



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

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**MEMORANDUM #19-18HR**

**TO:** Agency Administrators

**FROM:** Carolyn Horwich, Esq., Director of Human Resources

**THROUGH:** Rip Colvin, Executive Director

**SUBJECT:** FY17-18 Annual OPS Reporting Requirement

**DATE:** August 1, 2018

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This memorandum serves as the annual reminder for **two** OPS reporting requirements.

1. Effective with 2012 legislative changes, s. 110.131(2)(c), F.S., states that each **June 30th** agencies are required to **review, determine, and document** whether the continuation of **each** OPS employment position is necessary to the mission of the agency. As there is no guidance in the legislation itself as to what to do with this data, the documentation is to be kept in-house within your circuit. At this juncture, you are not required to submit this information to the Executive Office of the Governor. However, it is advised that the documentation be readily available in case an inquiry is made. It is up to each agency to determine how you want to implement this requirement.

2. Section 110.131(4), F.S., states that by **August 15th** of each year, each agency employing an individual in other-personal-services employment shall submit to the Executive Office of the Governor and the chairs of the legislative appropriations committees a report containing the following information for the previous fiscal year ending each June 30:

- (a) The total number of individuals serving in other-personal-services employment, and
- (b) For each OPS individual employed:
  - The type of employment;
  - Average hourly pay; and
  - Total number of hours worked.

JAC will be submitting this report on behalf of each circuit to the Executive Office of the Governor and the respective chairs of the legislative appropriations committees. Please find the attached report that has been generated for your circuit containing your OPS employees. We ask that you review the report for accuracy and that you also provide a brief answer to the type of work performed in the column marked, "Type of Employment" (e.g., clerical, office assistant, or legal assistant).

Once you have reviewed and completed this information, we ask that you submit the report to JAC no later than ***the close of business on Thursday, August 9, 2018.***

If you have any questions, please do not hesitate to contact Andy Snuggs at [Andy.Snuggs@justiceadmin.org](mailto:Andy.Snuggs@justiceadmin.org).

Thank you.