

**CLASSIFICATION AND PAY PLAN
FOR THE EMPLOYEES OF THE
OFFICES OF CRIMINAL CONFLICT
AND CIVIL REGIONAL COUNSEL
OF THE
STATE OF FLORIDA**

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INTRODUCTION

Authority

Effective July 1, 2007, s. 27.53(4), F.S., required that, "The Regional Councils of all regional districts shall jointly develop a coordinated Classification and Pay Plan which shall be submitted on or before January 1 of each year to the Justice Administrative Commission, the Office of the President of the Senate, and the Office of the Speaker of the House of Representatives."

Scope and Purpose

These rules were adopted by the Regional Councils on the 29th day of August, 2007, as general guidelines in administering the Classification and Pay Plan applicable to employees filling authorized and established positions in the Regional Councils' Offices of all regional districts. No section of this Plan is intended to restrict or supersede any applicable Federal law (i.e. Federal Wage and Hour Law, *Family and Medical Leave Act of 1993*, etc.).

Statements of Policy

- 1) All employees of the Office of Criminal Conflict and Civil Regional Counsel are exempt from the State of Florida Career Service System and serve at the pleasure of the employer.
- 2) For the purposes of these regulations, the Office of Criminal Conflict and Civil Regional Counsel of each region are considered to be the employer.
- 3) The Office of Criminal Conflict and Civil Regional Counsel within each region has authority to hire personnel at the minimum (or at any level up to the maximum of the pay grade), promote, reclassify and or grant salary increases to personnel, and otherwise administer the Pay Plan subject only to the limitation of these rules, appropriated funds and statutory limitations.
- 4) The Offices of Criminal Conflict and Civil Regional Counsel, as a group, shall be responsible for the maintenance of the Regional Counsel Pay Plan, Salary Schedule, and the Class Specifications for each classification contained in the Pay Plan.

CHAPTER 1 – DEFINITIONS

ABANDONMENT OF POSITION – The unauthorized absence by an employee from the employee's position for three consecutive workdays; Abandonment of position shall be considered a voluntary resignation.

ADD AND DELETE – A budgetary action involving the abolishment of an authorized and/or established position, and the addition of an authorized position;

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

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

APPOINTMENT – The act of placing an employee in an established position;

AUTHORIZED POSITION – A position included in an approved budget; In counting the number of authorized positions, part-time positions may be converted to full-time equivalents.

CLASS TITLE OR (TITLE OF POSITION) – The official name assigned to a position or class of positions;

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

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

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

CONCEPTS AND ALLOCATION FACTORS – The statements included in the "**DISTINGUISHING CHARACTERISTICS OF WORK**" section of the class specification;

CREDITABLE SERVICE – An employee is awarded one month of service credit for each calendar month that the employee is on the payroll of a state agency during which the employee is on authorized leave without pay.

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

DISMISSAL – The action taken by an agency against an employee to separate the employee from the Justice Administrative Commission;

DEFERRED RETIREMENT OPTION PROGRAM (DROP) – The program created by s. 121.09(13), F.S., effective July 1, 1998, for eligible employees who retire and elect to defer their retirement benefits while continuing employment for a limited period.

DUAL EMPLOYMENT AND COMPENSATION – Compensation of an employee within state government simultaneously from any appropriation, other than appropriations for salaries, or the compensation of an employee simultaneously by more than one state agency; See also, Off Duty Employment.

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

ESTABLISHED POSITION – An authorized position, which has been classified in accordance with a Classification and Pay Plan, as provided by law;

EXCLUDED POSITION – A classified position in the JAC salary schedule which does not permit the payment of overtime, and is exempt from the *Fair Labor Standards Act*;

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

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

INCLUDED POSITION – A classified position in the JAC's salary schedule that requires the payment of overtime, according to the *Fair Labor Standards Act*;

LAYOFF – Termination of employment due to abolishment of positions necessitated by a shortage of funds, or work, or a material change in the duties or organization of an agency;

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

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

MANAGEMENT EMPLOYEES – See Chapter 5.

NON-ATTORNEY PROFESSIONAL EMPLOYEES – A class of employees who are not in an attorney position, but who have a managerial or policy making role, or are required to have certain specific experience or education to fulfill their duties as an employee.

OFF DUTY EMPLOYMENT – Any employment where services are provided to any employer other than the State of Florida and for which the employee receives compensation;

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

OVERTIME – Overtime is defined as work performed beyond the 40 hours of the established workweek, excluding holidays and Leave With Pay in accordance with the *Fair Labor Standards Act*. No overtime work will be granted unless the request is in writing and has been approved by the Division Director beforehand.

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

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

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

PERFORMANCE EVALUATION – The overall rating given an employee for the employee's performance during a specific period of service. Each employee shall be given one of 5 levels of performance evaluation in accordance with the employee's overall level of performance and the following definitions:

- 1) Clearly Outstanding - Highly satisfactory and considerably above the performance standards of the position to which an employee has been assigned;
- 2) Exceptional - Above the standard performance requirements of the position to which an employee has been assigned;
- 3) Satisfactory - Meets the performance standards of the position to which an employee has been assigned;
- 4) Some Deficiencies Evident - Fails slightly to meet the minimum performance requirements for the position, but the employee shows potential for some improvement; and
- 5) Unsatisfactory - Fails considerably to meet the minimum performance standards of the position to which an employee has been assigned.

POSITION – Means the work, consisting of duties and responsibilities, assigned to be performed by an officer or employee;

POSITION DESCRIPTION – The document prepared by the employing agency that describes the officially-assigned duties and responsibilities and other pertinent information relative to a position; Supervisors are authorized to assign work that is not specifically mentioned in a position description.

POSITION NUMBER – The identification number assigned to an established position;

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

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

RECLASSIFICATION – Means changing an established position in one class in a series to a higher or lower class in the same series, or to a class in a different series that is the result of a natural change in the duties and responsibilities of the position;

REDUCTION IN PAY – A reduction in an employee's rate of pay;

RESIGNATION – A voluntary act by an employee to terminate employment in the JAC;

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

SALARY SCHEDULE – Means an official document that contains a complete list of classes and their assigned salary ranges identified by a pay grade number;

SENIOR MANGEMENT SERVICE CLASS (SMS) – A retirement class of the Florid Retirement System for select positions that are managerial or policy making in nature. Participation in this class is limited to positions authorized by law.

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

SUSPENSION – To temporarily relieve an employee of duties and place him/her on leave without pay;

WORK WEEK – The work week for all employees shall be from Monday through Sunday.

CHAPTER 2 - CLASSIFICATION PLAN

- 2.01 Scope and Purpose
- 2.02 Statements of Policy
- 2.03 Administration of the Plan
- 2.04 Class Specifications
- 2.05 Position Descriptions

- 2.06 Exercise of Classification Authority and Procedures
- 2.07 Assignment of Lead-Worker Duties
- 2.08 Use of Class Titles

2.01 Scope and Purpose

This chapter sets forth the rules for the establishment, maintenance, and administration of the uniform Classification Plan applicable to the positions in the Regional Counsels' Offices.

2.02 Statements of Policy

- 1) The Offices of Criminal Conflict and Civil Regional Counsel shall establish and maintain a uniform Classification Plan applicable to each position established in any of the five regional offices, and shall be responsible for the overall coordination, review, and maintenance of the Plan. The Plan shall consist of, but not be limited to:
 - (1) all approved classes of positions;
 - (2) the class specifications for all approved classes of positions;
 - (3) the allocation of each position to its proper class; and
 - (4) the rules governing the administration of the plan.
- 2) Each class shall be defined by a class specification and assigned to an appropriate pay grade, class code, and class title.
- 3) Approved classes shall be listed in the established Offices of Criminal Conflict and Civil Regional Counsel Salary Schedule.
- 4) Positions shall not be allocated to a class that has not been approved as part of the Classification Plan.
- 5) No action shall be taken to fill any position until the position has been classified in accordance with the Classification Plan.
- 6) All classes shall be designated as "excluded" or "included" for overtime purposes in accordance with the *Fair Labor Standards Act*.

2.03 Administration of the Plan

- 1) The primary responsibility for the day-to-day administration of the Classification Plan rests with each Office of Criminal Conflict and Civil Regional Counsel within the five regions.
- 2) The responsibilities of each Regional Counsel, as a group, shall be:
 - a) the overall coordination, review, and maintenance of the Classification Plan;
 - b) the establishment of new classifications as well as the review, revision, and abolishment of existing classes; and
 - c) the conduction of periodic studies and surveys to assure the Classification Plan is maintained on a current basis.

2.04 Class Specifications

- 1) Classes shall be established, revised, or abolished by the five Regional Counsels as necessary for the current maintenance of the Classification Plan, and such changes to the Plan shall be reflected in the class specifications.
- 2) Each class specification shall contain the characteristics, allocation factors, and concepts for positions allocated to the class. While the exact duties and responsibilities of positions in a class may differ, all positions allocated to a class shall be sufficiently similar as to kind of work, level of difficulty or responsibility, and qualification requirements to warrant like treatment.
- 3) Notification of new or revised specifications, or notification of abolished classes, shall be furnished to each of the Criminal Conflict and Civil Regional Counsel Offices upon finalization of the class actions.
- 4) The training and experience requirements of a class shall be job related and reflect the knowledge, skills, and abilities that an individual would need upon entry to a position in the class. The following shall be considered in establishing training and experience requirements:
 - a) Training and experience requirements shall not be recommended or determined by the level of pay that is desired for the class.

- b) Training and experience requirements shall be structured, where possible, to facilitate the progression of employees from lower to higher or lateral levels of work without artificial barriers.
- c) Training and experience requirements shall state specific kinds and amounts of qualifying experience, and/or education, required for applicants to be eligible for a class.
- d) Training and experience requirements shall not include age, sex, or physical requirements unless they are justifiable occupational qualifications essential for the work to be performed.
- e) Training and experience requirements shall not include statements related to conduct or reputation of applicants unless required by law.
- f) Necessary special requirements shall be included where required by law or when such requirements can be clearly shown to be essential.
- g) Minimum requirements, as reflected on the class specifications, may be substituted by an equivalent combination of training, and/or experience, approved by each of the five Regional Counsels.

2.05 Position Descriptions

The Regional Counsel, within each district, shall maintain a current position description for each authorized position as it is established. The current position description shall serve as the official record of the duties and responsibilities assigned the position and shall be used to officially classify the position.

2.06 Exercise of Classification Authority and Procedures

- 1) Each Regional Counsel shall have the authority and responsibility to classify positions authorized by the Legislature or authorized pursuant to s. 216.262, F.S.; to classify positions that are added in lieu of positions deleted pursuant to s. 216.262, F.S. and to reclassify established positions.
- 2) Classification and reclassification actions taken by shall be within the classes of positions established by the five Regional Counsels.
- 3) When classification or reclassification action is taken by a Regional Counsel, a current position description shall be submitted to the Justice Administrative Commission within thirty (30) days of the effective date of any such action.
- 4) If a new class or class revision is requested, the Regional Counsel requesting the change shall furnish a position description and proposed class specification to the Regional Counsel in each region for review and recommendations for appropriate action. The request shall be presented to all Regional Counsels within a reasonable period of time.
- 5) Employee Personnel Transactions. When a position is classified or reclassified, the pay for the employee filling that position shall be determined in accordance with the provisions of the pay plan established in Chapter 2 of these procedures.

2.07 Assignment of Lead-Worker Duties

- 1) If there are several positions in the same class, or a different class with the same pay grade located in the same work unit, one or more of the positions may be assigned lead-worker duties provided:
 - a) The assignment of duties and responsibilities of a limited supervisory nature is in addition to the normal duties and responsibilities of the position.
 - b) The additional responsibilities do not justify reclassification of the position to a supervisory class.

- 2) If lead-worker duties are assigned a position, an approved position description shall be prepared and processed in the same manner as a reclassification action.
- 3) An employee filling a lead-worker position shall be paid in accordance with the provisions of the pay plan established in chapter 2.05(2) of these procedures.

2.08 Use of Class Titles

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

CHAPTER 3 – PAY PLAN

- 3.01 Scope and Purpose
- 3.02 Statements of Policy
- 3.03 Pay Package
- 3.04 Method of Payment
- 3.05 Employment Salary
- 3.06 Salary Increases
- 3.07 Pay Upon Demotion
- 3.08 Downward Pay Adjustments
- 3.09 Pay for Less than full-time Employment
- 3.10 Overlap in Position
- 3.11 Dual Employment and Compensation
- 3.12 Perquisites
- 3.13 Processing of Pay Changes
- 3.14 Budgetary Limitations
- 3.15 Computation of Hourly Rate
- 3.16 Effective Date of Salary Changes
- 3.17 Payroll Corrections Due to Clerical Errors
- 3.18 Performance Evaluations

3.01 Scope and Purpose

This chapter sets forth the rules for the establishment, maintenance, and administration of an equitable Pay Plan that shall be applicable to positions within the Offices of Criminal Conflict and Civil Regional Counsel.

3.02 Statements of Policy

- 1) The Pay Plan shall consist of:
 - a) the official Schedule of Pay Ranges;
 - b) the official Salary Schedule; and
 - c) the rules governing the administration of the Pay Plan.
- 2) The Schedule of Pay Ranges shall consist of all pay grades and their assigned pay ranges.
- 3) The Salary Schedule shall consist of, but not be limited to, class codes, class titles, pay grades, and the minimum and maximum rates of pay for all classes, and included/excluded designations.

- 4) The five Regional Councils shall review all pay grade assignments for the purpose of making recommendations for pay changes that will maintain a competitive Pay Plan.
- 5) Each pay range shall be structured in such a way that a minimum and maximum rate is established.
- 6) An employee previously employed by another State Agency may be employed at the rate received from the previous State Agency even though said rate of pay exceeds the maximum. However, said employee would be subject to any rate of pay control provisions provided by law.

3.03 Pay Package

The distribution of pay package funds for the Offices of Criminal Conflict and Civil Regional Counsel shall be determined by the Legislature.

3.04 Method of Payment

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

3.05 Employment Salary

An employee shall be paid at the minimum of the pay range for the class to which appointed, unless a higher or lower salary is approved for the employee by the Regional Counsel. An employee must be paid no less than the minimum wage, as required by law.

3.06 Salary Increases

- 1) An employee shall be eligible to receive salary increases at any time as follows:
 - a) Merit salary increases may be granted to an employee, at the discretion of the Regional Counsel, based upon accomplishments and performance of duties and responsibilities.
 - b) An upward pay adjustment may be granted by a Regional Counsel to an employee whose class has had a pay range increase or a lead-worker designation.

- c) A special pay increase may be granted if conditions exist which justify pay increases. The Regional Counsel may approve a special pay increase for any employee. Conditions may include, but are not limited to, one or more of the following: reassignment, transfer, added duties and responsibilities, superior proficiency, education and training, competitive job offer, and internal pay relationships.
- d) A promotion may be granted and the employee's salary shall be increased, at least to the minimum for the class to which the employee is promoted.

3.07 Pay Upon Demotion

- 1) An employee may be demoted, with or without a reduction in pay, at the discretion of the Regional Counsel.
- 2) An employee who is demoted shall not be granted a pay increase at the time of demotion.

3.08 Downward Pay Adjustments

When a class has a pay range decrease, the pay of an employee currently assigned to that class shall not have a pay decrease to reflect those changes.

3.09 Pay for Less than full-time Employment

- 1) An employee who is paid on a monthly basis, and is filling an established position on a part-time basis or who is employed or separated during a pay period, shall have the pay determined in accordance with the following:
 - a) Where the employee is on the payroll for less than a month:
 - (1) Amount to be paid = Hours Worked in the Month times Monthly Rate divided by Number of Work Hours in the month. Hours Worked in the Month are defined as the hours actually worked, plus time off with approved leave with pay, or time off due to a holiday falling within the period the employee is on the payroll. The Number of Work Hours in the month is determined by multiplying 8 x the Number of Workdays in the

month. To determine the Monthly Rate where an employee is to be paid on an hourly basis, the following shall be used:

- (a) Hourly Rate x 2080 = Annual Rate
- (b) Annual Rate divided by 12 = Monthly Rate

b) Where the employee is employed on a part-time basis: Amount to be paid = Regular full-time Monthly Rate times percentage of time worked by the employee each month.

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

- a) All new employees - The Number of Work Hours shall be the number of hours on duty plus any holidays falling after the employee's first day of work.
- b) Part-time employees - The Number of Work Hours shall be the number of hours on duty plus any Leave With Pay and a pro-rated number of hours for any holidays falling during the pay period after the first day of work.
- c) Employees moving from one agency to another agency - The final Number of Work Hours shall be determined by the hours worked in the former agency, plus any Leave With Pay and any holidays falling prior to the employee's last day as an employee of that agency. The Number of Work Hours in the agency to which the employee is moving shall be the number of hours on duty, in that agency, plus any Leave With Pay and any holidays falling after the employee's last day as an employee of the other agency.
- d) Employees separating from the JAC - The Number of Work Hours shall be the number of hours on duty plus any Leave With Pay, and any holidays falling prior to the employee's last day of employment.

3.10 Overlap in Position

Section 216.262(3), F.S., provides that no full-time position shall be filled by more than the equivalent of one full-time officer or employee except when extenuating circumstances exist.

- 1) The Executive Director may authorize the overlapping of positions if the employee is appointed to perform the duties of another person in a filled position.

- 2) It is the responsibility of the Executive Director to ensure that each overlap is justified as being in the best interest of the State.

3.11 Dual Employment and Compensation

To be handled in accordance with the provisions of Chapter 60L-4, 60L-5 and 60L-6 of the State of Florida Personnel Rules Manual, Department of Management Services.

3.12 Perquisites

To be handled in accordance with the Provisions of Chapter 60L-1, 60L-2, 60L-3 and 60L-9 of the State of Florida Personnel Rules Manual, Department of Management Services.

3.13 Processing of Pay Changes

- 1) All pay changes shall be processed through the JAC. The Regional Counsel, or personnel representative of the Regional Counsel, shall review each change to determine the change is in compliance with the provisions of this chapter.
- 2) In processing pay changes made in accordance with the provisions of this chapter, all computations should be rounded to the nearest cent. If the third decimal place is five or more, round up to the next higher cent. If the third decimal place is four or less, round down to the next lower cent.

3.14 Budgetary Limitations

- 1) All provisions of this chapter relating to payment of salaries are contingent upon funds being available.
- 2) Any deviation from paying employees in accordance with these rules because of budgetary limitations must be approved by the Regional Counsel.

3.15 Computation of Hourly Rate

- 1) All pay is computed on the basis of 2080 Work Hours annually.

- 2) An employee who is paid on a monthly basis shall have the Hourly Rate for OVERTIME PURPOSES determined as follows:

$$\frac{\text{Monthly Rate or Hourly Rate}}{\text{Contracted Hours for the Month}}$$

3.16 Effective Date of Salary Changes

The effective date of all salary changes provided for in this chapter shall be the date specified by the Regional Counsel.

3.17 Payroll Corrections Due to Clerical Errors

The Regional Counsel may correct any payroll error so the salary change is effective on the date, and in the amount, originally intended.

3.18 Performance Evaluations

Written performance evaluations are not required, but may be done at the discretion of the Regional Counsel.

CHAPTER 4 - ATTENDANCE AND LEAVE

- 4.01 Scope and Purpose
- 4.02 Statements of Policy
- 4.03 Hours of Work
- 4.04 Record-Keeping
- 4.05 Overtime
- 4.06 Holidays and Other Authorized Activities
- 4.07 Annual Leave
- 4.08 Sick Leave
- 4.09 Sick Leave Pool and Transfer Plan
- 4.10 Disability leave
- 4.11 Administrative Leave
- 4.12 Educational Leave
- 4.13 Military Leave
- 4.14 Leave in Connection with A Member of the Armed Forces
- 4.15 Leave of Absence Without Pay
- 4.16 Family Medical Leave Act
- 4.17 Domestic Leave Pay.

4.01 Scope and Purpose

This chapter sets forth the rules and regulations governing the attendance and leave of employees in the Offices of Criminal Conflict and Civil Regional Counsel.

4.02 Statements of Policy

- 1) Unless specifically approved by the Regional Counsel:
 - a) No Regional Counsel shall operate on less than a 40-hour workweek.
 - b) The workday for each full-time employee shall be 8 hours, and the workweek shall be 40 hours during a given 7-day period.

- 2) The granting of any leave of absence, with or without pay, shall be in writing and shall be approved by the proper authority within the Criminal Conflict and Civil Regional Counsel District Office. An employee who is granted leave of absence, with or without pay, shall be an employee of the Regional Counsel while on such leave and shall be returned to the same position (or a different

position in the same class) and same work location upon termination of the approved leave of absence -- unless the Regional Counsel and the employee agree in writing to other conditions and terms under which such leave is to be granted.

- 3) Any leave of absence, with or without pay, shall be approved prior to the leave being taken, except in the case of an emergency where the employee must be absent prior to receiving approval from the proper authority for the absence.
 - a) When emergency conditions prevent the employee from being able to obtain prior approval, the Regional Counsel may take one of the following actions:
 - (1) Grant the employee Leave With Pay, provided the employee has sufficient accrued leave credits to cover the absence;
 - (2) Place the employee on Leave Without Pay for the absence; or
 - (3) If the absence is for three consecutive workdays, consider the employee to have abandoned the position and resigned from the Criminal Conflict and Civil Regional Counsel District Office.
 - b) If an employee's request for leave of absence is disapproved and the employee takes unauthorized leave, the Regional Counsel may place the employee on Leave Without Pay and, after an unauthorized leave of absence for three consecutive workdays, may consider the employee to have abandoned the position and resigned from the Criminal Conflict and Civil Regional Counsel District Office.

4.03 Hours of Work

- 1) As provided in section 3.02, normally 8 hours shall constitute a workday and 40 hours shall constitute a workweek for all full-time employees, unless a different workday or workweek is specifically approved by the Regional Counsel.
- 2) Full-time employees shall be required to be present on their assigned job for the total hours in the established workweek, unless appropriate authority, in accordance with the provisions of this section, authorizes absence from duty.

- 3) Part-time employees shall be required to be present on their assigned jobs for the total number of hours for which they are being compensated, unless appropriate authority in accordance with the provisions of this section authorizes absence from duty.
- 4) All time taken off as approved leaves of absence with pay and observance of holidays, prior to the employee's last full day of actual work, shall be compensated in accordance with this section. An employee who moves from a position in the Office of Criminal Conflict and Civil Regional Counsel to another position, in a Career Service state agency, shall be credited with the employee's unused Annual Leave by the receiving agency -- provided there is no break in service.
- 5) Employees separating from the Offices of Criminal Conflict and Civil Regional Counsel may be paid for unused Annual Leave, not to exceed 120 hours.
- 6) Required attendance, including approved training courses, shall be considered as hours worked.
- 7) Travel to and from an employee's home to the employee's regularly assigned headquarters shall not be counted as hours worked.

