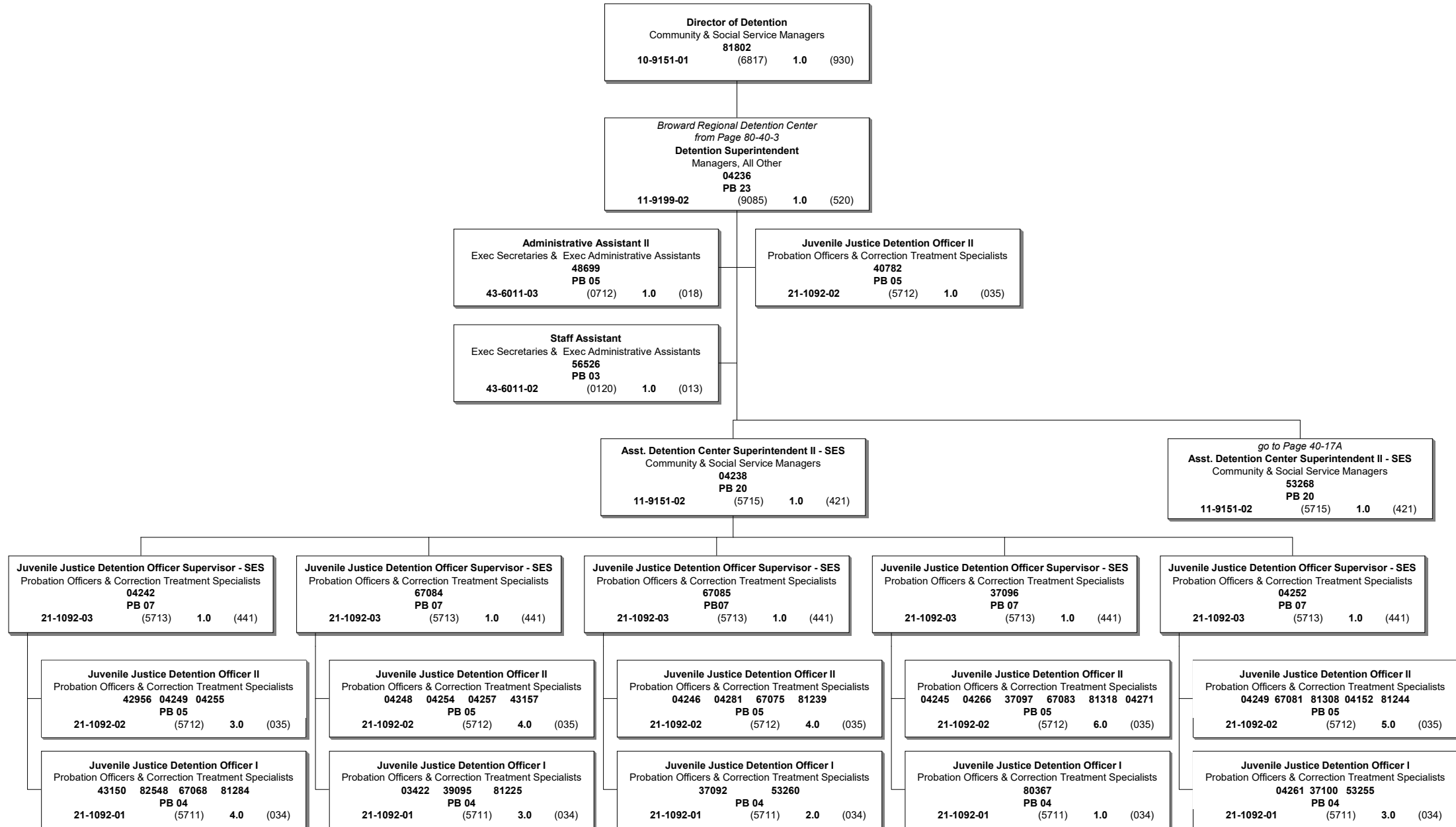


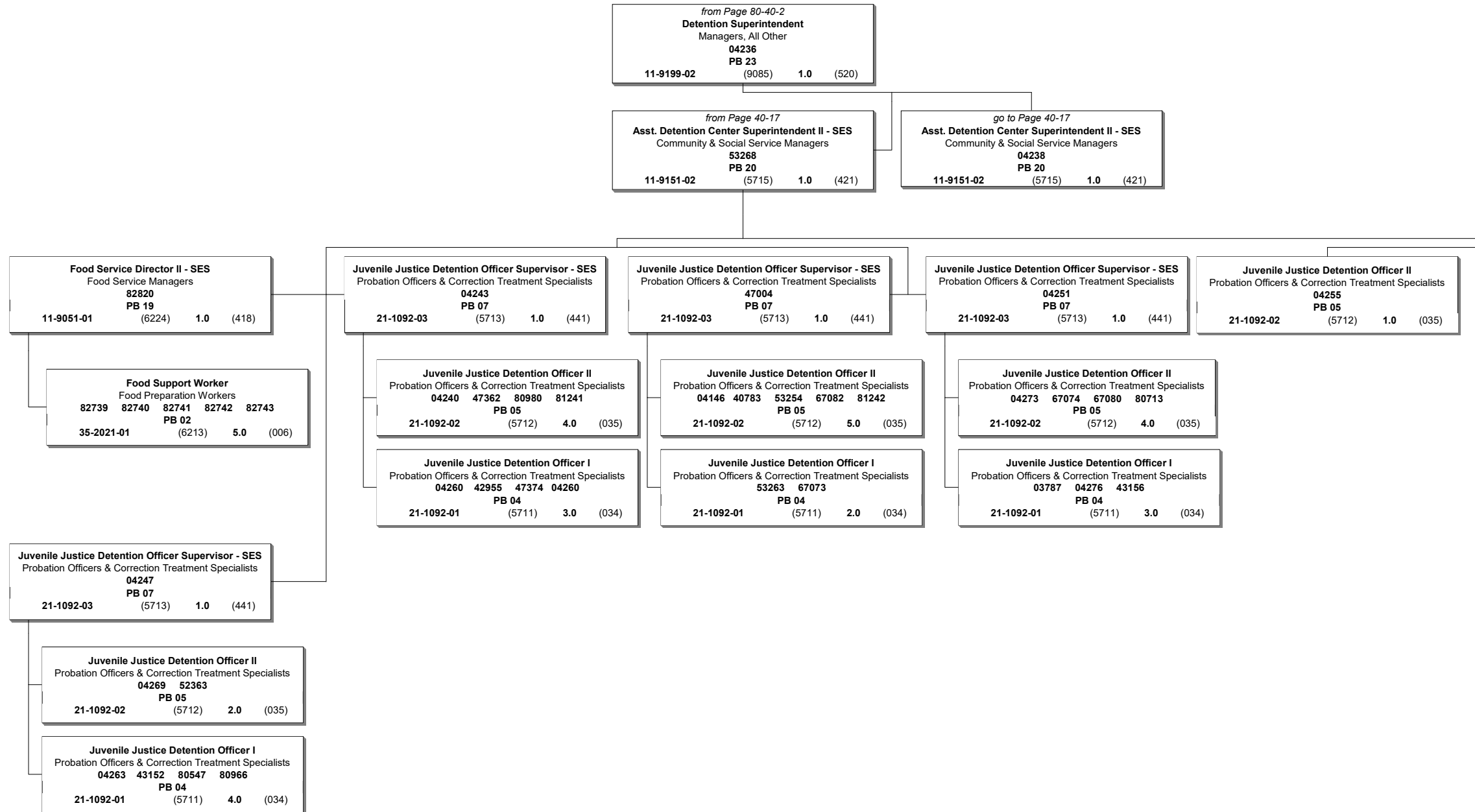


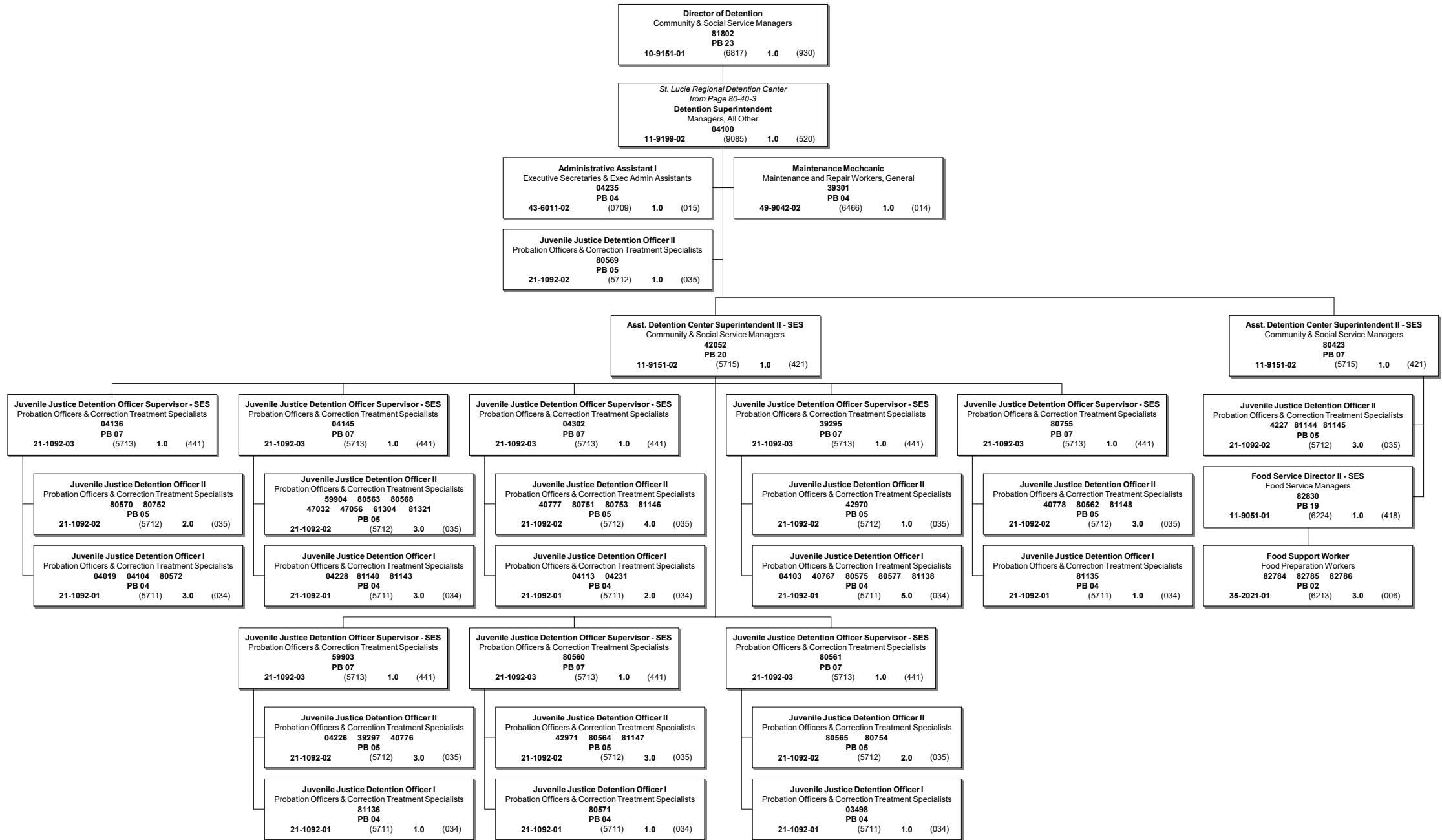


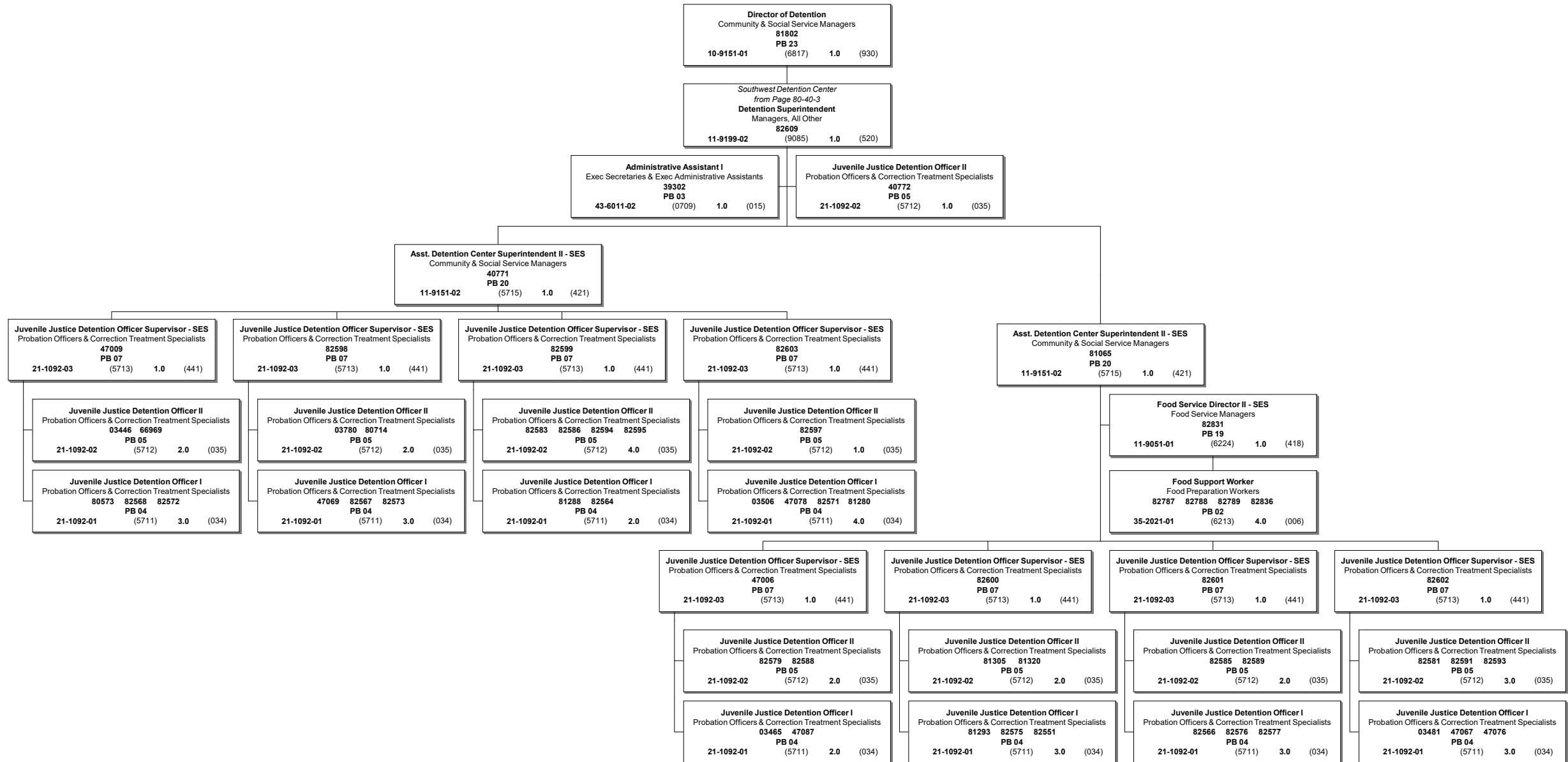












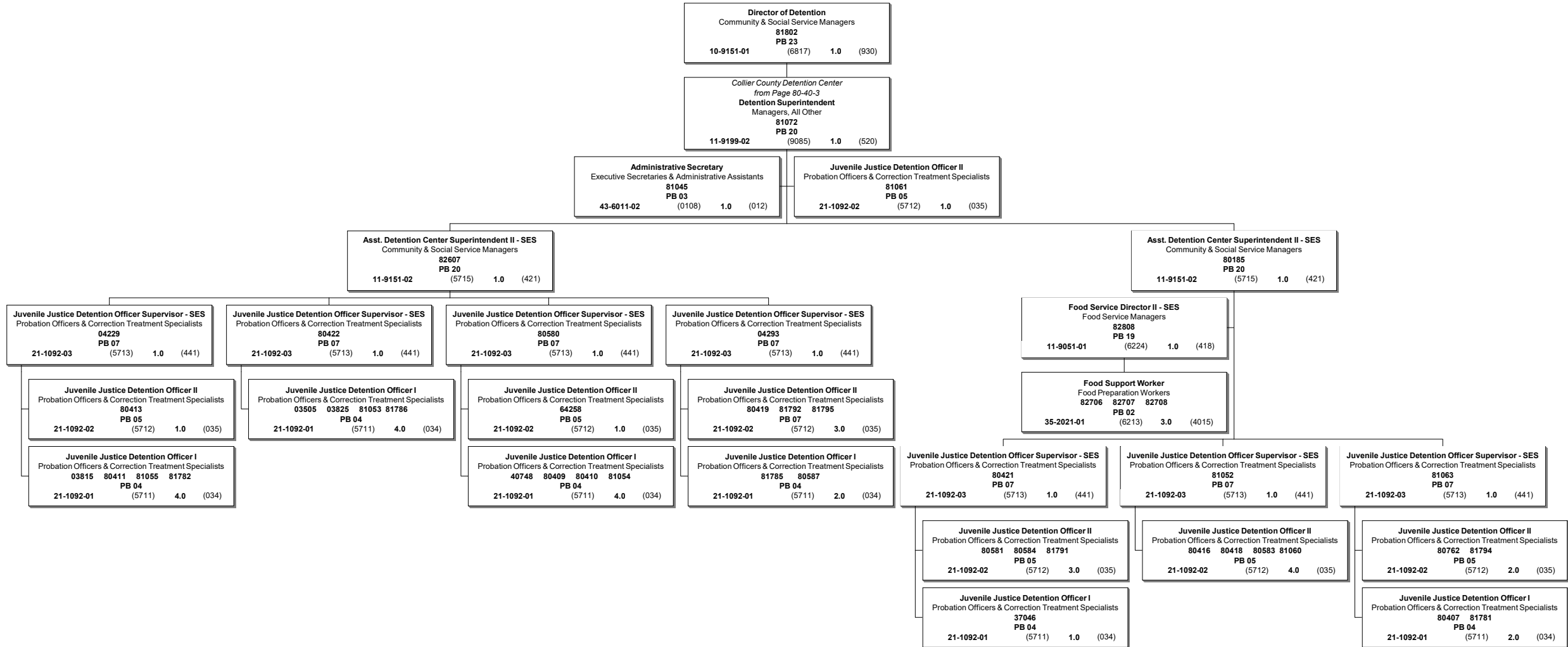


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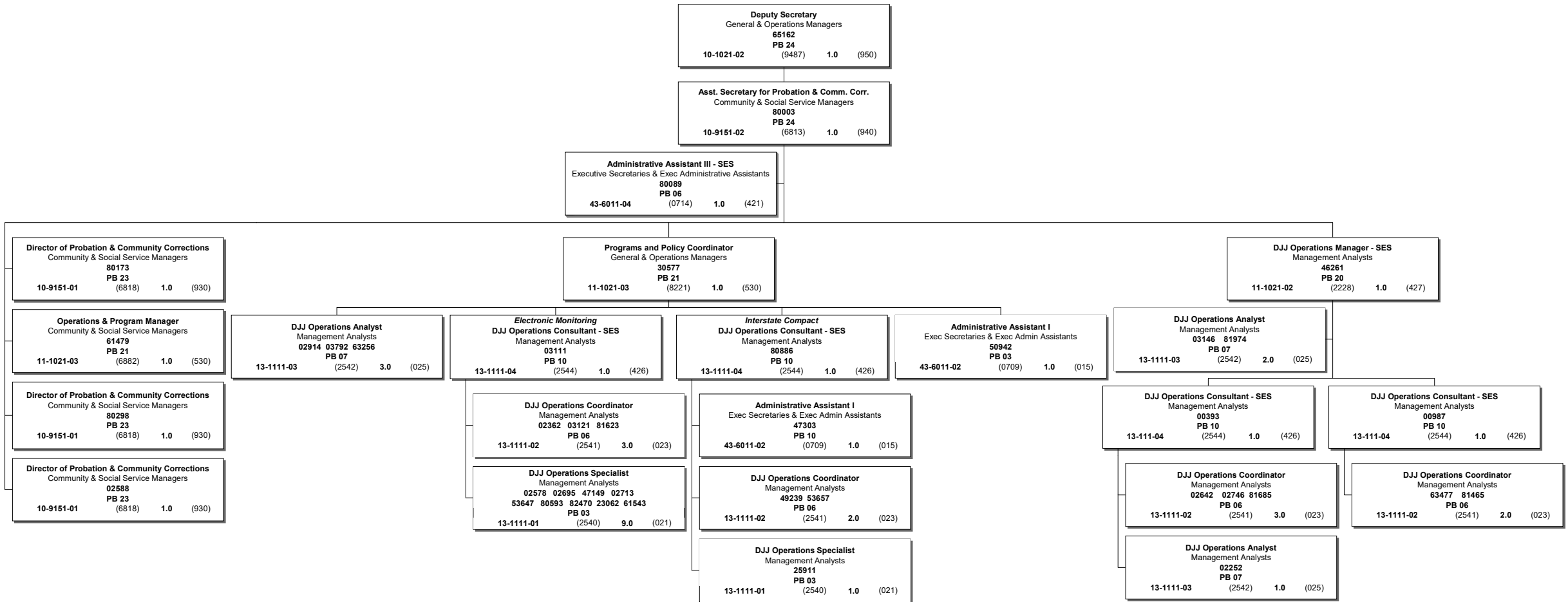
