JUSTICE ADMINISTRATIVE COMMISSION

Human Resources

Carolyn Horwich, Esq.

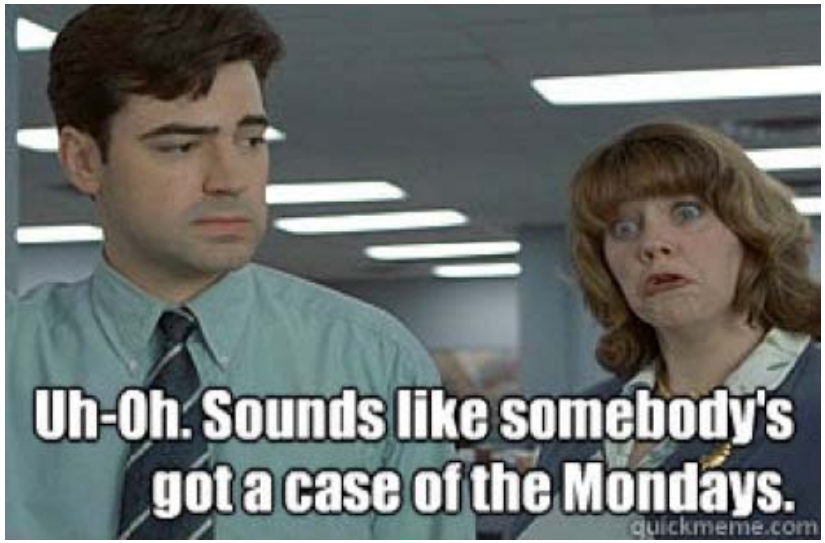
Director of Human Resources

May 3, 2016

JUSTICE ADMINISTRATIVE COMMISSION

Objectives

- Orient new Human Resources staff
- Update current staff on JAC Human Resources transitions



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What we do . . .

- Personnel Action Requests
- Position Descriptions
- Benefits (pre-tax)
- Retirement
- Rate Reports
- Requests to Fill
- Benefits (post-tax through CAS)
- Reemployment Assistance (May 20 & June 7)

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Resources

- Pay Plans
- Statutes
- Administrative Rules
- General Appropriations Act
- Federal Law

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Who we are . . .

- Carolyn Horwich – Director
- Andy Snuggs – Deputy Director
- Jamie Johnson, Kevin Garland, Loraine Cole, Kathy Prehoda -- Payroll and more
- Jennifer Henderson, Jessica Kranert – Retirement
- Amy Maros – Benefits, Requests to Fill
- Amber Moore – Position Management, Parking, Reemployment Assistance
- Monica Thomas – Benefits, New Hires

Recent and Upcoming Transitions

- Moving to Laserfiche
- Personnel changes
- Reemployment Assistance
- Always innovating