4.04 Record-Keeping

- 1) Each Criminal Conflict and Civil Regional Counsel District Office is required to keep an accurate record of all hours worked by each employee, as well as a complete and accurate record of all authorized leave which is approved in accordance with this chapter. An employee who earns or uses Compensatory Leave credits, in an amount of time which is less than a full hour, shall be credited or charged with such leave to the closest quarter of an hour.
- 2) All hours worked must be totaled at the end of the month and the total shall be rounded to the nearest quarter of an hour.
- 3) The ultimate responsibility for the accuracy and proper maintenance of all attendance and leave records rests with the Regional Counsel.

- 4) Falsification of any attendance or leave records shall be cause for dismissal of the employee or employees involved.

4.05 Overtime

- 1) Overtime is defined as work performed beyond the 40 hours of the established workweek, in accordance with the *Fair Labor Standards Act*. No overtime work will be granted unless the proper authority within the agency has approved it beforehand.
- 2) In applying the overtime provisions of this chapter, every employee must be designated as filling either an "included position" or an "excluded position." The determination shall be based on the designation of the employee's class made by the Office of Criminal Conflict and Civil Regional Counsel. An "excluded position" for the purpose of the *Fair Labor Standards Act* shall include the following:
 - a) Appointed Regional Counsel;
 - b) Assistant Regional Counsel;
 - c) Positions established as "excluded" in Salary Schedule (Appendix A) except as otherwise designated by the Regional Councils. An "included position" for the purpose of the *Fair Labor Standards Act* are those positions established as "included" in Salary Schedule (Appendix A) except as otherwise designated by the Regional Council.
- 3) Overtime worked by an employee shall be compensated in accordance with the following provisions:
 - a) An employee who is filling an included position shall either be paid for all overtime (at one and one-half times the employee's base rate of pay), or by the Time-Off Plan, as established by the *Fair Labor Standards Act*.
 - b) An employee who is filling an excluded position may be granted regular Compensatory Leave credits on an hour-for-hour basis for all hours required to be worked in excess of the normal workweek.
 - c) Compensatory Leave must be taken within a reasonable period of time.

4.06 Holidays and Other Authorized Activities

- 1) The following holidays, as provided by s. 110.17, F.S., shall be observed as paid holidays by state agencies:

New Year's Day	Labor Day
Martin Luther King's Birthday	Veteran's Day
Memorial Day	Thanksgiving Day & Day After
Independence Day	Christmas Day

- a) The birthday of Martin Luther King, Jr. shall be observed on the third Monday in January.
- b) Memorial Day shall be observed on the last Monday in May, and Labor Day on the first Monday in September.
- c) If any of these holidays fall on Saturday, the preceding Friday shall be observed as a holiday; or if any of these holidays fall on Sunday, the following Monday shall be observed as a holiday.
- d) Any other workday designated as a holiday by the Department of Management Services may be observed by the Office of Criminal Conflict and Civil Regional Counsel.
- e) In the event the Courts declare additional holidays, Federal or local government, the Regional Counsel may grant Administrative Leave for that period of time to employees.
- f) All full-time employees shall be granted 8 hours of Leave With Pay for each of these holidays, regardless of the days or hours, which constitute the workweek. Part-time employees shall be granted a prorated number of hours for each of these holidays based on the number of hours regularly worked during the workweek, using the following formula:

$$\frac{8 \text{ hours} \times \text{number of hours worked per week} = \text{hours credit}}{40 \text{ hours}}$$

40 hours

- 2) Each permanent full-time employee shall be entitled to one Personal Holiday per year. Each part-time salaried employee shall be entitled to one Personal Holiday per year on a pro-rata basis. The Personal Holiday shall be credited to eligible employees on July 1 of each year and must be taken prior to June 30 of the following year or forfeited by the employee.

- 3) Each employee shall be given all holidays designated if the workload of the Regional Counsel's office is such that the employee's work can be discontinued.
 - a) If the holiday is observed on the employee's regular workday and the employee is required to work, the employee shall be credited with Compensatory Leave equal to the time worked on the holiday not to exceed 8 hours.
 - b) If the holiday is observed on the employee's regular day off, and the employee is not required to work, the employee shall be credited with Compensatory Leave equal to the time worked on the holiday not to exceed 8 hours.
 - c) If the holiday is observed on the employee's regular day off and the employee is required to work, the number of hours worked on the holiday shall be counted as hours worked and the employee shall also be credited with Compensatory Leave equal to the number of hours in the employee's regular workday, not to exceed 8 hours.
- 4) Employees who are on approved Leave With Pay when holidays allowed in this section are observed, or a State Day of Mourning is declared, shall not have such days charged against their accrued leave credits.
- 5) Each Regional Counsel may allow employees one work break during the first half of their work shift and one work break during the second half of their work shift, provided that:
 - a) No single work break shall exceed 15 minutes absence from the employee's workstation; and
 - b) An employee may not accumulate unused work breaks.

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

- (1) $8 \text{ hours} \times \text{number of hours worked per week} \div 40 = \text{hours credit for holiday}$; and
- (2) An employee in pay status (actual work or paid leave) for any portion of the workday prior to a holiday shall be eligible for the paid holiday.

- 2) Each full-time employee shall be entitled to one Personal Holiday per year. Each part-time employee is entitled to a Personal Holiday each year, which shall be calculated proportionately to the Personal Holiday allowed to a full-time employee. Such Personal Holiday shall be credited to current eligible employees on July 1, and must be taken by the employee, or be forfeited at the close of business on June 30 of each year. Employees transferring from another state agency to the JAC, and who have already used their personal holiday, shall not be eligible for another Personal Holiday until the following year.
- 3) Each employee shall be given all holidays designated if the workload of the JAC is such that the employee's work can be discontinued.
- 4) If the holiday is observed on the employee's regular workday, and the employee is required to work, the employee shall be credited with Compensatory Leave equal to the time worked on the holiday, not to exceed 8 hours.
- 5) If the holiday is observed on the employee's regular day off, and the employee is not required to work, the employee shall be credited with Compensatory Leave not to exceed 8 hours.
- 6) If the holiday is observed on the employee's regular day off, and the employee is required to work, the number of hours worked on the holiday shall be counted as hours worked and the employee shall also be paid for, or credited with, Compensatory Leave equal to the number of hours worked, not to exceed 8 hours.
- 7) Employees who are on approved Leave With Pay when holidays allowed in this section are observed, or a State Day of Mourning is declared, shall not have such days charged against their accrued leave credits.

c)

4.07 Annual Leave

1) Method of Earning Annual Leave:

- a) All included employees (except managerial, attorney and non-attorney professional, see 5.05) who are covered by these regulations shall earn Annual Leave as shown in the following table:

<u>Creditable Service</u>	<u>Hours of Leave Earned Per Month</u>
Up to 5 years (through 60 months)	8 hours, 40 minutes
5 to 10 years (61 through 120 months)	10 hours, 50 minutes
Over 10 years (over 120 months)	13 hours, 00 minutes

Continuous Service: Employment with one or more state agencies without a break in service, including authorized Leave(s) Without Pay.

Creditable Service: Service during which the employee is on the payroll of a state agency or during which the employee is on authorized Leave Without Pay, approved in accordance with this chapter.

- b) In applying the above table, it shall be determined that the employee has sufficient creditable service before the higher Annual Leave credits are granted. Employees shall be entitled to use all previous state government creditable service immediately upon reemployment for determining eligibility for higher Annual Leave credits.
- c) Part-time employees, who work a fixed percentage of the pay period, shall earn Annual Leave credits for the hours worked during that pay period proportionate to the time worked. This does not include persons paid from the Other Personal Services category.
- d) Employees who work less than a full pay period due to initial employment or separation during a pay period, transfer between agencies, or leave of absence without pay, shall earn annual leave credits for the hours worked during that pay period in accordance with the following table:

HOURS	0 – 5 YEARS	5 – 10 YEARS	OVER 10 YEARS
Less than 36	0	0	0
36 through 70	2.167	2.708	3.250
71 through 103	4.333	5.417	6.500
104 through 138	6.50	8.125	9.750
139 or more	8.667	10.833	13.00

- e) Annual Leave earned during any pay period shall be credited to the employee on the last day of that pay period or, in the case of separation, on the last day the employee is on the payroll.
- f) During a leave of absence with pay, an employee shall continue to earn Annual Leave credits except in the case where an employee is granted educational Leave With Pay.
- g) An employee may accrue Annual Leave credits in excess of the maximum of 240 hours. However, Annual Leave credits earned in excess of 240 hours must be used during the calendar year or forfeited at the close of business on December 31 of each year. All employees, who have accrued Annual Leave in excess of 240 hours on January 1 of each year, shall have their accrued Annual Leave credits reduced to 240 hours.
- h) Under certain justifiable conditions, the Regional Counsel may grant approval to an employee or a group of employees to earn and retain Annual Leave credits in excess of 240 hours for a period not to exceed one additional calendar year.

2) Use of Earned Annual Leave:

- a) As indicated, Annual Leave should be used to provide periodic vacations; however, earned Annual Leave credits may be used for any other purpose when authorized by the Regional Counsel.
- b) Use of Annual Leave shall not be authorized prior to the time it is earned and credited to the employee and shall only be used with the approval of the proper authority within the Regional Counsel's office.
- c) An employee who used Annual Leave in an amount of time which is less than a full hour shall be charged with such leave to the closest quarter of an hour based on the following table:

<u>Minutes Used</u>	<u>Minutes</u>	<u>Time Charged Quarter Hour</u>
0 - 7	00	.00
8 - 22	15	.25
23 - 37	30	.50
38 - 52	45	.75
53 - 60	60	1.00

- d) Upon reasonable notice, a Regional Counsel may require an employee to use part of the employee's accrued annual leave for vacation purposes at any time this is deemed advisable.

- 3) Transfer of earned Annual Leave:
 - a) An employee who moves, from one position in state government to another position in state government, may not be credited by the Regional Counsel's office with unused Annual Leave not paid.

- 4) Payment for Earned Annual Leave:
 - a) An employee may be paid for unused annual leave upon separation from a Regional Counsel's office or entry into the DROP program.
 - b) In no case shall an employee receive payment for accrued Annual Leave in excess of 120 hours. However, in case of death of an employee, payment for all unused Annual Leave at the time of death shall be made to the employee's beneficiary, estate, or as provided by law. Such payments shall be made at the rate of pay at the time of death and by the Criminal Conflict and Civil Regional Counsel District Office in which last employed.
 - c) Annual Leave payments due employees shall be computed as follows:
 - (1) Determine the current hourly rate in accordance with section 2.15.
 - (2) Multiply the number of unused Annual Leave hours times the current hourly rate to determine the payment that shall be made. All such payment for accrued Annual Leave shall be made in a lump sum.

- 5) Forfeiture of unused Annual Leave.
 - a) An employee shall forfeit all rights to Annual Leave benefits if, prior to retirement, termination from a Regional Counsel's office, or death, the employee:
 - (1) Is found guilty in a court of competent jurisdiction of committing, aiding, or abetting any embezzlement, theft, or bribery in connection with state employment; or
 - (2) Has admitted to committing, aiding, or abetting any embezzlement, theft, or bribery in connection with state governments; or
 - (3) Is found guilty by a court of competent jurisdiction of having violated any state law against or prohibiting strikes by public employees.

4.08 Sick Leave

1) Method of Earning Sick Leave:

- a) All full-time employees filling established positions that are paid on a monthly basis shall earn 8 hours and 40 minutes of Sick Leave for each full calendar month of employment.
- b) Part-time employees who work a fixed percentage of the pay period shall earn Sick Leave credits for hours worked during that pay period proportionate to the time worked.
- c) Employees who work less than a full pay period due to initial employment or separation during a pay period, transfer between agencies, or leave of absence without pay, shall earn Sick Leave credits for the hours worked during that pay period in accordance with the following table:

Monthly Pay Period

Number of Hours Actually Worked	Hours of Sick Leave Credits
Less than 30	0
36 through 70	2.167
71 through 103	4.333
104 through 138	6.500
139 or more	8.667

- d) During leave of absence with pay, an employee shall continue to earn Sick Leave credits.
 - e) Sick Leave earned during any pay period shall be credited to the employee on the last day of that pay period or, in the case of separation, on the last day the employee is on the payroll.
 - f) There shall be no limit on the number of hours of unused Sick Leave an employee may accrue.
- 2) Use of Earned Sick Leave - Use of Sick Leave shall not be authorized prior to the time it is earned and credited to the employee and shall only be used with the approval of the proper authority within the Regional Counsel office; however, an employee may be granted advanced Sick Leave not to exceed 10 days subject to approval of the Regional Counsel.
- 3) Transfer of Unused Sick Leave.
- a) An employee who moves, from one position in state government to another position in state government, may not be credited by the Regional Counsel's office with unused Sick Leave not paid.

- 4) Forfeiture of Unused sick leave.
 - a) An employee who has less than 10 years of certifiable service with the State of Florida and separates from a Regional Counsel's office, for any reason, shall forfeit all unused Sick Leave credits.
 - b) An employee shall forfeit all rights to Sick Leave benefits if, prior to retirement, termination from a Regional Counsel's office, or death, the employee:
 - (1) Is found guilty in a court of competent jurisdiction of committing, aiding, or abetting any embezzlement, theft, or bribery in connection with state employment; or
 - (2) Has admitted to committing, aiding, or abetting any embezzlement, theft, or bribery in connection with state governments; or
 - (3) Is found guilty by a court of competent jurisdiction of having violated any state law against or prohibiting strikes by public employees.

- 5) Payment for Unused Sick Leave.
 - a) The only conditions under which an employee shall be paid for unused Sick Leave credits are when the employee:
 - (1) Has completed 10 or more years of creditable state service;
 - (2) Has not been found guilty, or has not admitted to being guilty, of any disqualifying act as defined in this section; and
 - (3) Separates from state government because of retirement for other than disability reasons, terminations, or death. In the case of death, payment for accrued unused Sick Leave credits shall be made to the employee's beneficiary, estate, or as otherwise provided by law.
 - b) An employee who is eligible for payment for unused Sick Leave credits shall be compensated at the employee's current regular hourly base rate of pay for:
 - (1) One-eighth (1/8) of all unused Sick Leave credits accrued prior to September 1, 2007;
plus
 - (2) One-fourth (1/4) of all unused Sick Leave credits accrued after September 1, 2007, provided the one-fourth (1/4) of the unused leave credits does not exceed 480 hours. In no case shall such leave in excess of 480 hours be paid for.
 - c) All such payments for used Sick Leave credits shall be made lump sum and the employee shall not be carried on the Regional Counsel's payroll beyond the last official day of employment.

- d) The payments made pursuant to this section shall not be considered as salary payments and shall not be used in determining the average final compensation of an employee in any state administered retirement system.
- 6) Sick Leave Pools – s. 110.121, F.S., provides that each Regional Counsel, in accordance with State of Florida, Department of Management Services Rule 60L-11, may establish a plan allowing participating employees to pool sick leave.

4.09 Sick Leave Pool and Transfer Plan

(1) Sick Leave Pool

The Regional Counsel sick leave pool shall serve as a reservoir of sick leave credits and shall comprise:

- (a) Unused sick leave forfeited under Section 4.08(4) of this Pay Plan.
- (b) Sick leave hours accrued since September 1, 2007, in excess of 1,920 hours credited to The Regional Counsel employees retiring from state service.
- (c) All sick leave pool hours in the Regional Counsel Sick Leave Pool as of October 1, 2013.

When an employee has met the criteria contained in the Sick Leave Transfer Plan below, sick leave credits in the Sick Leave Pool shall be used prior to sick leave credits donated by other employees. Upon depletion of sick leave credits in the Sick Leave Pool, donated hours from other employees will be available to the requesting employee. No sick leave credits shall be accepted by the Administrator of the Sick Leave Transfer Plan until the Sick Leave Pool is depleted.

(2) Sick Leave Transfer Plan

This section provides procedures for employees of the Regional Counsel to donate and receive Sick Leave credits when a Regional Counsel employee has suffered a documented personal illness, accident or injury. Participation in the Sick Leave Transfer Plan shall at all times be voluntary. Employees who attempt to coerce or pressure another employee to donate Sick Leave, or employees otherwise found to have abused the Sick Leave Transfer Plan, shall be subject to disciplinary action. The Administrative Services Director shall serve as Administrator of the Sick Leave Transfer Plan and shall ensure compliance with this procedure.

(3) Eligibility for Receiving Sick Leave Pool Credits

- (a) An employee requesting to receive sick leave pool credits:
 - 1. Must have used all accrued Sick and Annual Leave, and the Personal Holiday; and
 - 2. Must have suffered a documented personal illness, accident or injury. Medical documentation shall be from a licensed medical physician that shall include an explanation of the nature of the personal illness, accident or injury and the dates the employee is expected to be unable to work. The Administrator may require additional medical documentation that may be necessary to make a determination regarding the request and may request periodic medical updates of the recipient employee's condition.
- (b) The following occurrences or situations shall not be considered a personal illness, accident or injury for the purpose of this procedure:
 - 1. Cosmetic or other elective surgery, unless such surgery results in serious complications or was necessitated by an illness, accident, or injury not excluded under this subsection;
 - 2. Normal childbirth and recovery, except complications requiring hospitalization and/or convalescence, which shall be an eligible illness;
 - 3. Treatment for addictions;
 - 4. An accident or injury incurred during the commission of a felony or first degree misdemeanor;
 - 5. Must not be eligible for disability leave with pay under the provisions of Section 4.10 of this Pay Plan; and
 - 6. Must be on an authorized and approved leave of absence for the reasons documented in the medical certification.

(4) Eligibility for Donating Sick Leave Credits

- (a) To be eligible to donate sick leave an employee must have completed at least one year of continuous employment with the State of Florida and have at least sixty-four (64) hours of accumulated Sick Leave credits at the time the transfer action is completed;
- (b) An employee may donate an unlimited amount of accrued Sick Leave; however, they must maintain a minimum Sick Leave balance of sixty-four (64) hours;

(5) Request for Transfer of Sick Leave Credits

- (a) An employee requesting the transfer of sick leave hours must submit a Regional Counsel Application for Leave, Application for use of Sick Leave Transfer Hours, and Sick Leave Transfer Plan Physician Report to the Administrative Services Director. If the employee is

- ersonally unable to submit the request, the Administrative Services Director may coordinate the submission of the required forms with a family member of the employee, or the employee's physician when a family member is not available. Once the transfer request is approved, the Administrative Services Director will notify Regional Counsel staff via e-mail of the request for transfer of sick leave. The e-mail will not include the name of the employee in need of Sick Leave Hours, unless otherwise requested by the employee on the Application for Use of Sick Leave Transfer Hours. The notification shall include a general description of the circumstances surrounding the need, but shall not include any specific medical information.
- (b) Sick Leave in increments of at least eight (8) hours (pro-rated for part-time employees) may be transferred to another employee for a documented personal illness, accident or injury requiring an absence from work of at least five (5) continuous workdays, when the employee has insufficient accrued leave credits to cover all or a portion of the absence.
 - (c) An employee who desires to donate Sick Leave to an employee determined eligible within the provisions of this section shall complete and sign a Sick Leave Transfer Authorization form and submit it to the Administrator for processing. Disapproved requests shall be returned to the employee.
 - (d) The Administrative Services Director shall determine the hours to be donated by the employees on a first-in, first-donated basis. If any of the leave donated is not needed by the recipient, excess hours will be returned to the donors in the reverse order of receipt.
 - (e) A copy of the Sick Leave Transfer form shall be returned to each donor indicating the disposition of the requested transfer. The Administrative Services Director shall advise the donor of Sick Leave hours donated at the time they are credited to the recipient's Sick Leave balance;
 - (f) Sick Leave donated to a recipient shall be credited on the last day of the pay period that the request is approved by the Administrative Services Director.
 - (g) Medical information received shall be considered a confidential medical record and shall be retained in the confidential medical records file of the recipient. All other records related to the Sick Leave Transfer Plan shall be maintained by the Administrative Services Director.
 - (h) The names of the donors shall not be announced.
 - (i) An employee who completes and signs a Sick Leave Transfer Authorization form cannot cancel the transfer once the form is received in the Administrative Section.

- (j) Employees who plan to retire or terminate from the State Government may donate Sick Leave credits under the Transfer plan up to 30 days before retirement or separation.
- (k) Upon retirement, resignation, or termination, an employee's sick leave credits in excess of 1920 hours will be transferred to the sick leave pool.
- (l) Employees may only request to donate leave to another employee based on a notification for transfer of leave as provided in this procedure.
- (m) If an employee requesting the use of the Sick Leave Transfer Plan is denied, a review of the decision by the Regional Counsel may be requested.

4.10 Disability Leave

1) Disability Leave with Pay:

- a) An employee who sustains a job-connected disability that is compensable under the Workers' Compensation Law shall be carried in full pay status for a period not to exceed the 7 calendar days immediately following the injury (or for a maximum of 40 work hours if taken intermittently) without being required to use accrued leave credits. If the employee receives Workers' Compensation benefits for this period of Leave With Pay, the employee shall reimburse the Regional Counsel's office the amount of the benefits. Such reimbursement shall not include payments for medical, surgical, hospital, nursing, or related expenses, or lump sum or scheduled payments of disability losses.
- b) If, as a result of the job-connected injury, the employee is unable to resume work at the end of the period provided in paragraph (a) of this subsection:
 - (1) The employee may elect to use accrued Sick, Compensatory, or Annual Leave in an amount necessary to receive salary payment that will increase the Workers' Compensation payments to the total salary being received prior to the occurrence of the disability. In no case shall the employee's salary and Workers' Compensation benefits exceed the amount of the employee's regular salary payments; or
 - (2) The employee may elect not to use accrued leave. After the employee has exhausted all earned leave in accordance with paragraph 1, above, the employee shall revert to normal Workers' Compensation benefits, and is eligible to continue paying only the employee's portion of state insurance premiums. The Regional Counsel's office will continue to pay the employer's portion of premiums. The employee will continue to be in pay status and accrue full leave credits.

2) Compulsory Disability Leave:

- a) A Regional Counsel who believes that an employee is unable to perform assigned duties due to illness or injury may require the employee to submit to a medical examination by a physician named and paid by the agency. If the medical examination confirms that the employee is unable to perform assigned duties, the Regional Counsel shall place the employee on Compulsory Disability Leave.
- b) At the time the Regional Counsel determines that the employee is to be placed on Compulsory Disability Leave, the employee shall be notified in writing of the duration of the mandatory leave period and the conditions under which the employee will be allowed to return to the position.
- c) The employee who is placed on Compulsory Disability Leave shall be required to use any earned leave credits prior to being placed on Leave Without Pay. If the employee does not have sufficient leave credits to cover the period of Compulsory Disability Leave, the Regional Counsel may place the employee on Leave Without Pay for a maximum of 30 calendar days.
- d) If the employee is unable to return to work at the end of the mandatory leave period, based on a current medical certification, the Regional Counsel may:
 - (1) Approve an extension of the 30 days Leave Without Pay; or
 - (2) Upon written request by the employee, place the employee on Leave Without Pay; or
 - (3) Request the employee's resignation for reasons of inability to perform assigned duties;or
 - (4) Dismiss the employee.