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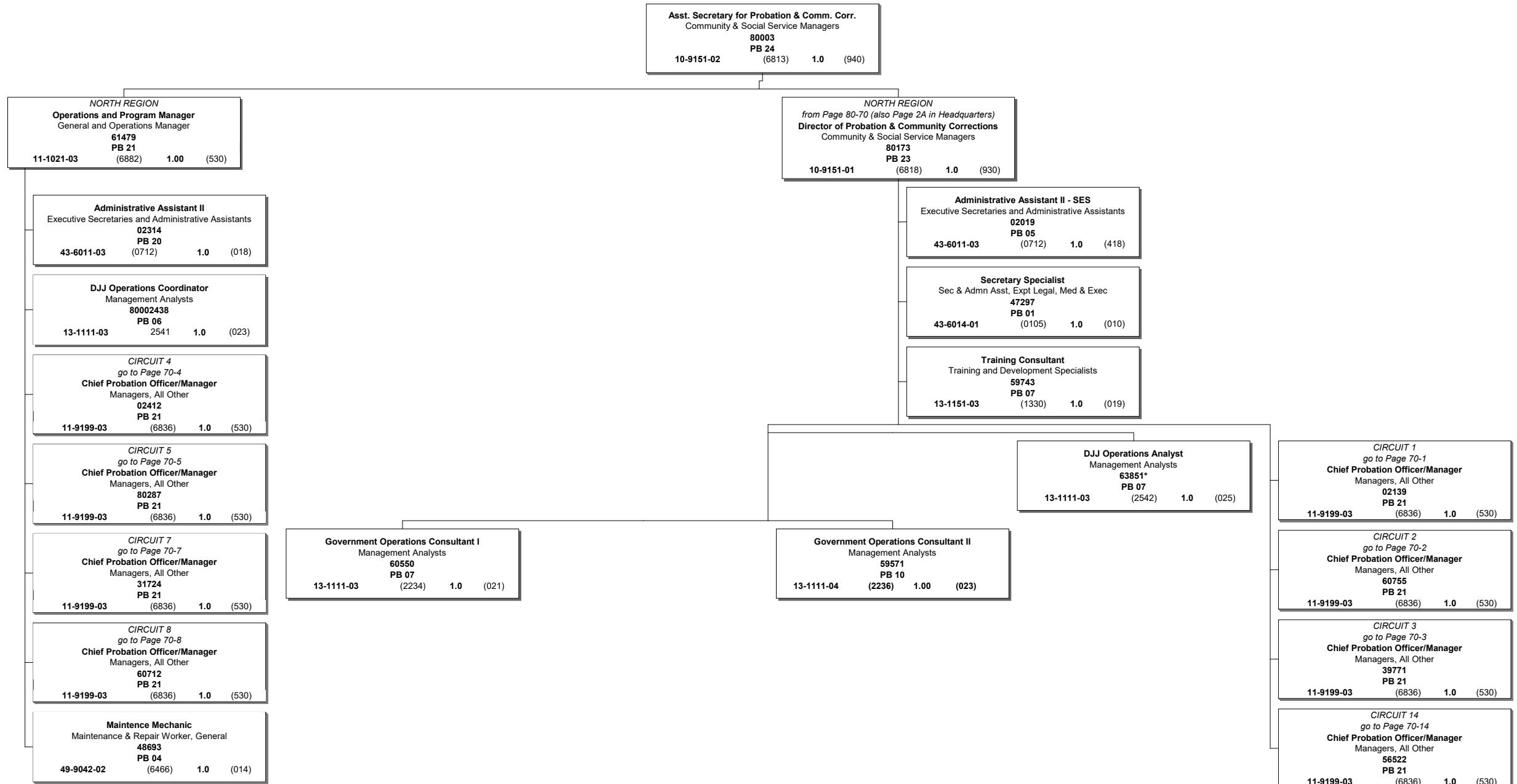
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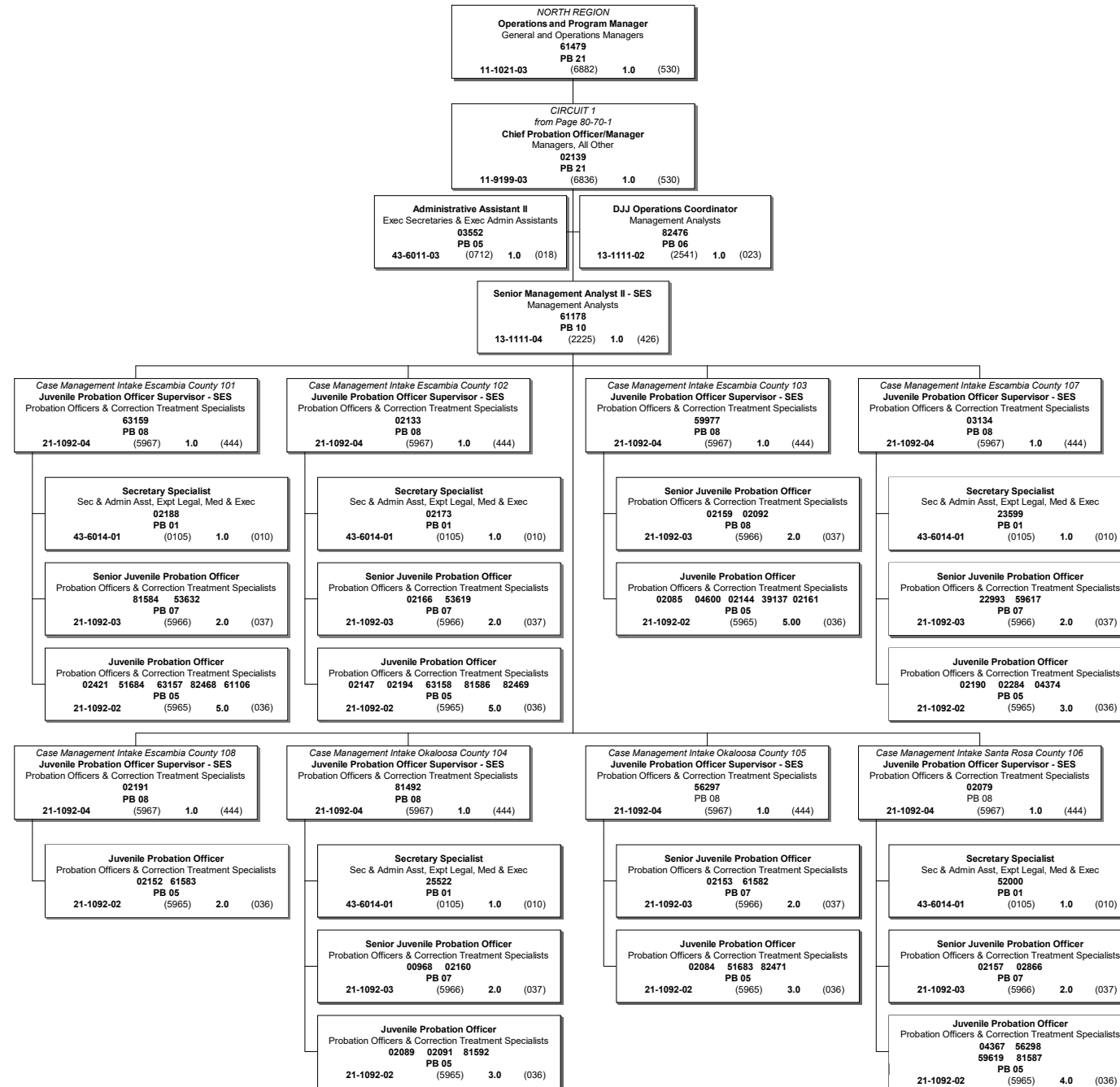
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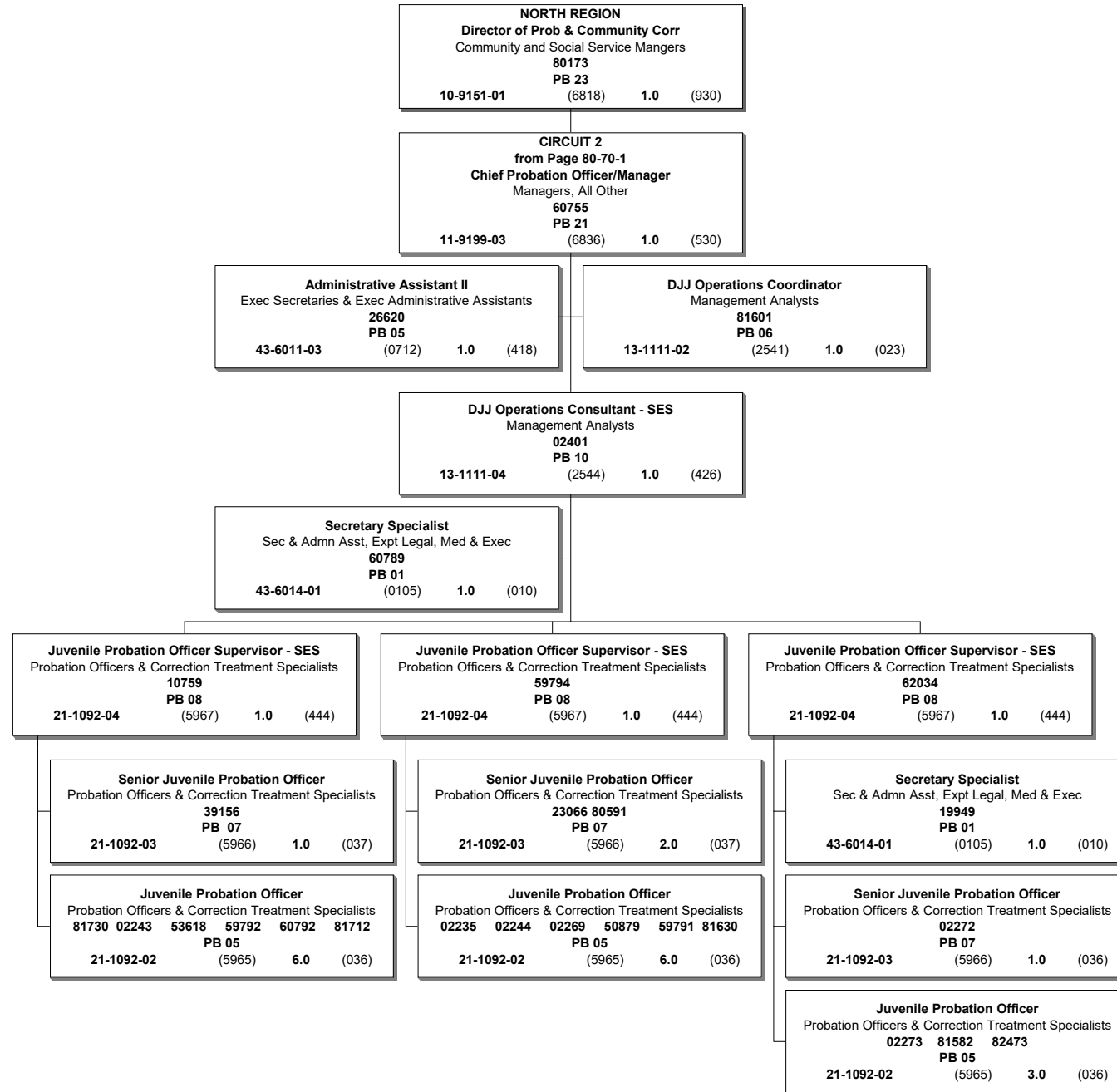
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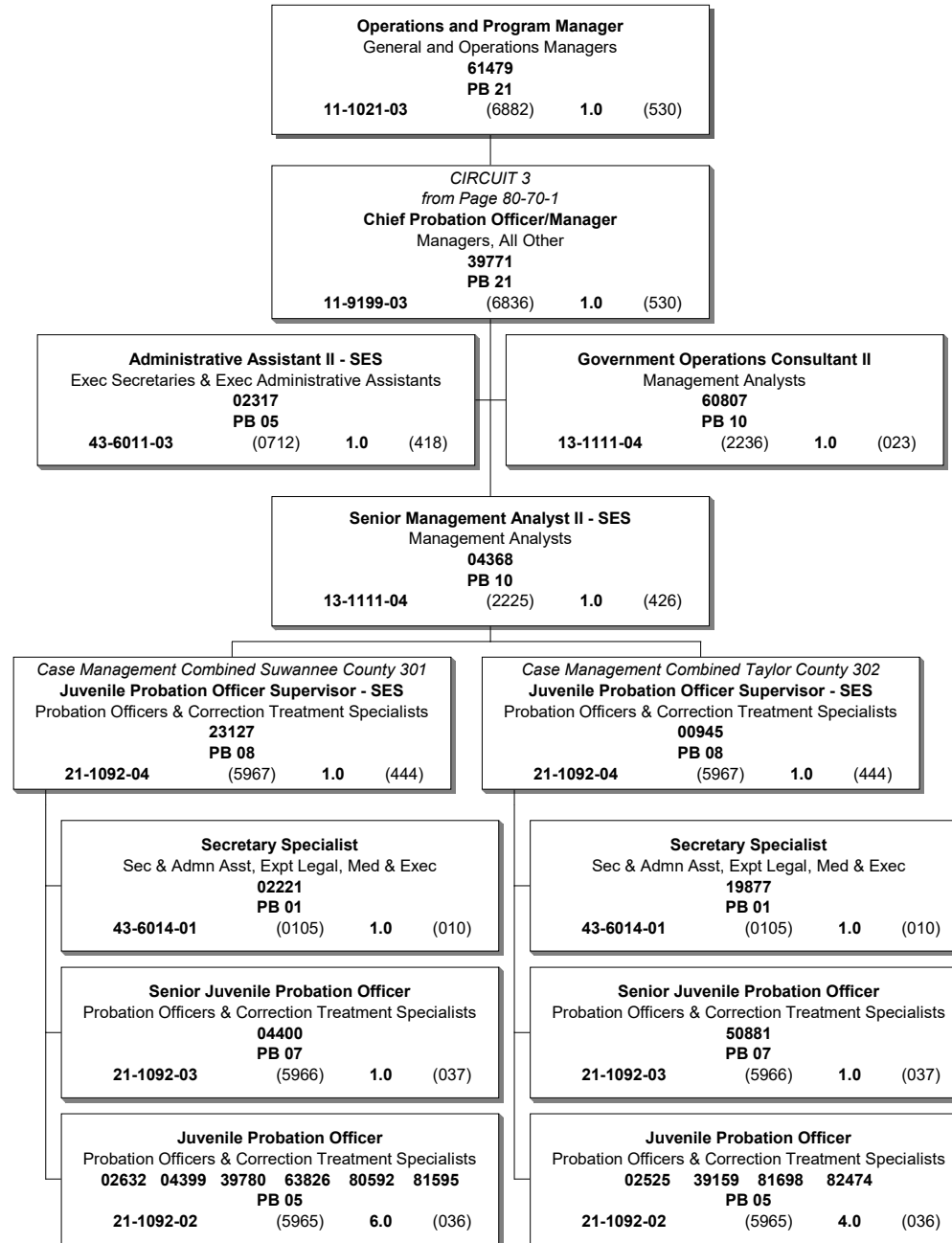


