



Human Resources 101

Carolyn Horwich, Esq.
Director of Human Resources
May 3, 2022

Topics

- Structure
- Resources
- People First
- Privacy Indicators



Nothing
Surprises Me.
I Work
in HR.



Who we are . . .

- Carolyn Horwich – **Director**
- Andy Snuggs – **Deputy Director**
- Jamie Johnson, Jennifer Bond – **Payroll, Org. Management**
- Kevin Garland, Loraine Cole, Kale Stafford – **Payroll**
- Jessica Estes, Kenyetta Epps – **Retirement**
- Amy Maros – **Benefits, Requests to Fill**
- Monica Thomas – **Benefits, Reemployment Assistance**
- Bryce Burnett – **New Hires, Reports, Requests to Fill**
- Jennifer Swerdzewski – **Payroll Email to Laserfiche**



Subject Matter Contacts

- **Payroll** email at payrollgroup@justiceadmin.org
- **Benefits** email at benefits@justiceadmin.org
- **Retirement** email at retirementcoordinator@justiceadmin.org
- **Post-Tax Benefits** at posttaxbenefits@justiceadmin.org
- **Requests to Fill** (job postings) at jobpostings@justiceadmin.org



Background

- Not part of the State Personnel System
 - Federal and State Law, Administrative Rules, General Appropriations Act
- Does not use People First
 - BOMS or Other System
- Pay Plans and Salary Schedules



Resources

- Pay Plans
- JAC Website
 - Memoranda, Newsletters, Tidbits
- Statutes
- Administrative Rules
- General Appropriations Act
- Federal Law



What we do . . .



- Requests to Fill
- New Hires
- Position Descriptions
- Benefits (pre-tax insurance)
- Benefits (post-tax through CAS)
- Parking & Transit
- Personnel Action Requests
- Retirement



What we do . . .



- Set up Master Login for DFS Employee Information Center
- Employment Verifications
- Privacy Indicators
- Leave Payouts
- Reemployment Assistance - CONNECT
- Issue Memoranda



What we do . . .

- Act as information and communication conduits
- Distribute links to employment posters
- Secure statewide training
- Submit Pay Plans to Leadership
- Collect and submit Lump Sum Bonus Plans
- Link JROs with EAP (Kepro)



But wait – there's more.

- Rate Reports
- Monthly Reports
- Provide updated forms
- Legislative alerts
- Offer in-person training
- Share resources
- Look out for each JRO (best practices)



What we do not do . . .

- Provide legal or tax advice
- Interpret statutes or rules
- Speak directly with your employees
- BOMS

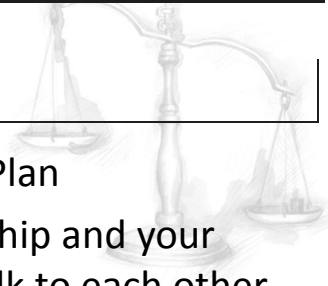


"I'm afraid I can't help you. I'm from New Zealand, and all I know is sheep."



What YOU can do...

- Know what's in your Pay Plan
- Have your office's leadership and your Human Resources staff talk to each other
- Use the comments section on PARs
- Memorize our Payroll Calendar (*seriously*)
- Let us know who you're talking about the first time around
- Use our website (*please*)





Website: www.justiceadmin.org



JAC continues to work in telework mode in response to COVID-19. Our goal is to be as productive through telework as we are in the office. Be safe and be well!!!

Open Enrollment - Begins on October 19, 2020 - Ends on November 5, 2020 (6:00pm Eastern)



The Justice Administrative Commission (JAC), created in 1983, provides administrative services on behalf of 49 judicial-related offices (RDOs). Currently, the JAC administratively serves 20 Offices of State Attorney, 20 Offices of Public Defender, 3 Offices of Criminal Conflict and Civil Regional Counsel, 3 Offices of Capital Conviction Regional Counsel, and the Statewide Guardian ad Litem Program. Services provided are primarily in the areas of accounting, budget, financial services, and human resources. While the JAC administratively serves these RDOs, the JAC does not supervise, direct, or control the RDO's services.