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Contact Information

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

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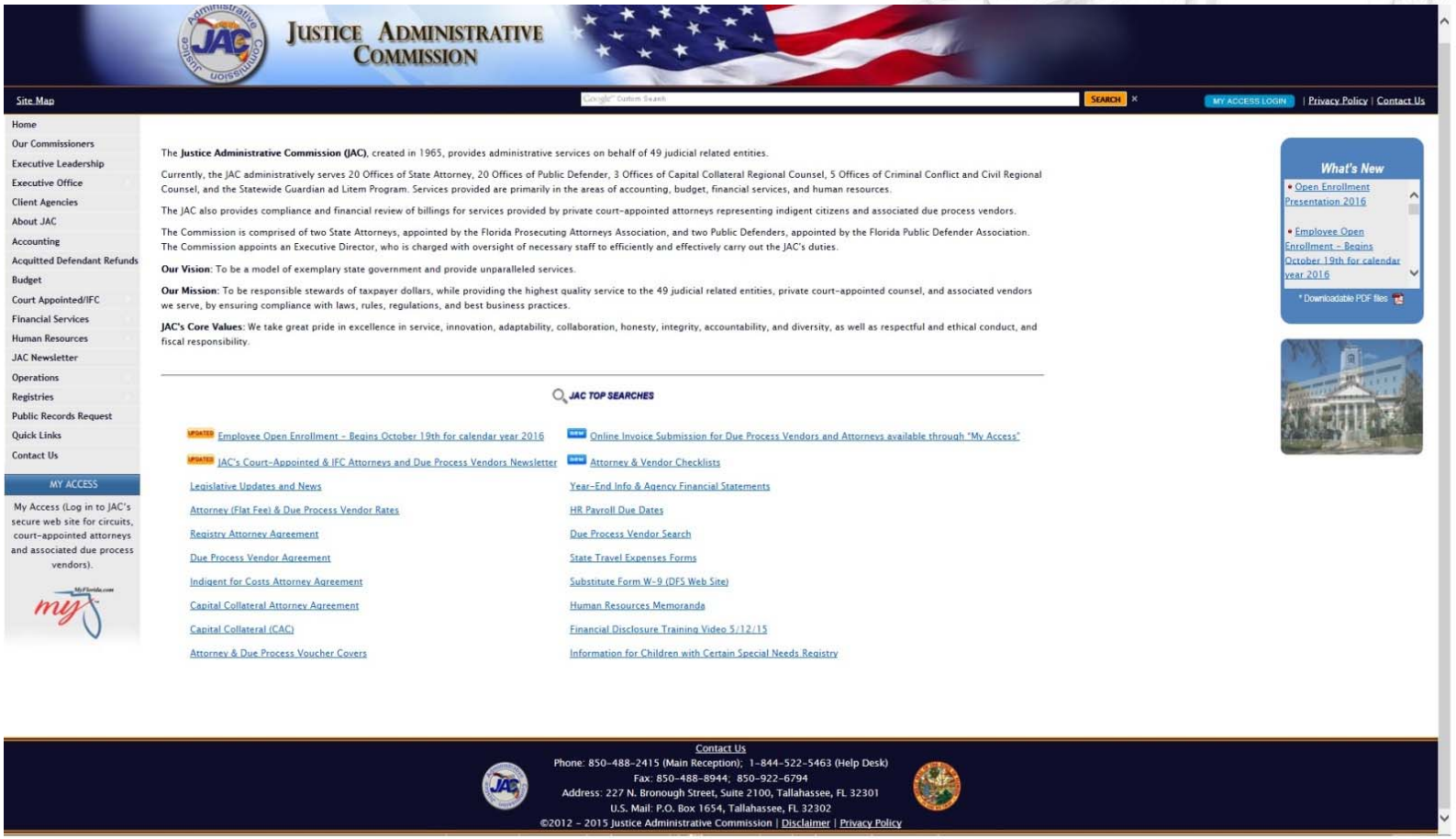
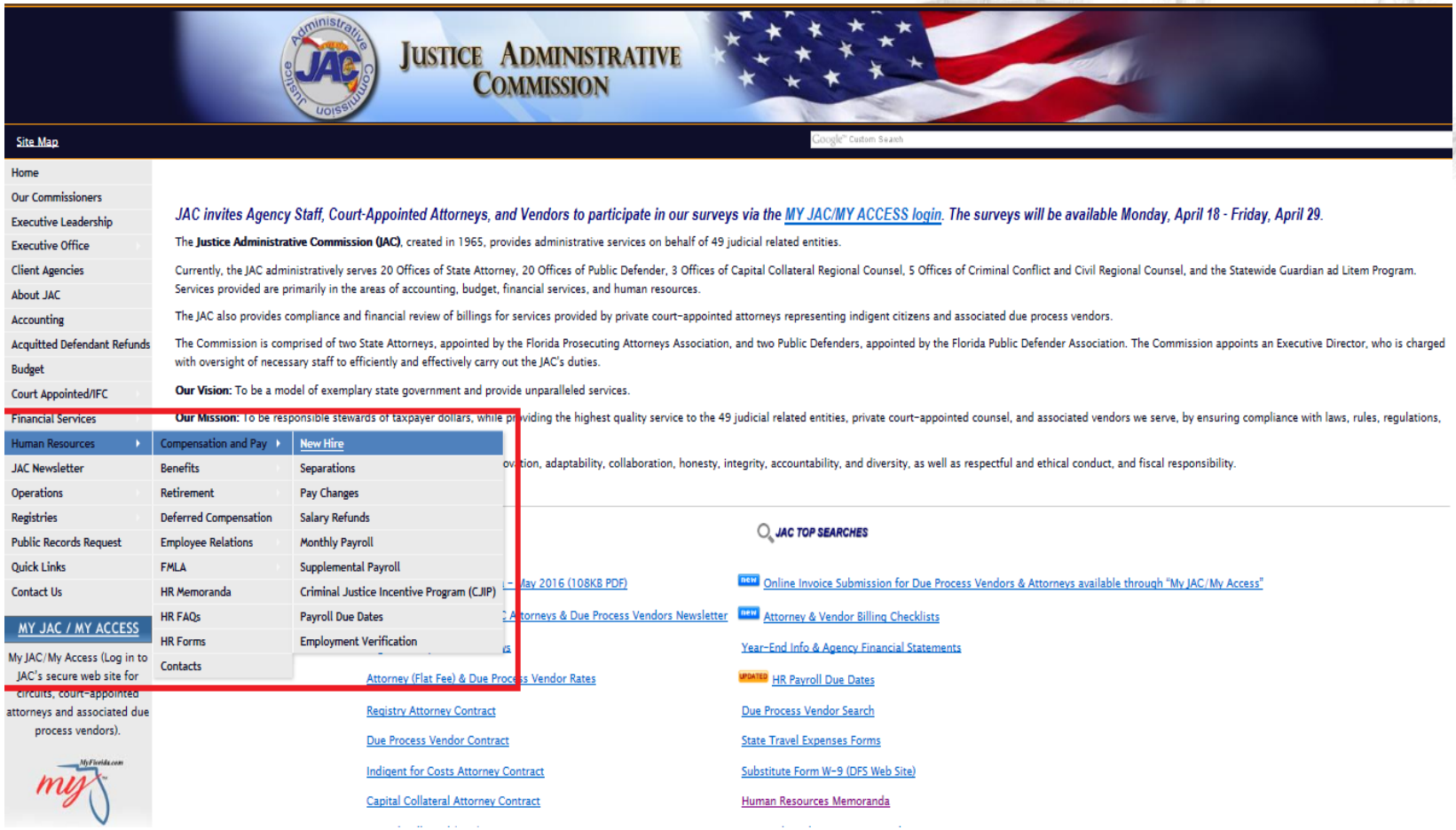
Website: www.justiceadmin.org