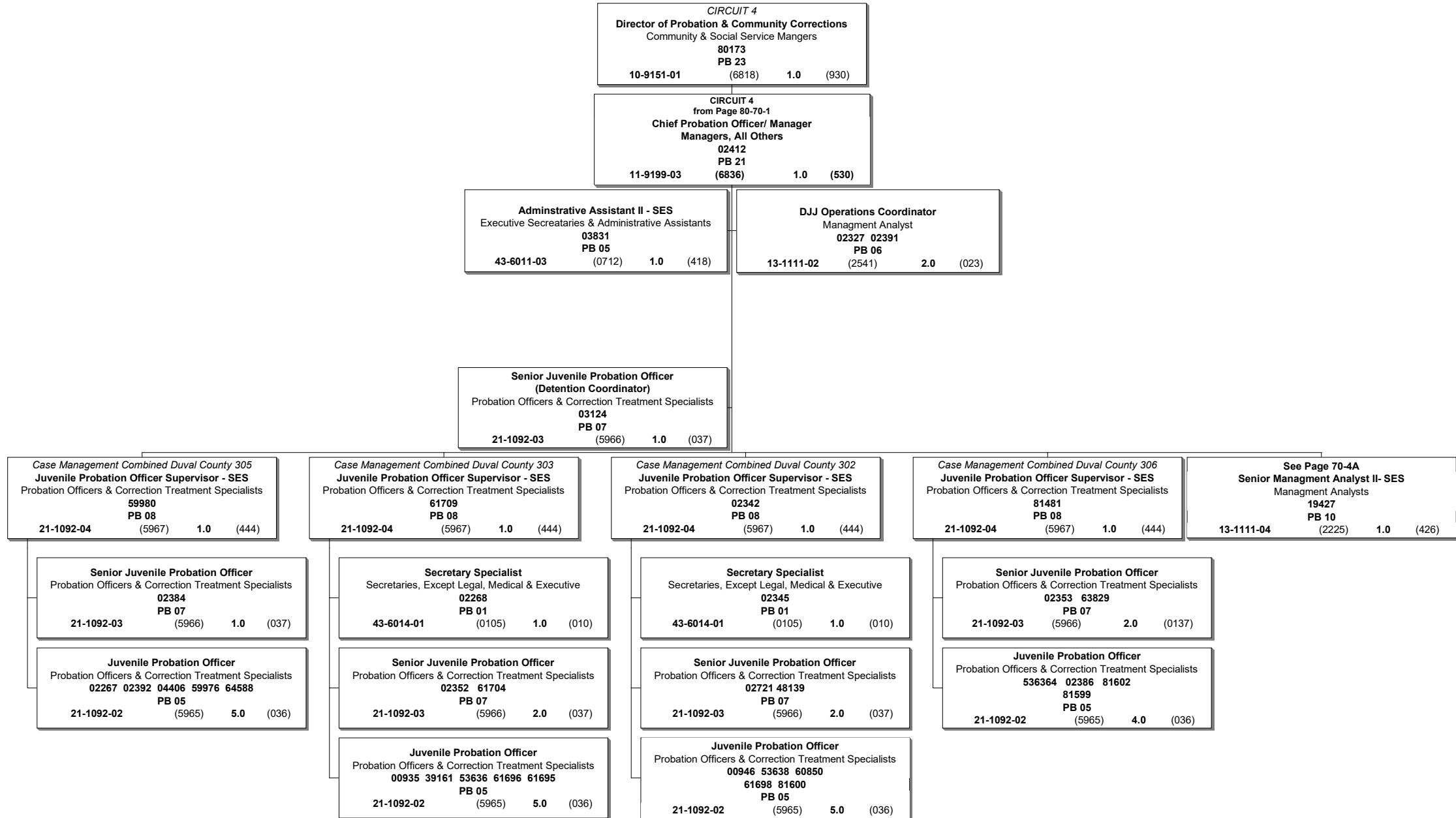


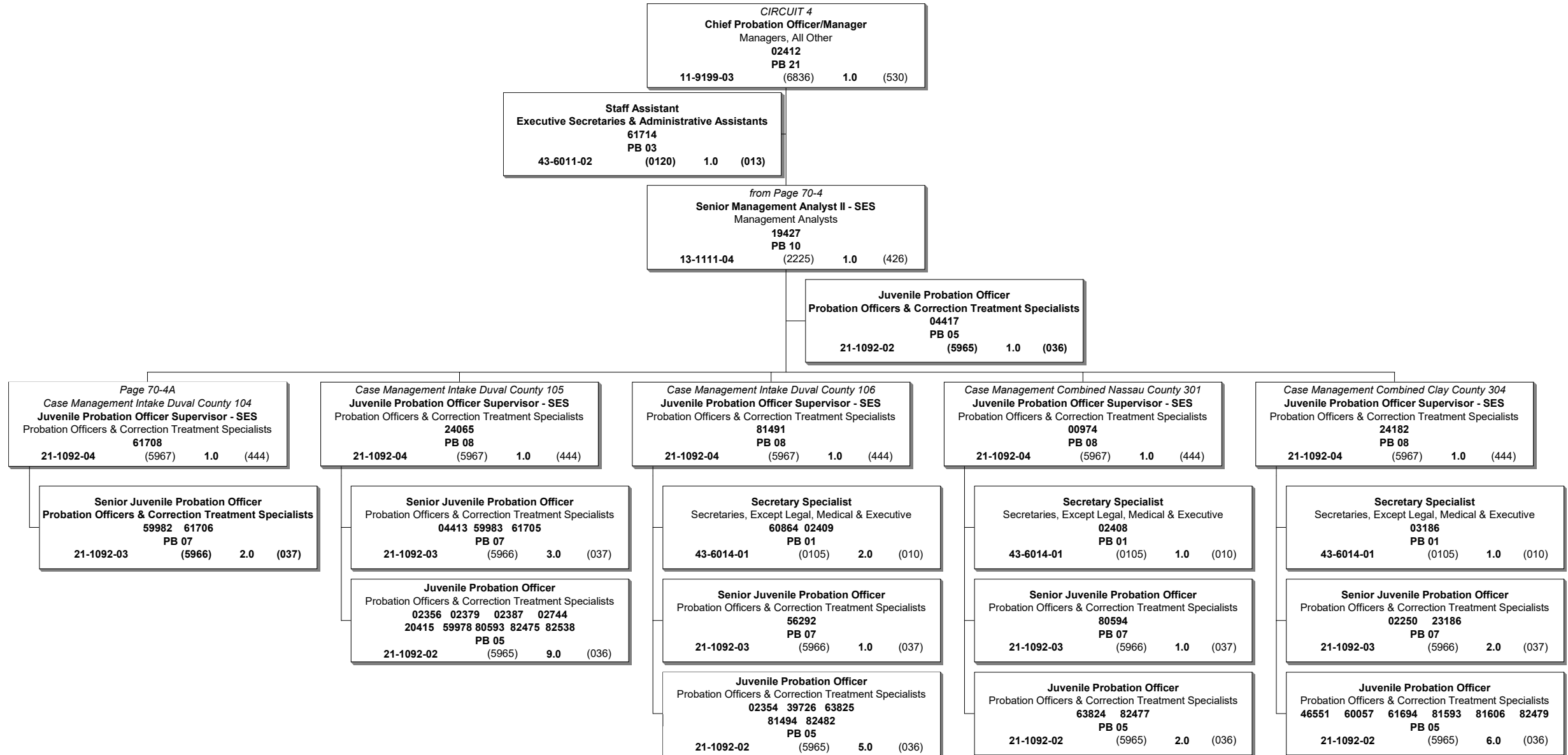
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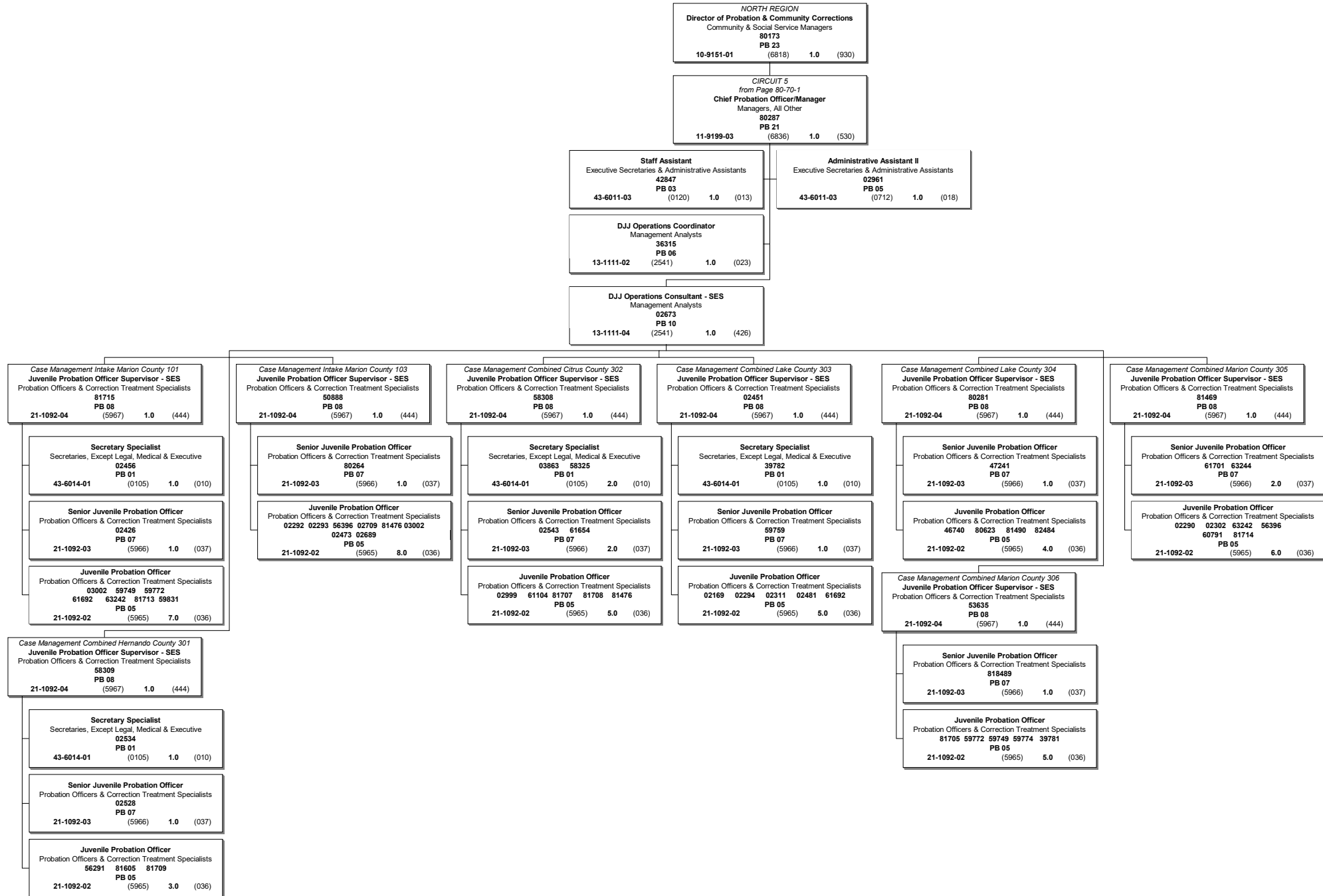