4.11 Administrative Leave

1) Court:

- a) An employee who is summoned as a member of a jury panel shall be granted Administrative Leave With Pay for all hours required for such duty not to exceed the number of hours in the employee's normal workday: However, if the jury duty does not require absence for the entire workday the employee shall return to duty immediately upon release by the court. If the employee's court attendance does not coincide with the employee's regular work schedule, the employee shall be granted Administrative Leave based on the total hours served on jury duty, not to exceed the number of hours in the employee's regular workday. Such leave shall be granted on the next scheduled work shift following each day the employee is in court. Any jury

fees shall be retained by the employee. The Regional Counsel shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a juror.

- b) An employee subpoenaed as a witness in a court or an administrative hearing that is directly related to the employee's duties (not involving personal litigation or service as a paid expert witness) shall be granted Administrative Leave With Pay, and any witness fees shall be retained by the employee. The Regional Counsel's office shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a witness.
- c) An employee subpoenaed in line of duty to represent a state agency as a witness or defendant shall not be granted Administrative Leave, and appearance in such cases shall be considered a part of the employee's job assignment. The employee shall be paid per diem and travel expenses and shall be required to turn over, to the Regional Counsel's office, any fees received from the Court.
- d) In no case shall Administrative Leave With Pay be granted for court attendance when an employee is engaged in personal litigation or service as a paid expert witness; however, an employee may be granted Annual Leave in such cases with the approval of the Regional Counsel.

2) Elections:

- a) An employee who lives at such distances from the employee's assigned work location, as to preclude voting outside of working hours, may be granted a maximum of two hours of Leave With Pay for the purpose of voting in a primary or general election or any special election called by the Supervisor of Elections. An employee shall not be granted Administrative Leave to work at the polls during elections.

3) Meetings and Conferences.

- a) In cases where it is deemed to be beneficial to the Regional Counsel Office, an employee may be granted Leave With Pay to attend such meetings or conferences as may contribute to the effectiveness of the individual's employment.

4) Examinations and Interviews.

- a) An employee may be granted Leave With Pay for the purpose of taking examinations before a state agency, provided such examinations are pertinent to state employment, or for the purpose of having interviews for positions within state government. An employee who has applied for

membership to the Florida Bar may be granted additional Leave With Pay prior to the taking of the exam for study and review purposes.

5) Short-Term Military Training.

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

6) National Guard State Service Leave:

- a) An employee who is a member of the Florida National Guard shall be entitled to Administrative Leave without loss of pay, time, or efficiency rating on all days when ordered to active service by the state. Such Leave With Pay shall not exceed 30 calendar days at any one time.

7) Examinations for Military Service.

- a) An employee who is ordered to appear for an examination for entrance into the military service shall be granted Administrative Leave.

8) Death in Immediate Family.

- a) An employee, upon request, shall be granted 4 days of Administrative Leave With Pay on the death of any member of the employee's immediate family. Immediate family is defined as the spouse, grandparents, parents, brothers, sisters, children, and grandchildren of both the employee and the spouse.
- b) Each employee requesting Administrative Leave, due to death in the immediate family, shall submit a statement to the appropriate authority stating the name of the deceased and the relationship to the deceased.

9) Natural Disasters and Other Emergency Conditions.

- a) When the Governor, by Executive Order, declares an emergency, the Regional Counsel shall have the responsibility for determining whether affected facilities, or portions thereof that are located in the area covered by the Executive Order, are to be closed.

(1) Except for those employees determined by the Regional Counsel to be necessary for providing essential services, employees assigned to those facilities which have been closed by the Regional Counsel shall be released from duty and granted Administrative Leave for the period the facility is closed. Those employees who were required by the Regional Counsel to remain on duty to provide essential services shall be granted Compensatory Leave for the hours worked during the period the facility is closed.

(2) An employee, who was on a prior approved leave of absence or scheduled holiday during the emergency, may have the leave of absence changed to Administrative Leave at the discretion of the Regional Counsel.

- b) In any other natural disaster that may necessitate the closing of facilities in an area, the Regional Counsel shall have the authority and responsibility to determine whether the facilities, or any portion thereof, are affected by the emergency and are to be closed.

10) Civil Disorder or Disaster.

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

11) Athletic Competition.

- a) An employee who is a group leader, coach, official, or athlete who is a member of the official delegation of the United States team for athletic competition on the World, Pan American, or Olympic level in a sport contested in either Pan American or Olympic competition shall be granted Administrative Leave for the purpose of preparing for and engaging in the competition

for the period of the official training camp and competition, not to exceed 30 calendar days in a calendar year.

12) Formal Investigation.

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

13) Discretionary Leave.

- a) The Regional Counsel may grant Administrative Leave as he deems necessary and beneficial.

14) Accrual and Payment of Administrative Leave.

- a) If an employee does not use Administrative Leave as authorized in this section, the employee shall not accrue or be paid for such unused leave.

4.12 Educational Leave

1) Educational Leave With Pay is leave granted an employee to attend a college, university, or training academy for one or more full academic periods for the purpose of receiving training that is of clearly foreseeable benefit to the Regional Counsel's office.

- a) Enrollment in short courses, seminars, conferences, or less than full-time at a college, university, or training academy, which is required as part of an employee's job, shall not be considered educational leave, but shall be considered a part of the employee's work assignment.

(1) When an employee requests leave for the purpose of furthering education and when such leave does not conform to the provisions of this section, such leave shall not be considered Educational Leave With Pay. In these cases, the employee may be granted Annual or Compensatory Leave at the discretion of the Regional Counsel; or the employee shall be required to work extra hours in an amount equal to the time absent, including travel to and from classes.

(2) The granting of Educational Leave With Pay to employees shall be in accordance with a Regional Counsel office.

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

4.13 Military Leave

- 1) Employees, who are absent from work because of “service in the uniformed services” will be granted Military Leave in accordance with Federal, state and local laws as set forth in this chapter. Employees employed for a brief, non-recurrent period with no expectation of such employment continuing indefinitely or for a significant period are not eligible for Military Leave.

- 2) “Service in the uniformed services” means the performance of duty on a voluntary or involuntary basis in a uniformed service, including:
 - a) active duty;
 - b) active duty for training;
 - c) initial active duty for training;
 - d) inactive duty training;
 - e) full-time national guard duty;
 - f) to attend and take an examination to determine a person’s fitness for any of these types of duty;
 - g) funeral honors duty performed by National Guard or reserve members;
 - h) duty performed by intermittent employees of the National Disaster Medical System (NDMS) when activated for a public health emergency; and
 - i) approved training to prepare for such NDMS service.

- 3) The “uniformed services” consist of the:
 - a) Army, Navy, Marine Corps, Air Force or Coast Guard;
 - b) Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, or Coast Guard Reserve;
 - c) Army National Guard or Air National Guard;
 - d) Commissioned Corps of the Public Health Service; and
 - e) any other category of persons designated by the President in time of war or emergency.

- 4) Notice – An employee seeking Military Leave, or an appropriate officer of the branch of the military in which the employee will be serving, must provide advance notice, written or oral, to the JAC of

their military service, unless military necessity prevents the giving of notice, or the giving of notice is otherwise impossible or unreasonable.

5) Length of Military Leave

The cumulative length of service causing the employee's absence from work may not exceed 5 years during the employee's career with the JAC. The JAC, in their discretion, may extend the maximum allowable Military Leave period beyond 5 years.

6) Only the following are exempted from the 5-year limitation period:

- a) service to complete an initial period of obligated service;
- b) service from which an employee, through no fault, is unable to obtain a release;
- c) required training for reservists and National Guard members;
- d) service under an involuntary order to, or to be retained on, active duty during domestic emergency or national security related situations;
- e) service under an order to, or to remain on, active duty (other than for training) because of a war or national emergency declared by the President or Congress;
- f) active duty (other than for training) by volunteers supporting "operational missions" for which Selected Reservists have been ordered to active duty without their consent;
- g) service by volunteers who are ordered to active duty in support of a "critical mission or requirement" in times other than war or national emergency and when no involuntary call up is in effect; or
- h) Federal service by member of the National Guard called into action by the President to suppress an insurrection, repel an invasion, or to execute the laws of the United States.

7) Service time will be disqualified when:

- a) separation from the service is with a dishonorable or bad conduct discharge, or under other than honorable conditions;
- b) dismissal of a commissioned officer involves a court martial or is by order of the President in time of war; or
- c) the employee is dropped from the rolls because he/she has been absent without authority for more than three months from service, or is imprisoned by a civilian court.

8) Reporting to Work

- a) When the employee's service is 1-30 days long or the employee is absent from work to take a fitness-for-service examination, the employee must report to work by the beginning of the first regularly scheduled work period that begins on the next calendar day following completion of service, after allowance for safe travel home and an 8-hour rest period.
 - b) When the employee's service is 31 to 180 days long, the employee must submit an application for reemployment no later than 14 days after completion of his/her service, and must provide documentation showing:
 - (1) their application for reemployment is timely;
 - (2) they have not exceeded the 5-year service limitation; and
 - (3) their separation from service was not for a disqualifying reason (as set forth in section 4.12(7)).
 - c) When the employee's service is 181 days long or more, the employee must submit an application for reemployment no later than 90 days after completion of his/her military service, and must provide documentation showing:
 - (1) their application for reemployment is timely,
 - (2) they have not exceeded the five-year service limitation, and
 - (3) their separation from service was not for a disqualifying reason (as set forth in section 4.12(7)).
- 9) Failure to provide documentation because it is unavailable will not result in the employee not being re-employed. If evidence, however, later becomes available showing the employee did not meet any reemployment criteria, the employee may be terminated immediately. For those employees who were absent for 91 or more days, the JAC may delay making retroactive pension contributions until the employee submits the satisfactory documentation.
- 10) An employee who is hospitalized or convalesced because of a disability incurred or aggravated during his/her military service will have his/her reporting or application deadlines extended for up to two years.
- 11) Any period of unexcused delay in reporting or reapplying will be subject to the JAC rules governing unexcused absences.
- 12) Reemployment

Employees whose military service lasted up to 90 days will be promptly re-employed in a position he/she would have held if continuously employed. If the employee is, or after reasonable efforts remains, unqualified for such a position, the employee will be re-employed in the position he/she held prior to commencing service.

13) Employees whose military service lasts more than 91 days will be promptly re-employed, either in a position he/she would have held if continuously employed or to another position with like seniority, status, and pay, so long as the employee is qualified for the position or can become qualified after reasonable efforts by the JAC to qualify the employee. If the employee is, or remains, unqualified for such positions, he/she will be re-employed in a position with like seniority, status, and pay, with duties the employee is qualified to perform. If the employee has a disability (incurred or aggravated while on military service) and is, or remains, unqualified for such positions, he/she will be re-employed in a position that is consistent with his/her case, most nearly approximating such position's seniority, status, and pay.

14) Pay

Employees who request Military Leave under this Chapter will receive full pay and benefits for their first 30 calendar days of Military Leave. The remainder of the employees' Military Leave will be without pay, except as set forth in this Chapter.

15) The JAC may, in their discretion, supplement an employee's military pay, when the employee is on Military Leave in excess of 31 days, in an amount necessary to bring the employee's total salary (inclusive of military pay) to the level earned at the time the employee was called to active duty.

16) Employees may request that any period of their Military Leave be covered by their earned and unused Annual Leave, Converted Sick Leave and/or Floating Holiday Leave.

17) Benefits

- a) Employees on Military Leave for 30 days or less will not be required to pay more than their normal employee share of health insurance premiums.
- b) Employees on Military Leave for 31 days or longer may continue their health insurance benefits under COBRA and will be required to pay 102% of the total cost of their health insurance

benefits if they wish to continue benefits. The JAC may, in their discretion, continue to provide health insurance or other benefits to employees who are on Military Leave in excess of 31 days.

18) Upon reemployment from Military Leave, employees who ceased their health insurance benefits while on Military Leave will have these benefits reinstated immediately, without having to go through any exclusions or waiting period.

19) While on Military Leave, employees shall be entitled to retain the same seniority rights and benefits they would have attained with reasonable certainty had they remained continuously employed and the same non-seniority based rights and benefits, as an employee granted Leave Without Pay in accordance with this Pay Plan. In addition, such employees will be entitled to any rights and benefits that became available while they were on Military Leave.

20) Employees shall retain all earned and unused leave benefits while on Military Leave. Such leave benefits will be credited to the employee upon his/her reemployment after Military Leave.

21) Upon reemployment from Military Leave, employees are entitled to continued pension participation, vesting, and accrual of benefits without incurring a break in service.

22) Termination

a) Employees reemployed under this chapter after Military Service may not be discharged without cause for:

(1) six months after the date of reemployment if the employee's period of military service was between 31 and 180 days long; or

(2) one year after the date of reemployment if the employee's period of military service was longer than 180 days.

b) If it is reasonable to discharge the employee for engaging (or failing to engage) in certain conduct and the employee had notice (expressly or fairly implied) that such conduct would be cause for discharge, the employee is discharged "for cause" under this Chapter.

4.14 Leave in Connection with A Member of the Armed Forces

1) Reasons for Leave:

- a) Employees may take up to 12 weeks, within any twelve 12 month period, of Medical Leave in connection with a member of the Armed Forces for any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.
- b) Employees may take up to 26 workweeks, within any 12 month period, of unpaid Medical Leave in connection with a member of the Armed Forces to care for his/her spouse, son, daughter, parent, or next of kin (the nearest blood relative of the employee) who is a member of the Armed Forces, including a member of the National Guard or Reserves, and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
- c) When applicable, Family and Medical Leave runs concurrently with leave used during the leave in connection with a member of the Armed Forces and any paid leave used during the leave in connection with a member of the Armed Forces.

2) Definitions

- a) "Serious injury or illness" means an injury or illness incurred by the member in line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.
- b) The term "active duty", means duty under a call or order to active duty under a provision of law referred to in s. 101(a)(13)(B) of Title 10, U.S.C.
- c) The term "contingency operation" means a military operation that: (a) is designated by the Secretary of Defense as an operation in which members of the armed forces are, or may become, involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or (b) results in the call or order to, or retention on, active duty of members of the uniformed services under s. 101(a)(13)(B) of Title 10, U.S.C., or any other provision of law during a war or during a national emergency declared by the President or Congress.

- 3) The term "covered servicemember" means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is

otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness.

- 4) The term “outpatient status”, with respect to a covered servicemember, means the status of a member of the Armed Forces assigned to (a) a military medical treatment facility as an outpatient; or (b) a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as an outpatient.

5) Eligibility for Leave

- a) Full-time employees must have been employed with the agency for at least 12 months and worked at least 1,250 hours within the previous 12 months in order to be eligible to take leave in connection with a member of the Armed Forces and to be restored to the same, or an equivalent position, upon return from leave. Part-time employees (0.5 FTEs) must have been employed with the Office for at least 12 months and worked at least 625 hours within the previous 12 months to be eligible to take leave in connection with a member of the Armed Forces. Part-time employees (0.5 FTEs) may only take up to 6 weeks/13 workweeks (as applicable) within any 12-month period and will be restored to the same or an equivalent position upon return from leave. Part-time employees who are more or less than 0.5 FTEs are eligible for a pro-rated number of hours of leave in connection with a member of the Armed Forces. During any 12-month period, an eligible employee shall be entitled to no more than a combined total of 26 workweeks of leave under this policy and/or under the Office’s Family or Medical Leave Policy.
- b) In any case in which a husband and wife are both employed with the Office and are entitled to leave under this policy (and/or under the Office’s Family or Medical Leave Policy), the aggregate number of workweeks to which both are entitled is limited to 12 weeks/26 workweeks within any 12 month period.

6) Requesting Leave

- a) To be eligible for leave in connection with a member of the Armed Forces, an employee must provide the agency with reasonable notice of an intention to take leave, if possible.
- b) In any case in which the necessity for leave because of a qualifying exigency, whether because the spouse, son, daughter, or parent of the employee is on active duty, or because of

notification of an impending call or order to active duty in support of a contingency operation, the employee shall provide such notice to the employer as is reasonable and practicable. If leave is unforeseeable, the employee should notify his/her Supervisor within 2 business days of when the need becomes known to the employee. Failure to provide such notice may be grounds for delay of leave.

7) Use of Leave

Leave in connection with a member of the Armed Forces is unpaid leave. However, if an employee requests such leave, the employee may use any awarded Annual, Sick, Converted Sick or Personal (Floating) Holiday Leave during the unpaid Leave in connection with a member of the Armed Forces Leave, pursuant to these Leave Policies. The substitution of paid leave time for unpaid leave time does not extend the 12 weeks/26 workweeks leave in connection with a member of the Armed Forces leave period. Further, in no case can the substitution of paid leave time for unpaid leave time result in an employee's receipt of more than 100% of his/her salary. The amount of leave in connection with a member of the Armed Forces leave available to an employee will be determined by calculating the amount of Family, Medical and/or or Medical Leave in connection with a member of the Armed Forces leave the employee has used in the 12 month period preceding the requested leave.

8) Intermittent and Reduced Schedule Leave

Leave in connection with a member of the Armed Forces may be taken intermittently (in separate blocks of time) or on a reduced leave schedule (reducing the usual number of hours worked per workweek or workday) if medically necessary. If the need for intermittent leave is foreseeable based on planned medical treatment, the employee is responsible for scheduling the treatment in a manner that does not unduly disrupt operations and is subject to approval. If leave is unpaid, the Office will reduce the employee's salary based on the amount of time actually worked. In addition, while an employee is on an intermittent or reduced schedule leave, the employee may temporarily be transferred to an available alternative position that better accommodates the employee and which has equivalent pay and benefits.

9) Certification

- a) Employees who are requesting leave to care for their spouse, son, daughter, parent, or next of kin (the nearest blood relative of the employee) who is a member of the Armed Forces (including a member of the National Guard or Reserves) and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness, must supply an appropriate medical certification from the health-care provider. When an employee requests leave, they will be notified of the requirement for medical certification and when it is due -- at least fifteen (15) days after requesting leave. If an employee provides at least 30 days notice of leave, the employee should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided.
- b) Employees who are requesting leave related to active duty, or a call to active duty, must provide certification issued to the member of the Armed Forces.

10) Medical and Other Benefits

While employees are on Leave in connection with a member of the Armed Forces, their health benefits will be maintained under any "group health plan" in which they are currently enrolled. However, employees must continue to pay their share of the premium during the leave period. Generally, unless an employee has been designated as a "key employee" (i.e., among the highest paid 10% of all employees), employees have a right to return to their same position or an equivalent position with equivalent pay, benefits, and working conditions at the conclusion of the leave. Taking Leave in connection with a member of the Armed Forces will not result in the loss of any benefit awarded prior to the start of the leave. If an employee does not return to work following leave to care for a servicemember, the employee may be required to reimburse the Office for its share of health insurance premiums paid on the employee's behalf during the leave in connection with a member of the Armed Forces.

11) Reporting While on Leave

If an employee takes leave to care for a servicemember, the employee must contact the agency on a 14 day basis regarding the status of the condition and the employee's intention to return to work, unless otherwise agreed upon. In addition, the employee must give notice as soon as practical

(within 2 business days if feasible) if the dates of leave change or are extended or initially were unknown.

12) Reserve or Guard Training Leave.

An employee who is a commissioned reserve officer or reserve enlisted personnel member in the United States Military or Naval Service or member of the National Guard, shall, upon presentation of a copy of the employee's official orders or appropriate military certification, be granted Administrative Leave without loss of pay, time, or efficiency rating during periods in which the employee is ordered to active or inactive duty for training. Whether continuous or intermittent, such leave with pay shall not exceed 240 working hours in any one calendar year. A copy of the official orders or appropriate military certification shall be filed in the employee's personnel file. (s. 115.07, F.S.).

4.15 Leave of Absence Without Pay

1) Family/Maternity Leave.

a) An employee who is pregnant or who adopts a child shall, upon written request, be granted a leave of absence without pay for maternity purposes as follows:

(1) The period of Maternity Leave shall not exceed 16 weeks and shall commence on the date requested in writing by the employee after consultation with her physician.

(2) In the case of child adoption, the period of Maternity Leave shall not exceed 12 weeks.

b) While the granting of Maternity Leave is mandatory, the Regional Counsel may grant a regular leave of absence prior to the effective date of Maternity Leave.

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

d) While Maternity Leave is Leave Without Pay, the employee, upon being granted Maternity Leave, may request and may be placed on Annual Leave With Pay commencing the date determined by the employee to cover any part of the Maternity Leave period until all or any part of the employee's accrued Annual Leave credits have been used. However, if the employee requests that Annual Leave not be used during the Maternity Leave period, the Regional

Counsel shall permit the employee to retain the Annual Leave credits and place the employee on Leave Without Pay.

- e) Any illness caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery there from, shall be treated as a temporary disability and the employee shall be allowed to use accrued Sick Leave credits when certified by a physician that the illness or disability was caused or contributed to by pregnancy, miscarriage, abortion, and recovery there from.
 - f) Should any portion of the Maternity Leave be paid leave, the employee shall be entitled to accumulate all benefits granted under paid leave status.
- 2) An employee who is a member of the United States Armed Forces Reserve, including the National Guard, shall be granted leave of absence without pay from assigned duties and without loss of time or efficiency rating on all days during which the employee is performing ordered inactive duty training (Armory Drill or Multiple Training Assemblies) and all days in excess of 17 calendar days each year in which the employee is ordered to active duty for training
- 3) Other Leave Without Pay.
- a) An employee may, upon request, be granted Leave Without Pay for reasons other than those provided in this section for a period not exceeding 12 calendar months, provided the Regional Counsel deems such leave to be justified and not detrimental to the operations of the Regional Counsel office.
 - b) The Regional Counsel may place an employee on Involuntary Leave Without Pay without advance notice, for up to one year for the purpose of investigation of a violation of a rule or statute or pending the disposition of criminal charges. During such leave, the employee may continue his coverage under the State Group Insurance but without any state contribution. The Regional Counsel, in his own discretion at the conclusion of the investigation or disposition of criminal charges, may reinstate the employee with, or without, back pay or any part thereof. The employee shall not receive any other benefits while on such leave without pay.
- 4) Limitations of Leave Without Pay.
- a) An employee shall not be granted salary increases of any type while on Leave Without Pay.

