

February 24, 2011

MEMORANDUM #011-17HR

TO: Agency Administrators
FROM: Bobbie Chappell
VIA: Rip Colvin, Executive Director
RE: Request for Supervisors – Filled FTE Only

The Justice Administrative Commission (JAC) has been asked by the Budget Subcommittee on Criminal and Civil Justice Appropriations to determine the number of supervisors (only filled FTE currently serving in a supervisory capacity) for each agency we serve. This information will be provided to the Subcommittee's Chairman Mike Fasano,. In order for JAC to respond to this request in a timely manner, I will need this information by close of business on Tuesday March 1, 2011.

Again, at this time, we are only compiling the actual number of filled FTE in a supervisory role. JAC will need the position numbers at a later date, in order to accurately populate the People First database -- the data source the Subcommittee is currently utilizing to gather information such as this. I will be sending detailed information and instructions prior to requesting the actual position number.

Thank you for your cooperation and assistance in this important matter.

Bobbie Chappell, Director of Human Resources
Justice Administrative Commission
227 North Bronough Street, Suite 2100
Tallahassee, Florida 32301

Phone: (850) 488-2415 Ext. 249
Fax: (850) 922-9445