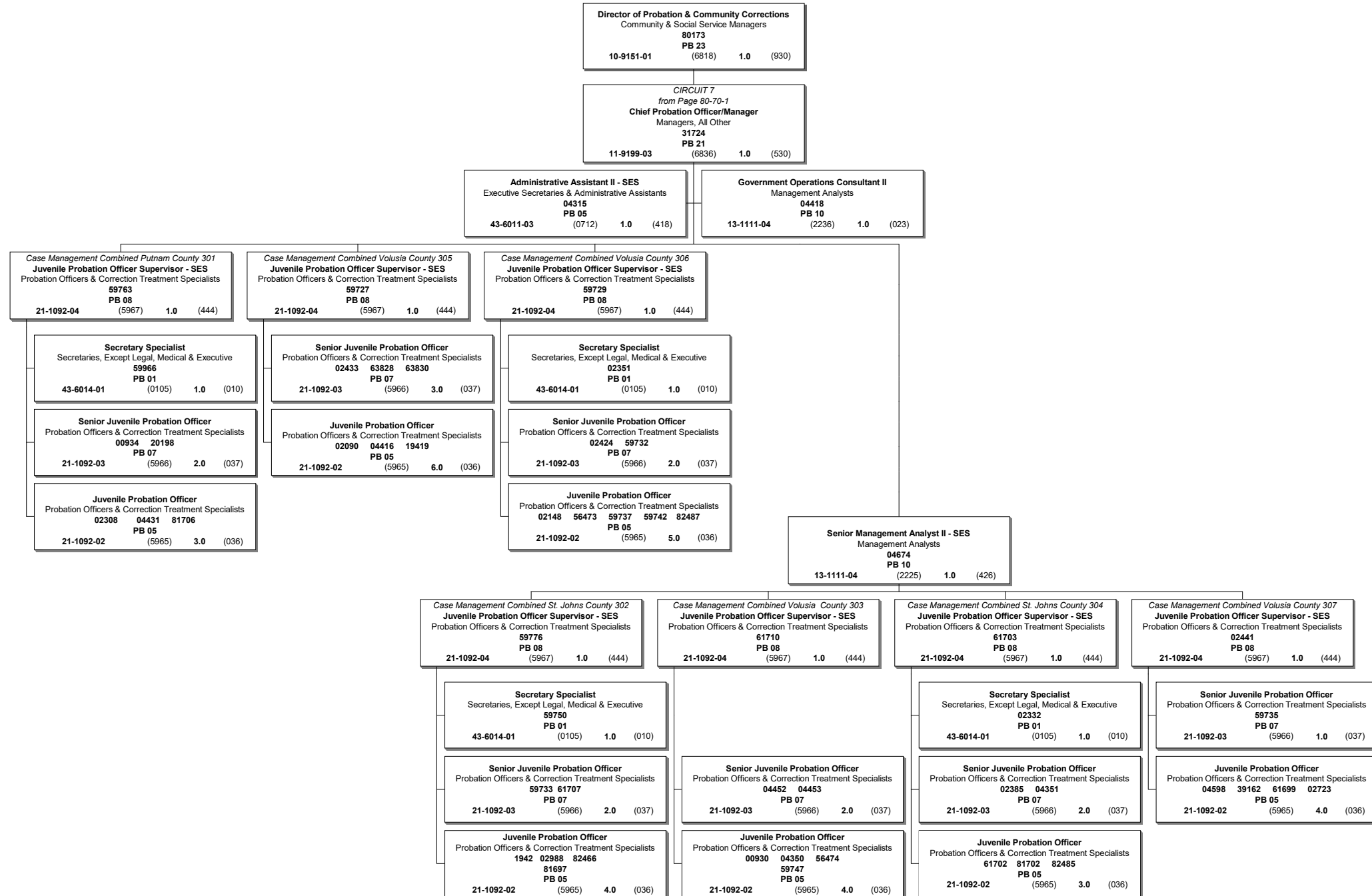


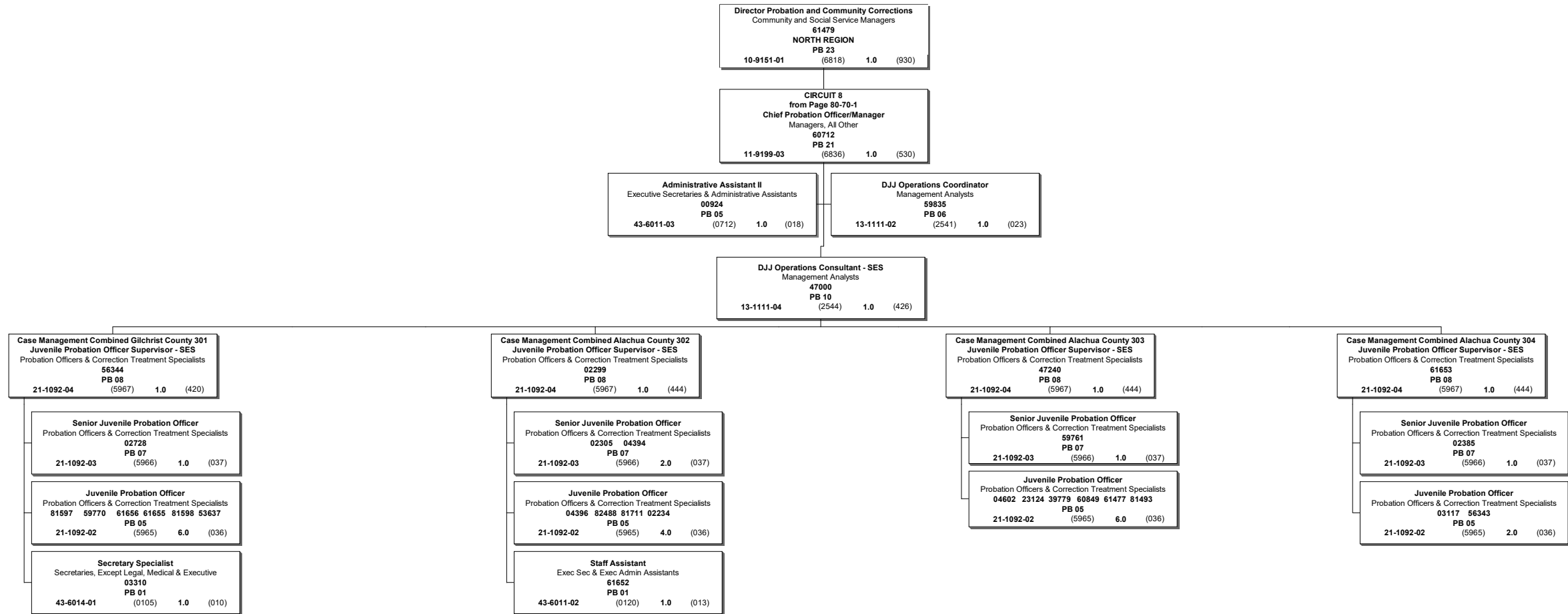












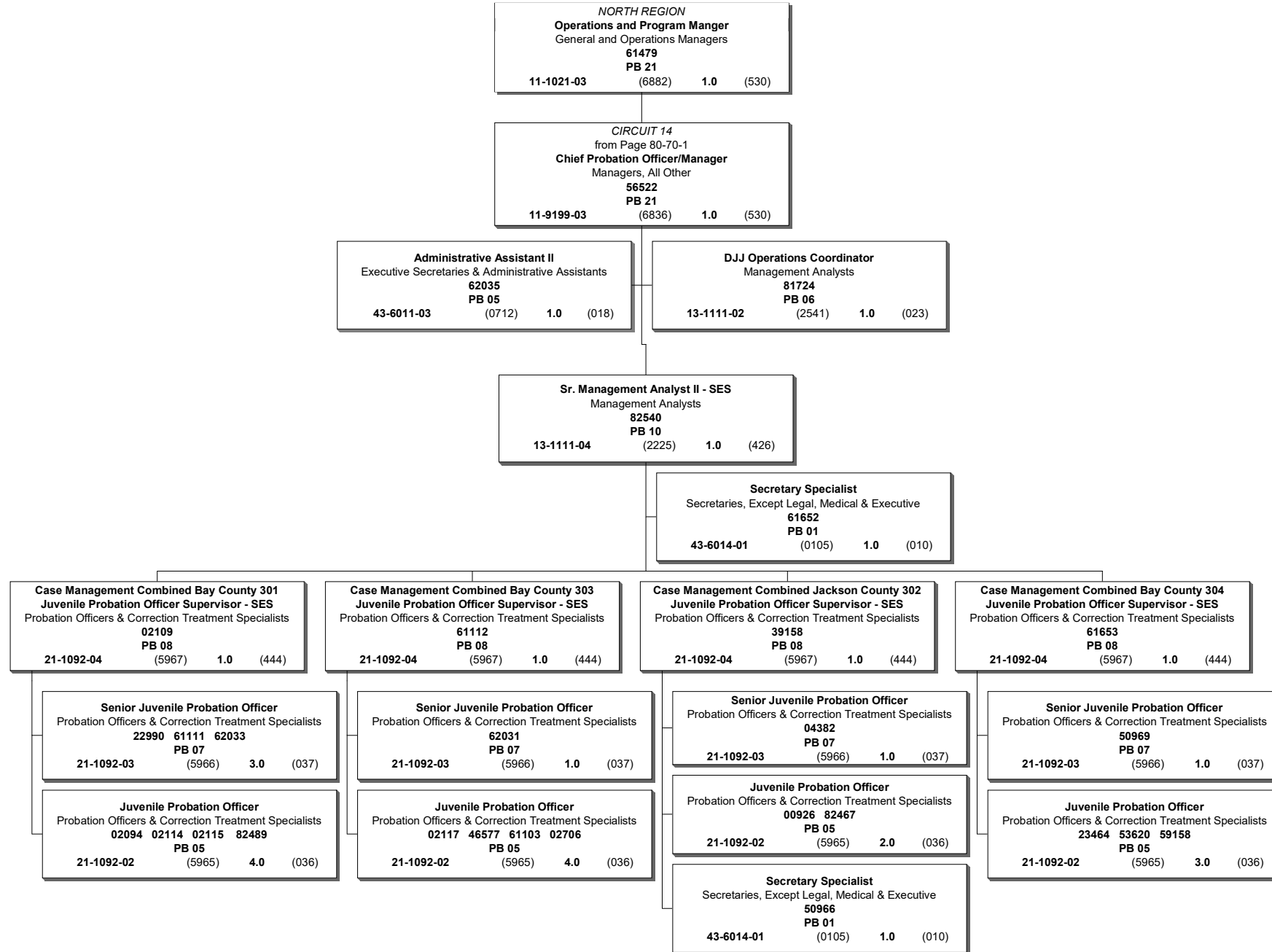


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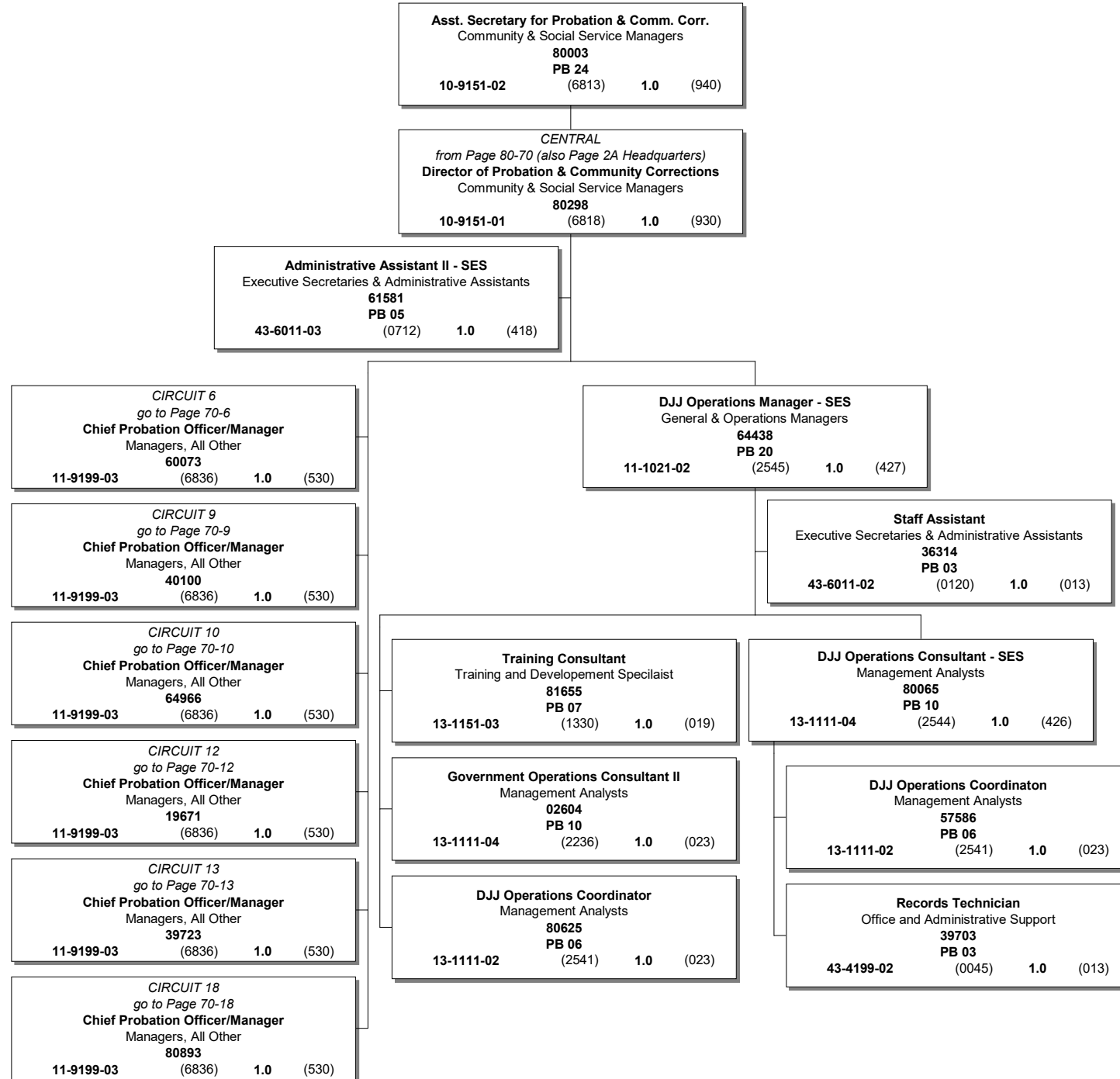
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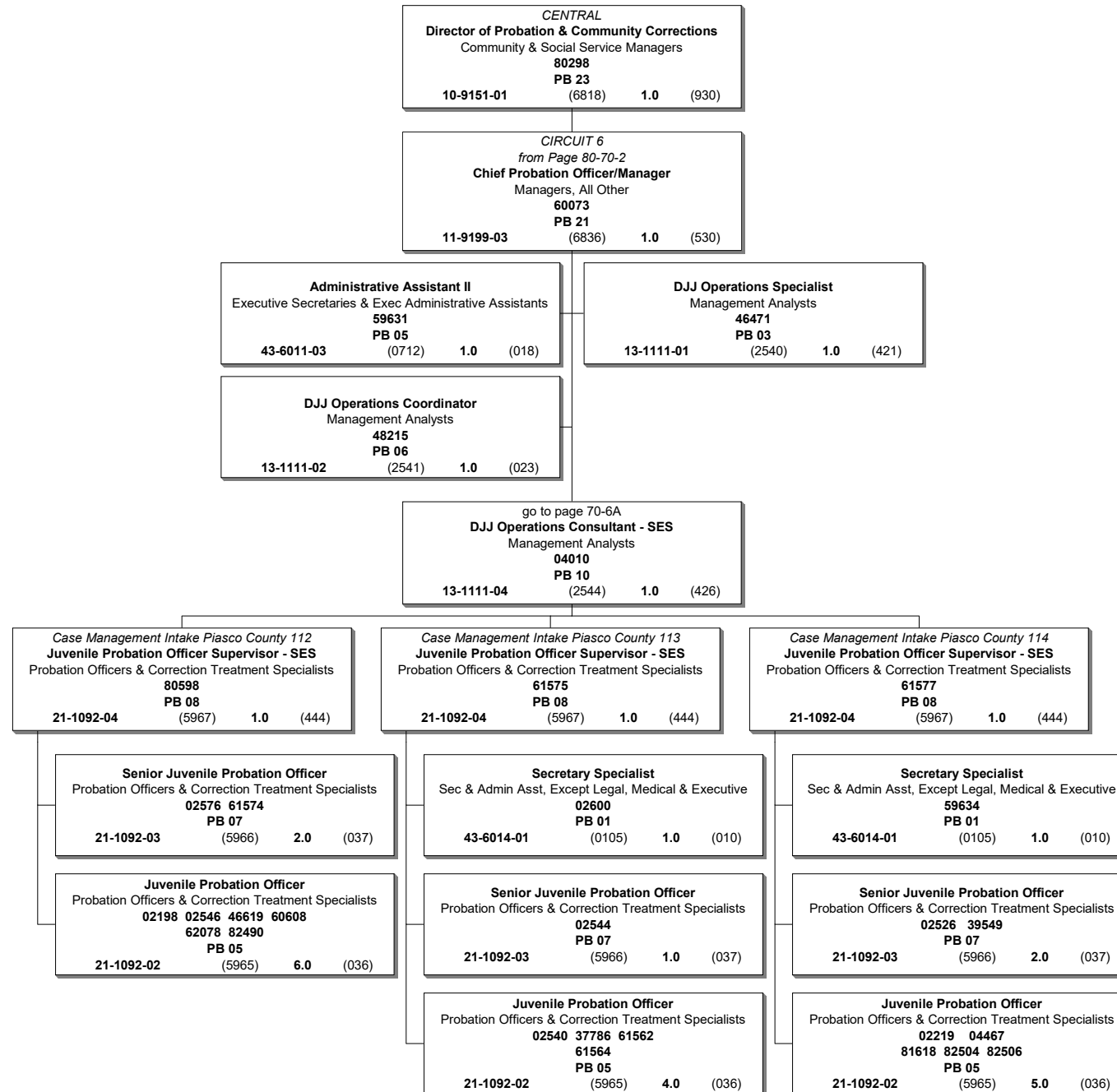
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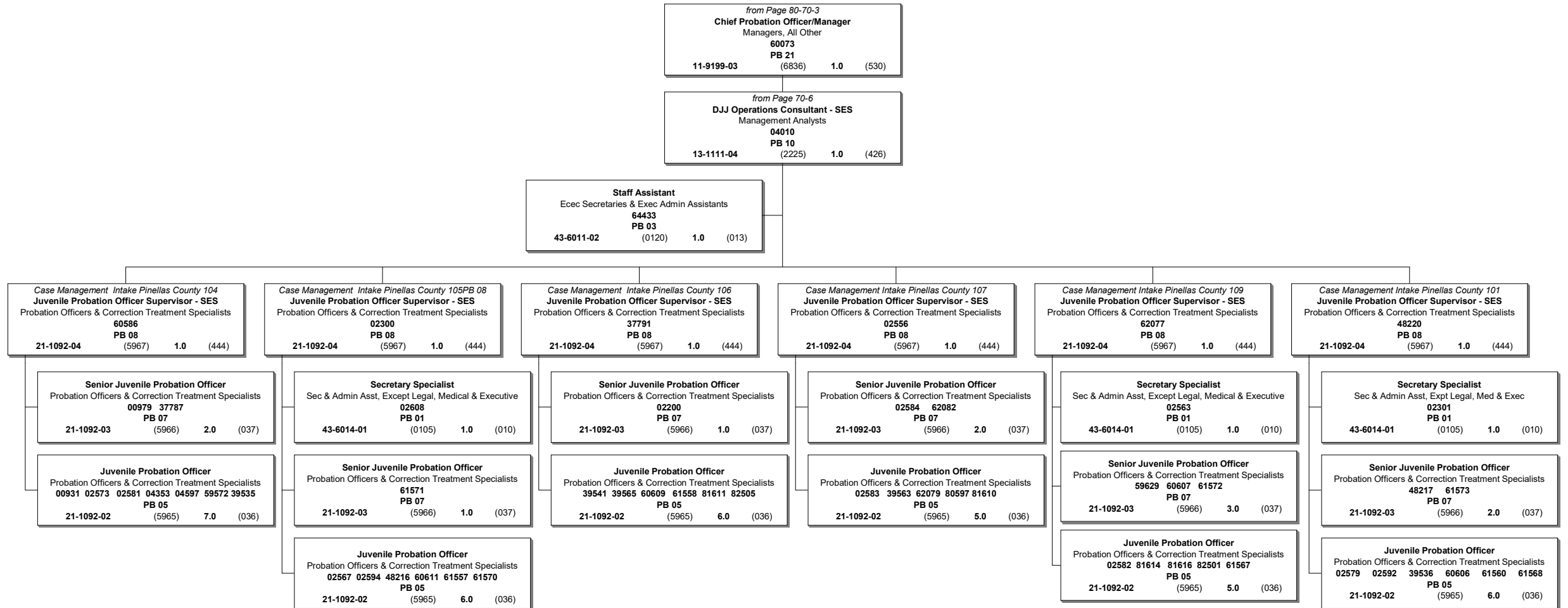
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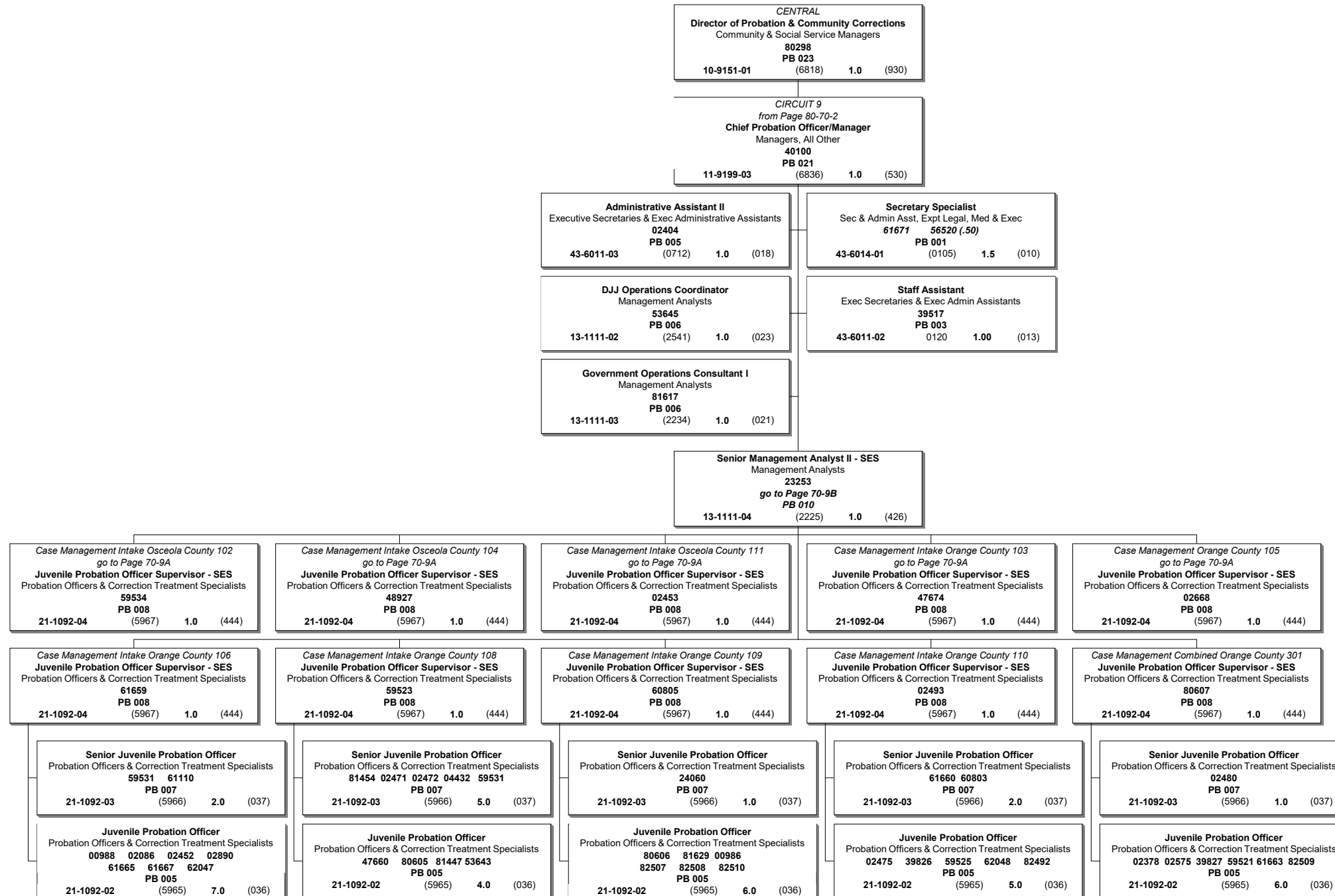
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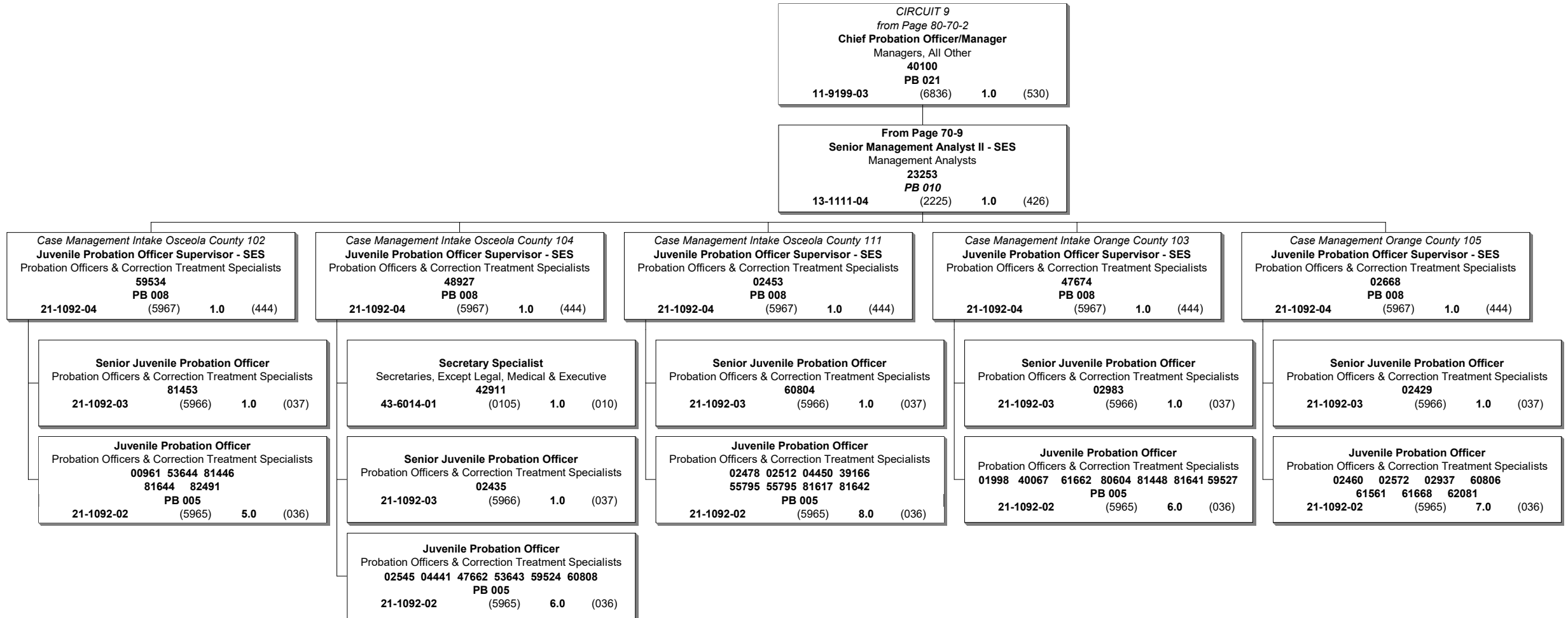
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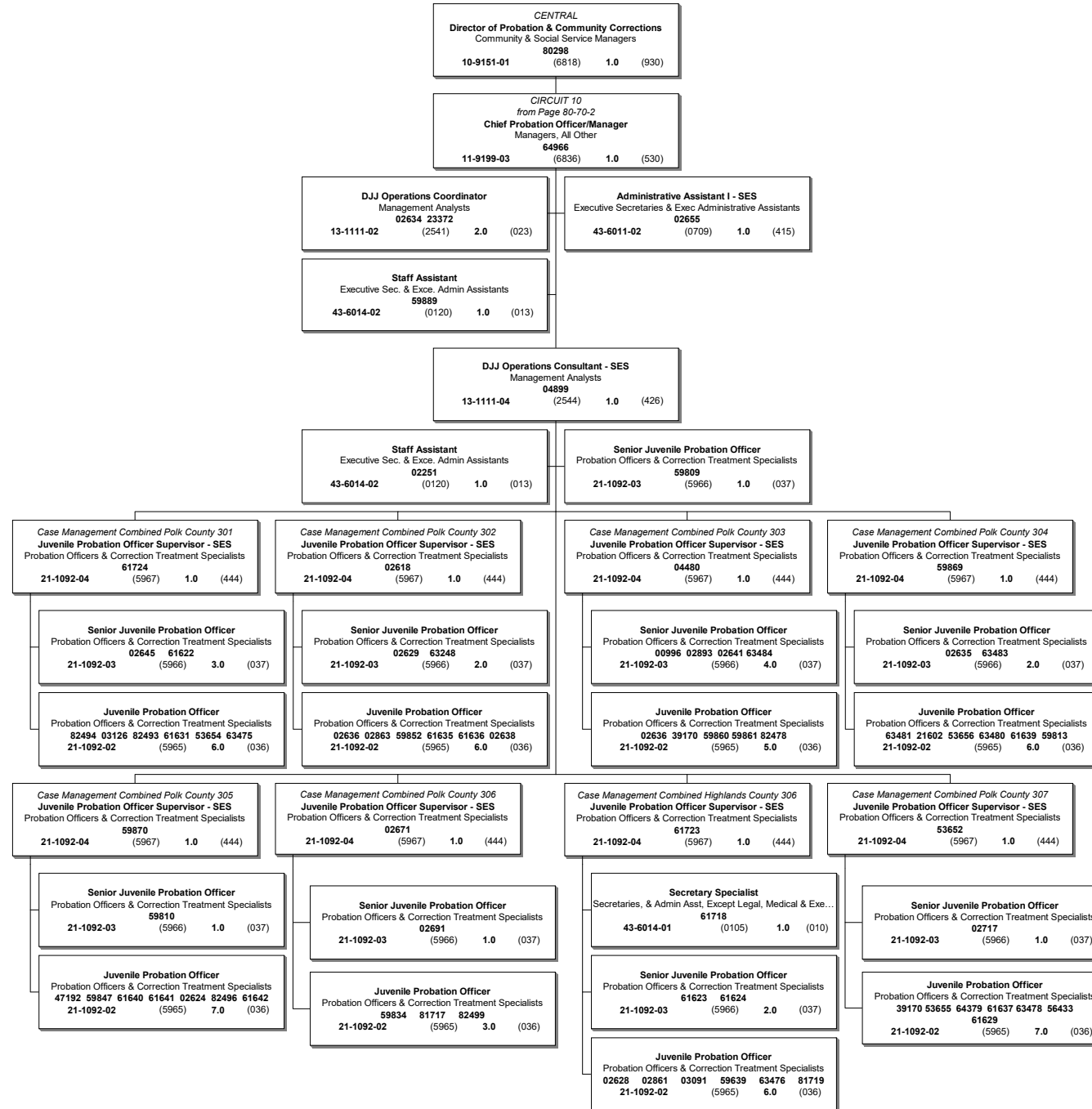