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

4.16 Family Medical Leave Act

- 1) In accordance with the Federal *Family and Medical Leave Act* (FMLA) regulated by the U.S. Department of Labor, eligible employees can receive up to 12 weeks of unpaid leave during any 12-month period for the following reasons: the birth or adoption of a child (available only during the first year after the child's birth or adoption); caring for one's seriously ill child, spouse or parent; or, taking care of one's own serious health condition.
- 2) Employees are not required to take all 12 weeks at once. The employee may request a few days or weeks off at a time (referred to as intermittent leave) or continue to work on a part-time basis (reduced leave). Unless written medical justification deems it necessary, the Regional Counsel is not required to grant intermittent or reduced leave.
- 3) The Regional Counsel may require an employee to use paid leave time before using unpaid leave, or substitute paid leave for part or all of the mandated 12-week leave.
- 4) Employees must provide reasonable notice (30 days if possible) and make an effort to schedule their leave so as not to unduly disrupt agency operations. The Regional Counsel may request progress reports from the employees regarding leave status.
- 5) The employer's portion of state insurance premiums will be paid by the State during approved unpaid leave. Also, an employee returning from approved leave will be restored to his or her previous position or an equivalent position with equal pay and benefits. The Regional Counsel may deny reinstatement to the highest-paid 10% of all salaried employees, pursuant to s. 825.216 of the Department of Labor, *Family & Medical Leave Act of 1993*.
- 6) The Regional Counsel may restrict married couples, who both work for the same Regional Counsel to a combined total of 12 weeks leave a year for the birth, adoption, or foster care of a child, as well as for the caring of a sick parent. However, each spouse can receive 12 weeks a year to care for his or her own illness, the illness of a child, or the other spouse.

- 7) The Regional Counsel may require certification from a healthcare provider regarding the need for medical leave, as well as certification of an employee's fitness to return to work.
- 8) A notice regarding the law, prepared by the U.S. Department of Labor, must be posted. The law does not supersede any office policy that provides a greater benefit. Records pertaining to compliance with the law are required.
- 9) Definitions:
 - a) Eligible Employees - A permanent employee who has been employed by the State of Florida for at least 12 months and has worked at least 1,250 hours during the previous 12 months.
 - b) Child - A son or daughter who is the biological, adopted, or foster child, stepchild, legal ward, or child of a person who functions as a parent who is either under 18 or who cannot care for himself/herself because of mental or physical disability.
 - c) Parent - The biological parent of an employee or someone who functioned as a parent to the employee when she/he was a child.
 - d) Spouse - A husband or wife of the employee.

4.17 Domestic Leave Pay.

- 1) In accordance with s. 741.313, F.S., as amended by ch. 2007-107, L.O.F., employers with 50 or more employees are required to allow employees who have been employed for at least 3 months to use three working days of Leave With or Without Pay within a 12-month period if the employee, or a family or household member of the employee, is the victim of domestic violence and the leave is sought to:
 - (1) seek an injunction for protection against domestic violence;
 - (2) obtain medical care or mental health counseling, or both, for the employee or a family member or household member to address physical or psychological injuries resulting from the act of domestic violence;
 - (3) obtain services from a victim-services organization;
 - (4) make the employee's home secure or to seek new housing; or
 - (5) seek legal assistance to address issues arising from the act of domestic violence and to attend to and prepare for court-related proceedings arising from the act of domestic violence.

- 2) An employee exercising his or her right to evoke leave under the *Domestic Violence Act* must provide advance notice of the leave (except in cases of imminent danger)
- 3) An employee exercising his or her right to evoke leave under the *Domestic Violence Act* must use all available Annual Leave, Personal Leave, and Sick Leave prior to using the leave under this provision.
- 4) An employer may require documentation of the act of domestic violence.
- 5) An employer shall keep records related to the employees leave under this provision confidential. Such records are exempt from public records, as defined in ch. 119, F.S.
- 6) Definitions:
 - a) Domestic violence – as defined in s. 741.28(2), F.S., means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member, or any crime the underlying factual basis of which has been found by a court to include an act of domestic violence.
 - b) Employee – As defined in s. 440.02(15), F.S., means any person who receives remunerations from an employer for the performance of any work or service while engaged in any employment under any appointment or contract for hire or apprenticeship, express or implied, oral or written, whether lawfully or unlawfully employed, and includes, but is not limited to aliens and minors. See statute for complete definition.
 - c) Employer – As defined in s. 440.02(16), F.S., means the state and all political subdivisions thereof, all public and quasi-public corporations, therein, every person carrying on any employment, and the legal representative of a deceased person or the receiver or trustee of any person. “Employer” also includes employment agencies, employee leasing companies, and similar agents who provide employees to other persons.
 - d) Family or household member – As defined in s. 741.28(3), F.S., means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who

have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

- e) Victim – As defined in s. 741.313(1)(e), F.S., means an individual who has been subjected to domestic violence.

CHAPTER 5 -MANAGEMENT, ATTORNEY, AND NON-ATTORNEY PROFESSIONAL CLASSIFICATION AND PAY PLAN

- 5.01 Scope and Purpose
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5.01 Scope and Purpose

Part II sets forth the rules for the establishment, maintenance, and administration of Management, Attorney, and Non-Attorney Professional positions in the Offices of Criminal Conflict and Civil Regional Counsel.

5.02 Statements of Policy

- 1) Part II of the Offices of Criminal Conflict and Civil Regional Counsel pay plan is designed to attract, retain, and develop highly competent senior-level managers, attorneys and select non-attorney professional staff for positions having managerial or non-attorney professional responsibilities, or require a juris doctor in the Criminal Conflict and Civil Regional Counsel Offices.
- 2) Management, Attorney, and Non-Attorney Professional classes are part of the Regional Counsel Classification and Pay Plan and s. 27.511, F.S.

5.03 Designation of Management Classes

- 1) Management or Attorney classes are composed of positions assigned duties and responsibilities primarily and essentially managerial nature or require a juris doctor and pay a reduced premium for health insurance benefits.

- 2) Non-Attorney Professional class is composed of positions assigned duties and responsibilities primarily and essentially managerial, or require a specific skillset, education, or a combination of both. Health insurance premiums for employees in the Non-Attorney Professional class are the same as employees in Part I of the Criminal Conflict and Civil Regional Counsel Pay Plan.
- 3) The request for inclusion or exclusion of a class title in Part II of the Criminal Conflict and Civil Regional Counsel Pay Plan, management, attorney, and non-attorney professional shall be submitted to the five Criminal Conflict and Civil Regional Counsels for review and approval.

5.04 Classification and Pay Plan

Each Regional Counsel may designate the number of positions classified as management, attorney, or non-attorney professional within Part II of the Criminal Conflict and Civil Regional Counsel Pay Plan. The Regional Counsel shall maintain a current position description for each position classified within management, attorney, or non-attorney professional and the position description shall be submitted to JAC within thirty 30 days of the effective date of any action.

5.05 Appointment

An appointment to a management, attorney, or non-attorney professional position shall be made only after the position has been classified in accordance with Part II of the Criminal Conflict and Civil Regional Counsel Pay Plan.

5.06 Termination

- 1) An appointment to a management, attorney, or non-attorney professional position may be terminated by the Regional Counsel without advance notice or cause by removal of the management, attorney, or non-attorney professional designation or deletion of the position.
- 2) No position shall be filled by more than the equivalent of one full-time employee; however, an overlap may be made in accordance with Chapter 22K-9 of the State of Florida Personnel Management System Rules.

5.07 Pay

- 1) Upon making an appointment to a management, attorney, or non-attorney professional position, the Regional Counsel shall set the salary at an amount within the assigned pay range, and at other

times may give the appointee an increase in salary based on merit provided the total salary is within the assigned pay range.

- 2) An appointee may be paid less than the minimum of the assigned pay range if approved by the Regional Counsel.
- 3) An employee previously employed by another state agency may be employed at the rate received from the previous state agency even though said rate of pay exceeds the maximum of the Criminal Conflict and Civil Regional Counsel Pay Plan. However, said employee would be subject to any rate of pay control provisions provided by law.
- 4) The distribution of pay package funds for a Criminal Conflict and Civil Regional Counsel district shall be determined by the five Regional Counsels.
- 5) All employees shall be paid in accordance with the rates shown in the Criminal Conflict and Civil Regional Counsel Salary Schedule and the provisions of Part II. The Regional Counsel shall promptly report to the JAC the initial salary for each appointment to a management, attorney, or non-attorney professional position and each subsequent change in such salary.
- 6) If conditions exist which justify a pay increase not provided for in these rules, the Regional Counsel may approve a special pay increase for any appointee with justification for such increase.

5.08 Attendance and Leave

- 1) An appointee to a management, attorney, or non-attorney professional position is expected to work whatever hours may be required and no overtime may be earned or paid. However, appointees are entitled to the holidays observed by the Criminal Conflict and Civil Regional Counsel Office.
- 2) An appointee to a management or attorney position may be credited up to 240 hours of Annual Leave and up to 104 hours of Sick Leave annually during each 12-month period. Accurate records of the accumulation and use of Annual and Sick Leave shall be maintained by the Regional Counsel.

- 3) An appointee to a non-attorney professional position may be credited up to 180 hours of Annual Leave and up to 104 hours of Sick Leave annually during each 12-month period. Accurate records of the accumulation and use of Annual and Sick Leave shall be maintained by the Regional Counsel.
- 4) Annual Leave may be accrued to an aggregate of 480 hours for the Regional Counsel, 240 hours for all other management, attorney, and non-attorney professional positions, and any Annual Leave in excess of those hours aggregate on January 1 of each year and may be converted to sick leave on an hour per hour basis with the approval of the Regional Counsel. Earned Annual Leave shall be used at the discretion of the appointee and with the approval of the Regional Counsel. Upon reasonable notice, a Regional Counsel may require an employee to use part of the employee's Accrued Annual Leave for vacation purposes at any time this is deemed advisable.
- 5) Use of Sick Leave shall be authorized for the purposes stated in Paragraph 3.08, Part I, Regional Counsels Pay & Classification Plan. Sick Leave may be accrued without limit and be subject to terminal payment in accordance with Paragraphs 3.08, Part I, Criminal Conflict and Civil Regional Counsel Pay Plan.
- 6) The following shall not be charged to an appointee's Annual Leave:
 - a) Disability Leave may be authorized for the purposes stated in Paragraph 3.09, Part I, Criminal Conflict and Civil Regional Counsel Pay Plan;
 - b) Administrative Leave may be authorized for the purposes stated in Paragraph 3.10, Part I, Criminal Conflict and Civil Regional Counsel Pay Plan;
 - c) Military Leave may be authorized for the purposes stated in Paragraph 3.11, Part I, Criminal Conflict and Civil Regional Counsel Pay Plan; and
 - d) Educational Leave may be authorized for the purposes stated in Paragraph 3.12, Part I, Criminal Conflict and Civil Regional Counsel Pay Plan.
- 7) An appointee transferring from a position in state government outside the Criminal Conflict and Civil Regional Counsel office shall be subject to the following:
 - a) Regular Compensatory Leave shall be forfeited upon appointment;
 - b) Annual Leave may not be transferred; and
 - c) Sick leave may be transferred.

- 8) An employee who resigns from the government of a county or other political subdivision in Florida to accept appointment to a management, attorney, or non-attorney professional position within the Offices of Criminal Conflict and Civil Regional Counsel shall be subject to the following:
 - a) Regular compensatory leave shall be forfeited upon appointment;
 - b) Annual Leave may not be transferred; and
 - c) Sick leave may be transferred.

- 9) Leave Without Pay
 - a) The Regional Counsel is authorized to suspend a management, attorney, or non-attorney professional appointee without pay.
 - b) With the approval of the Regional Counsel, an appointee may be granted a leave of absence without pay for up to one year.
 - c) The Regional Counsel may place an appointee on Involuntary Leave Without Pay without advance notice, for up to one year for the purposes of investigation of a violation of a rule or statute or pending the disposition of criminal charges. During such leave, the appointee may continue his or her coverage under the State Group Insurance Program but without any state contribution. The appointee shall not receive any other benefits.

5.09 Benefits

Employer paid insurance and other benefits available to appointees shall be as provided by legislative authorization through the General Appropriations Act.

5.10 Separations

- 1) The Regional Counsel may, without advance notice or cause, separate an appointee from the management, attorney, or non-attorney professional class by reclassification to a position under Part I of the Criminal Conflict and Civil Regional Counsel Classification and Pay Plan.

- 2) Upon reclassification to a position under Part I of the Criminal Conflict and Civil Regional Counsel Classification and Pay Plan, accumulated Annual and Sick Leave may be recalculated, at the

discretion of the Regional Counsel, to conform to what the employee would have earned under Part I of the Criminal Conflict and Civil Regional Counsel Classification and Pay Plan.

- 3) An appointee may be separated from a position within Part II of the Criminal Conflict and Civil Regional Counsel Classification and Pay Plan by any appropriate means including resignation, retirement, or termination.
- 4) An appointee assigned to a management, attorney, or non-attorney professional position covered under provisions of Part II of the Criminal Conflict and Civil Regional Counsel Classification and Pay shall be paid for unused Annual Leave upon termination of employment not to exceed 120 hours. The Regional Counsel shall be paid for unused Annual Leave upon termination not to exceed 480 hours. Payment for Sick Leave may be made when permitted as specified in chapter 3.08(5), Criminal Conflict and Civil Regional Counsel Classification and Pay Plan.

Appendix A – Salary Schedule

CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL PAY PLAN 84 EFFECTIVE 01-01-2021

ANNUAL

Class Title	Class	EEO CODE	OT**	PAY GRD	MINIMUM	MAXIMUM
*ADMINISTRATIVE DIRECTOR	9809	1	Exc	294	\$37,548.96	\$104,157.71
*ASSISTANT REGIONAL COUNSEL	9901	1	Exc	295	\$40,000.00	\$118,450.00
*ASSISTANT REGIONAL COUNSEL - SUPERVISOR	9903	2	Exc	295	\$40,000.00	\$118,450.00
*ASST. REGIONAL COUNSEL CHIEF	9909	2	Exc	295	\$40,000.00	\$118,450.00
*REGIONAL COUNSEL	9998	2	Exc	298	-	\$118,450.00
*SPECIAL ASSISTANT REGIONAL COUNSEL	9902	1	Exc	268	\$20,800.00	\$46,923.70
ADMINISTRATIVE ASSISTANT I	9311	2	Inc	277	\$24,913.44	\$53,340.17
ADMINISTRATIVE ASSISTANT II	9312	2	Inc	278	\$26,987.28	\$57,780.30
ADMINISTRATIVE ASSISTANT III	9313	2	Inc	279	\$29,032.92	\$62,160.06
ADMINISTRATIVE ASSISTANT IV	9314	2	Inc	280	\$31,340.76	\$67,101.18
ADMINISTRATIVE SECRETARY I	9151	6	Inc	276	\$23,165.76	\$49,598.35
ADMINISTRATIVE SECRETARY II	9152	6	Inc	277	\$24,913.44	\$53,340.17
ASSISTANT FORENSIC SOCIAL WORKER	9670	6	Inc	277	\$24,913.44	\$53,340.17
AUTOMATED SYSTEMS ASSISTANT I	9445	6	Inc	275	\$21,593.16	\$46,231.39
AUTOMATED SYSTEMS ASSISTANT II	9442	6	Inc	277	\$24,913.44	\$53,340.17
AUTOMATED SYSTEMS DIRECTOR	9475	2	Exc	282	\$33,858.48	\$72,491.68
AUTOMATED SYSTEMS SPECIALIST	9443	6	Inc	278	\$26,987.28	\$57,780.30
BUDGET DIRECTOR	9230	1	Exc	279	\$29,032.92	\$62,160.06
CHIEF INVESTIGATOR	9665	1	Exc	283	\$37,548.96	\$80,393.08
CLERK I	9001	6	Inc	267	\$20,800.00	\$34,499.97
CLERK II	9002	6	Inc	268	\$20,800.00	\$34,499.97
CLERK III	9003	6	Inc	270	\$20,800.00	\$34,824.97
CLERK IV	9004	6	Inc	272	\$20,800.00	\$37,519.66
COMMUNICATIONS ASSISTANT I	9021	6	Inc	270	\$20,800.00	\$34,824.97
COMMUNICATIONS ASSISTANT II	9022	6	Inc	271	\$20,800.00	\$35,061.68
COMMUNICATIONS ASSISTANT III	9023	6	Inc	273	\$20,800.00	\$40,245.09
COMMUNICATIONS SUPERVISOR	9025	6	Inc	274	\$20,800.00	\$43,078.69
CRIMINAL JUSTICE INFO SYSTEM COORD	9455	1	Exc	282	\$33,858.48	\$72,491.68
DIRECTOR OF OPERATIONS	9386	2	Exc	287	\$62,154.00	\$86,798.10
DISPOSITION SPECIALIST I	9971	2	Inc	275	\$21,593.16	\$46,231.39
DISPOSITION SPECIALIST II	9972	2	Inc	277	\$24,913.44	\$53,340.17

DISPOSITION SPECIALIST III	9973	2	Inc	278	\$26,987.28	\$57,780.30
DISPOSITION SPECIALIST SUPERVISOR	9575	2	Exc	279	\$29,032.92	\$62,160.06
FINANCE & ACCOUNTING DIRECTOR	9240	2	Exc	284	\$41,198.04	\$88,205.82
FISCAL ASSISTANT I	9221	6	Inc	273	\$18,797.16	\$40,245.09
FISCAL ASSISTANT II	9222	6	Inc	275	\$21,593.16	\$46,231.39
FISCAL SPECIALIST	9225	2	Inc	277	\$24,913.44	\$53,340.17
FORENSIC FAMILY ADVOCATE	9667	2	Inc	283	\$37,548.96	\$80,393.07
FORENSIC SOCIAL WORKER	9668	2	Inc	283	\$37,548.96	\$80,393.07
FORENSIC SOCIAL WORKER - SUPERVISOR	9669	2	Exc	286	\$55,573.80	\$86,798.10
INVESTIGATOR I	9661	2	Inc	278	\$26,987.28	\$57,780.30
INVESTIGATOR II	9662	2	Inc	279	\$29,032.92	\$62,160.06
INVESTIGATOR III	9663	2	Inc	280	\$31,340.76	\$67,101.18
INVESTIGATOR IV	9664	2	Inc	282	\$33,858.48	\$72,491.68
INVESTIGATOR TRAINEE	9660	6	Inc	275	\$21,593.16	\$46,231.39
LEGAL ASSISTANT I	9131	6	Inc	274	\$20,800.00	\$43,078.69
LEGAL ASSISTANT II	9132	6	Inc	275	\$21,593.16	\$46,231.39
LEGAL ASSISTANT III	9133	6	Inc	276	\$23,165.75	\$49,598.35
LEGAL ASSISTANT IV	9134	6	Inc	278	\$26,987.28	\$57,780.30
LEGAL TRAINEE	9680	2	Exc	281	\$32,632.20	\$69,866.19
LEGISLATIVE AFFAIRS DIRECTOR	9671	2	Exc	287	\$62,154.00	\$86,798.10
MITIGATION SPECIALIST	9176	2	Exc	283	\$37,548.96	\$75,842.51
PARALEGAL I	9511	6	Inc	275	\$21,593.12	\$46,231.39
PARALEGAL II	9512	6	Inc	277	\$24,913.44	\$53,340.17
PARALEGAL III	9513	6	Inc	278	\$26,987.28	\$57,780.30
PARALEGAL SUPERVISOR	9515	6	Exc	279	\$29,032.92	\$62,160.06
PARENT PEER ADVOCATE	9516	6	Inc	277	\$24,913.44	\$53,340.17
PERSONNEL DIRECTOR	9385	2	Exc	278	\$26,987.28	\$57,780.30
PROCESS SERVER	9610	6	Inc	274	\$20,800.00	\$43,078.69
PUBLIC INFORMATION OFFICER I	9365	2	Exc	285	\$44,258.52	\$86,798.10
PUBLIC INFORMATION OFFICER II	9366	2	Exc	286	\$55,573.80	\$86,798.10
PUBLIC INFORMATION OFFICER III	9367	2	Exc	287	\$62,154.00	\$86,798.10
SECRETARY I	9101	6	Inc	270	\$20,800.00	\$34,824.97
SECRETARY II	9102	6	Inc	272	\$20,800.00	\$37,519.66
SOCIAL SERVICES DIRECTOR	9672	2	Exc	294	\$37,548.96	\$104,157.71
STAFF ASSISTANT I	9301	6	Inc	276	\$23,165.76	\$49,598.35
STAFF ASSISTANT II	9302	6	Inc	277	\$24,913.44	\$53,340.17
STAFF ASSISTANT III	9303	6	Inc	278	\$26,987.28	\$57,780.30
TRAINING AND RESEARCH MANAGER	9380	2	Exc	283	\$37,548.96	\$80,393.07
TRAINING DIRECTOR	9375	2	Exc	279	\$29,032.92	\$62,160.06
WITNESS COORDINATOR I	9581	6	Inc	276	\$23,165.76	\$49,598.35
WITNESS COORDINATOR II	9582	6	Inc	277	\$24,913.44	\$53,340.17

WITNESS COORDINATOR III	9583	6	Inc	278	\$26,987.28	\$57,780.30
WITNESS INTERVIEWER I	9011	6	Inc	270	\$20,800.00	\$34,824.97
WITNESS INTERVIEWER II	9012	6	Inc	272	\$20,800.00	\$37,519.66
WITNESS INTERVIEWER III	9013	6	Inc	274	\$20,800.00	\$43,078.69

* Employer paid insurance and other benefits available to appointees as provided by legislative authorization through the Appropriations Act.

** Positions in these classes may be included or excluded, depending upon duties and pay, pursuant to the Fair Labor Standards Act.

‡ Increase from \$115,000.00 to \$118,450.00 is effective October 1, 2020.

Appendix B – Class Specifications

CLERK I

9001

DISTINGUISHING CHARACTERISTICS OF WORK

This is clerical related work in performing Regional Counsel Office functions of a routine and repetitive nature. Work is performed under immediate supervision with assignments being received in detail and subject to close check during progress and upon completion for compliance with instructions.

EXAMPLES OF WORK PERFORMED

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

Sorts and stamps outgoing mail; prepares packages, printed matter and other materials for mailing;

Operates simple office machines and makes minor adjustments to equipment;

Assists in performing routine clerical operations and maintains simple records;

Receives and delivers office communications, packages, or other material on established schedules or special assignments; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Completion of the tenth grade.

REVISED: 09/01/07

DISTINGUISHING CHARACTERISTICS OF WORK

This is routine clerical work in a Regional Counsel's office, which is generally limited in variety, repetitive in nature, and follows standardized or well-established procedures.

An employee in a position allocated to this class carries out routine, generally standardized clerical duties, which can be learned on the job, requires little initiative in their execution, and requires little independent judgment. Incidental use of typewriters, adding machines, or other office equipment may be involved utilizing such accuracy as can be acquired on the job.

Work is performed under immediate supervision and is reviewed while in progress and upon completion.

EXAMPLES OF WORK PERFORMED

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

Maintains simple filing systems; assembles, labels, and prepares materials for filing;

Checks for accuracy and completeness, and makes corrections to form letters and other routine material;

Distributes routine incoming mail following established procedures; sorts and stamps outgoing correspondence; addresses envelopes and packages; prepares printed matter and other material for mailing;

Files, sorts, verifies, or pulls from files, routine correspondence, reports, case records, statistical records, form letters, and other routine material by prescribed procedures; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school, or an equivalent combination of training and experience.