JAC Website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MY JAC / MY ACCESS
My JAC/My Access (Log in to JAC's secure web site for circuits, court-appointed attorneys and associated due process vendors).
JAC invites Agency Staff, Court-Appointed Attorneys, and Vendors to participate in our surveys via the MY JAC/MY ACCESS login. The surveys will be available Monday, April 18 - Friday, April 29.
The Justice Administrative Commission (JAC), created in 1965, provides administrative services on behalf of 49 judicial related entities.
Currently, the JAC administratively serves 20 Offices of State Attorney, 20 Offices of Public Defender, 3 Offices of Capital Collateral Regional Counsel, 5 Offices of Criminal Conflict and Civil Regional Counsel, and the Statewide Guardian ad Litem Program. Services provided are primarily in the areas of accounting, budget, financial services, and human resources.
The JAC also provides compliance and financial review of billings for services provided by private court-appointed attorneys representing indigent citizens and associated due process vendors.
The Commission is comprised of two State Attorneys, appointed by the Florida Prosecuting Attorneys Association, and two Public Defenders, appointed by 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.
Our Vision: To be a model of exemplary state government and provide unparalleled services.
Our Mission: To be responsible stewards of taxpayer dollars, while providing the highest quality service to the 49 judicial related entities, private court-appointed counsel, and associated vendors we serve, by ensuring compliance with laws, rules, regulations,
ovation, adaptability, collaboration, honesty, integrity, accountability, and diversity, as well as respectful and ethical conduct, and fiscal responsibility.
JAC TOP SEARCHES
May 2016 (108KB PDF)
Attorneys & Due Process Vendors Newsletter
Attorney (Flat Fee) & Due Process Vendor Rates
Registry Attorney Contract
Due Process Vendor Contract
Indigent for Costs Attorney Contract
Capital Collateral Attorney Contract
new Online Invoice Submission for Due Process Vendors & Attorneys available through "My JAC/My Access"
new Attorney & Vendor Billing Checklists
Year-End Info & Agency Financial Statements
UPDATED HR Payroll Due Dates
Due Process Vendor Search
State Travel Expenses Forms
Substitute Form W-9 (DFS Web Site)
Human Resources Memoranda

Questions