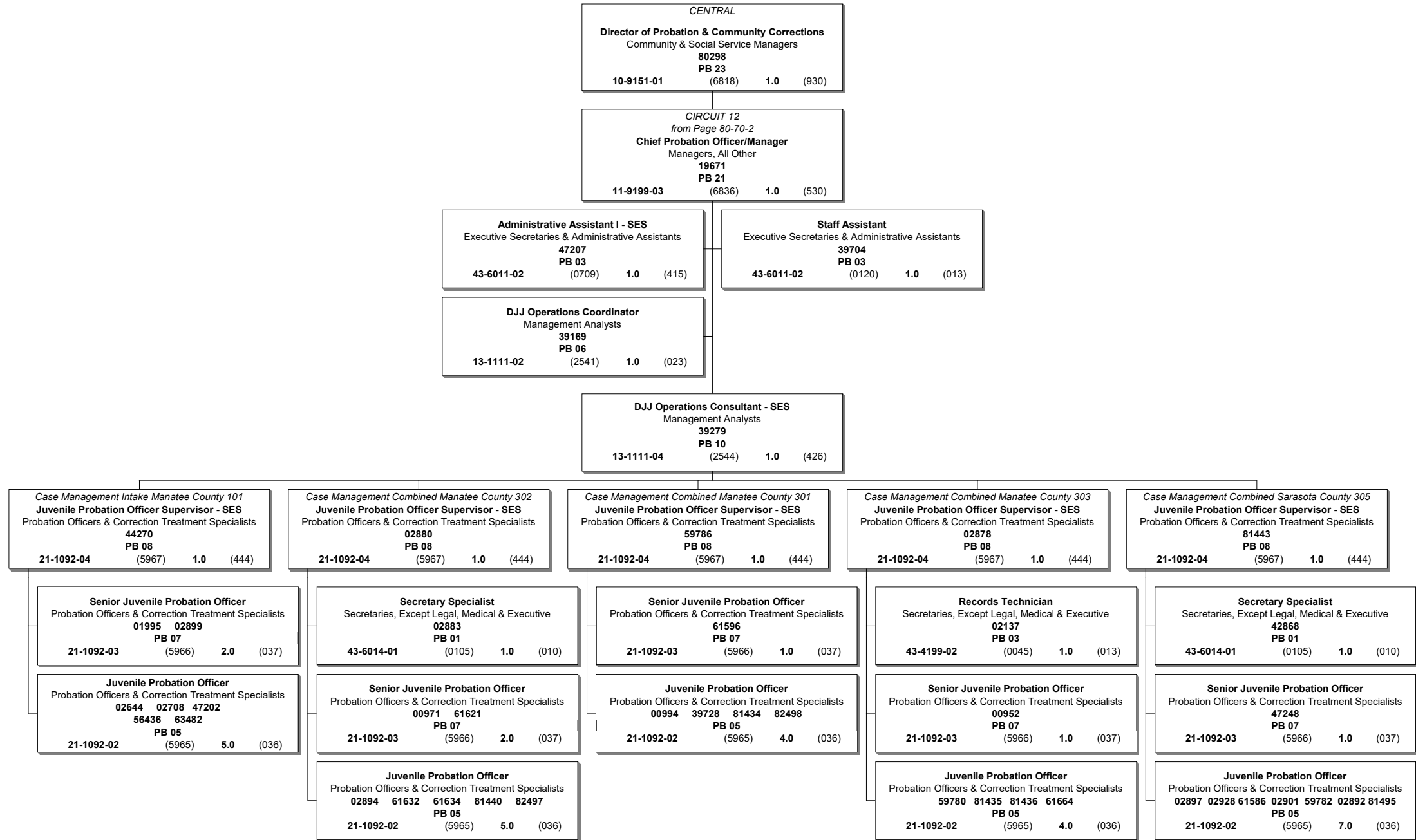


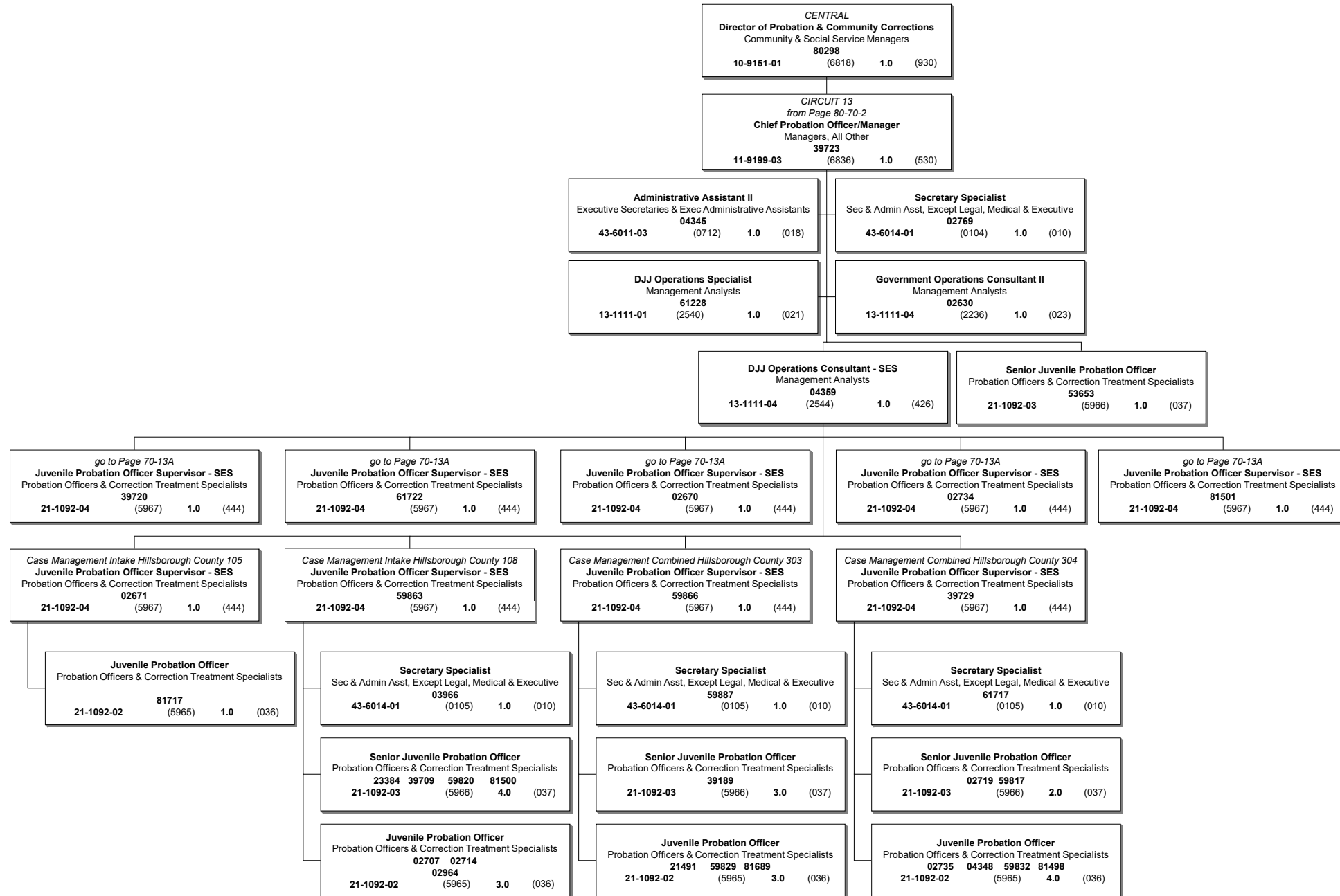












CIRCUIT 13
Chief Probation Officer/Manager
 Managers, All Other
39723
11-9199-03 (6836) 1.0 (530)

from Page 70-13
DJJ Operations Consultant - SES
 Management Analysts
04359
13-1111-04 (2544) 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 (444)

Case Management Intake Hillsborough County 103
Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
61722
21-1092-04 (5967) 1.0 (444)

Case Management Intake Hillsborough County 106
Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
02670
21-1092-04 (5967) 1.0 (444)

Case Management Combined Hillsborough County 301
Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
02734
21-1092-04 (5967) 1.0 (444)

Case Management Combined Hillsborough County 302
Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
81501
21-1092-04 (5967) 1.0 (444)

Senior Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
00989 21316
21-1092-03 (5966) 2.0 (037)

Senior Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
61619 61620
21-1092-03 (5966) 2.0 (037)

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

Senior Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
81496
21-1092-03 (5966) 1.0 (037)

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 02741
39708 80600
21-1092-02 (5965) 5.0 (036)

Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
02702 61625
61626 80601
21-1092-02 (5965) 4.0 (036)

Senior Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
02705 02725 04484
21-1092-03 (5966) 3.0 (037)

Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
02710 03096 46704 59824 59828 81499
21-1092-02 (5965) 6.0 (036)

Senior Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
02738 59818 59819
21-1092-03 (5966) 3.0 (037)

Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
02716 02631 02718 59833 81632
21-1092-02 (5965) 5.0 (036)

Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
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21-1092-02 (5965) 5.0 (036)

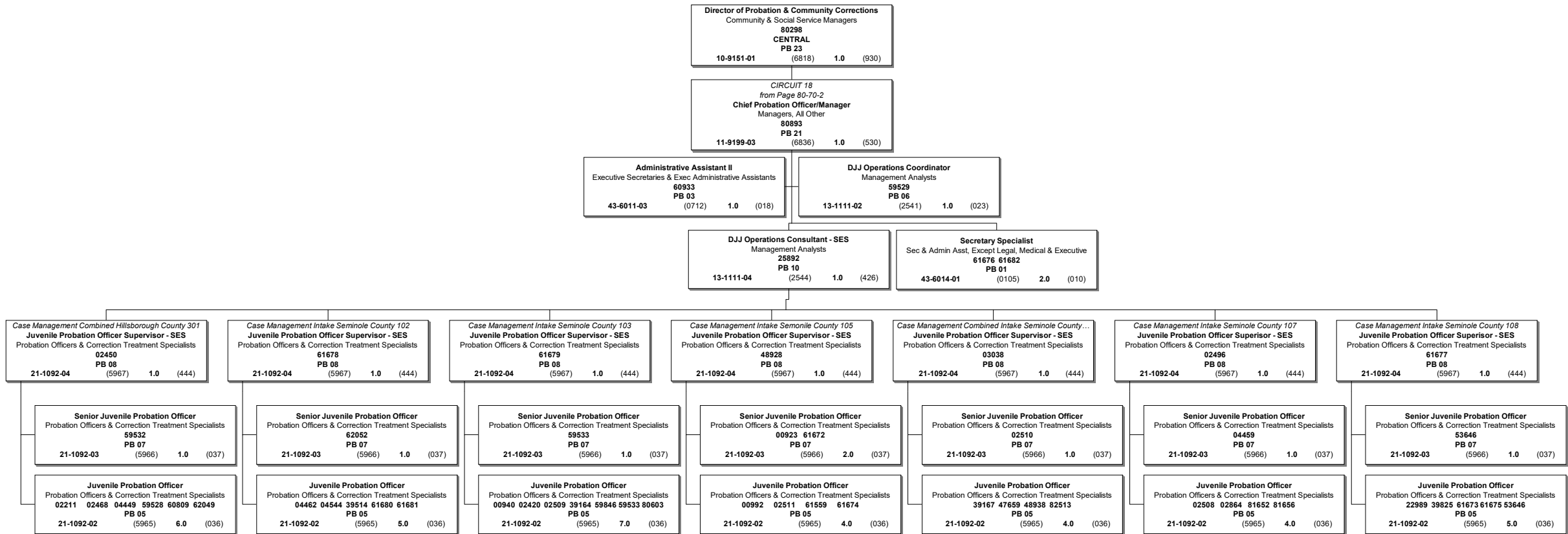


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Asst. Secretary for Probation & Community Corr.
 Community & Social Service Managers
80003
PB 24
10-9151-02 (6813) **1.0** (940)

SOUTH REGION
from Page 80-70 (also Page 2A Headquarters)
Director of Probation & Community Corrections
 Community & Social Service Managers
02588
PB 23
10-9151-01 (6818) **1.0** (930)

Administrative Assistant II - SES
 Exec Secretaries and Exec Administrative Assistants
40152
PB 05
43-6011-03 (0712) **1.0** (418)

Secretary Specialist
 Sec & Admin Asst, Except Legal, Medical & Exec
02684
PB 01
43-6014-01 (0105) **1.0** (010)

CIRCUIT 11 (South Region)
go to Page 70-11
Chief Probation Officer/Manager
 Managers, All Other
59601
PB 21
11-9199-03 (6836) **1.0** (530)

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Chief Probation Officer/Manager
 Managers, All Other
56616
PB 21
11-9199-03 (6836) **1.0** (530)

Government Operations Consultant II
 Management Analysts
42906 03527
PB 10
13-1111-04 (2236) **2.0** (023)

Government Analyst I
 Management Analysts
80116
PB 07
13-1111-03 (2224) **1.0** (022)

CIRCUIT 16 (South Region)
go to Page 70-16
Chief Probation Officer/Manager
 Managers, All Other
07396
PB 21
11-9199-03 (6836) **1.0** (530)

CIRCUIT 17 (South Region)
go to Page 70-17
Chief Probation Officer/Manager
 Managers, All Other
48690
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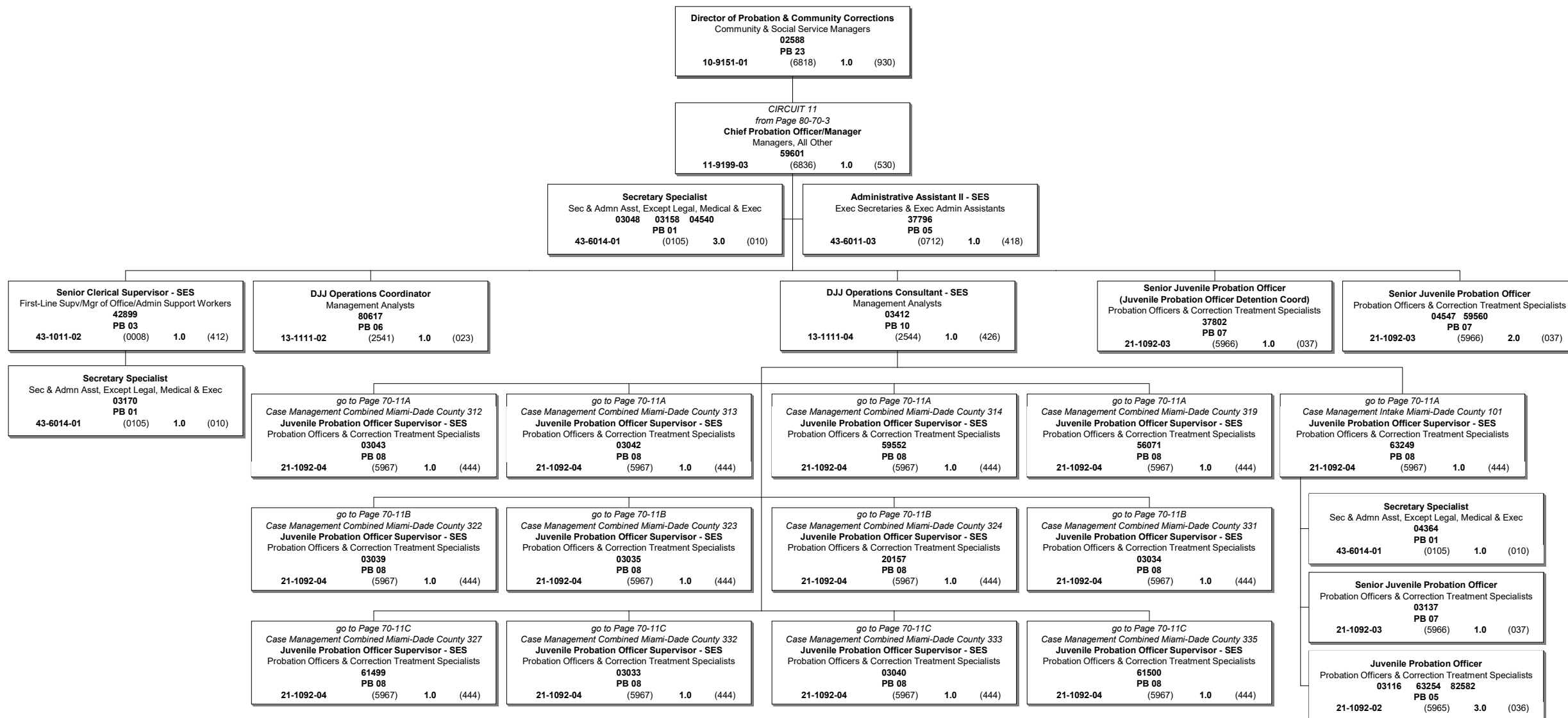
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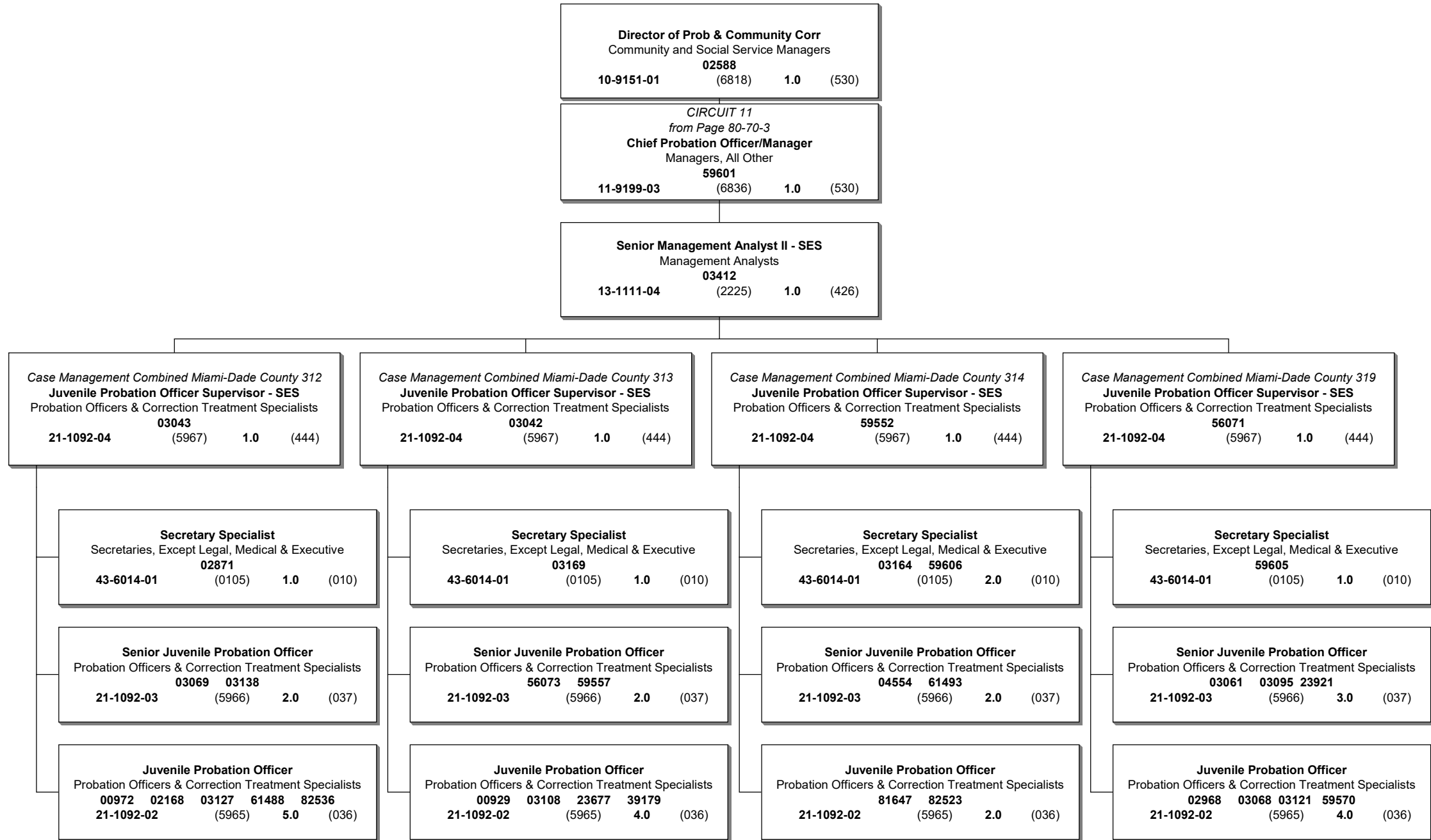
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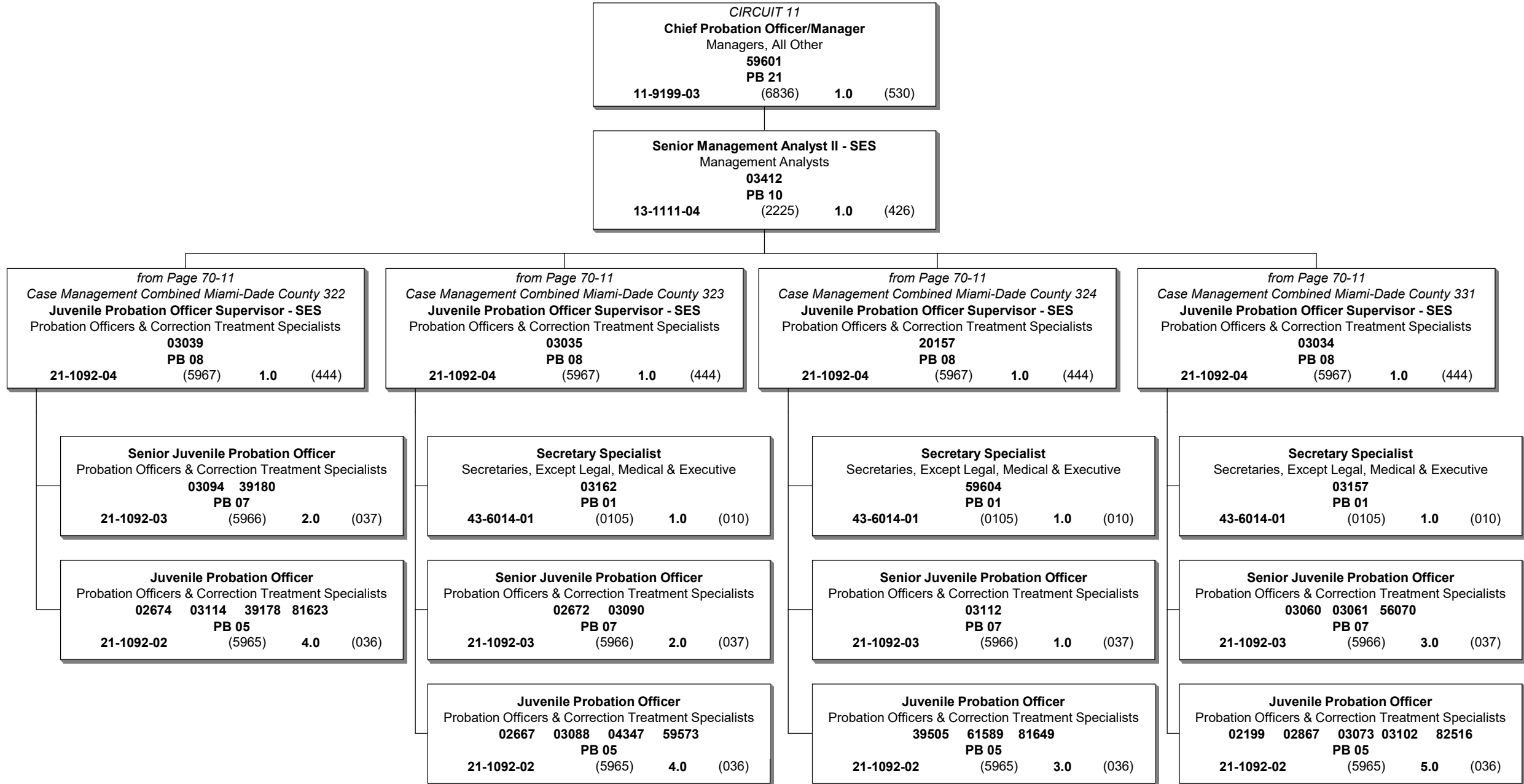
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DJJ Operations Specialist
 Management Analysts
03161
PB 03
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DJJ Operations Coordinator
 Management Analysts
61545
PB 06
13-1111-02 (2541) **1.0** (023)