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

DISTINGUISHING CHARACTERISTICS OF WORK

This is varied complex clerical work in a Regional Counsel's office. An employee in a position allocated to this class performs a combination of moderately involved clerical duties. Work is performed under the general supervision of a higher level clerical or administrative supervisor and is reviewed upon completion for achievement of desired results.

EXAMPLES OF WORK PERFORMED

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

Codes, classifies, posts, and consolidates information for involved reports; and checks for required forms, documents, affidavits and number of copies;

Maintains and revises methods, order, and nomenclature of file folders, drawers and cabinets; gathers information for involved reports from files of index cards, tickler materials, correspondence, various reports, vital statistics, claims, purchase orders, case records, statistical records or reports, tests, forms, invoices, and other types of material; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and two years of progressively responsible clerical experience, or an equivalent combination of training and experience.

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

DISTINGUISHING CHARACTERISTICS OF WORK

This is an independent, complex and highly specialized clerical work in a Regional Counsel's office.

An employee in a position allocated to this class performs a variety of complex duties that are specialized in nature, such as maintaining complex records, and collecting and preparing data for special reports. The position involves devising new forms and developing new clerical procedures.

Work is performed under general supervision of a high level employee and is reviewed through reports and conference.

EXAMPLES OF WORK PERFORMED

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

Maintains specialized records and files to be used in the reporting of activities of the office;

Assists an administrative supervisor in planning and research activities and in developing and maintaining a special program or some phase of a departmental program;

Assists in the training of lower level clerical employees;

Maintains records for storage of closed files; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and three years of progressively responsible clerical experience, or an equivalent combination of training and experience.

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

DISTINGUISHING CHARACTERISTICS OF WORK

This is entry level work in gathering information regarding alleged crimes for a Regional Counsel's office.

An employee in a position allocated to this class is responsible for gathering information regarding the alleged crime and completing all necessary forms required to open a file on the client. Work is performed under the close supervision of a higher level employee.

EXAMPLES OF WORK PERFORMED

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

Locates place of employment and/or residence of witnesses;

Explains purposes and procedure for conducting private interview and advises witnesses of importance of relating all available information;

Records information during progress of interview by taking notes or use of mechanical recording device;

Makes written or oral reports concerning progress or completion of assignment;

Attends courts and interviews newly appointed clients and completes intake forms in regard to financial status, personal history, and information for Regional Counsel's office; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school.

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

DISTINGUISHING CHARACTERISTICS OF WORK

This is advanced work in gathering information regarding alleged crimes for a Regional Counsel's office.

An employee in a position allocated to this class is responsible for gathering information regarding the alleged crime and completing all necessary forms required to open a file on the client.

Work is performed under the general supervision of a higher level employee.

EXAMPLES OF WORK PERFORMED

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

Locates place of employment and/or residence of witnesses;

Explains purpose and procedure for conducting private interview and advises witnesses of importance of relating all available information;

Records information during progress of interview by taking notes or use of a mechanical recording device;

Makes written or oral reports concerning progress or completion of assignment;

Attends courts and interviews newly appointed clients and completes intake forms in regard to financial status, personal history, and information for Regional Counsel's office; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and two years of progressively responsible interviewing experience, or an equivalent combination of training and experience.

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

DISTINGUISHING CHARACTERISTICS OF WORK

This is advanced work in gathering information regarding alleged crimes for a Regional Counsel's office.

An employee in a position allocated to this class is responsible for gathering information regarding the alleged crime and completing all necessary forms required to open a file on the client. Work is performed under the general supervision of a higher level employee.

EXAMPLES OF WORK PERFORMED

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

Locates place of employment and/or residence of witnesses;

Explains purpose and procedure for conducting private interview and advises witnesses of importance of relating all available information;

Records information during progress of interview by taking notes or use of a mechanical recording device;

Makes written or oral reports concerning progress or completion of assignment;

Attends courts and interviews newly appointed clients and completes intake forms in regard to financial status, personal history and information for Regional Counsel's office; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and three years of progressively responsible interviewing experience, or an equivalent combination of training and experience.

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

COMMUNICATIONS ASSISTANT I 9021

DISTINGUISHING CHARACTERISTICS OF WORK

This is routine work in the operation of a communications center in a Regional Counsel's office.

An employee in a position allocated to this class performs work that involves the operation of a switchboard, receptionist duties, and related clerical functions.

EXAMPLES OF WORK PERFORMED

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

Answers incoming local and long distance calls and makes proper connection to person or office requested; places outgoing local and long distance calls; keeps records of long distance calls, telegrams received, and messages which cannot be delivered immediately; answers routine non-technical questions and refers other questions to proper persons or offices;

Acts as a receptionist, registering callers, directing them to the proper officer and giving routine information; and places interoffice calls;

Receives, sorts, and distributes incoming and outgoing mail;

Maintains order in the reception room, provides magazines and other reading materials so that visitors may occupy themselves while waiting;

May also be required to type form letters, reports, forms, schedules, records and other documents that can readily be learned on the job and does not require the use of the touch typing method.

Performs clerical work such as filing, typing, and posting simple data; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school.

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

COMMUNICATIONS ASSISTANT II 9022

DISTINGUISHING CHARACTERISTICS OF WORK

This is independent and/or supervisory work in the operation of a communications center in a Regional Counsel's office. An employee allocated to this class performs responsible work that involves the operation of a switchboard, supervision and training of communications personnel, receptionist duties, and related clerical functions. Work is performed under the general supervision of a higher level employee.

EXAMPLES OF WORK PERFORMED

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

Supervises and trains Communications Assistants in the operations of a switchboard;

Answers incoming local and long distance calls and makes the proper connection to the person or office requested; places outgoing local and long distance calls; keeps records of incoming and outgoing calls, telegrams received, and messages which cannot be delivered immediately; answers routine and technical questions and refers other questions to proper persons or offices.

Acts as receptionist, registering callers, directing them to the proper office, and giving routine information.

Maintains order in reception room, provides magazines and other reading material so that visitors may occupy themselves while waiting;

Performs other clerical work;

Schedules and prepares time reports for Communications Assistants; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and one year of experience in the operation of a switchboard or reception work, or an equivalent combination of training and experience.

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

COMMUNICATIONS ASSISTANT III 9023

DISTINGUISHING CHARACTERISTICS OF WORK

This is independent and/or supervisory work in the operation of a communications center in a Regional Counsel's office. An employee allocated to this class performs responsible work that involves the operation of a switchboard, supervision and training of communications personnel, receptionist duties, and related clerical functions. Work is performed under the general supervision of a higher level employee.

EXAMPLES OF WORK PERFORMED

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

Supervises and trains Communications Assistants in the operations of a switchboard;

Answers incoming local and long distance calls and makes the proper connection to the person or office requested; places outgoing local and long distance calls; keeps records of incoming and outgoing calls, telegrams received, and messages which cannot be delivered immediately; answers routine and technical questions and refers other questions to proper persons or offices;

Acts as receptionist, registering callers, directing them to proper office, and giving routine information;

Maintains order in reception room, provides magazines and other reading material so that visitors may occupy themselves while waiting;

Performs other clerical work;

Schedules and prepares time reports of Communications Assistants; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and two years of experience in the operation of a switchboard or reception work, or an equivalent combination of training and experience.

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

COMMUNICATIONS SUPERVISOR 9025

DISTINGUISHING CHARACTERISTICS OF WORK

This is supervisory work in the operation of a communications center of a Regional Counsel's office.

An employee in a position allocated to this class is responsible for supervising the operation of a communications center. Work is performed under the general supervision of a higher level employee.

EXAMPLES OF WORK PERFORMED

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

Supervises and trains Communications Assistants in the operation of a switchboard and in reception duties;

Assists in answering incoming local and long distance calls and makes the proper connection to the person or office requested; places outgoing local and long distance calls; keeps records of incoming and outgoing calls, telegrams received, and messages which cannot be delivered immediately; answers routine and technical questions and refers other questions to proper persons or offices.

Acts as receptionist, registering callers, directing them to the proper office, and giving routine information;

Receives, sorts, and distributes incoming and outgoing mail;

Prepares time reports and schedules for communications assistants; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and three years of experience in the operation of a switchboard or reception work, or an equivalent combination of training and experience.

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

SECRETARY I**9101****DISTINGUISHING CHARACTERISTICS OF WORK**

This is entry level secretarial work of limited variety and complexity in a Regional Counsel's office.

An employee in a position allocated to this class is responsible for performing routine stenographic and clerical duties of limited variety and complexity where terminology or subject matter is not a significant factor. Work involves transcribing from dictating equipment composing routine correspondence; and typing memoranda, reports, and correspondence.

Work is performed under close supervision. Detailed instructions are normally received from a supervisor who reviews work while in progress and upon completion.

EXAMPLES OF WORK PERFORMED

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

Transcribes from dictating equipment;

Opens mail and assembles related material to facilitate a reply by a supervisor;

Composes routine correspondence and types correspondence, memoranda, reports, and other administrative forms;

Maintains an alphabetical, numerical, or simple subject-matter filing system and classifies and codes material for filing;

Receives and routes telephone calls, answering routine questions;

Operates office equipment not requiring previous training such as adding machines, calculators, and photocopy machines; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and one year of clerical experience.

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

DISTINGUISHING CHARACTERISTICS OF WORK

This is secretarial work of moderate variety and complexity in a Regional Counsel's office.

An employee in a position allocated to this class performs duties that involve transcribing from dictating equipment, typing memoranda, reports, and correspondence.

Work is performed under general supervision and only projects that entail technical or confidential matters are given close attention by the immediate supervisor.

EXAMPLES OF WORK PERFORMED

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

Transcribes from dictating equipment;

Types correspondence, articles, reports, manuals, and other materials on general or legal subjects; types routine acknowledgments in response to inquiries;

Maintains calendar for and reminds supervisor of appointments;

Prepares special reports as required and maintains files and records;

Acts as office receptionist, answers telephone; greets, announces and routes visitors/clients; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and one year of secretarial or two years clerical and typing experience, or an equivalent combination of training and experience.

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

DISTINGUISHING CHARACTERISTICS OF WORK

This is varied and highly responsible legal secretarial/assistant work. An employee in a position allocated to this class performs a variety of complex secretarial duties for an attorney requiring independent judgment, action, knowledge of laws and regulations, including making frequent decisions in accordance with organizational policies and practices. Duties cover all facets of the Criminal Justice System.

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

EXAMPLES OF WORK PERFORMED

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

Types with speed and accuracy, proficient in word processing systems and associated peripherals. Reads incoming mail and independently composes reply when attorney's personal attention is not required;

Prepares and files complex motions, orders, subpoenas for both depositions and trials, attends court hearings and keeps docket; keeps attorney's appointment calendar and maintain schedules of meetings, appointments, legal hearings, trials and sentencings;

Establishes and maintains a comprehensive file system; handles calls regarding cases and court hearings in attorney's absence; maintains records of all directives issued by the Court and assures compliance with same, and keeps fiscal records and other files as required;

Prepares general legal forms and pleadings independently; maintains confidential, case, follow-up and other essential legal records and files; and transcribes from dictating equipment;

Gathers and submits caseload data to ensure timely and accurate reporting;

Arranges travel itinerary and hotel accommodations; assists attorneys with monthly travel reports; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and two years of progressively responsible secretarial experience, or an equivalent combination of training and experience.

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

DISTINGUISHING CHARACTERISTICS OF WORK

This is varied and highly responsible legal secretarial/assistant work and may include supervision or management of other office clerical personnel in a subordinate position in a Regional Counsel's office.

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

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

EXAMPLES OF WORK PERFORMED

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

Types with speed and accuracy, proficient in word processing systems and associated peripherals. Reads incoming mail and independently composes reply when attorney's personal attention is not required, and transcribes from dictating equipment;

Supervises and trains clerical staff engaged in routine functions associated with office operations; prepares and files complex motions, orders, subpoenas for both depositions and trials, attends court hearings and keeps docket; keeps attorney's appointment calendar and maintains schedules of meetings, appointments, legal hearings, trials and sentencings; and establishes and maintains a comprehensive file system;

Handles calls regarding cases and court hearings in attorney's absence; maintains record of all directives issued by the court and assures compliance with same and keeps fiscal records and other files as required; prepares general legal forms and pleadings independently; maintains confidential cases, follow-up, and other essential legal records and files; gathers and submits caseload data to insure timely and accurate reporting; arranges travel itinerary and hotel accommodations and assists attorneys with monthly travel reports; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and three years of progressively responsible secretarial experience, one year of which must have been as a legal secretary/assistant, or equivalent combination of training and experience.

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

DISTINGUISHING CHARACTERISTICS OF WORK

This is high-level legal secretarial/assistant work in a Regional Counsel's office, and may include supervision or management of other office clerical personnel. An employee in a position allocated to this class performs a variety of complex tasks for an attorney requiring independent judgment, action, knowledge of laws and regulations, including making frequent decisions in accordance with organizational policies and practices. Duties cover all facets of the Criminal Justice system.

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

EXAMPLES OF WORK PERFORMED

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

Types with speed and accuracy and proficient in word processing systems and associated peripherals. Reads incoming mail and independently composes reply when attorney's personal attention is not required; supervises and trains clerical staff engaged in routine functions associated with office operations; prepares and files complex motions, orders, subpoenas for both depositions and trials, attends court hearings and keeps the docket; keeps attorney's appointment calendar and maintains schedules of meetings, appointments, legal hearings, trials and sentencings; establishes and maintains a comprehensive file system;

Handles calls regarding cases and court hearings in the attorney's absence; maintains record of all directives issued by the court and assures compliance with same and keeps fiscal records and other files as required; prepares general legal forms and pleadings independently; maintains confidential case follow-up and other essential legal records and files; and transcribes from dictating equipment;

Gathers and submits caseload data to ensure timely and accurate reporting; arranges travel itinerary and hotel accommodations; and assists attorneys with monthly travel reports; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and four years of progressively responsible secretarial experience, two years of which must have been as a legal secretary/assistant, or equivalent combination of training and experience.

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

DISTINGUISHING CHARACTERISTICS OF WORK

This is high-level legal secretarial/assistant work in a Regional Counsel's office, and may include supervision or management of other office, secretarial, or legal secretarial/assistant personnel.

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

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

EXAMPLES OF WORK PERFORMED

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

Types with speed and accuracy and proficient in word processing systems associated with peripherals; reads incoming mail and independently composes reply when the attorney's personal attention is not required; supervises and trains clerical, secretarial, or legal secretarial/assistant staff; prepares and files complex motions, orders, subpoenas for both depositions and trials, attends court hearings, trials and sentencings;

Establishes and maintains a comprehensive file system; handles calls regarding cases and court hearings in the attorney's absence; maintains record of all directives issued by the court and assures compliance with same, and keeps fiscal records and other files as required;

Prepares general legal forms and pleadings independently; prepares monthly statistical caseload report; maintains confidential case follow-up and other essential legal records and files; transcribes from dictating equipment; gathers and submits caseload data to ensure timely and accurate reporting;

Arranges travel itinerary and hotel accommodations; assists attorneys with monthly travel reports; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and seven years of progressively responsible secretarial experience, five years of which must have been as a legal secretary/assistant, or equivalent combination of training and experience.

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

DISTINGUISHING CHARACTERISTICS OF WORK

This is responsible administrative work as legal secretary/assistant to an executive or administrative officer in a Regional Counsel's office. An employee in a position allocated to this class performs a variety of legal secretarial/assistant, clerical, and administrative duties requiring an extensive working knowledge of the organization and programs within a Regional Counsel's office. Duties include interpreting rules, regulations, and policies to state officials, staff members, and the public; researching material for and preparing reports; and performing special assignments for the executive or administrative officer of a Regional Counsel's office. Work also involves participating to varying degrees in organizational and program matters utilizing an extensive knowledge of the supervisor's jurisdiction, policies and views, and occasional supervision of clerical positions.

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

EXAMPLES OF WORK PERFORMED

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

Serves as the personal assistant to an executive or administrative officer of a Regional Counsel's office with diversification of programs and activities; makes an arrangement for conferences including space, time, and place; informs participants of topics to be discussed and researches and provides them with background information; serves as recording secretary at conferences or other meetings; and prepares minutes in final form for distribution; receives incoming mail and composes and signs replies to inquiries not requiring the personal attention of the supervisor; independently composes and signs various other letters for the supervisor;

Researches and develops materials for use in the supervisor's public speaking engagements; maintains the supervisor's calendar and arranges various appointments at own discretion; schedules the supervisor's itinerary and makes travel and hotel reservations; supervises and trains legal secretarial/assistant and clerical employees in carrying out assignments; researches and prepares complex reports as directed for the supervisor's review and information; serves as receptionist and answers telephones; screens, greets, announces, and routes visitors; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and four years of progressively responsible secretarial and clerical experience, two years of which must have been as a legal secretary/assistant, or equivalent combination of training and experience.

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

ADMINISTRATIVE SECRETARY II 9152

DISTINGUISHING CHARACTERISTICS OF WORK

This is responsible administrative work as a legal secretary/assistant to a Regional Counsel, chief assistant Regional Counsel, or other executive or administrative officer in a Regional Counsel's office.

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

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

EXAMPLES OF WORK PERFORMED

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

Serves as a personal assistant to a Regional Counsel, chief assistant Regional Counsel, or other executive or administrative officer in a Regional Counsel's office, which includes work as an assistant to a Regional Counsel, chief assistant Regional Counsel, or other executive or administrative officer in a Regional Counsel's office; plans and carries to completion a variety of complex legal, clerical, secretarial, and administrative activities; makes arrangements for conferences, including time, place, and space; informs participants of topics to be discussed, and researches and provides them with background information; serves as recording secretary at conferences or other meetings; and prepares minutes in final form for distribution; receives incoming mail and composes and signs replies to inquiries not requiring the personal attention of the Executive; independently composes and signs various other letters for the Executive; researches and develops material for use in the Regional Counsel's public speaking engagements; maintains calendar and arranges various appointments at own discretion; schedules itinerary and makes travel and hotel reservations;

Supervises and trains legal secretarial/assistant and clerical employees in carrying out assignments.

Serves as receptionist for the Executive, answering telephone, screening, greeting, announcing, and routing visitors; researches and prepares complex reports as directed for the Executive's review and information; and performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and five years of progressively responsible secretarial and clerical experience, two years of which must have been as a legal secretary/assistant or an equivalent combination of training and experience.

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

DISTINGUISHING CHARACTERISTICS OF WORK

This is responsible, independent, clerical-accounting work maintaining complex accounting and financial records in a Regional Counsel's office. An employee in a position allocated to this class performs responsible, independent, clerical-accounting work maintaining records of accounts involving varied and complex entries; carrying out all accounting functions; or assisting higher level employees of a Regional Counsel's office.

Work is performed under the direction of a higher level employee and is reviewed for results obtained.

EXAMPLES OF WORK PERFORMED

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

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

Maintains records in accordance with established procedures;

Prepares routine and special accounting statements or analyses of accounting data; and assembles or compiles data used in preparing budgets;

Participates in the compilation of payrolls and payroll records; and assists with the preparation of quarterly budget requests;

Reviews and signs vouchers being transmitted for payment;

Reconciles accounts receivable and accounts payable ledgers; assists auditors; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and two years of automated bookkeeping or clerical-accounting experience, or equivalent combination of training and experience.

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

DISTINGUISHING CHARACTERISTICS OF WORK

This is highly responsible accounting work involving the application of accounting techniques to a variety of fiscal transactions in a Regional Counsel's office. An employee in a position allocated to this class performs accounting work relative to the fiscal program of a Regional Counsel's office.

Work is performed under the general supervision of a higher level employee.

EXAMPLES OF WORK PERFORMED

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

Maintains journals and account ledgers;

Maintains controls and performs balance operations of accounting systems;

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

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

Participates in the preparation of payrolls, pre-auditing functions, and various other activities related to accounting responsibilities;

Assists in preparation of budgets.; reviews and signs vouchers being transmitted for payment; and assists with the preparation of quarterly budget requests; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and three years of automated bookkeeping or clerical-accounting experience or an equivalent combination of training and experience.

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

DISTINGUISHING CHARACTERISTICS OF WORK

This is supervisory and/or highly independent professional accounting work in an accounting program in a Regional Counsel's office. An employee in a position allocated to this class is either responsible for supervising the activities of an accounting system or independently carrying out an accounting program; performing all duties necessary to carry out the phase of the program assigned. Supervision may be exercised over lower level professional and clerical personnel.

Work is performed under the general supervision of a higher level employee and is reviewed for conformance with office policies and procedures and for achievement of desired results.

EXAMPLES OF WORK PERFORMED

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

Maintains and/or supervises the general account ledger of the Regional Counsel's office with the responsibility for handling a wide variety of funds, and/or maintains subsidiary ledgers of comparable complexity;

Maintains controls and performs balancing operations of accounting activities; prepares fiscal analyses;

Assists in budget preparation;

Conducts special studies and makes recommendations;

Reviews and signs vouchers being transmitted for payment;

Assists with the preparation of quarterly budget requests;

Supervises or participates in the preparation of payrolls and pre-auditing functions; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in accounting, and one year of professional accounting experience, or an equivalent combination of training and experience.

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

BUDGET DIRECTOR**9230****DISTINGUISHING CHARACTERISTICS OF WORK**

This is supervisory and highly independent professional management work in a Regional Counsel's office.

An employee in a position allocated to this class is responsible for all aspects of budget preparation and supervision. Duties include preparation of legislative and operating budgets and coordinating all fiscal activities with related governmental agencies.

Work is performed under broad general supervision. A high degree of independent judgment is required in performing fiscal administrative and liaison functions. This employee must have a working knowledge of all statutes, rules, regulations and policies having an impact on Regional Counsel budget planning and implementation.

EXAMPLES OF WORK PERFORMED

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

Prepares Legislative Budget Request and the annual Operating Budget for the Regional Counsel;

Represents the Regional Counsel at budget meetings;

Advises the Regional Counsel on all fiscal matters;

Maintains supervisory control of all budget accounts in a Regional Counsel's office;

Prepares periodic budget status reports for the Regional Counsel as required;

Serves on internal administrative and policy bodies; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university and three years of experience in budget preparation and/or supervision in an agency of equivalent size and funding, or an equivalent combination of training and experience.

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

FINANCE AND ACCOUNTING DIRECTOR 9240

DISTINGUISHING CHARACTERISTICS OF WORK

This is administrative accounting work directing, planning and organizing the fiscal and accounting functions in a Regional Counsel's office. An employee in a position allocated to this class exercises independent judgment in the formulation or assisting in the formulation of policies and procedures for preparation and/or administration of budgets.

