

## STATE OF FLORIDA REQUEST TO FILL VACANCY

### Agency

<input type="checkbox"/>	Capital Collateral Regional Counsel
<input type="checkbox"/>	Criminal Conflict and Civil Regional Counsel
<input type="checkbox"/>	Guardian Ad Litem
<input checked="" type="checkbox"/>	Justice Administrative Commission
<input type="checkbox"/>	Public Defender's Office
<input type="checkbox"/>	State Attorney's Office

### Type of Advertisement

<input checked="" type="checkbox"/>	Open competitive
<input type="checkbox"/>	Internal Agency
<input type="checkbox"/>	Re-Advertisement
<input type="checkbox"/>	Non-Advertised

### Position Information

<b>Position #:</b>	21013451	<b>Annual Salary:</b>	\$34,512
<b>FTE:</b>	1.0	<b>Circuit:</b>	JAC
<b>County:</b>	Leon	<b>City:</b>	Tallahassee
<b>Class Code:</b>	3375	<b>Class Title:</b>	Human Resources Coordinator

### Contact Information

<b>Name:</b>	Carolyn Horwich	<b>Phone#:</b>	850-488-2415	<b>Fax#:</b>	850-922-9445
<b>Address line 1</b>	Justice Administrative Commission				
<b>Address line 2</b>	227 N. Bronough Street, Suite 2100				
<b>City, State, Zip Code</b>	Tallahassee, FL 32301				
<b>e-mail</b>					

### Advertisement Information

<b>Proposed Advertisement Period</b>	<b>From:</b> 02/01/2016	<b>To:</b> 02/14/2016
<b>Requested By:</b>	Carolyn Horwich	
<b>Phone #:</b>	850-488-2415	
<b>Date Submitted:</b>	1/22/2016	

Please read the instructions below carefully. Only applicants who submit all required documents will be considered.

To apply, you must submit three (3 items): a State of Florida application from the People First website, a cover letter, and a resume. Please ensure that all submissions are in readable format.

You may submit the completed application and attachments through one of three ways: 1) the People First website; 2) via facsimile to (850) 922-9445; or, 3) by mail to: Amy Maros, The Justice Administrative Commission, 227 N. Bronough Street, Suite 2100, Tallahassee, FL, 32301.

It is anticipated that this position will be filled at or near the minimum salary.

This position is subject to a level two background check.

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The Justice Administrative Commission (JAC), created in 1965, provides administrative services on behalf of 49 judicial related entities, including 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 does not supervise, direct, or control any of the entities it administratively serves.

The JAC also provides compliance and financial review of billings for services provided by private court-appointed attorneys and associated due process vendors representing indigent citizens.

The membership of the JAC consists 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 members appoint the Executive Director. The Executive Director employs personnel necessary for the efficient performance of the Commission. Although JAC is a state agency, it is not part of the State Personnel System.

The Human Resources Section (hereinafter "Section") is seeking a dynamic professional with experience administering benefits programs and whose focus is on the highest level of customer service possible.

#### Duties and Responsibilities:

The primary responsibility of this position is to serve as the Benefits Coordinator for the 20 Offices of the State Attorney throughout the state. This individual must be proactive and exercise a high degree of independent judgment and critical thinking in performing the duties of the position.

This is independent professional work in the development, implementation, and administration of human resource (HR) related policy.

The person in this position:

- Interprets and processes benefit rules and regulations and ensures compliance with federal and state laws.

Reviews and processes New Hire paperwork in the People First system.

- Serves as a resource for Human Resources contacts in each Circuit with plan requirements and eligibility determinations for their staff.
- Assists employees as well as recently separated employees with corrections, reinstatements, premium processing, and verification of insurance benefits.
- Enters insurance information on statewide database and requests vouchers and/or personal checks as needed to ensure that coverage remains in effect.
- Verifies the calculation of the monthly premiums when there is a change in coverage or a position change.
- Collaborates with Payroll/Accounting and other JAC sections to ensure journal transfers and payroll deductions are accurate.
- Interprets qualifying status events and makes determination as to whether or not the change requested is consistent with event, determines documentation required to verify change, and notifies HR contacts in circuits of the documentation needed.
- Contacts and consults with third party administrators to assist employees with benefits plan enrollment and

change actions.

- Maintains protected health information in compliance with HIPAA requirements.
- Remains current on related laws, regulations, and practices affecting State Benefits.
- Processes W-4 allowance and name changes.
- Using the federal E-Verify system, processes I-9 forms and completes e-verifications; sends the results to assigned judicial circuits.
- Processes daily Reemployment Assistance forms, and sends to assigned judicial circuits. Processes quarterly Reemployment Assistance invoices.
- Prepares vendor checks and registers monthly to be scanned and emailed to judicial circuits and mailed to specified vendors.

Works with employee records containing personal identifying or medical information, the handling of which requires adherence to all appropriate security controls in order to maintain the privacy and integrity of the data,

Develops and delivers training to agencies on various HR topics, as needed.

- Performs other duties as required.

Knowledge, Skills and Abilities:

- Knowledge of how to access Florida Statutes, Florida Administrative Code, and federal laws, rules, and regulations.

Knowledge of Microsoft Office Suite.

- Ability to quickly understand and accurately use new hardware and software.
- Ability to communicate respectfully and effectively both verbally and in writing.
- Ability to develop and implement policies, procedures, goals and objectives.
- Ability to establish and maintain effective working relationships.
- Ability to deal with conflict in a positive and constructive manner.
- Ability to prioritize competing assignments while maintaining personal composure.

Ability to work independently when conducting research and developing policies.

- Knowledge of personnel information systems and experience recommending enhancements to ensure the components of the personnel information system are comprehensive, user-friendly, reliable, accomplish objectives and comply with HR rules, regulations and statutes.
- Possession of interpersonal skills and ability to interact with a diverse mix of internal and external customers.

Minimum Qualifications:

High school diploma or equivalent

1 year of experience working in a professional level HR position

Working knowledge of FLAIR

Working knowledge of People First System

Desired Qualification:

Working knowledge of Laserfiche or similar electronic document management system.

EXAMPLE