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** (444)

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Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
03033
PB 08
21-1092-04 (5967) **1.0** (444)

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Case Management Combined Miami-Dade County 333
Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
03040
PB 08
21-1092-04 (5967) **1.0** (444)

from Page 70-11
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** (444)

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

Senior Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
03139 23921
PB 07
21-1092-03 (5966) **2.0** (037)

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 61495
PB 07
21-1092-03 (5966) **2.0** (037)

Juvenile Probation Officer
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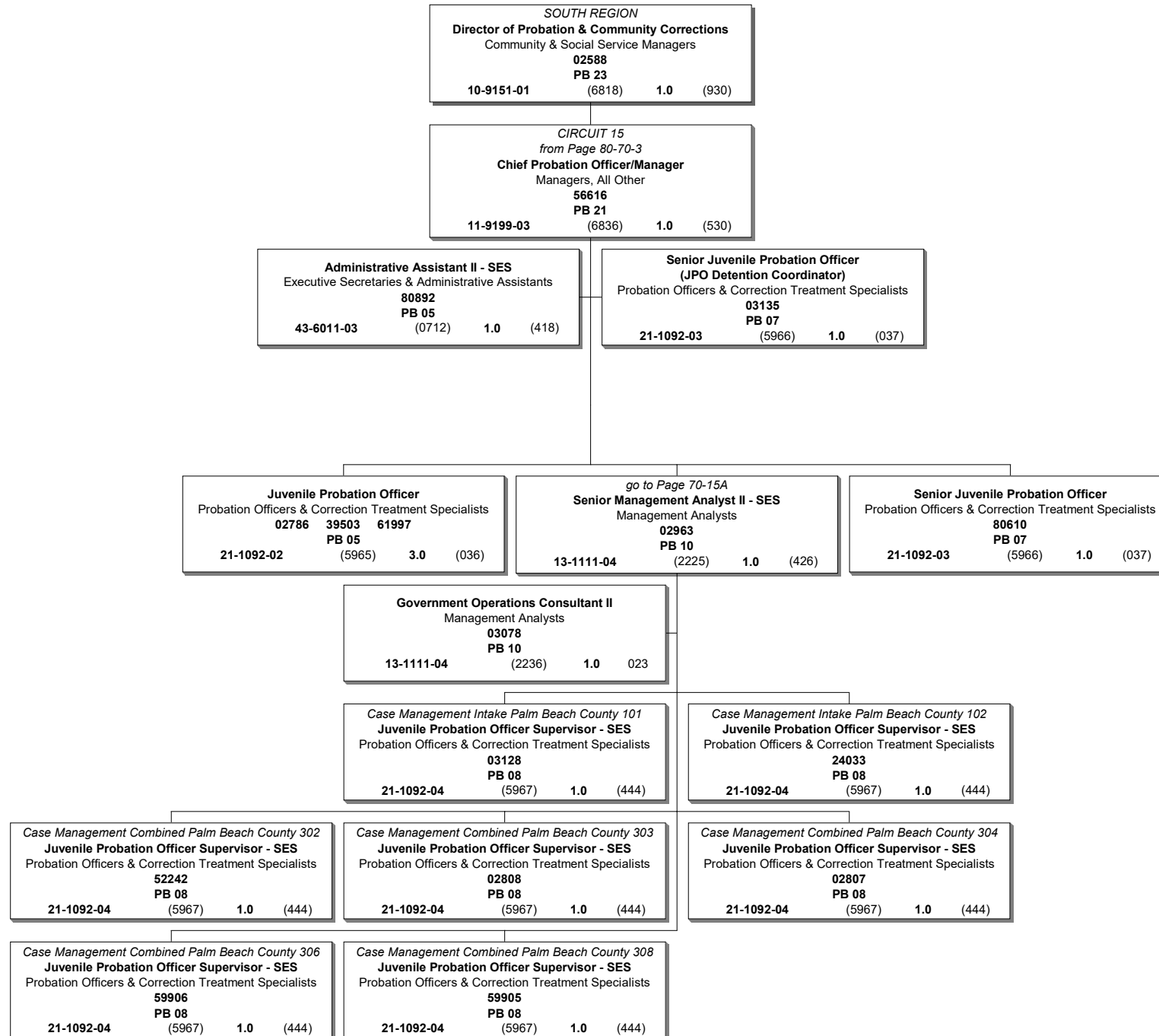
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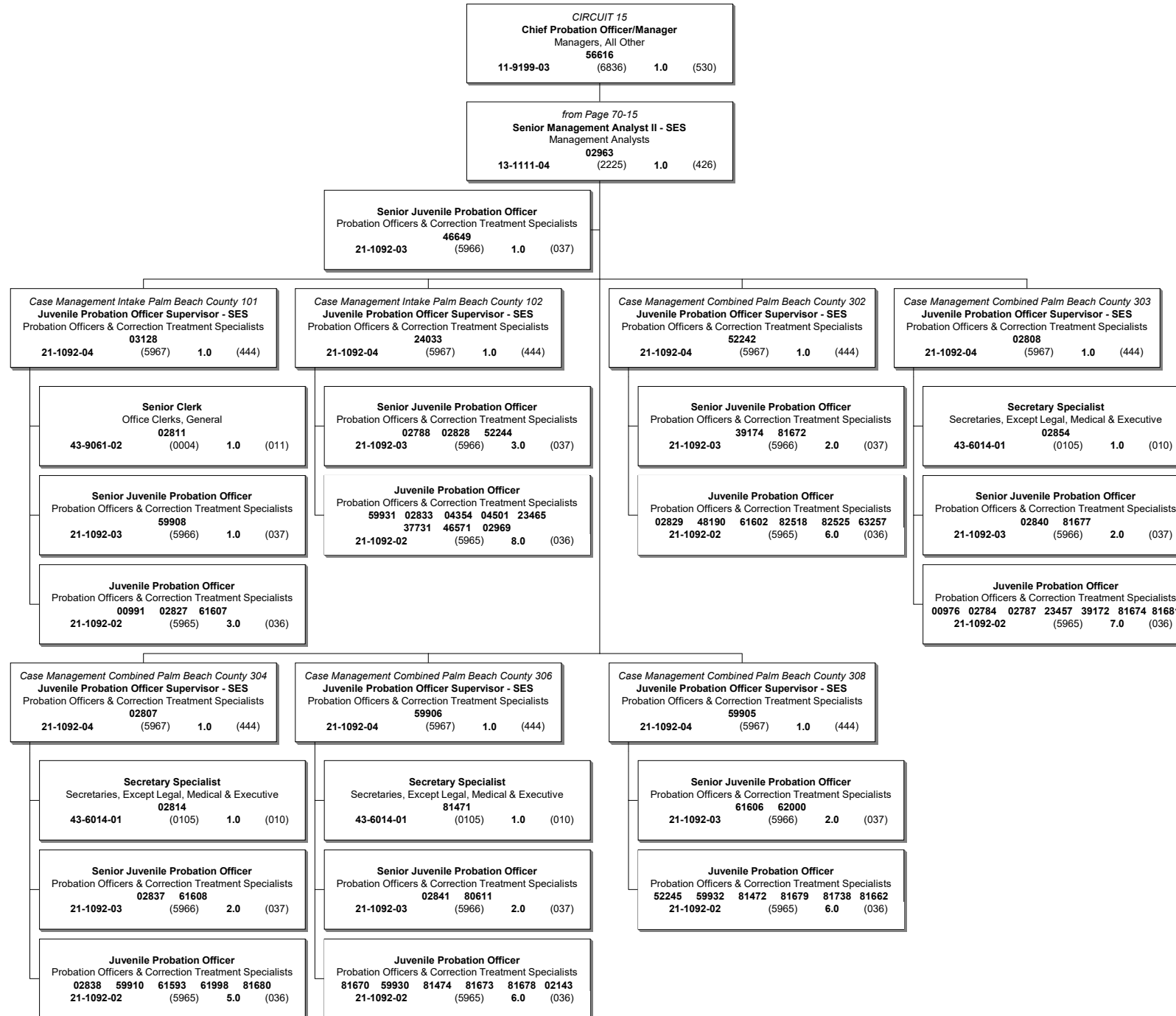
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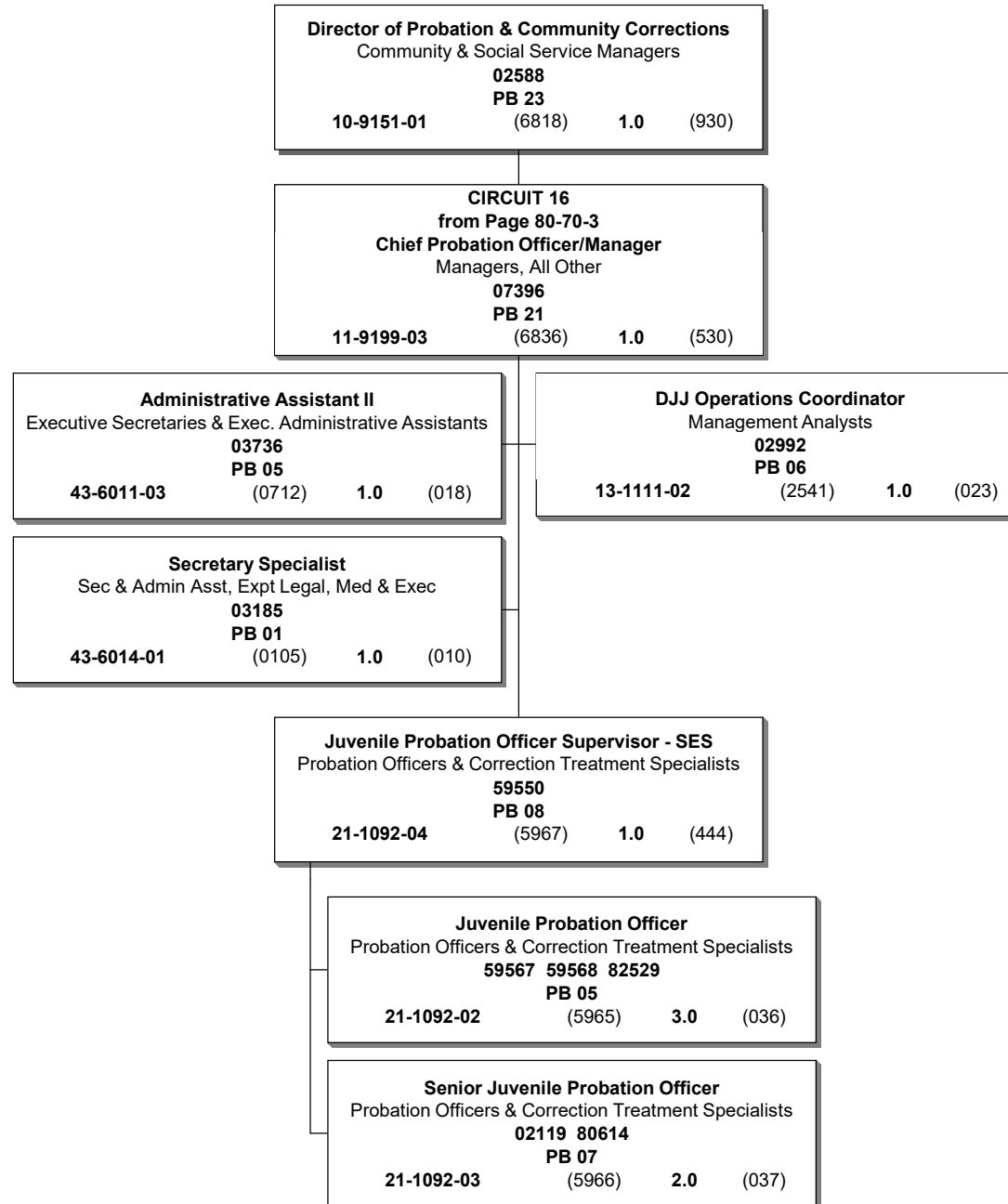
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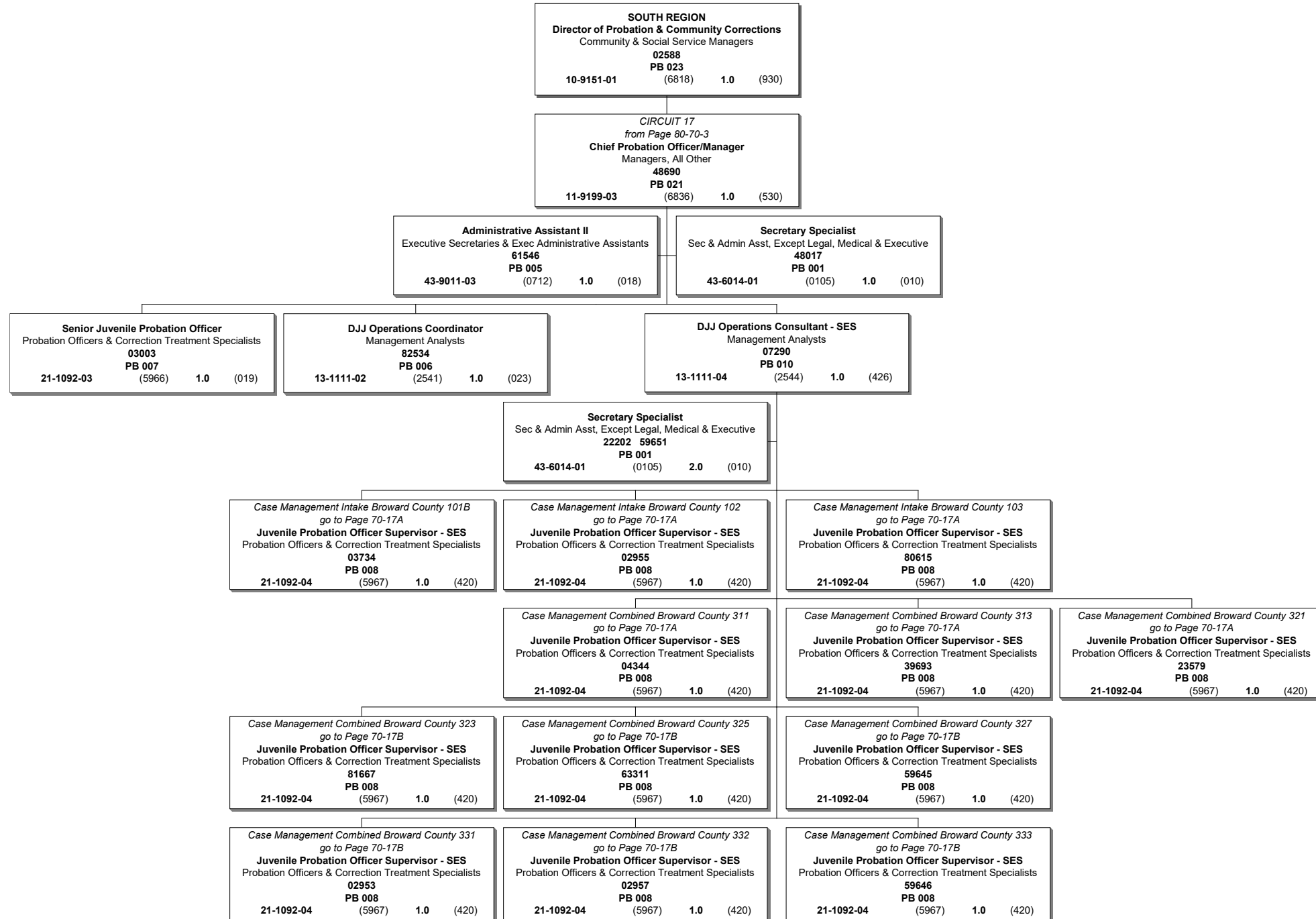
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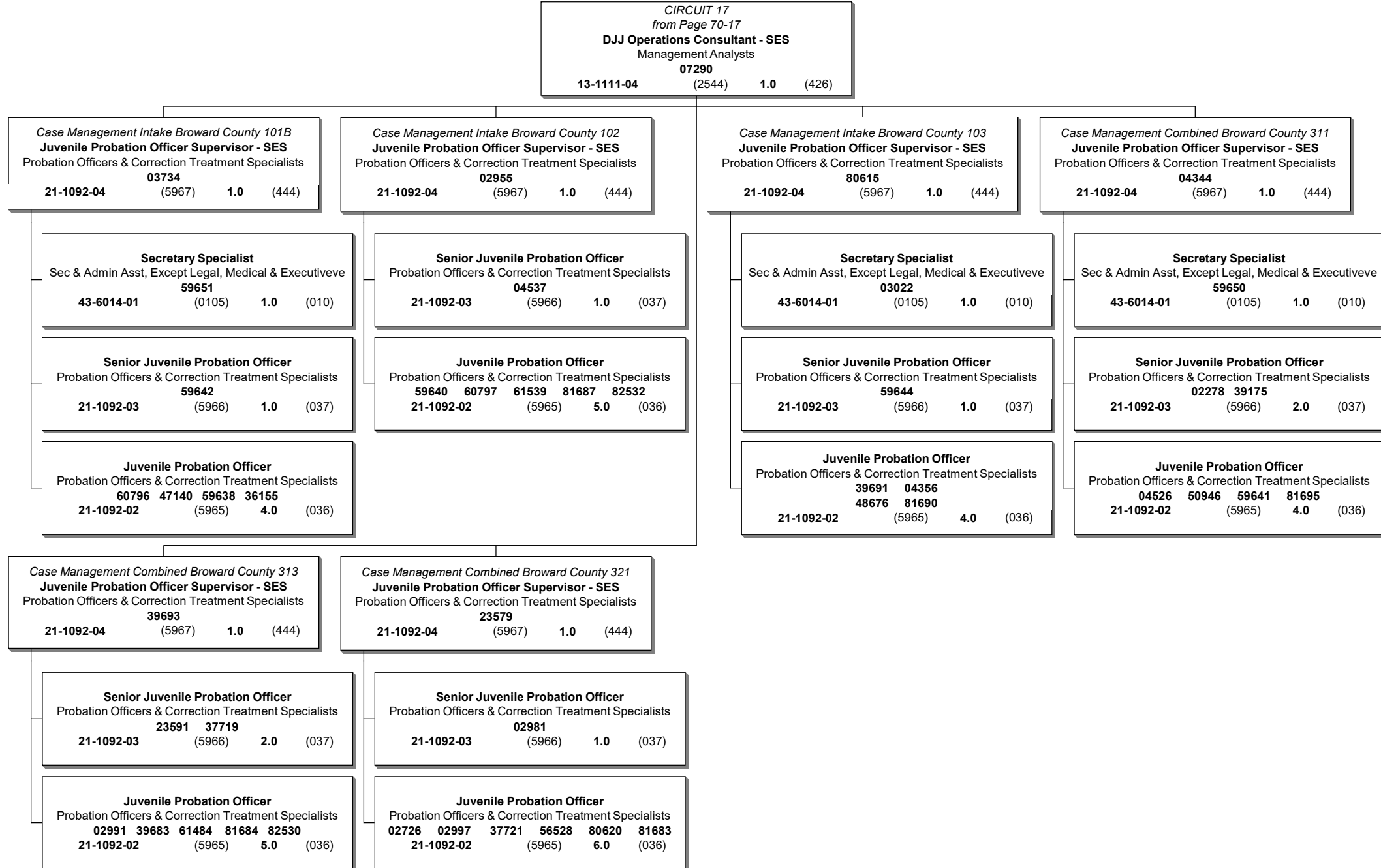
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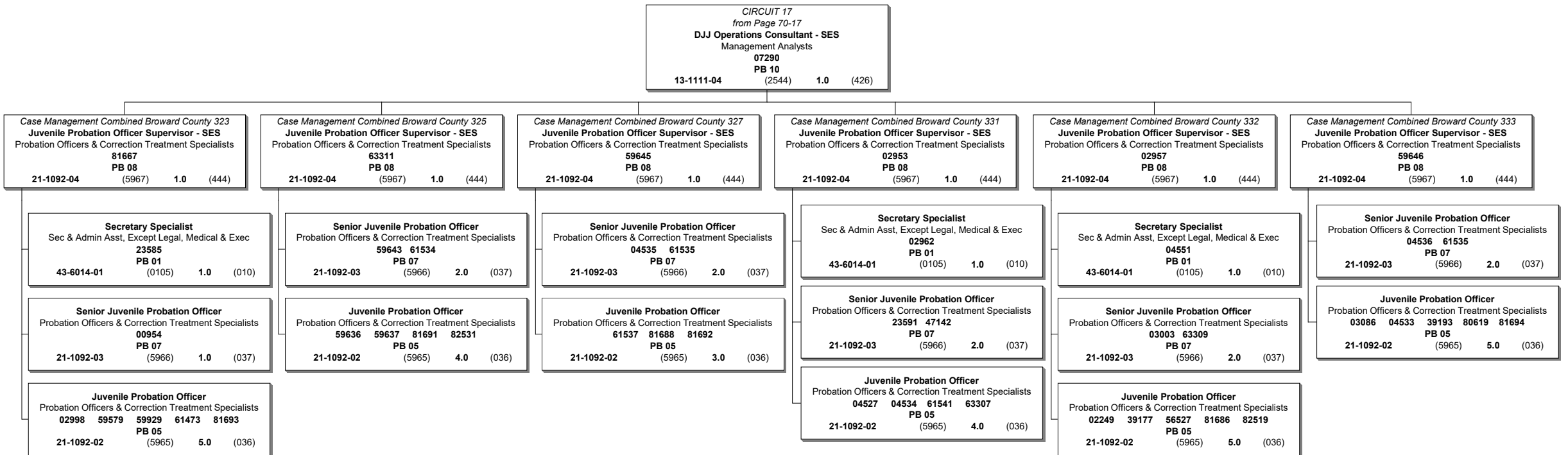