EXAMPLES OF WORK PERFORMED

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

Plans, directs and coordinates agency accounting and auditing functions;

Reviews and implements agency policies and procedures relating to fiscal areas;

Reviews all applicable state laws, rules and/or regulations regarding accounting procedures;

Preparation of all agency budgets; and may serve as an internal auditor;

Prepares financial reports with supporting documentation;

Recommends procedures relating to accounting and budgetary control; interprets financial data and makes recommendations for administrative and operating management personnel; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university and 5 years of accounting experience, two of which must have been in a supervisory capacity, or an equivalent combination of training and experience.

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

STAFF ASSISTANT I**9301****DISTINGUISHING CHARACTERISTICS OF WORK**

This is administrative work assisting a division head in a Regional Counsel's office. An employee in a position allocated to this class is responsible for compiling and analyzing data for administrative decisions.

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

EXAMPLES OF WORK PERFORMED

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

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

Compiles and analyzes data for administrative decisions;

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

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

Provides liaison with other departments and with the public, representing the Regional Counsel when requested;

Maintains records of appointments and other related matters; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and 4 years of progressively responsible secretarial and/or clerical experience, or equivalent combination of training and experience.

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

DISTINGUISHING CHARACTERISTICS OF WORK

This is advanced administrative work assisting a division head in a Regional Counsel's office. An employee in a position allocated to this class is responsible for compiling and analyzing data for administrative decisions, independently handling special projects, and managing a phase of a division program.

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

EXAMPLES OF WORK PERFORMED

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

Assigns, reviews, and generally supervises the work of a small secretarial or clerical staff.
Compiles and analyzes data for administrative decisions;

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

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

Provides liaison with other departments and with the public, representing the Regional Counsel when requested;

Maintains records of appointments and other related matters; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and five years of progressively responsible secretarial and/or clerical experience, or equivalent combination of training and experience.

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

DISTINGUISHING CHARACTERISTICS OF WORK

This is advanced administrative work assisting a division head in a Regional Counsel's office, requiring a general understanding of the policies and programs in a Regional Counsel's office. An employee in a position allocated to this class is responsible for compiling and analyzing data for administrative decisions, independently handling special projects, and managing a phase of a division program.

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

EXAMPLES OF WORK PERFORMED

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

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

Compiles and analyzes data for administrative decisions;

Independently maintains a segment of administrative duties such as budget, accounting, purchasing and/or personnel;

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

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

Represents the supervisor or Regional Counsel in matters as authorized;

Maintains records of appointments and other related matters; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and seven years of progressively responsible secretarial and/or clerical experience, or equivalent combination of training and experience.

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

ADMINISTRATIVE ASSISTANT I 9311

DISTINGUISHING CHARACTERISTICS OF WORK

This is administrative work assisting a division head in a Regional Counsel's office. An employee in a position allocated to this class plans, assigns, and reviews the work of employees; coordinates and administers policies and procedures, and relieves the supervisor of assigned operational duties.

Work is performed under general supervision with review made to ensure that work is being performed in accordance with prescribed policies, procedures and common office practices.

EXAMPLES OF WORK PERFORMED

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

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

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

Reviews records and reports that require action and recommends solutions or courses of action;

Performs special assignments, research, and report preparation;

Performs functions for supervisor as authorized or delegated;

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

May serve as administrative officer of a Regional Counsel Branch Office;

May represent supervisor at meetings to furnish or obtain information; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and five years of progressively responsible secretarial and/or clerical experience or an equivalent combination of training and experience.

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

ADMINISTRATIVE ASSISTANT II 9312

DISTINGUISHING CHARACTERISTICS OF WORK

This is administrative work assisting a Regional Counsel or division head in a variety of administrative matters, requiring a thorough understanding of the policies and programs in a Regional Counsel's office. An employee in a position allocated to this class is responsible for formulating, directing, analyzing and recommending changes in policies, rules, and regulations. Duties may include representing the supervisor in conferences or meetings.

Work is performed under general supervision and requires a high degree of independent judgment in the establishment, interpretation, application and enforcement of statutes, rules, regulations and policies.

EXAMPLES OF WORK PERFORMED

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

Supervises the maintenance of accounts, purchasing, budget preparation and control, and the conducting of personnel transactions;

Represents the supervisor in matters as authorized;

Reviews the work of various divisions, departments, and branch offices, coordinating their activities and advising them on matters of policy and administration;

Assists in formulating and recommending programs and policies of a Regional Counsel's office and interprets and administers policies as directed; supervises purchasing, duplicating, property control, and maintenance activities of a Regional Counsel's office;

Represents the administrative supervisor in contacts with public officials, governmental agencies, and the public; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university and two years of experience in staff or administrative work, or equivalent combination of training and experience.

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

ADMINISTRATIVE ASSISTANT III 9313

DISTINGUISHING CHARACTERISTICS OF WORK

This is advanced administrative work assisting Regional Counsel or division head in coordinating and supervising a variety of complex administrative functions in a Regional Counsel's office. An employee in a position allocated to this class performs complex administrative work including supervising the administrative functions of a Regional Counsel's office.

Work is performed under broad general supervision and requires independent judgment in the establishment, interpretation, application and enforcement of rules, regulations, policies, and statutes. Assignments are reviewed through conferences and by the results obtained.

EXAMPLES OF WORK PERFORMED

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

Assists and advises the Regional Counsel or division head in formulating and implementing broad policies and program objectives.

Represents the Regional Counsel or division head in matters where authority has been delegated;

Serves on internal administrative and policy bodies;

Investigates and defines problems, conducts research, and formulates methods of resolution;

Assists in the coordination and implementation of office programs;

Conducts confidential investigations and complex special assignments;

May monitor, supervise and coordinate administrative services; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university and three years of experience in staff or administrative work, or an equivalent combination of training and experience.

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

ADMINISTRATIVE ASSISTANT IV 9314

DISTINGUISHING CHARACTERISTICS OF WORK

This is advanced administrative work assisting a Regional Counsel and/or other administrator in developing and implementing a variety of complex administrative functions in a Regional Counsel's office. This position requires a thorough understanding of the policies and procedures in a Regional Counsel's office. An employee in a position allocated to this class is responsible for formulating, directing, analyzing and recommending changes in policies, rules, and regulations.

Work is performed under broad general supervision and requires a high degree of independent judgment in the establishment, interpretation, application and enforcement of rules, regulations, policies and statutes. Assignments are reviewed through conferences and by the results obtained.

EXAMPLES OF WORK PERFORMED

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

Assists and advises the Regional Counsel and/or other administrator in formulating and implementing policies and procedures;

Represents the Regional Counsel and/or other administrator in matters where authority has been delegated;

Serves on internal administrative and policy bodies;

Investigates and defines problems, conducts research, and formulates methods of resolution;

Conducts confidential investigations and complex special assignments; monitors, supervises, and coordinates administrative services; compiles and analyzes data for administrative decisions;

Supervises and/or participates in recruitment and hiring of employees;

Makes recommendations and participates in decision-making regarding human resource issues;

May participate in the compilation of payrolls and payroll records; may assist auditors; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university and five years of experience in staff or administrative work, or an equivalent combination of training and experience.

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

DISTINGUISHING CHARACTERISTICS OF WORK

This is administrative work assisting the Regional Counsel, and/or staff by relieving them of a variety of administrative matters. An employee in a position allocated to this class plans, reviews and coordinates distribution of information to the public and media representatives relating to office policies and procedures, information relating to pending cases, as allowed by the public records laws, and information of general interest.

Work is performed under supervision of the Regional Counsel or designee and requires a high degree of independent judgment in the establishment, interpretation, application and enforcement of rules, regulations, policies and statutes. Assignments are reviewed through conferences and by the results obtained.

EXAMPLES OF WORK PERFORMED

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

Disseminates current information on office policies and programs to the general public and media representatives; assists and coordinates with local and state criminal justice and related agencies in the planning and presentation of major programs or events within the state or judicial circuit; writes and edits speeches, statements, and news releases; maintains liaison with media at local, state, and national levels; writes educational and informational copy on special topics relating to the criminal justice system;

Produces periodic news releases and reports to the public on the criminal justice system, its operation, the disposition of certain cases, and other matters; these reports take various forms including, but not limited to, written documents and booklets, press and broadcast news interviews, and appearances on radio and television public affairs programs;

Handles inquiries from media representatives regarding activities of the office;

Represents the Regional Counsel in matters as authorized; and

Performs related work as required or assigned.

MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in public relations or journalism and three years of public relations or journalism experience, or an equivalent combination of training and experience.

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

DISTINGUISHING CHARACTERISTICS OF WORK

This is administrative work assisting the Regional Counsel, and/or staff by relieving them of a variety of administrative matters. An employee in a position allocated to this class plans, reviews and coordinates distribution of information to the public and media representatives relating to office policies and procedures, information relating to pending cases, as allowed by the public records laws, and information of general interest.

Work is performed under supervision of the Regional Counsel or designee and requires a high degree of independent judgment in the establishment, interpretation, application and enforcement of rules, regulations, policies and statutes. Assignments are reviewed through conferences and by the results obtained.

EXAMPLES OF WORK PERFORMED

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

Disseminates current information on office policies and programs to the general public and media representatives;

Assists and coordinates with local and state criminal justice and related agencies in the planning and presentation of major programs or events within the state or judicial circuit;

Writes and edits speeches, statements, and news releases; maintains liaison with media at local, state and national levels; writes educational and informational copy on special topics relating to the criminal justice system;

Produces periodic news releases and reports to the public on the criminal justice system, its operation, the disposition of certain cases, and other matters. These reports take various forms including, but not limited to, written documents and booklets, press and broadcast news interviews, and appearances on radio and television public affairs programs;

Handles inquiries from media representatives regarding activities of the office;

Represents the Regional Counsel in matters as authorized; and

Performs related work as required or assigned.

MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in public relations or journalism and five years of public relations or journalism experience, or an equivalent combination of training and experience.

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

DISTINGUISHING CHARACTERISTICS OF WORK

This is administrative work assisting the Regional Counsel, and/or staff by relieving them of a variety of administrative matters. An employee in a position allocated to this class plans, reviews and coordinates distribution of information to the public and media representatives relating to office policies and procedures, information relating to pending cases, as allowed by the public records laws, and information of general interest.

Work is performed under supervision of the Regional Counsel or designee and requires a high degree of independent judgment in the establishment, interpretation, application and enforcement of rules, regulations, policies and statutes. Assignments are reviewed through conferences and by the results obtained.

EXAMPLES OF WORK PERFORMED

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

Disseminates current information on office policies and programs to the general public and media representatives; assists and coordinates with local and state criminal justice and related agencies in the planning and presentation of major programs or events within the state or judicial circuit;

Writes and edits speeches, statements, and news releases; maintains liaison with media at local, state, and national levels; writes educational and informational copy on special topics relating to the criminal justice system;

Produces periodic news releases and reports to the public on the criminal justice system, its operation, the disposition of certain cases, and other matters; these reports take various forms including, but not limited to, written documents and booklets, press and broadcast news interviews, and appearances on radio and television public affairs programs;

Handles inquiries from media representatives regarding activities of the office;

Represents the Regional Counsel in matters as authorized; and

Performs related work as required or assigned.

MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with a degree in public relations or journalism and five years of public relations or journalism experience, two of which must have been in a criminal justice related field or an equivalent combination of training and experience.

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

DISTINGUISHING CHARACTERISTICS OF WORK

This is responsible work in providing instruction, coordination or supervision in a training program in a Regional Counsel's office. An employee in this position and allocated to this class is responsible for providing instruction, supervision, and on-the-job training to persons employed in a Regional Counsel's office. Duties include determining and meeting training needs for professional and non-professional personnel.

Work is performed under the supervision of a higher level employee and reviewed for results obtained.

EXAMPLES OF WORK PERFORMED

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

Conducts, develops, coordinates and reviews programs, curriculum and training techniques, and conducts studies to determine more efficient and effective training methods;

Prepares necessary equipment, training aids, and training room for instructional purposes;

Assists in determining training needs and requirements for the training program operation;

Attends and video tapes lectures at seminars and workshops to be used in the office training program;

Maintains an audio and video tape library; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university and three years of professional training experience or an equivalent combination of training experience.

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

TRAINING AND RESEARCH MANAGER 9380

DISTINGUISHING CHARACTERISTICS OF WORK

This is highly responsible work planning, designing and implementing research and training programs for agency staff in a Regional Counsel's office.

An employee in a position allocated to this class is responsible for formulating or assisting in the formulation of policies and procedures that have significant impact in personnel administration.

EXAMPLES OF WORK PERFORMED

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

Review and implement agency policies and procedures relating to research and training;

Formulate plans for research projects and in-house training programs;

Institute and manage research and training programs;

Assist and manage the preparation of papers and reports on research projects;

Assist and manage the preparation and distribution of training materials;

May represent the Regional Counsel at conferences on research and training;

Establish and maintain a resource and clearinghouse for research, statistical, and training data; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university and 4 years of experience with research, training or education, one of which must have been in a supervisory capacity or an equivalent combination of training and experience.

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

DISTINGUISHING CHARACTERISTICS OF WORK

This is highly independent work in managing the personnel activities in a Regional Counsel's office.

An employee in a position allocated to this class is responsible for processing and maintaining records of all employees including attendance, Sick Leave, and other pertinent personnel records; and counsels employees in matters of state employees' benefits. Work also involves processing the necessary forms required in Worker's Compensation Claims.

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

EXAMPLES OF WORK PERFORMED

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

Supervises the personnel programs and activities of a Regional Counsel's office; participates in formulating and implementing personnel policies and procedures and makes recommendations for change;

Processes or prepares payroll data;

Interview applicants and contacts references listed by applicants to determine personal traits and work performance in previous employment; maintains a personnel record-keeping system to satisfy personnel, budget and classification needs.

Prepares and maintains personnel handbooks for the orientation and education of new personnel;

Serves in a liaison capacity between the Regional Counsel's office and other state agencies; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university and two years of professional personnel experience, or an equivalent combination of training and experience.

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

AUTOMATED SYSTEMS ASSISTANT I 9441

DISTINGUISHING CHARACTERISTICS OF WORK

This is responsible work in data processing and related activities in a Regional Counsel's office.

An employee in a position allocated to this class is responsible for work assignments involving electronic data processing equipment operations, programming, data entry, and user support.

Work is performed under the general supervision of a higher level employee and is reviewed periodically for conformance with instructions and written procedures.

EXAMPLES OF WORK PERFORMED

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

Assembles and organizes material for data input and retrieval;

Performs periodic backup of system and user data, maintenance of storage media, and other operational duties as assigned; performs preventive maintenance, cleaning, setup, removal, and transportation of service of peripheral devices; enters, organizes and maintains word processing documents and provides assistance to word processing and other system users;

Sets up queries, produces reports and interprets results for formats;

Inputs procedure statements, program code, and screen formats;

Prepares program designs and diagrams using flow charts, pseudo code and similar techniques;

Codes, modifies, tests and documents programs; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and 3 years of experience in operating electronic data processing equipment, including familiarity with computer systems operation, computer languages, and software utilization, or graduation from a two-year college or trade school with data processing related course work and one year of experience, or an equivalent combination of training and experience.

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

AUTOMATED SYSTEMS ASSISTANT II 9442

DISTINGUISHING CHARACTERISTICS OF WORK

This is responsible work in data processing and related activities in a Regional Counsel's office.

An employee in a position allocated to this class is responsible for work assignments involving computer equipment, computer operations, programming, and user support.

Work is performed under the general supervision of a higher level employee for the achievement of desired results.

EXAMPLES OF WORK PERFORMED

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

Performs periodic backup of system and user data, maintenance of storage media, and other operational duties as assigned; performs system problem resolution, error tracing, start up and shut down when needed; performs preventive maintenance, cleaning, setup, removal, and transportation for service of peripheral devices;

Sets up queries, produces reports; and interprets results for users;

Creates procedure statements, program codes, screen and report formats;

Prepares program designs and diagrams using flow charts, pseudo code and similar techniques;

Codes, modifies, tests and documents programs;

May assign, coordinate, and review the activities of other data processing personnel;

May consult with administrative and operating personnel concerning new program development; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and 4 years of experience in operating computer equipment, including familiarity with computer systems operation, computer languages, and software utilization or graduation from a two-year college or trade school with data processing related course work and 2 years of experience, or an equivalent combination of training and experience.

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

AUTOMATED SYSTEMS SPECIALIST 9443

DISTINGUISHING CHARACTERISTICS OF WORK

This is highly responsible work in data processing and related activities in a Regional Counsel's office.

An employee in a position allocated to this class is responsible for work assignments involving electronic data processing equipment, operations, programming, and user support.

Work is performed under the general supervision of a higher-level employee for the achievement of desired results.

EXAMPLES OF WORK PERFORMED

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

Analyzes and recommends commercial systems and applications and makes recommendations concerning new program development, and hardware and software acquisition; assists with the installation and setup of automated systems; designs, develops, modifies, and implements automated systems and applications including in-house programming;

Prepares program designs and diagrams using flow charts, pseudo code and similar techniques; creates procedure statements, program codes, screen and report formats; codes, modifies, tests and documents programs; sets up queries, produces reports and interprets results for users; enters, organizes, and maintains word processing documents and provides assistance to word processing and other system users; performs system problem resolution, error tracing, start up and shut down when needed;

Performs periodic backup of system and user data, maintenance of storage media, and other operations duties as assigned; performs preventive maintenance, cleaning, setup, removal, and transportation for service of peripheral devices;

May assign, coordinate, and review the activities of other data processing personnel; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and 5 years of experience in operating electronic data processing equipment, including familiarity with computer systems operations, computer languages, and software utilization, or graduation from a two-year college or trade school with data processing related course work and three years of experience, or an equivalent combination of training and experience.

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

CRIMINAL JUSTICE INFORMATION SYSTEM COORDINATOR 9455

DISTINGUISHING CHARACTERISTICS OF WORK

This is highly responsible work coordinating the flow of criminal justice information among local and state agencies within a Judicial Circuit. Coordination shall consist of providing leadership, assessments, and professional advice concerning information resources to member agencies in their effort to create an integrated Criminal Justice Information System (CJIS), supported by a heterogeneous computer network. The employee shall interact with officials in Tallahassee on behalf of the local CJIS community. Duties include administering the procurement, installation, and operation of interfacing systems, such as message switchers.

Work is performed under the general supervision of the Regional Counsel and is reviewed for achievement of desired results.

EXAMPLES OF WORK PERFORMED

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

Creates and maintains a master data element dictionary for the Criminal Justice Information System (CJIS);

Administers periodic meetings with the CJIS Management Council; performs duties assigned by the Council, such as work flow studies, financial reports, procurement duties, and record keeping;

Plans, obtains and administers the use of hardware and software products which permit interagency information exchanges; provides a medium for exchange of concepts between agencies;

Provides organizational support to enact the decisions of the CJIS Council;

Creates and maintains a master plan for the development of a circuit-wide Criminal Justice Information System; and

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited 4 year college or university with a degree in data processing or criminal justice and 3 years of experience in a field related to the application of information technology to the criminal justice system; or 7 years experience in a field related to the application of information technology to the criminal justice system or an equivalent combination of training and experience.

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

AUTOMATED SYSTEMS DIRECTOR 9475

DISTINGUISHING CHARACTERISTICS OF WORK

This is highly responsible work in the management of a computer system and related activities in a Regional Counsel's office and requires knowledge of computer concepts, operating systems, system hardware and software. An employee in a position allocated to this class is responsible for job functions involving computer systems and equipment, including hardware and software, data communications, programming, and user support.

Work is performed under the supervision of a higher level employee and is reviewed for the achievement of desired results.

EXAMPLES OF WORK PERFORMED

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

Coordinates and directs all activities related to the computer system; designs, develops, modifies, and implements automated systems and applications including in-house programming;

Analyzes and recommends commercial systems and applications and makes recommendations concerning new program development, hardware and software acquisition; contacts and consults with vendors in the acquisition and/or bid process; prepares bid specifications as needed; develops a thorough understanding of system development, including efficient utilization of all hardware and software resources and keeps abreast of applicable technology developments; and assists with the installation and setup of automated systems;

Issues and updates user manuals or memoranda; trains personnel in the use of automated systems and applications including: setup, backup, maintenance, software utilization, communications software, and networking; performs system problem resolution, error tracing, start up and shut down; maintains hardware, software and storage media, including periodic backup of systems and user data; acts as a network administrator to include all aspects of network support, maintenance, security, setup, backup and design; and serves as a liaison with other automated systems personnel in other agencies; represents the Regional Counsel's office on local or state levels concerning new programs; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited 4 year university with computer related course work and 1 year of experience in operating computer based equipment including familiarity with computer languages, programming techniques, networking and software utilization, or an equivalent combination of training and experience.

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

DISTINGUISHING CHARACTERISTICS OF WORK

This is responsible paralegal work in providing assistance in a Regional Counsel's office. An employee in a position allocated to this class is responsible for performing responsible paralegal assignments in support of a higher level employee.

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

EXAMPLES OF WORK PERFORMED

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

Analyzes, selects, compiles, and summarizes information on statutes, legal decisions, opinions, rulings, memoranda or other legal material for internal use;

Examines and analyzes complaints and evidence of alleged or suspected violations of laws or regulations in accordance with applicable laws, regulations, rules, precedents or policies; examines legal instruments, or other documents, to assure completeness of information and conformance to pertinent laws, rules, regulations, precedents or office requirements;

Interviews and takes sworn affidavits from citizens or police officers and recommends possible course of action to superiors; assists in case preparation; assists in selecting, assembling, and summarizing information on legal instruments and specific legal subjects; conducts legal research as directed; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from either an accredited college, legal assistant or paralegal course and 1 year of progressively responsible legal assistant experience; or graduation from high school and 3 years of progressively responsible legal assistant experience, or an equivalent combination of training and experience.

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

DISTINGUISHING CHARACTERISTICS OF WORK

This is responsible paralegal work in providing assistance in a Regional Counsel's office. An employee in a position allocated to this class is responsible for independently performing responsible paralegal assignments in support of a higher level employee.

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

EXAMPLES OF WORK PERFORMED

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

Analyzes, selects, compiles and summarizes information on statutes, legal decisions, opinions, rulings, memoranda or other legal material for internal use; examines and analyzes complaints and evidence of alleged or suspected violations of laws or regulations in accordance with applicable laws, regulations, rules, precedents or policies; examines legal instruments or other documents to assure completeness of information and conformance to pertinent laws, rules, regulations, precedents or office requirements;

Interviews and takes sworn affidavits from citizens or police officers and recommends possible course of action to superiors; assists in case preparation;

Assists in selecting, assembling, and summarizing information legal instruments and specific legal subjects; conducts legal research as directed; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from either an accredited college legal assistant or paralegal course and 3 years of progressively responsible legal assistant experience; or graduation from high school and 5 years of progressively responsible legal assistant experience, or an equivalent combination of training and experience.

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

DISTINGUISHING CHARACTERISTICS OF WORK

This is responsible paralegal work in providing assistance in a Regional Counsel's office. An employee in a position allocated to this class is responsible for independently performing responsible paralegal assignments in support of a higher level employee, and may be assigned supervision responsibilities.