The JAC also provides compliance and financial review of billings for services provided by private court-appointed attorneys representing indigent persons and associated due process vendors. The Commission is composed of five State Attorneys, appointed by the President of the Florida Prosecuting Attorneys Association and two Public Defenders, appointed by the President of the Florida Public Defender Association. The Commission appoints an Executive Director, who is charged with oversight of necessary staff to efficiently and effectively carry out the JAC's duties.

JAC's Vision: To be the model of exemplary state government.

JAC's Mission: To support the entire state and Florida's judicial system with fiscal controls, best practices, and exemplary service.

JAC's Core Competencies:

1. Administrative Service
2. Communication and Collaboration
3. Program Management
4. Fiscal Accountability
5. Continuous Improvement and Innovation

JAC's Core Values: We take great pride in exemplary service, adaptability, honesty, integrity, and diversity, as well as respectful and ethical conduct. View JAC's Core Principles and Associated Traits

JAC TOP SEARCHES

- **Human Resources** Human Resources COVID-19 info
- **Conference** JAC Conference Flyer - May 4-7 2020 (3448 PDF)
- **Conference** 2020 JAC Conference Agenda - (3048 PDF)
- **History** JAC Hist. & Due Process Vendor Rates
- **State Travel** Expenses Forms
- **Due Process** Due Process Vendor Contract
- **Due Process** Year-End info & Offsets Financial Statements
- **Due Process** Vendor with Contracts Search
- **Legislative** Updates and News
- **Online Indigent for Costs** (FC) Case Opening System for Attorneys on MyJAC
- **Vendor** JAC's Court Appointed & FC Attorneys & Due Process Vendors Newsletter
- **JAC** Invoices - Attorney & Due Process
- **Due Process** All Payroll Due Dates
- **Attorneys** Registry Attorney Contract
- **Due Process** Indigent for Costs Attorney Contract
- **Attorney & Vendor** Billing Checklists
- **Investigator** Investigator Billing Requirements
- **Attorney** Invoice Form to FCPS Web Site

Visit us on Facebook

WHAT'S NEW

- Open Enrollment October 19 - November 6, 2020
- Attorney Registry - Capital Conviction (CC) - updated 10/20/20
- JAC Digest Newsletter July-September 2020
- JAC Court Appointed Pledwarrant 9/14/20
- JAC FC vs. Court-Appointed Pledwarrant 9/14/20
- Statutory Reports Calendar 9/27/20
- Court Reporter Form - Request to Court-Appointed Clerk 9/20/20
- Summer 2020 Edition of Points of Interest (JAC's Newsletter for Court-Appointed and Indigent for Costs)



JAC Human Resources Website



JAC Home / Human Resources

- JAC Home
- Human Resources - Home
- Americans with Disabilities Act (ADA)
- Benefits
- Payroll
- COVID-19
- Deferred Compensation
- Ethics & Financial Disclosure
- FLSA
- FMLA
- Forms
- Job Postings
- Memoranda
- Posters
- Post-Tax Benefits
- Quick Links - Human Resources
- Reemployment Assistance & CONNECT
- Retirement
- Special HR Edition Newsletters

Human Resources

Welcome
The Human Resources Section is just that - your resource for personnel matters. For those we administratively serve, we hope to be your bridge between you and state and federal offices. And for all employees, we strive to provide you with the most up to date and accurate information possible. In this way, state employees get the support that public servants deserve.

Sections of Interest

- Americans with Disabilities Act (ADA)
- Benefits
- Payroll
- COVID-19
- Deferred Compensation
- Ethics and Financial Disclosure
- Fair Labor Standards Act (FLSA)
- Family and Medical Leave Act (FMLA)
- Forms
- JAC Postings
- Memoranda
- Posters
- Quick Links - Human Resources
- Reemployment Assistance & CONNECT
- Retirement
- Special HR Edition Newsletters

** PDF files may be viewed with the [Adobe Acrobat Reader 8](#) plugin. [CF](#)
** CF denotes a link that opens in a new browser window.



Questions

ASK ME
ANYTHING




Thank You!