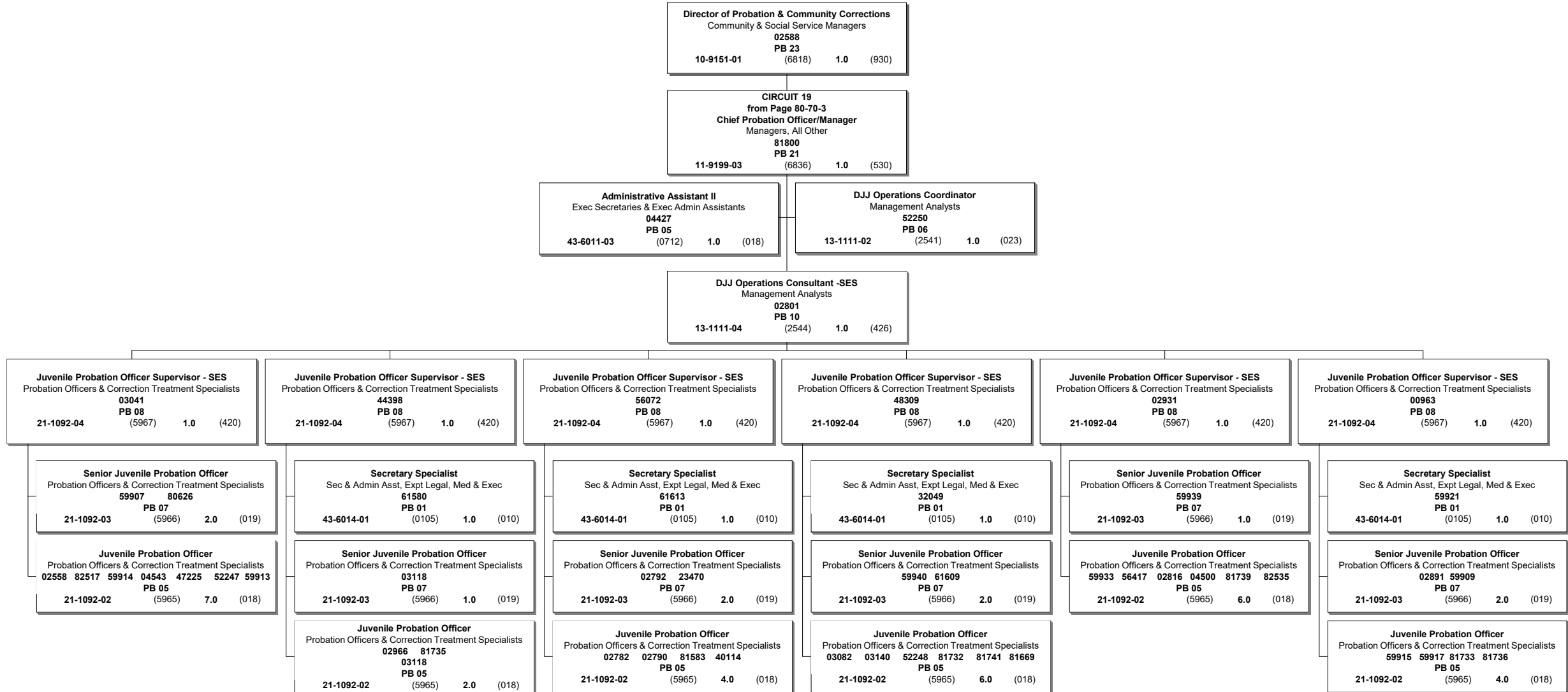


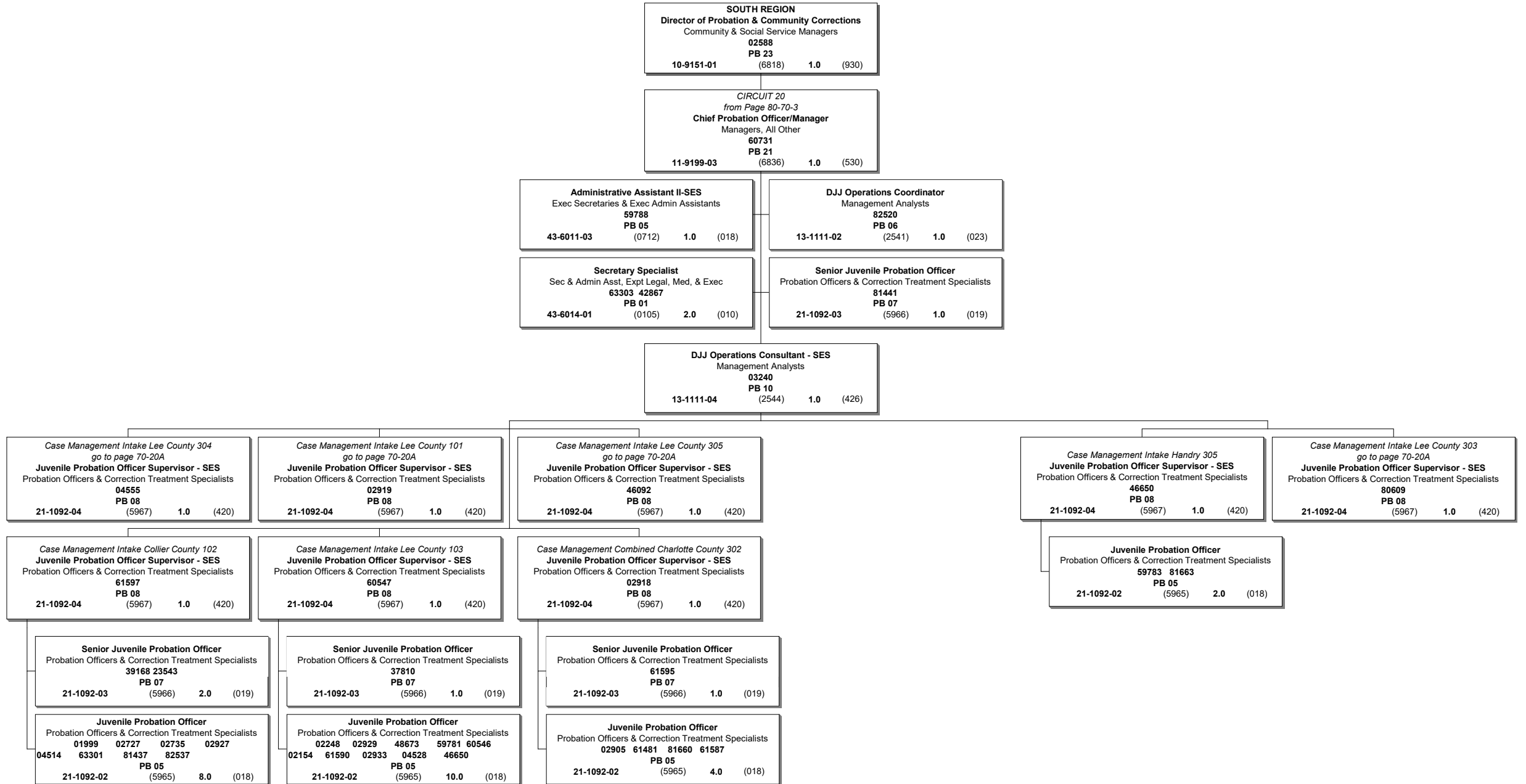




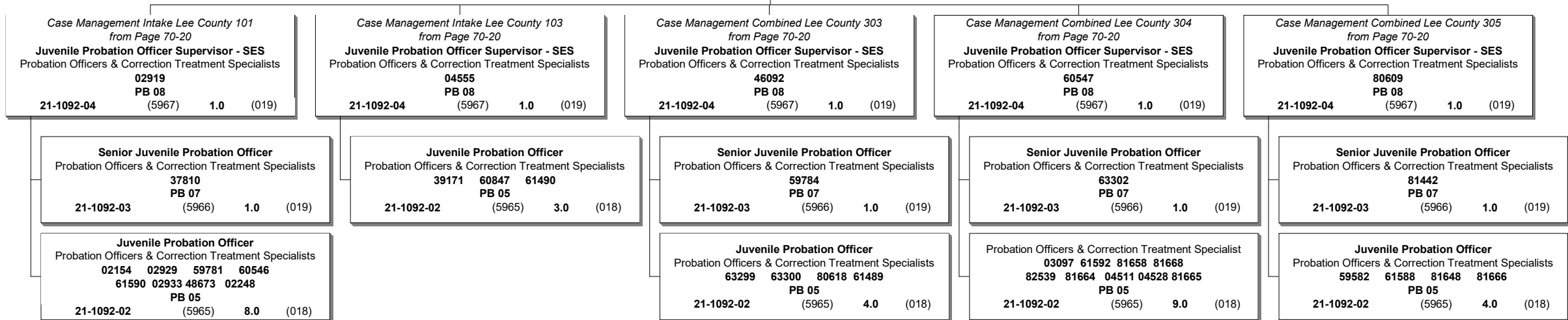


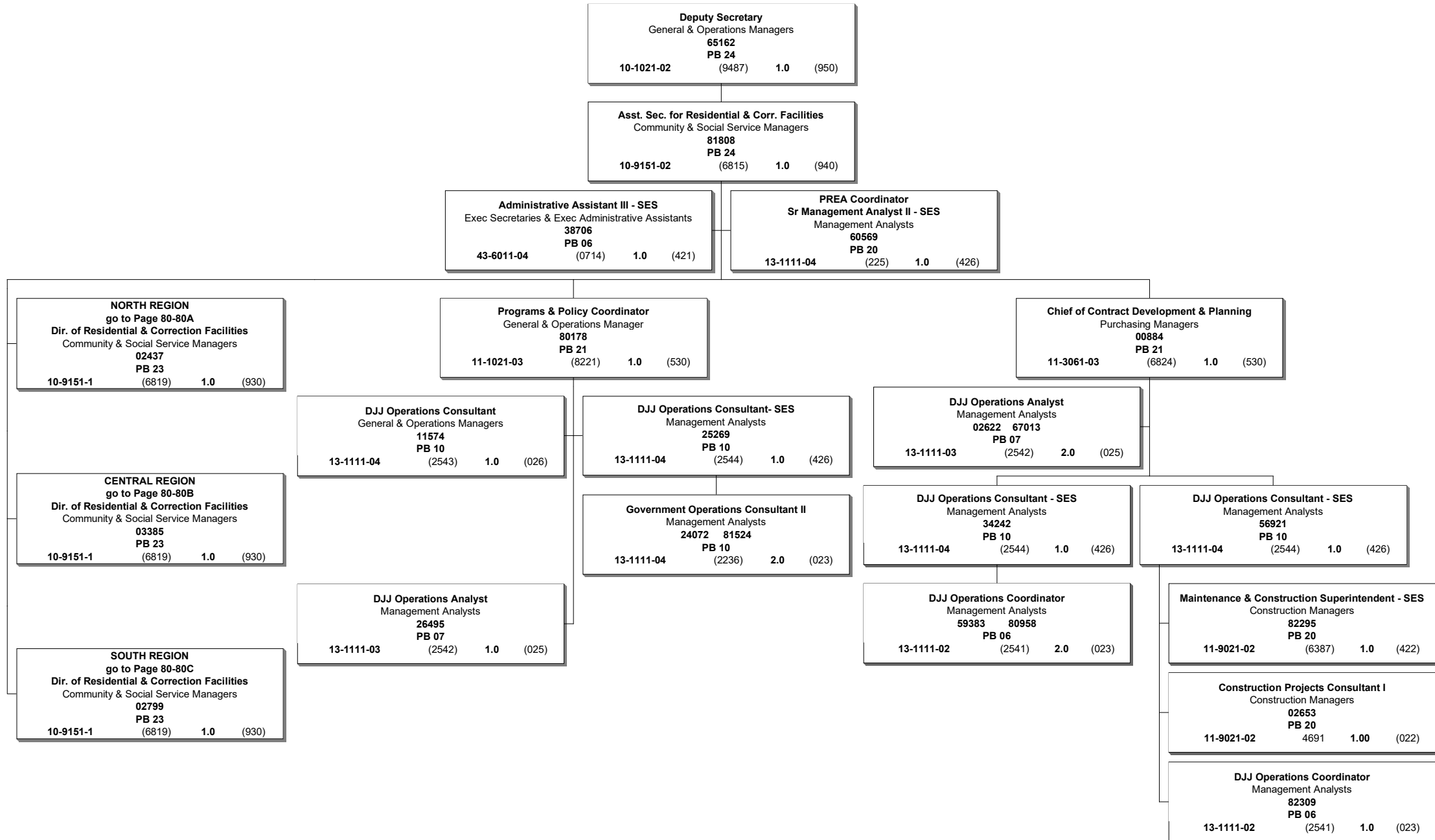


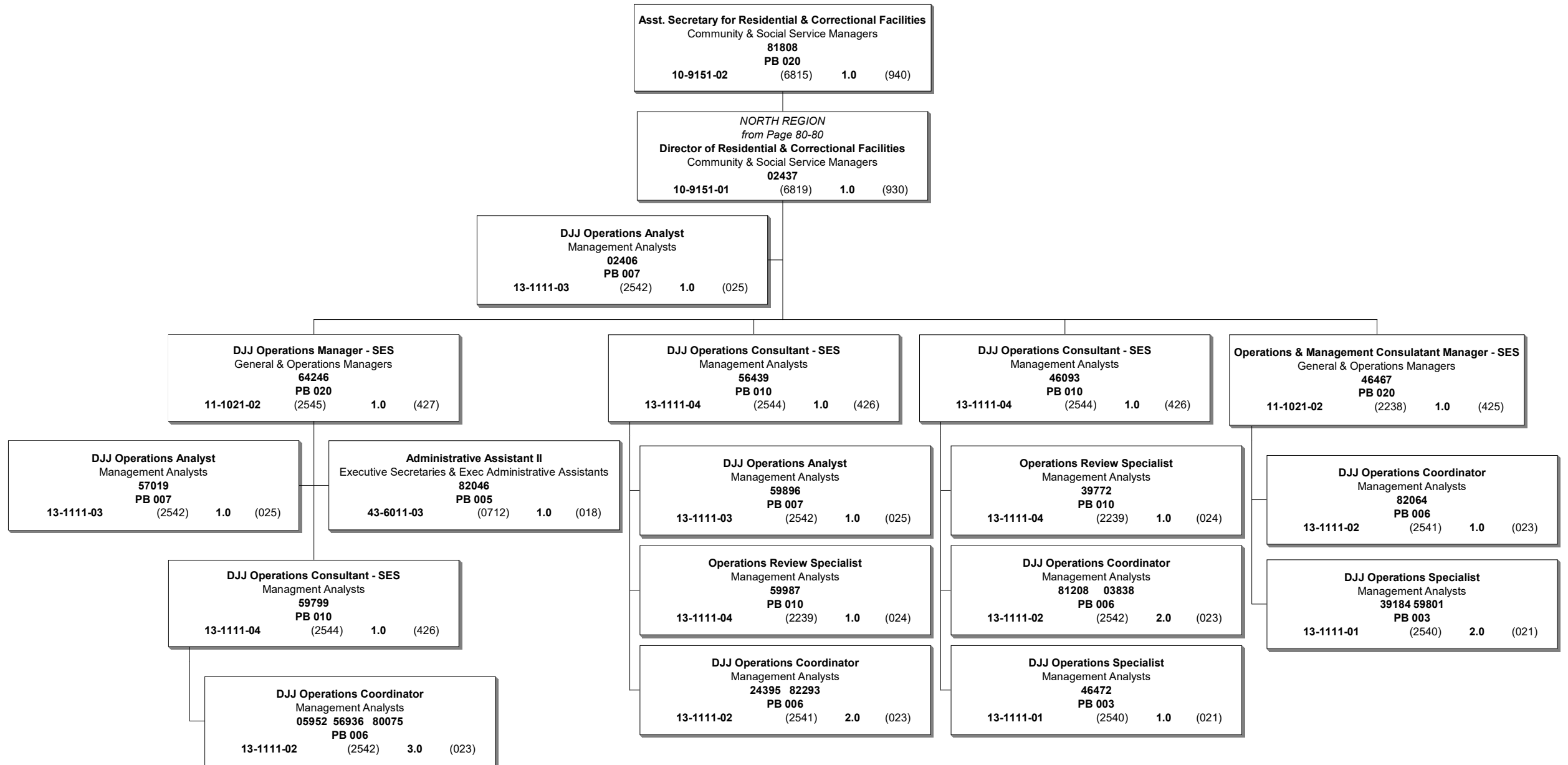


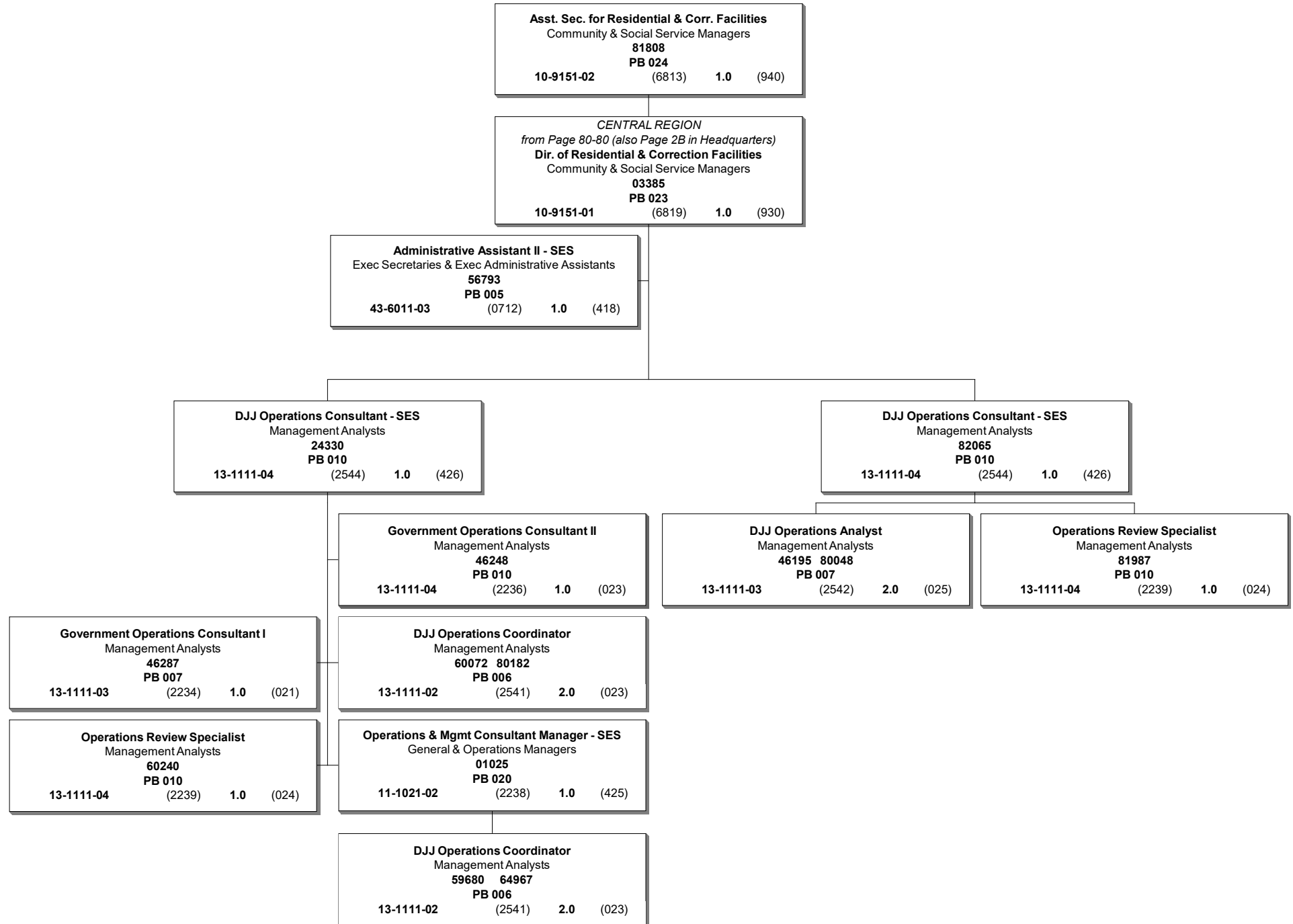


CIRCUIT 20
DJJ OPERATIONS CONSULTANT - SES
 Management Analysts
03240
PB 10
13-1111-04 (2544) 1.0 (426)