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

EXAMPLES OF WORK PERFORMED

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

Analyzes, selects, compiles, and summarizes information on statutes, legal decisions, opinions, rulings, memoranda or other legal material for internal use;

Examines and analyzes complaints and evidence of alleged or suspected violations of laws or regulations in accordance with applicable laws, regulations, rules, precedents, or policies;

Examines legal instruments or other documents to assure completeness of information and conformance to pertinent laws, rules, regulations, precedents or office requirements;

Interviews and takes sworn affidavits from citizens or police officers and recommends possible course of action to superiors; assists in case preparation;

Assists in selecting, assembling, and summarizing information legal instruments and specific legal subjects; conducts legal research as directed; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from either an accredited college legal assistant or paralegal course and 7 years of progressively responsible legal assistant experience; or graduation from high school and 10 years of progressively responsible legal assistant experience, or an equivalent combination of training and experience.

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

PARALEGAL SUPERVISOR

9515

DISTINGUISHING CHARACTERISTICS OF WORK

This is supervisory work directing the activities of paralegals and/or paralegal staff in a Regional Counsel's office. An employee in a position allocated to this class is responsible for directing the work of paralegals and/or paralegal staff, including case assignments, work product review, and overall job performance.

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

EXAMPLES OF WORK PERFORMED

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

Assigns cases and reviews staff work product for accuracy and thoroughness;

Provides general supervision of staff by making special assignments, assisting with case problems, and planning schedules of activities; plans and holds regular and special conferences with employees to provide guidance and technical assistance in the performance of their duties;

Provides casework supervision and program direction, recommends the hiring, discharge, promotion, discipline or rewarding of subordinate employees; analyzes, selects, compiles, and summarizes information on statutes, legal decisions, opinions, rulings, memoranda or other legal material for internal use; examines and analyzes complaints and evidence of alleged or suspected violations of laws or regulations in accordance with applicable laws, regulations, rules, precedents, or policies;

Examines legal instruments or other documents to assure completeness of information and conformance to pertinent laws, rules, regulations, precedents or office requirements;

Interviews and takes sworn affidavits from citizens or police officers and recommends possible course of action to superiors; assists in case preparation; assists in selecting, assembling, and summarizing information legal instruments and specific legal subjects; conducts legal research as directed; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from either an accredited college legal assistant or paralegal course and 8 years of progressively responsible legal assistant or paralegal experience; or graduation from high school and 10 years of progressively responsible legal assistant or paralegal experience, or an equivalent combination of training and experience.

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

DISTINGUISHING CHARACTERISTICS OF WORK

This is entry level work providing for the delivery of defense-focused disposition services to Regional Counsel clients. An employee in a position allocated to this class is responsible for interviewing clients, assisting with institutional release procedures, assisting in the preparation, presentation and disposition of cases, and providing assistance and counseling services.

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

EXAMPLES OF WORK PERFORMED

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

Assists in the early disposition of cases prior to arraignment; facilitates negotiation and settlement of cases; arranges custody releases; assists in pre-sentence, post-sentence, death phase and other investigations; devises appropriate treatment plans to be presented to the Courts as alternatives to incarceration and makes referral to community agencies; develops plans and arranges for habilitative or rehabilitative counseling and direct services; interviews clients who wish information or emergency services, and refers these clients to the appropriate resource or arranges for their emergency needs to be met; gathers information about the client's family, education, social, employment, military, and treatment history; identifies and outlines background information for use by experts; and analyzes the client's strengths and needs;

Assesses treatment options and provides disposition and treatment recommendations; locates and develops community services to meet client needs, and maintains an up-dated resource manual; provides psychological histories, diagnostic impressions, and makes referrals for crisis counseling; secures psychiatric, psychological, and neurological evaluations from consultants; provides information about community resources and correctional institutions to the Courts and attorneys; and assists in cases providing attorneys with psychosocial evaluations; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited four -year college or university with course work in a social or behavioral science, or an equivalent combination of training and experience.

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

DISTINGUISHING CHARACTERISTICS OF WORK

This is professional or supervisory work providing for the delivery of defense-focused disposition services to Regional Counsel clients. An employee in a position allocated to this class is responsible for supervising or maintaining caseloads of Regional Counsel clients with physical, mental, or developmental disturbances. Duties include performing detailed case management and complex casework; making referral services for specialized treatment available within the community; and maintaining liaison with the Courts and local law enforcement, civic and other social agencies; interviewing clients, assisting with institutional release procedures, assisting in the preparation, presentation, and disposition of cases, and providing assistance and counseling services.

Work is performed under the general supervision of a higher level employee and is reviewed through case analysis and reports for results obtained.

EXAMPLES OF WORK PERFORMED

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

Assists in the early disposition of cases prior to arraignment; facilitates negotiation and settlement of cases; arranges custody releases; assists in pre-sentence, post-sentence, death phase and other investigations; devises appropriate treatment plans to be presented to the Courts as alternatives to incarceration and makes referral to community agencies; develops plans and arranges for habilitative or rehabilitative counseling and direct services; completes required initial social, legal, and medical investigative work; interviews parents, guardians, and other persons having knowledge of relevant situations; and gathers information about the client's family, education, social, employment, military, and treatment history; identifies and outlines background information for use by experts; analyzes client's strengths and needs; assesses treatment options and provides disposition and treatment recommendations; prepares reports and makes recommendations to the Courts; ensures that clients receive social services required to support medical treatment; provides psychological histories, diagnostic impressions and makes referrals for crisis counseling; secures psychiatric, psychological and neurological evaluations from consultants; provides information about community resources and correctional institutions to the Courts and attorneys; and assists in cases providing attorneys with psychosocial evaluations; may train and assist in coordinating the activities of Disposition Specialists; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in social or behavioral science and 1 year of professional experience in a social or rehabilitative services program; or an equivalent combination of training and experience.

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

DISTINGUISHING CHARACTERISTICS OF WORK

This is professional and/or supervisory work providing for the delivery of defense-focused disposition services to Regional Counsel clients. An employee in a position allocated to this class is responsible for supervision and/or maintaining a caseload of Regional Counsel clients with physical, mental or developmental disturbances. Duties may include staffing cases with an attorney and/or other disposition specialist, interviewing and assessing clients, gathering collateral psychosocial information, researching the current diagnostic and treatment literature, making referrals to forensic experts, making referrals to treatment providers, developing and presenting treatment plans, developing and presenting alternative sentencing proposals, developing and presenting mitigation packages, developing, or assisting in the development of, training plans and materials for disposition specialist, developing and maintaining positive working relationships with forensic experts, the judges and court personnel, jail staff, community providers, and civic and social service agencies.

Work is performed under the general supervision of a higher level employee and is reviewed through case analysis and reports for results obtained.

EXAMPLES OF WORK PERFORMED

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

Facilitate custody releases;

Assist in the early disposition of cases prior to arraignment;

Staff cases with attorneys and others, as needed and interview clients;

Gather psychosocial information, including interviewing people with relevant personal information and obtaining school, work, military, medical and psychological/psychiatric records and prior treatment, rehabilitative, or habilitative history; develop client life line (relevant psychosocial history in time line format); identify clients' strengths and needs; research current relevant diagnostic and treatment literature; make referrals to and consult with appropriate forensic experts; consult with attorneys on reports from experts; facilitate negotiation and settlement of cases; assist in pre-sentence, post-sentence, death phase, and other investigations; assess treatment options, make referrals to appropriate community programs and develop and present treatment plans as alternatives to incarceration; develop and present alternative sentencing proposals and mitigation packages; provide information about treatment, habilitation, and rehabilitation resources to attorneys and the Courts;

Develop or assist in the development of the Disposition Services Training/Resource Manual; develop or assist in the development of resources, such as lists of providers, with contact information, admission criteria, etc.; train or assist in the training of new disposition specialist and staff cases with new and experienced disposition specialist; and develop or assist in developing office-wide training to maintain or improve outcomes for clients with physical, mental or developmental disturbances;

Act as an ambassador for the office with community agencies and programs; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited college or university with a master's degree in social work, psychology, mental health counseling, or a related field and at least 1 year of professional experience, or an equivalent combination of training and experience.

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

DISPOSITION SPECIALIST SUPERVISOR 9575

DISTINGUISHING CHARACTERISTICS OF WORK

This is supervisory work directing the activities of a unit providing defense-focused disposition services to Regional Counsel clients. An employee in a position allocated to this class is responsible for directing a professional staff providing defense-focused disposition services to Regional Counsel clients. Duties also include planning, organizing, and directing the activities of a disposition specialist unit including recommending the hiring, discharge, promotion, discipline, or rewarding of subordinate employees; case assignment and review; and ensuring compliance with established policies, procedures, and guidelines; interviewing clients, assisting with institutional release procedures, assisting in the preparation, presentation, and disposition of cases and providing assistance and counseling services. Work is performed under the general supervision of a higher level employee and is reviewed through reports and conferences for achievement of desired results.

EXAMPLES OF WORK PERFORMED

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

Assigns cases and reviews comprehensive assessments, Court reports, investigative reports and plans for completeness and compliance with policies and standards;

Provides general supervision of staff within the unit by making special assignments, assisting with case problems, and planning schedules of activities; plans and holds regular and special conferences with employees to provide guidance and technical assistance in the performance of their duties; provides casework supervision and program direction to unit staff and recommends the hiring, discharge, promotion, discipline or rewarding of subordinate employees; maintains liaison with law enforcement officials, civic groups and social agencies within the community to facilitate improved service delivery;

Assists in the early disposition of cases prior to arraignment;

Facilitates negotiation and settlement of cases; arranges custody releases; assists in pre-sentence, post-sentence, death phase and other evaluations;

Gathers information about the client's family, education, social, employment, military, and treatment history;

Identifies and outlines background information for use by experts; analyzes client's strengths and needs; assesses treatment options and provides disposition and treatment recommendations; devises appropriate treatment plans to be presented to the Courts as alternatives to incarceration and makes referral to community agencies; provides psychological histories, diagnostic impressions, and makes referrals to crisis counseling; secures psychiatric, psychological and neurological evaluations from consultants;

Provides information about community resources and correctional institutions to the Courts and attorneys;

Assists in cases providing attorneys with psychosocial evaluations;

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in a social or behavioral science and 2 years of professional experience in a social rehabilitative services program; or an equivalent combination of training and experience.

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

DISTINGUISHING CHARACTERISTICS OF WORK

This is varied and responsible work acting as a liaison between witnesses, the Regional Counsel's office, State Attorney Office, judicial offices and Court personnel involved in criminal cases.

Work is performed under the general supervision and is reviewed upon completion for achievement of desired results.

EXAMPLES OF WORK PERFORMED

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

Maintains current information relative to the whereabouts of each witness;

Contacts witnesses by phone or letter who do not call the office for confirmation or cancellation of a scheduled appointment, deposition, or court appearance; documents all information regarding phone calls, letters and case dispositions;

Intervenes with employers on behalf of witnesses who request assistance;

Monitors witness addresses to avoid un-served subpoenas and duplicate issuance;

Keeps witnesses on standby and advises witnesses of early case dispositions;

Informs the witness as appropriate regarding the status of the case;

Provides individual attention to witnesses who may be reluctant, hesitant, or afraid of the judicial system; explains nature of specific cases;

Arranges transportation for out-of-town witnesses;

Accompanies drivers to pick up witnesses that require special handling; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from a two-year college program with major work in the area of social science or criminal justice, or an equivalent combination of training and experience in Social Services and Criminal Justice areas.

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

DISTINGUISHING CHARACTERISTICS OF WORK

This is responsible and independent work acting as a liaison between witnesses, the Regional Counsel's office, State Attorney Office, judicial offices and court personnel involved in criminal cases.

Work is performed with considerable independence and is reviewed upon completion for achievement of desired results.

EXAMPLES OF WORK PERFORMED

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

Interviews witnesses in sensitive areas and other areas likely to be inquired into by prosecution, and counsels witnesses concerning their legal rights, all under the direct supervision of an attorney;

Submits to attorneys a complete analysis of the reliability and credibility of witnesses, the weaknesses of the case caused by inability or reluctance of witnesses to testify for any reason, and advises and assists the witness throughout the criminal justice process;

Acts as a liaison between the Regional Counsel's office and witnesses; explains to witnesses the purpose of their being subpoenaed and the importance of being available for trial on the date they are to appear; if witnesses have not called within a reasonable period of time after being served a subpoena, tries to contact witnesses and advises them of standby procedures; contacts said witnesses when attorney advises what time they will be needed for trial;

Works with the attorney by putting witnesses on standby for the day of the trial and obtaining from witnesses their telephone numbers where they can be reached before the day of trial;

If the trial is cancelled calls witnesses and advises them of cancellation and the reason for said cancellation;

Performs all the duties of a Witness Coordinator I; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited four-year college program with major work in the area of social science or criminal justice, or an equivalent combination of training and experience.

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

DISTINGUISHING CHARACTERISTICS OF WORK

This is highly independent and specialized work acting as a liaison between witnesses, the Regional Counsel's office, State Attorney Office, judicial offices and court personnel involved in criminal cases. This position may also include supervision of other witness coordination staff.

Work is performed with considerable independence and is reviewed upon completion for achievement of desired results.

EXAMPLES OF WORK PERFORMED

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

Works with special incident cases, such as rape, murder, et cetera;

Acts as the primary emotional support for witnesses and offers guidance to them during the criminal justice process;

Assesses need levels of witnesses and offers community resources when appropriate;

Receives attorney and investigator case files and makes contact with witnesses to interview and take sworn statements or affidavits;

Interviews witnesses in sensitive areas and other areas likely to be inquired into by prosecution, and counsels witnesses concerning their legal rights, all under the direct supervision of an attorney;

Submits to attorneys a complete analysis of the reliability and credibility of witnesses, the weaknesses of the case caused by inability or reluctance of witnesses to testify for any reason, and advises and assists the witness throughout the criminal justice process;

Acts as a liaison between the Regional Counsel's office and witnesses;

Explains to witnesses the purpose of their being subpoenaed and the importance of being available for trial on the date they are to appear;

If witnesses have not called within a reasonable period of time after being served a subpoena tries to contact witnesses and advises them of standby procedures; contacts said witnesses when attorney advises what time they will be needed for trial;

Works with the attorney or investigator by putting witnesses on standby for the day of the trial and obtaining from witnesses their telephone numbers where they can be reached before the day of trial;

If trial is cancelled, advises witnesses of cancellation and the reason for said cancellation, and if trial is completed, notifies witnesses the outcome of the case;

Performs all the duties of a Witness Coordinator I and II; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited four-year college program with major work in the area of social science or criminal justice, or an equivalent combination of training and experience.

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

PROCESS SERVER

9610

DISTINGUISHING CHARACTERISTICS OF WORK

This is responsible work in processing and serving subpoenas for a Regional Counsel's office. An employee in a position allocated to this class is responsible for locating witnesses and serving subpoenas.

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

EXAMPLES OF WORK PERFORMED

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

Processes and serves subpoenas;

Locates witnesses who have moved or are hostile and trying to avoid being served;

Arranges for transportation of out-of-town witnesses and secures lodgings when required;

Assists in performing routine investigations when required; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and 1 year of law enforcement investigation or related experience or an equivalent combination of training and experience.

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

INVESTIGATOR TRAINEE**9660****DISTINGUISHING CHARACTERISTICS OF WORK**

This is entry level work in a Regional Counsel's office in conducting investigations of cases. An employee in a position allocated to this class performs entry level work assisting in investigations of felony, misdemeanor, juvenile, and other assigned cases.

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

EXAMPLES OF WORK PERFORMED

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

Assists in conducting crime scene investigations after-the-fact to gather evidence and take pictures for use in court;

Assists in developing evidence and taking statements from witnesses in preparing cases;

May cooperate with and assist various law enforcement agencies in conducting investigations;

Assists in evaluating and preserving evidence of investigations and reporting findings;

Testifies in court regarding evaluations of evidence;

Serves subpoenas; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Successful completion of a two-year college and 1 year experience in a criminal justice related field, or an equivalent combination of training and experience.

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

INVESTIGATOR I**9661****DISTINGUISHING CHARACTERISTICS OF WORK**

This is responsible work in a Regional Counsel's office conducting investigations of cases. An employee in a position allocated to this class is responsible for conducting investigations of felony, misdemeanor, juvenile and other assigned cases.

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

EXAMPLES OF WORK PERFORMED

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

Conducts crime scene investigations after-the-fact to gather evidence and take pictures for use in Court;

Develops evidence and takes statements from witnesses in preparing cases;

May cooperate with and assist various law enforcement agencies in conducting investigations;

Evaluates and preserves evidence of investigations and reports findings;

Testifies in Court regarding evaluations of evidence;

Serves subpoenas;

May transport prisoners; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university in a criminal justice related field and 2 years of experience in law enforcement or as an investigator, or an equivalent combination of training and experience.

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

DISTINGUISHING CHARACTERISTICS OF WORK

This is highly responsible work in a Regional Counsel's office conducting investigations of cases; or involving specialized training in the operation of a polygraph or a psychological stress evaluator. An employee in a position allocated to this class is responsible for conducting investigations of felony, misdemeanor, juvenile and other assigned cases, or performs the duties of a qualified polygraph examiner or psychological stress evaluator.

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

EXAMPLES OF WORK PERFORMED

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

Conducts crime scene investigation after-the-fact to gather evidence and take pictures for use in Court;

Develops evidence and takes statements from witnesses in preparing cases;

May cooperate with and assist various law enforcement agencies in conducting investigations;

Operates a polygraph or a psychological stress evaluator, interviews, and screens individuals;

May testify in court regarding evaluations of evidence;

Serves subpoenas;

May transport prisoners; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university in a criminal justice related field and 3 years of experience in law enforcement or as an investigator and/or successful completion of a polygraph or PSE School, or an equivalent combination of training and experience.

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

INVESTIGATOR III**9663****DISTINGUISHING CHARACTERISTICS OF WORK**

This is highly responsible independent or supervisory work in a Regional Counsel's main or branch office, and/or involving specialized training in the operation of a polygraph or psychological stress evaluator.

An employee in a position allocated to this class is responsible for highly independent or supervisory work in a main or branch office directing the activities of investigators conducting investigations of felony, misdemeanor, juvenile and other assigned cases, or performs the duties of a qualified polygraph examiner or psychological stress evaluator.

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

EXAMPLES OF WORK PERFORMED

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

May supervise investigations in a main or branch office;

Conducts crime scene investigations after-the-fact to gather evidence and take pictures for use in Court;

Develops evidence and takes statements from witnesses in preparing cases;

May cooperate with and assist various law enforcement agencies in conducting investigations;

Operates a polygraph or a psychological stress evaluator, interviews and screens individuals;

May testify in court regarding evaluations of evidence;

Serves subpoenas;

May transport prisoners; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university in a criminal justice related field and 4 years of experience in law enforcement or as an investigator and/or successful completion of a polygraph or PSE School, or an equivalent combination of training and experience.

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

INVESTIGATOR IV

9664

DISTINGUISHING CHARACTERISTICS OF WORK

This is responsible work in a Regional Counsel's office conducting investigations of cases, also polygraph and psychological stress evaluation examinations. An employee in a position allocated to this class may supervise and conduct investigations of felony, misdemeanor, juvenile, and other assigned cases.

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

EXAMPLES OF WORK PERFORMED

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

May supervise or conduct crime scene investigations after-the-fact to gather evidence and take pictures for use in court;

May assist Chief Investigator to evaluate evidence of investigations, preparation of reports of findings, review evaluations and reports prepared by lower level investigators;

Assists local and state law enforcement agencies in conducting investigations;

Operates a polygraph or a psychological stress evaluator, interviews and screens individuals;

May testify in court as to conclusions and evaluations of evidence, serve subpoenas, may transport prisoners; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university in a criminal justice related field and 4 years of responsible experience in law enforcement or as an investigator with 1 year experience in a mid-level management position, or an equivalent combination of training and experience.

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

CHIEF INVESTIGATOR

9665

DISTINGUISHING CHARACTERISTICS OF WORK

This is responsible supervisory work in a Regional Counsel's office to directing the activities of a staff of investigators conducting investigations of cases, also polygraph and psychological stress evaluation examinations. An employee in a position allocated to this class supervises and conducts investigations of felony, misdemeanor, juvenile, and other assigned cases.

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

EXAMPLES OF WORK PERFORMED

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

Supervises and conducts crime scene investigations after-the-fact to gather evidence and take pictures for use in court;

Supervises investigators;

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

Assists local and state law enforcement agencies in conducting investigations;

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

Serves subpoenas;

May transport prisoners; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university in a criminal justice related field and 4 years of responsible experience in law enforcement or as an investigator, one year of which must have been in a supervisory capacity, or an equivalent combination of training and experience.

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

LEGAL TRAINEE**9680****DISTINGUISHING CHARACTERISTICS OF WORK**

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

Work is performed under the close supervision of a Regional Counsel or Assistant Regional Counsel.

EXAMPLES OF WORK PERFORMED

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

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

Trains in legal research activities; trains in the preparation of memoranda and reports summarizing findings of research investigations;

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

Assists an attorney in preparing trial briefs;

May serve as a certified legal intern; and

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited school of law.

DISTINGUISHING CHARACTERISTICS OF WORK

The General Counsel shall represent the Regional Council upon request regarding any matter within the purview of the association. The General Counsel shall operate under the supervision of the Regional Council in the circuit to which the position is assigned. Functions shall include, but may not be limited to:

Acting as a liaison with the Legislative branch (in accordance with applicable Florida Statutes, including representation relating to substantive, procedural and appropriations matters); the Judicial branch, including the Office of the State Courts Administrator, Judicial Management Council, Regional Capital Collateral Representatives, Justice Administrative Commission and the Judicial Qualifications Commission; the Executive branch, including the Governor's Office, Cabinet, Department of Legal Affairs, State Attorneys and the Florida Prosecuting Attorneys' Association; the Florida Bar and its relevant sections; and all relevant committees, boards and commissions;

Advising and representing the Regional Council and individual member offices by reviewing Regional Council requests for Attorney General Opinions prior to their submission to the Attorney General;

Litigating on behalf of the Regional Council, including advice and preparation of pleadings, and negotiating, preparing and reviewing contracts or other legal papers; and

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Admission to and a member in good standing with The Florida Bar.

ASSISTANT REGIONAL COUNSEL CHIEF 9909

DISTINGUISHING CHARACTERISTICS OF WORK

This is supervisory and highly independent professional management position in a Regional Counsel's office. An employee in a position allocated to this class serves as the regional Chief of Staff and is responsible, as second-in-charge to the Regional Counsel, for overseeing all aspects of the office's legal requirements and daily operations. This employee must have a working knowledge of all statutes, rules, regulations, and policies having an impact on Regional Counsel. An employee allocated to this class must be licensed, and in good standing with the Florida Bar.

