



JUSTICE ADMINISTRATIVE
COMMISSION



Human Resources Overview

Andy Snuggs

Director of Human Resources

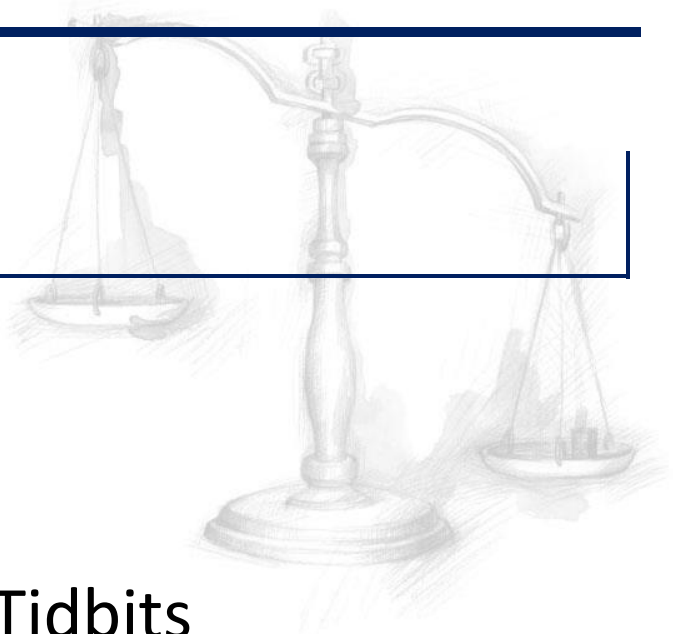
May 7, 2024

Background

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

Resources

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



What we do . . .

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



What we do . . .

- Set up Master Login for DFS Employee Information Center
- Employment Verifications
- Leave Payouts
- Reemployment Assistance – RECONNECT
- Issue Memoranda and Quarterly Tidbits



What we do . . .

- Act as information and communication conduits
- Distribute links to employment posters – *(They can be found on our website)*
- Secure statewide training
- Submit Pay Plans to Leadership
- Collect and submit Lump Sum Bonus Plans
- Link JROs with EAP (Acentra Health)

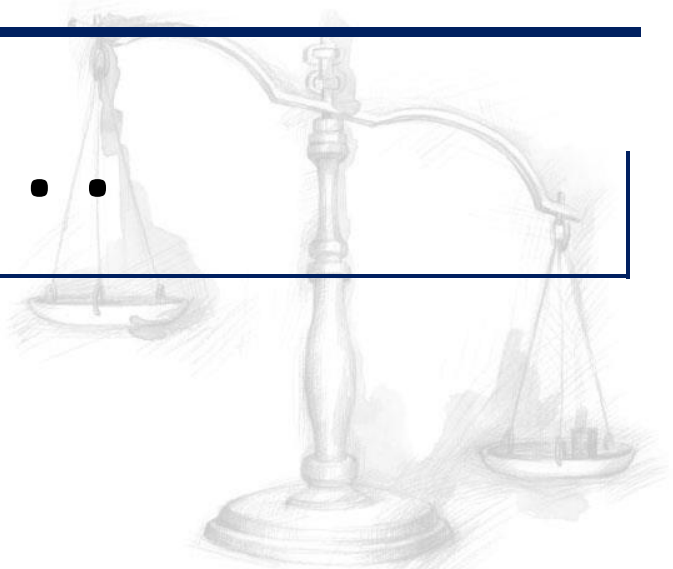
But wait – there's more!

- 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 law or rules
- Speak directly with your employees
- BOMS training



What YOU can do . . .

- Ensure there is communication between your office's Executive or Administrative staff and your Human Resources staff
- When communicating with JAC Human Resource staff, please provide the employee's name

Who we are . . .

- Andy Snuggs – **Director**
- Jamie Johnson – **Deputy Director**
- Jennifer Bond, Kevin Garland, Loraine Cole, Kale Stafford – **Payroll and more**
- Jessica Estes, Kiki Epps – **Retirement**
- Amy Maros – **Benefits, Requests to Fill**
- Monica Thomas – **Benefits, Reemployment Assistance**
- Bryce Burnett – **New Hires**
- Monica Cash – **Payroll Email Group, 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

Website: www.justiceadmin.org



JUSTICE ADMINISTRATIVE COMMISSION



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- [MyJAC LOGIN](#)

[RFQ JAC-2023-01 - Click for details.](#)

NOTICE: JAC is pleased to announce the Winter 2024 issue of Points of Interest, JAC's newsletter for court-appointed and indigent for costs attorneys and due process vendors, is now available.



Left: Photograph

The **Justice Administrative Commission (JAC)**, a state agency created in 1965, provides administrative services on behalf of 49 judicial related offices (JROs).

Currently, the JAC administratively serves 20 Offices of State Attorney, 20 Offices of Public Defender, 5 Offices of Criminal Conflict and Civil Regional Counsel, 3 Offices of Capital Collateral 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 JROs, the JAC does not supervise, direct, or control the JROs it serves.

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 comprised of two 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 entities we serve 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. Prompt-Payment
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.

Visit us on Facebook!

WHAT'S NEW

- May 7-10, 2024 - JAC Conference Agenda
- JAC Overview Presentation (FY 23-24)
- Winter 2024 Edition of Points of Interest (JAC's Newsletter for Court-Appointed and Indigent for Costs Attorneys and Due Process Vendors)
- JAC Express Newsletter October-

FloridaPALM
Click here for



JAC Human Resources Website



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Americans with Disabilities Act (ADA)

Application for JAC Legal Internship Program

Benefits

Contacts

COVID-19

Deferred Compensation

Ethics & Financial Disclosure

FLSA

FMLA

JAC Home / Human Resources

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)
- Application for JAC Legal Internship Program
- Benefits
- Contacts
- COVID-19
- Deferred Compensation
- Ethics and Financial Disclosure
- Fair Labor Standards Act (FLSA)
- Family and Medical Leave Act (FMLA)
- Forms
- Job Postings
- Mass Upload Template
- Memorandums
- Payroll
- Posters
- Public Records Exemptions - In Development
- Quick Links - Human Resources



Thank You!