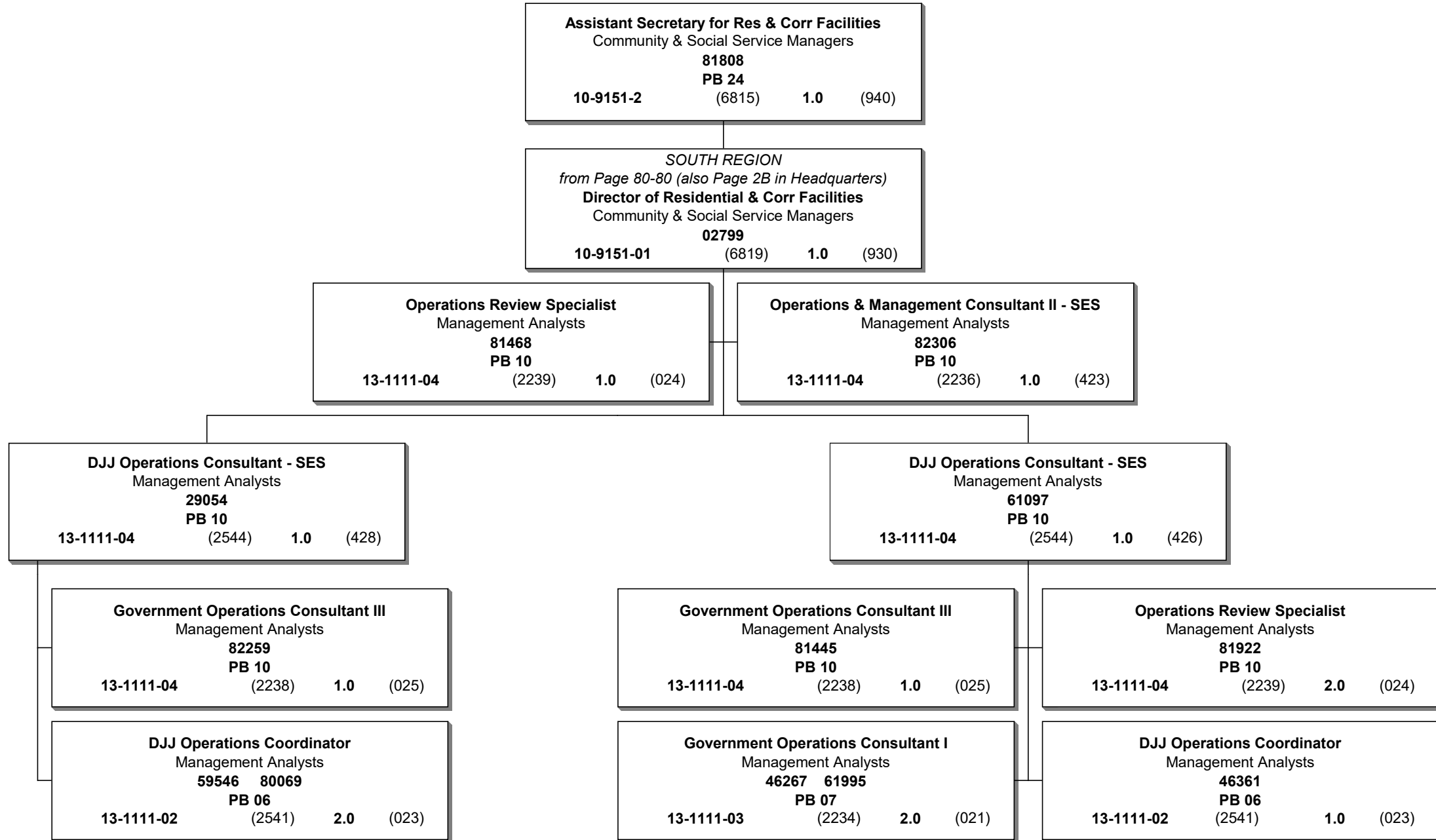
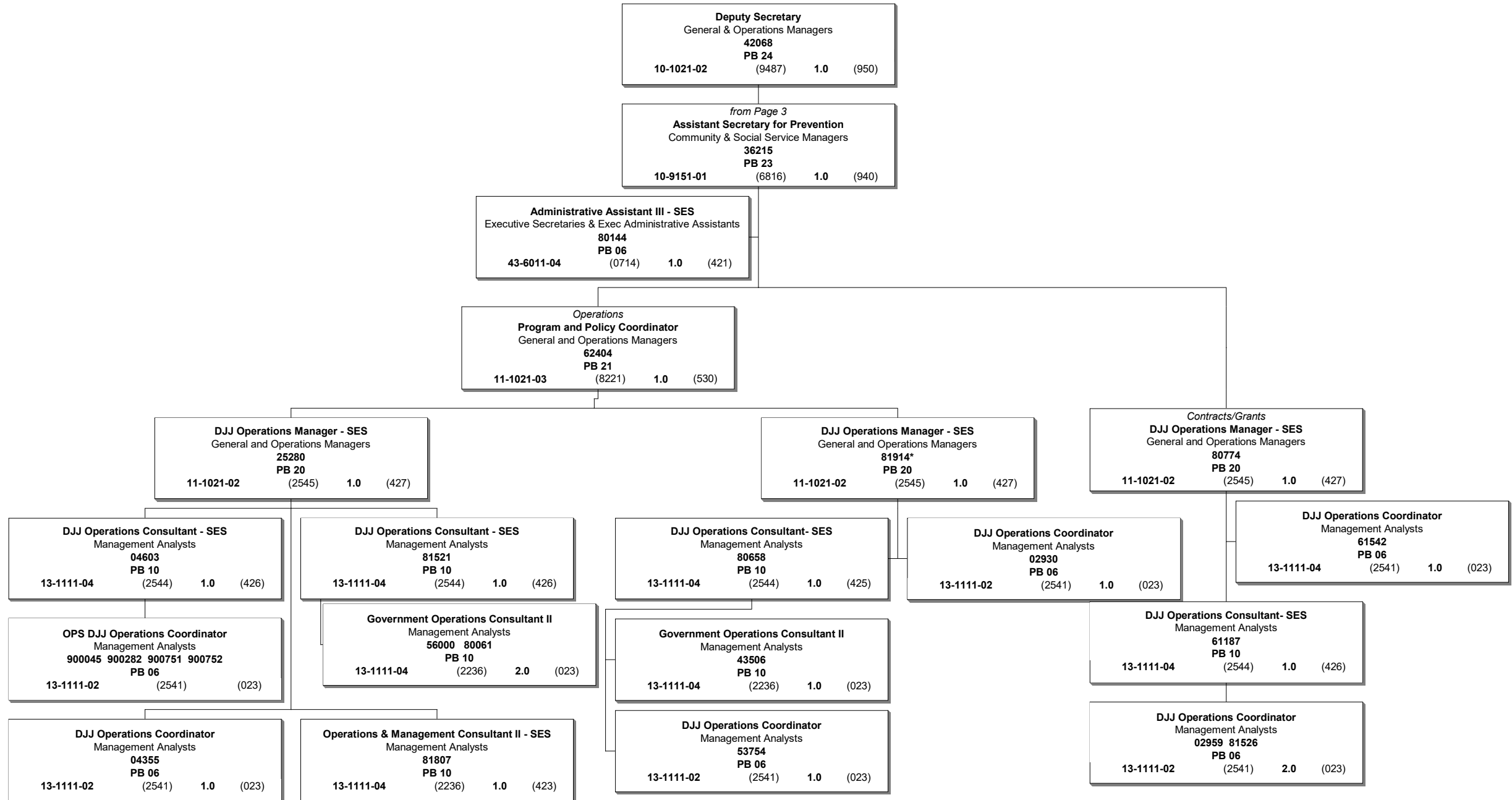


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Assistant Secretary of Prevention

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*Funded by Residential

Schedule XIV
Variance from Long Range Financial Outlook

Agency: Department of Juvenile Justice

Contact: Christian Griffin

Article III, section 19(a)3 of the 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 2024 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 2025-2026 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 2025-2026 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a	Department of Juvenile Justice Programs - Driver #30	B	\$12,668,429	\$60,850,806
b	Other Criminal and Civil Justice Programs and Operations - Driver #31	B	\$1,700,000	\$4,585,710
c	Maintenance, Repairs, and Capital Improvements - Statewide Buildings - Critical - Driver #42	B	\$15,603,491	\$32,375,727
d				
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 2025-26 Legislative Budget Request (LBR) includes operating issues totaling \$60,850,806 within the Residential Commitment and Prevention Services budget entities.
 b) The DJJ's Fiscal Year 2025-26 LBR includes issues related to motor vehicle replacement and various IT projects.
 c) The DJJ's Fiscal Year 2025-26 LBR includes a request, as part of the Capital Improvements Program Plan, for Fixed Capital Outlay budget, which includes funding for facilities associated with the Detention Centers, Non-Secure Residential Commitment, Secure Residential Commitment, and Community Interventions and Services budget entities - statewide. The request also includes funding for A&E for a new Non-Secure Residential Commitment facility and trust fund authority for the construction of a new Regional Juvenile Detention Center.

* R/B = Revenue or Budget Driver

Office of Policy and Budget - June 2024

DEPARTMENT OF JUVENILE JUSTICE

Program or Budget Entity Level

Exhibits and Schedules



Eric S. Hall, Secretary

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2025-2026

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-2324DJJ-001	FY 2023-2024	Audit of Secure Detention Supervision	<p>Finding 1: Seven youth files were not label confidential. Recommendation: Ensure that youth files are labeled CONFIDENTIAL as required by Florida Administrative Rules.</p> <p>Finding 2: Three documents pertaining to one youth orientation process were not signed by detention staff. Recommendation: Comply with Facility Operating Procedures.</p>	<p>For Finding 1: A meeting was held with regional leadership to address the importance of ensuring that all facilities comply with policy requiring youth files to be notated as confidential. Particularly the facilities in question received notice and additional training to assure policy is accurately implemented and upheld. Detention used this as an opportunity to provide additional training to recently hired managers. The implementation of the Detention Services Manual will aid in the continuity of services, assuring that policy is understood and consistently applied to daily operations.</p> <p>For Finding 2: Detention Services met with regional leadership and facility superintendents to implement measures that require a supervisor to review all documents and admissions reports to assure that needed signatures and required timeframes are adhered to. Disciplinary action will follow any deficient occurrences identified. Detention also developed a regional special projects and technical</p>	

				assistance team to conduct periodic file reviews to assure that policies and procedures are upheld.	
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A-2324DJJ-002	FY 2023-2024	Audit of Probation Case Management	<p>Finding 1: Probation did not have guidelines pertaining to the “on-call” detention screening of youth that are not presented to or seen by the detention screeners.</p> <p>Recommendation: Evaluate current processes to determine whether there is a need to implement “on-call” screening guidelines, specific for Circuits that do not have a “brick and mortar” facility for Law Enforcement Officers (LEOs) to bring youth to following an arrest; and if deemed necessary, incorporate guidelines through rule or internal policy.</p> <p>Further, if it is determined that an “on-call” detention screening policy is not necessary, work with the Circuits that conduct “on-call” screenings (Circuits 3, 5, and 16) to ensure “on-call” detention screenings are conducted in accordance with current rules, Department policies, and Probation internal policies and procedures.</p> <p>Finding 2: The effectiveness of Probation’s internal controls, implemented to ensure that youth are not inappropriately released (unauthorized release), needs to be re-evaluated.</p> <p>Recommendation: Evaluate the internal controls established for completion of the Detention Risk Assessment Instrument (DRAI); enhance measures to ensure detention screeners complete the manual DRAI prior to the computer-assisted DRAI (CAD); and ensure 2nd DRAI reviews are conducted prior to a youth being released from detention screening.</p>	<p>For Finding 1: Probation will provide enhanced clarification regarding nontraditional detention screening. "On-call" has become a universal term for all screening operations outside of a traditional facility. In addition to clarifying the meaning of "on-call," Probation will define and provide guidelines for nontraditional screening operations. JJIS will be updated to reflect the updated terminology.</p> <p>For Finding 2: Probation will expand internal controls to mitigate unauthorized releases.. Probation will determine if the manual DRAI provides any benefit to the screening process and will either eliminate the practice or develop more prescriptive policies and procedures. Probation will request an enhancement to JJIS that will provide a mechanism to document completion of second reviews within the Web Forms module, including a system date and time that can be used to confirm that the second review is completed prior to a youth's release. Additionally, whereas the availability of second</p>
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			<p>Finding 3: Maintaining detention screening records in the JJIS Document Library continues to need improvement.</p> <p>Recommendation: Review F.A.C. 63D-13 and Probation internal policy, PCI-15-001, to determine whether additional clarification is needed regarding the maintenance of detention screening packets in the JJIS Document Library; ensure that the detention screening packet is uploaded in a consistent and cohesive manner statewide; and determine if a checklist for review of detention screening packets would be an effective internal control to ensure all detention screening documents are appropriately uploaded into the JJIS Document Library; and if so, implement the checklist through rule or internal policy.</p>	<p>reviewers has proved to be a hinderance for smaller detention screening operations, Probation will develop a "second reviewer network" that will provide all state and provider screeners with 24/7 access to Department employees who are available and qualified to complete second reviews.</p> <p>For Finding 3: Probation will provide enhanced clarification regarding the storage of screening documents in JJIS. Rule 63D-13.0021(3), Florida Administrative Code (F.A.C.), establishes the requirements for detention screening packets, including storage in JJIS. Policy memorandum PCI-15-001, which was issued prior to the latest administrative rule revision, requires additional documents that may not be necessary. Probation will review the policy memorandum to determine if any necessary documents should be included in administrative rule, update the rule (if needed), and rescind the policy memorandum. Probation has also requested a new Monitoring and Quality Improvement (MQI) indicator for fiscal year 2024-25 to monitor compliance with the administrative rule.</p>
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Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of Juvenile Justice

Agency Budget Officer/OPB Analyst Name: Christian Griffin/Dan Bisi

A "Y" indicates "YES" and is acceptable, an "N/A" 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

I. GENERAL

1.1 Are Columns A01, A04, A05, A91, A92, A93, A36, A10, IA1, IA4, IA5, 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 56 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 <i>Section 3</i> of the LBR Instructions (pages 14 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.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
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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")	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.									
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Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of Juvenile Justice
 Agency Budget Officer/OPB Analyst Name: Christian Griffin/Dan Bisi

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

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)

4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 59 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
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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 2023-24 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)

Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of Juvenile Justice

Agency Budget Officer/OPB Analyst Name: Christian Griffin/Dan Bisi

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Action	Program or Service (Budget Entity Codes)									
	80400100	80700700	80700800	80750100	80750200	80760100	80800100	80800200	80900100	
7.1 Are the issue titles correct and do they clearly identify the issue? (See pages 14 through 27 of the LBR Instructions.)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
7.2 Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 64 through 69 of the LBR Instructions.)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
7.3 Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 69 of the LBR Instructions?	N/A	N/A	N/A	N/A	Y	N/A	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	N/A	N/A	N/A	Y	N/A	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.7 of the LBR Instructions.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	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	N/A	Y	N/A	N/A	N/A	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 94 of the LBR Instructions.)	Y	Y	N/A	Y	N/A	N/A	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	Y
7.9 Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
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 #24-040?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
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.	N/A	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/A	N/A	N/A	N/A	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	N/A
7.14 Do the amounts reflect appropriate FSI assignments?	Y	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	N/A
7.16 Do the issue codes relating to special <i>Salaries 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 27 of the LBR Instructions.)	Y	Y	N/A	Y	N/A	N/A	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	N/A	N/A	N/A	N/A	Y	N/A	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	N/A	N/A	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	Y	Y

Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of Juvenile Justice

Agency Budget Officer/OPB Analyst Name: Christian Griffin/Dan Bisi

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

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
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
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
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))	N/J	N/A	N/J	N/A	N/A	N/A	N/J	N/J
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
7.25	Has the agency entered annualization issues (260XXX0) for any issue that was partially funded in Fiscal Year 2024-25? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2024-25. Do not add annualization issues for pay and benefit distribution issues, as those annualization issues (26AXXXX) have already been added to A03.	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 64 through 69 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 2024-25 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.								

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?	Y	Y	Y	Y	Y	Y	Y	Y
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y	Y	Y	Y	Y	Y	Y
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y	Y	Y	Y	Y	Y	Y
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of Juvenile Justice

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Action	Program or Service (Budget Entity Codes)									
	80400100	80700700	80700800	80750100	80750200	80760100	80800100	80800200	80900100	
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)?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
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?	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
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, 001879)?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.10 Are the statutory authority references correct?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
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.)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.12 Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.13 If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.14 Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.15 Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.16 Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.17 If applicable, are nonrecurring revenues entered into Column A04?	Y	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
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?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.20 Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.21 Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
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.)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.23 Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.24 Are prior year September operating reversions appropriately shown in column A01, Section III?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.25 Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of Juvenile Justice

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

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?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.27 Has the agency analyzed for continuing appropriations (category 13XXXX) and properly accounted for in the appropriate column(s) in Section III?	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
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	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	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	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	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	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	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	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 124 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 155 of the LBR Instructions.)	Y	Y	N/A	Y	N/A	N/A	N/A	N/A	N/A	N/A
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10. SCHEDULE III (PSCR, SC3)

10.1 Is the appropriate lapse amount applied? (See page 90 of the LBR Instructions.)	Y	Y	N/A	Y	N/A	N/A	N/A	N/A	N/A	N/A
10.2 Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See pages 93 and 94 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y	Y	N/A	Y	N/A	N/A	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	N/A	N/A	N/A	Y	N/A	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)

Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of Juvenile Justice

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

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	N/A	Y	Y	N/A	Y	Y	Y
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13. SCHEDULE VIII-B-1 (EADR, S8B1)

13.1 NOT REQUIRED FOR THIS YEAR	Y	Y	Y	Y	Y	Y	Y	Y	Y
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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 Column A92.									
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14. SCHEDULE VIII-B-2 (EADR, S8B2) (Required to be posted to the Florida Fiscal Portal)

14.1 Do the reductions comply with the instructions provided on pages 99 through 102 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	Y	Y	Y	Y	Y
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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.									
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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.									
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15. SCHEDULE VIII-C (EADR, S8C) (NO LONGER REQUIRED)

16. SCHEDULE XI (UCSR, SCXI) (LAS/PBS Web - see pages 104-108 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
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16.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP (if submitting) and LBR match?	Y	Y	Y	Y	Y	Y	Y	Y	Y
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AUDITS INCLUDED IN THE SCHEDULE XI REPORT:

16.3 Does the FY 2023-24 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	Y	Y	Y	Y	Y	Y	Y	Y
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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
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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
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16.6 Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> 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
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16.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	N/J	N/J	N/J	N/J	N/J	N/J	N/J	N/J	N/J
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TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.									
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17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal)

Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of Juvenile Justice

Agency Budget Officer/OPB Analyst Name: Christian Griffin/Dan Bisi

A "Y" indicates "YES" and is acceptable, an "N/A" 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

17.1	Do exhibits and schedules comply with LBR Instructions (pages 52 through 152 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 128 and 129 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 <i>Section 6: Audits</i> of the LBR Instructions (pages 154 through 156) 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	N/A	Y	N/A	N/A	N/A	Y	Y	N/A
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	N/A	Y	N/A	N/A	N/A	Y	Y	N/A
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	Y	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
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