EXAMPLES OF WORK PERFORMED

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

Acts as second-in-charge to the Regional Counsel and, as such supervises all Assistant Regional Counsel attorneys, along with Regional Counsel.

Manages designated offices within the agency and manages the agency's overall workload across the region;

Continuously ensures court rooms are staffed and all cases are covered;

Approves due process costs, travel expenses, and serves as a 2nd to final approval for all operational expenses;

Assists in all personnel changes, including position advertising, recruitment, interviewing, and selection;

Solves problems, mediates disputes, and other office matters before elevation to the Regional Counsel;

Assists in preparation of Legislative Budget Requests and the annual operating budget for the Regional Counsel;

Reviews periodic budget status reports with the Regional Counsel as required;

Reviews all applicable state laws, rules and/or regulations regarding legal procedures;

Participates in formulating and implementing personnel policies and procedures, and makes recommendations for change, as needed;

Supervises the work of the Assistant Regional Counsel attorneys, including the quality of the ARC attorneys' motion practice and case strategies;

Reviews, and approves when appropriate, requests by Assistant Regional Counsel attorneys to retain expert witnesses and consultants;

Performs other supervisory work as required, and other tasks as assigned by the Regional Counsel.

Maintains and manages an active caseload.

MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university and a juris doctor from a law school accredited by the American Bar Association, 5 years of supervisory experience, or an equivalent combination of training and experience.

ASSISTANT REGIONAL COUNSEL 9901

DISTINGUISHING CHARACTERISTICS OF WORK

This is an attorney position and one that is fundamental to carrying out the agency mission of providing effective, client-centered representation to the court-appointed, indigent clients of the Regional Counsel agency. Assistant Regional Counsel Attorneys

Under the supervision, direction and leadership of the Regional Counsel and Chief Assistant Regional Counsel, the Assistant Regional Counsel attorneys use their law degree and independent judgment to provide effective legal representation to the court-appointed clients of the agency in accordance with the agency's client-centered representation model and pursuant to Rules of Professional Conduct.

Depending on assignment an Assistant Regional Counsel may be assigned to any of the cases to which the Regional Counsel is appointed including, but not limited to: criminal felony, criminal misdemeanor, juvenile delinquency, dependency, termination of parental rights, guardian advocate, and other civil and criminal cases.

Examples of Work Performed

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

Prepares each case efficiently and expeditiously, by reviewing all case pleadings and related documents;

Meets with assigned clients to establish and thereafter maintain open lines of communications with clients and with families of clients where appropriate;

Counsels and advises each client regarding the client's legal rights and case options, including settlement, pre-trial litigation, and trial, and discusses case strategies with the client;

Maintains a professional relationship and open lines of communications with attorneys from other court partner agencies, including attorneys who are in the role of "opposing counsel";

Maintains a professional relationship and open lines of communications with Court personnel

Seeks assistance on a case-by-case basis, and follows proper internal procedure for approval, of expert consultants and witnesses to assist in the representation in a client's matter;

Maintains a professional demeanor and endeavors to exercise sound judgment at all times;

Handles emergency assignments when needed;

Stays well-informed of litigation and relevant court decisions which might affect statutes under which the Regional Counsel carries out its responsibilities;

Continues to develop an expertise in area of legal practice, with a specific emphasis on the application of the complex statutes relating to applicable criminal, civil and appellate law;

Utilizes an office case management system to ensure cases are properly and promptly updated;

Conducts additional tasks as assigned by the Regional Counsel or Chief Assistant Regional Counsel; and
Travels as needed.

Minimum Training, Requirements and Experience

The candidate must have obtained a juris doctor degree and be an active member in good standing with the Florida Bar.

Assistant Regional Counsels must have reliable transportation.

LEGISLATIVE AFFAIRS DIRECTOR 9387

DISTINGUISHING CHARACTERISTICS OF WORK

The Legislative Affairs Director (LAD) is responsible for overseeing the coordination, development, and advancement of a common, effective legislative agenda for the Regional Councils. The primary purposes of the position are to assist the Regional Councils with identifying the legislative policies and budgetary needs of these agencies and to assist in prioritizing and promoting those policies and needs through the legislative process.

EXAMPLES OF WORK PERFORMED

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

Assists the RCs in the development and coordination of the agencies' annual Legislative Budget Requests (LBRs);

Assists in the development of policy goals consistent with the agencies' constitutional and statutory mandates and in drafting bill or proviso language for same;

Monitors, analyzes, and tracks proposed legislative or budgetary changes or proposed governmental program initiatives which affect the practice areas and operations of the RC agencies and making recommendations to the RCs for proposed courses of action regarding same;

Acts as the Regional Councils communications liaison between the staff of legislative committees and gubernatorial offices and developing presentations to be made to said committees and offices and to other governmental entities or stakeholders;

Cultivates and maintains open communications with the directors of legislative affairs (or persons in similar positions) of agencies within the government which perform roles in the justice system similar to the RC agencies and with the legislative aides of elected state senators and representatives;

Develops protocols for uniform data collection and reporting across the five RC agencies and facilitating timely and accurate responses to requests for information from governmental entities or from the public;

Identifies and executes special projects on behalf of the RCs which will improve intra-agency functioning (internal to RC offices);

initiates suitable programs to promote a better understanding of the value and cost effectiveness brought about by the unique role the Regional Councils fulfill in Florida's justice system;

Performs other tasks as requested by the Regional Councils.

PREFERRED SKILLS

Ability to maintain strong interpersonal communication and organizational skills with minimal direction.

Experience coordinating complex projects with key executive leadership.

Proficient in using legislative tracking software.

Strong understanding of the Florida Legislative process.

Strong understanding of the state budgeting process (including Legislative Budget Requests, Budget Conferences) and a basic understanding of how budget items are entered and the overall structure of the Regional Counsel Budget.

Proficient in Microsoft Office applications (Excel, Word, PowerPoint).

MINIMUM TRAINING AND EXPERIENCE

A bachelor's degree is required and candidates for this position should excel in communications and in organizational and planning abilities. Suitable state government experience and experience working within Florida's legislative process is necessary. This position is based in Tallahassee, but travel from time to time to the administrative offices of the Regional Counsels and for intra-agency meetings will be required.

SOCIAL SERVICES DIRECTOR

TBD

DISTINGUISHING CHARACTERISTICS OF WORK

The Social Services Unit Director (SSU Director) is responsible for the overall Social Services Unit program development and will establish as well as advance the overall vision and direction of the Social Services Unit across all agency circuits. The SSU Director will establish appropriate administrative policies, services, structures, controls, and reporting systems for the efficient and effective performance of the Social Services Unit. Additionally, the SSU Director will supervise and guide program staff to ensure effective and efficient client-centered service delivery to clients, as well as cultivate a team that supports the goals of the Social Services Unit based on innovation, collaboration, accountability, and continuous improvement. Related policies, procedures, and protocols will be developed and implemented to support these practices.

EXAMPLES OF WORK PERFORMED

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

The SSU Director will be responsible for organizing and helping facilitate the hiring process for SSU staff. In addition to overall Social Services Unit development and growth, the director is also responsible for developing and maintaining relationships with universities to facilitate integrating MSW and BSW level interns within the Social Services Unit and for participating in the interviewing process to select interns who will complete their field placement in the Social Service Unit. The SSU Director will also be involved in projects, identified in collaboration with the Regional Counsel, based on agency need and potential SSU development. These projects may include tasks such as helping organize conferences put on by the agency, seeking out potential trainings by other agencies to further the professional development of the Social Services Unit, efforts resulting in additional funding sources, forming collaborative relationships with agencies that may benefit the Regional Counsels office, and promoting the interdisciplinary model for parent representation throughout the State.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

A Juris Doctor, Masters in Social Work, or a masters degree or higher in a related field from an accredited university is required. Experience in forensic social work settings preferred. Specific training in intersection of social work and law is preferred. Supervisory experience is preferred.

DISTINGUISHING CHARACTERISTICS OF WORK

The Parent Peer Advocate is an integral member of the legal team working to support the client’s rights and to enhance the legal positions asserted on the client’s behalf. The Parent Peer Advocate will use their lived experienced, combined with their training, to successfully engage clients throughout their legal case by providing encouragement, guidance, and information on how to successfully navigate the child welfare system, help to address and resolve barriers to recovery, linkage to concrete services, and advocacy, as needed.

EXAMPLES OF WORK PERFORMED

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

The Parent Peer Advocate’s support to the client will be achieved by actions such as, but not limited to linking and referring to services, facilitating client success through support, communications with attorneys, participating in dependency court related meetings/proceedings, attending visitation between parent and child, conducting home visits and/or visits in the community, as well as educating stakeholders on issues surrounding parenting successfully after involvement with child welfare and as successfully parenting while in recovery.

MINIMUM TRAINING AND EXPERIENCE

High School Diploma or GED; Certified Peer Recovery Specialist (CPRS) Certification or obtain within one year of start of employment.

ASSISTANT FORENSIC SOCIAL WORKER**TBD****DISTINGUISHING CHARACTERISTICS OF WORK**

The Assistant Forensic Social Worker (FSW) provides clients a positive orientation the Office of Criminal Conflict and Civil Regional Counsel as well as information regarding services the office offers, Regional Counsel attorneys, and, potentially, information pertaining to the Social Services Unit.

EXAMPLES OF WORK PERFORMED

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

The Assistant Forensic Social Worker supports clients surrounding shelter hearings and acts, in tandem with the attorney, to support the client in navigating the start of the legal case as well as coordinating the first office meeting with the client's attorney. After setting these appointments, the Assistant FSW will subsequently confirm and track data regarding these appointments. During this process, the specialist will also screen for clients who may be a good fit for the Social Services Unit, and following protocols to make referrals to SSU, when appropriate. The Assistant FSW, additionally, supports clients through services, such as, but not limited to, attending the first Family Team Meeting, observing visitation between client's visits with their children at either attorney or SSU request, and other client support, as needed. The Assistant FSW will maintain and submit the weekly spreadsheet of shelter and initial office appointments to the SSU Director as well as maintain daily documentation of all work done on a client's behalf in the agency's case management system.

MINIMUM TRAINING AND EXPERIENCE

A bachelor's degree in social work from an accredited university. Experience in child welfare or the dependency system is preferred.

FORENSIC SOCIAL WORKER - SUPERVISOR TBD

DISTINGUISHING CHARACTERISTICS OF WORK

The Managing Forensic Social Worker (FSW-Supervisor) role is one that allows the FSW-Supervisor to support the FSW's in their circuit(s) as well as serve as a point person to the SSU Director in order to coordinate cases and SSU program implementation in their assigned circuit(s). This goal will be achieved through the below outlined responsibilities.

EXAMPLES OF WORK PERFORMED

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

The FSW-Supervisor will provide support to the FSW's in the FSW-Supervisor's circuit(s), which may include tasks such as orienting newly hired SSU staff to the agency/role, helping FSW's initiate newly assigned cases, facilitating case review meetings, collaborating with the FSW's to maximize known resources/services that may be available in the area, as well as helping ensure that all monthly SSU paperwork has been submitted to the SSU Director.

The FSW-Supervisor will oversee the shelter process in their circuit(s) to make all sure shelters are staffed by SSU and that shelter data sheets have been submitted by the appropriate SSU staff on a weekly basis.

The FSW-Supervisor will oversee the FSW's orientation of interns that have been accepted and assigned to the circuit(s) and also ensure that the agreed upon task/clinical supervisors are facilitating the intern's placement with the needed level of support and supervision.

The FSW-Supervisor will be the primary person to bring forth issues, questions, and concerns to the circuit(s) managing attorneys and SSU Director, as well as share with the FSW's any information learned as a result of these issues, questions, or concerns discussed.

The FSW-Supervisor and SSU Director will have regular communication regarding new referrals (if there are questions on case assignment), any perceived challenges, as well as any potential barriers to effective program implementation.

The SSU Director, in collaboration with the Regional Counsel, may identify unique projects for the FSW-Supervisor to oversee or to be assigned to on an ongoing basis. These projects will be based on the needs of the agency, as well as the circuit, and will be discussed with the FSW-Supervisor prior to the project being assigned to the FSW-Supervisor. (Projects may include, but are not limited to, assignments such as the FSW-Supervisor providing SSU services to clients in specialty courts, overseeing the implementation grant projects in their circuit(s), etc.)

MINIMUM TRAINING AND EXPERIENCE

A Minimum 2 years of experience as a Forensic Social Worker or Forensic Family Advocate and history of demonstrating leadership/managerial skills. A bachelor's degree in social work from an accredited university. A master's degree in social work from an accredited university is preferred.

DISTINGUISHING CHARACTERISTICS OF WORK

This position creates a classification for a highly responsible, professional administrator who will manage day-to-day functional operations (of a non-legal nature) of the agency and who will oversee all issues relating to the property and infrastructure utilized by the agency.

Responsibilities and duties include, but are not limited to: overseeing the daily operations and functioning of agency property and of the infrastructure of the building facilities leased by the agency; managing the installation and support of all office systems and office equipment including internet, telephone systems, copiers, scanners, fax machines, security systems, video conference systems, etc.; coordination of intra-office moves and assisting with physical planning as it relates to installation of automated office systems throughout the agency to include consideration of building modifications, air conditioning requirements, electrical requirement so cabling, conference room setup, etc.; managing the property inventory system and the procurement processes and coordinating material and resource allocation.

Further, the Director of Operations & Facilities will: lead, organize and supervise all inspection and repair of facilities and equipment; handle all facility complaints and organizational customer service issues in a professional and courteous manner and serve as the liaison with the private building owners and managers to ensure that all requests for service are promptly addressed and resolved; manage and conduct annual inventory of property and equipment and maintain an on-going inventory of condition, use, location and storage of all assets.

MINIMUM TRAINING AND EXPERIENCE

A bachelor's degree is required, a Master of Business Administration (MBA) and suitable state or local government experience is preferred. Candidates for this position must possess the ability to communicate effectively, both verbally and in writing, and have the ability to work independently or in teams as needed. The position requires the physical ability to occasionally lift and move moderate loads, to install light office equipment, and to travel throughout the region as necessary.

DISTINGUISHING CHARACTERISTICS OF WORK

This is supervisory and highly independent professional management work in a Regional Counsel's office. An employee in a position allocated to this class is responsible for overseeing all aspects of budget preparation and supervision. Duties include preparation of legislative and operating budgets and coordinating all fiscal activities with related governmental agencies.

This employee must have a working knowledge of all statutes, rules, regulations and policies having an impact on Regional Counsel budget planning and implementation. This is administrative accounting work directing, planning and organizing the fiscal and accounting functions in a Regional Counsel's office. An employee in a position allocated to this class exercises independent judgment in the formulation or assisting in the formulation of policies and procedures for preparation and/or administration of budgets.

This employee must oversee the processing and maintaining of records of all employees including attendance, Sick Leave, and other pertinent personnel records.

EXAMPLES OF WORK PERFORMED

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

Supervises all administrative staff;

Prepares Legislative Budget Request and the annual Operating Budget for the Regional Counsel;

Represents the Regional Counsel at budget meetings;

Advises the Regional Counsel on all fiscal matters;

Maintains supervisory control of all budget accounts in a Regional Counsel's office;

Prepares periodic budget status reports for the Regional Counsel as required;

Serves on internal administrative and policy bodies;

Plans, directs and coordinates agency accounting and auditing functions;

Reviews and implements agency policies and procedures relating to fiscal areas;

Reviews all applicable state laws, rules and/or regulations regarding accounting procedures;

Recommends procedures relating to accounting and budgetary control; interprets financial data and makes recommendations for administrative and operating management personnel;

Supervises the personnel programs and activities of a Regional Counsel's office; participates in formulating and implementing personnel policies and procedures and makes recommendations for change;

Processes or prepares payroll data;

Maintains a personnel record-keeping system to satisfy personnel, budget and classification need;
Prepares and maintains personnel handbooks for the orientation and education of new personnel; and
Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university and 2 years of accounting experience, two of which must have been in a supervisory capacity, or an equivalent combination of training and experience.

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

ASSISTANT REGIONAL COUNSEL – SUPERVISOR TBD

DISTINGUISHING CHARACTERISTICS OF WORK

This is supervisory and professional management position in a Regional Counsel's office filled by an Assistant Regional Counsel attorney. An employee in a position allocated to this class serves in a management capacity and directly supervises the performance of a designated work unit under the direction of the Regional Counsel and the Chief Assistant Regional Counsel. The position requires the ability to both collaborate closely with the agency's leadership team and to exercise sound independent judgment.

This position is responsible for providing direction and management of an office, circuit, section, or other organizational work unit of the Regional Counsel agency. This includes managing attorneys with the goal of ensuring high-quality, client-centered representation is provided to the to the court-appointed, indigent clients of the agency.

This position is also responsible for work unit performance management, performance reviews, planning and managing caseloads, managing schedules including leave requests and approving timesheets, approving minor due process expenditures, fostering a healthy and positive work environment, and working with the Regional Counsel and Chief Assistant Regional Counsel during hiring, disciplinary or other personnel actions taken within the assigned unit.

In addition to management responsibilities, the Assistant Regional Counsel – Supervisor may be assigned a caseload and serve as a trial or appellate attorney by representing clients of the Regional Counsel in the state courts of Florida.

EXAMPLES OF WORK PERFORMED

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

Manages a designated organizational work unit within the agency;

Continuously ensures courtrooms are staffed and all cases with a unit are covered;

Approves due process costs, travel expenses;

Assists in personnel changes, including position advertising, recruitment, interviewing, and selection;

Solves problems, mediates disputes, and other office matters before elevation to the Chief Assistant Regional Counsel or the Regional Counsel;

Reviews all applicable state laws, rules and/or regulations regarding legal procedures;

Participates in formulating and implementing personnel policies and procedures, and makes recommendations for change, as needed;

Fosters the professional growth and development of attorneys and staff through effective training and mentoring;

Supervises the work of the Assistant Regional Counsel attorneys, including the quality of the ARC attorneys' motion practice and case strategies;

Reviews, and approves when appropriate, requests by Assistant Regional Counsel attorneys to retain expert witnesses and consultants;

Performs other supervisory work as required, and other tasks as assigned by the Regional Counsel;

Travels as needed;

Maintains and manages an active caseload.

MINIMUM TRAINING, REQUIREMENTS AND EXPERIENCE

The candidate must have obtained a juris doctor degree, be an active member in good standing with the Florida Bar with at least 5 years' experience as a trial attorney preferably in criminal and/or dependency. Supervisory experience preferred.

The Assistant Regional Counsel – Supervisor must have reliable transportation.

DISTINGUISHING CHARACTERISTICS OF WORK

A Forensic Social Worker position in a Regional Counsel office is a Master's level social worker who acts as an integral member, within attorney-client and work-product privileges, of the legal representation provided by the office to clients in dependency and termination of parental rights proceedings.

The Forensic Social Worker position supports the client's rights and enhances the legal positions asserted on the client's behalf. The position requires strong communications skills, the ability to work collaboratively in a dynamic team setting, and a shared commitment to a client-centered, multidisciplinary representation model. The Forensic Social Worker must have experience and working knowledge of common issues experienced and confronting clients in dependency & TPR proceedings, such as substance abuse, mental illness, domestic violence, and trauma. The Forensic Social Worker must possess the clinical and interpersonal ability and sound judgment to carry out complex assignments in a professional manner which include, but are not limited to, the following: conduct independent client assessments; meet with clients in the community and/or their residences; interface with the state's Department of Children and Families to promote plans for services tailored to the client's needs; monitor and assist client's progress throughout the case; observe the interactions of clients with their children; and advocate for the client's interests in a variety of settings and forums. This position requires obtaining knowledge of the dependency court system and local resources. There is a requirement to engage in ongoing training relevant to child welfare policy, clinical matters, and other issues related to dependency court law and practice.

Forensic Social Workers may also supervise MSW and BSW level interns.

EXAMPLES OF WORK PERFORMED

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

Provide case management services and support to clients;

Complete face-to-face intakes with clients upon case opening and maintain ongoing contact with the clients for the duration of the legal case;

Document work done on the client's behalf in the case management system;

Link and refer clients to appropriate services and resources;

Communicate with attorneys regarding the client's progress towards or barriers to success in regard to the client's service plan and regarding other relevant updates/changes in the client's status;

Interface with providers offering direct services to clients;

Attend dependency court related meetings and in-court proceedings to offer clinical insights to the attorney and act as a support person for clients;

Attend and observe visitation between parent and child;

Conduct visits with the client in their home or in the community; and,

Participate in trainings on topics such as relevant clinical issues and current multidisciplinary best practices.

MINIMUM TRAINING AND EXPERIENCE

This position requires a Master's in Social Work with two years post-masters experience in an interdisciplinary setting. Related experience with the dependency court system or in the child & family welfare field is preferred.

DISTINGUISHING CHARACTERISTICS OF WORK

A Forensic Family Advocate is a master's level credentialed social services professional who acts as an integral member, within attorney-client and work-product privileges, of the legal representation provided by a Regional Counsel office to clients in dependency and termination of parental rights proceedings.

The Forensic Social Worker position supports the client's rights and enhances the legal positions asserted on the client's behalf. The position requires strong communications skills, the ability to work collaboratively in a dynamic team setting, and a shared commitment to a client-centered, multidisciplinary representation model. The Forensic Social Worker must have experience and working knowledge of common issues experienced and confronting clients in dependency & TPR proceedings, such as substance abuse, mental illness, domestic violence, and trauma. The Forensic Social Worker must possess the clinical and interpersonal ability and sound judgment to carry out complex assignments in a professional manner which include, but are not limited to, the following: conduct independent client assessments; meet with clients in the community and/or their residences; interface with the state's Department of Children and Families to promote plans for services tailored to the client's needs; monitor and assist client's progress throughout the case; observe the interactions of clients with their children; and advocate for the client's interests in a variety of settings and forums. This position requires obtaining knowledge of the dependency court system and local resources. There is a requirement to engage in ongoing training relevant to child welfare policy, clinical matters, and other issues related to dependency court law and practice.

EXAMPLES OF WORK PERFORMED

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

Provide case management services and support to clients;
Complete face-to-face intakes with clients upon case opening and maintain ongoing contact with the clients for the duration of the legal case;
Document work done on the client's behalf in the case management system;
Link and refer clients to appropriate services and resources;
Communicate with attorneys regarding the client's progress towards or barriers to success in regard to the client's service plan and regarding other relevant updates/changes in the client's status;
Interface with providers offering direct services to clients;
Attend dependency court related meetings and in-court proceedings to offer clinical insights to the attorney and act as a support person for clients;
Attend and observe visitation between parent and child;
Conduct visits with the client in their home or in the community; and,
Participate in trainings on topics such as relevant clinical issues and current multidisciplinary best practices.

MINIMUM TRAINING AND EXPERIENCE

This position requires a Master's in Marriage and Family Therapy, Master's in Mental Health Counseling, or other commensurate master's degree with two years post-masters experience in an interdisciplinary setting. Related experience within the dependency court system or in the child & family welfare field is preferred.