 **JUSTICE ADMINISTRATIVE COMMISSION** 

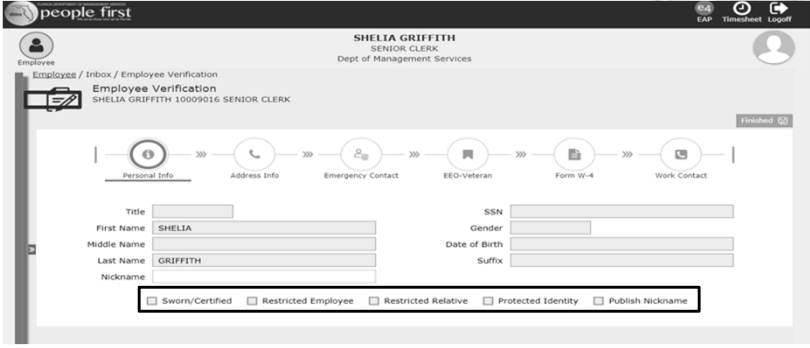
PRIVACY INDICATORS

Carolyn Horwich, Esq.
Human Resources Director



JUSTICE ADMINISTRATIVE COMMISSION

Privacy Indicators – Employee Side



people first SHELIA GRIFFITH SENIOR CLERK Dept of Management Services

Employees / Inbox / Employee Verification
Employee Verification
SHELIA GRIFFITH 10099016 SENIOR CLERK

Personal Info Address Info Emergency Contact EEO-Veteran Form W-4 Work Contact

Title _____ SSN _____
First Name SHELIA _____ Gender _____
Middle Name _____ Date of Birth _____
Last Name GRIFFITH _____ Suffix _____
Nickname _____

Sworn/Certified Restricted Employee Restricted Relative Protected Identity Publish Nickname

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JUSTICE ADMINISTRATIVE COMMISSION

Privacy Indicators – Position Side

Number	Position Title	Effective Date	End Date
	DIRECTOR OF HUMAN RESOURCES	11/01/2021	12/31/9999
	DIRECTOR OF HUMAN RESOURCES	04/25/2019	10/31/2021
	DIRECTOR OF HUMAN RESOURCES	08/01/2015	04/24/2019
	DIRECTOR OF HUMAN RESOURCES	10/01/2011	07/31/2015
	DIRECTOR OF HUMAN RESOURCES	01/01/2011	09/30/2011

Effective Date: End Date:

Pay Plan:

Included/Excluded:

Class:

Pay Grade:

Pay Band:

Occupation Group:

CBU:

EEO-4:

FLSA Work Period:

Physical County:

Headquarter County:

Special Risk:

Restricted Position: ←

Shared Position:

Financial Disclosure:

Security Level Check:

Security Check Reason:

Rescreen Months:

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JUSTICE ADMINISTRATIVE COMMISSION

Privacy Indicators – Position Side

Shift Code:

Full Time Equivalent:

Exempt Category 2:

SES Criteria:

Regulatory Response:

Telework Eligible:

Telework Eligible Percentage:

Telework Required:

Telework Required Percentage:

Agency Unique:

Essential Position:

Drivers License Class:

Function Code:

Contract Length:

Abuse Screen:

Drug Screen:

Instructor: ←

Sworn/Certified:

Bond:

Vendor Invoice:

Supervisor:



CJJP:

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JUSTICE ADMINISTRATIVE COMMISSION

Privacy Indicators – Position Side

- To make changes –
 - Org Management
 - Maintenance
 - Position Actions
 - Update Position Details
 - Security
 - Make Desired Change
 - Complete


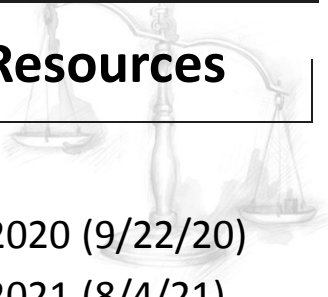


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JUSTICE ADMINISTRATIVE COMMISSION

Privacy Indicator -- Resources

- Section 119.071(4), F.S.
- JAC Memorandum HR24-2020 (9/22/20)
- JAC Memorandum HR13-2021 (8/4/21)
- JAC Memorandum HR23-2021 (9/24/21)
- JAC email to JROs (9/28/21)
- DMS – Public Records Request: Employee Data (4/7/21)



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