Human Resources

Carolyn Horwich, Esq.
Director of Human Resources
May 15, 2017

Objectives

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

Uh-Oh. Sounds like somebody’s got a case of the Mondays.
What we do . . .

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

What we do . . .

- Set up Master Login for DFS Employee Information Center
- Employment Verifications
- Leave Payouts
- Rate Reports
- Monthly Reports
- Reemployment Assistance - CONNECT
- Issue Memoranda
What we do . . .

- Serve as E-Verify Administrator
- Act as information conduits
- Distribute links to employment posters
- Secure statewide training
- Submit Pay Plans to Leadership
- Collect and submit Lump Sum Bonus Plans
- Link Circuits with EAP (e4Health)

What we don’t do . . .

- Provide legal advice
- Interpret statutes or rules
- Speak directly with your employees
Resources

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

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 – Benefits, Position Management, Parking, Reemployment Assistance
- Monica Thomas – New Hires, Reemployment Assistance
Recent and Upcoming Transitions

- Moving to Laserfiche
- E-Verify
- Website
- Always innovating

Website: www.justiceadmin.org
### 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 service deserves.

**Sections of Interest**

- Americans with Disabilities Act (ADA)
- Benefits
- Payroll
- Contacts
- Deferred Compensation
- Ethics and Financial Disclosure
- FAQs
- FMLA
- Mental Health Act (MHA)
- Forms
- Job Postings
- Memoranda
- Quick Links - Human Resources
- Reemployment Assistance & CONNECT
- Retirement

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### Legislative News

[Image of a greeting card from Tallahassee, FLA.]
Contact Information

- 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

Carolyn Horwich

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(850)488-2415, ext. 290
Questions

CONFUSION BAROMETER
Request to Fill Vacancy

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What . . .

- A Request to Fill (RTF) is a job posting
- People First job site
Why . . .

- Free
- On the Internet
- Apply online
- Storage
- Easy

How . . .

- Complete the Request to Fill Vacancy form
- Send to the job posting email jobpostings@justiceadmin.org
Standard Language

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer and does not tolerate discrimination or violence in the workplace.

Applicants requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority. Notification to the hiring authority must be made in advance to allow sufficient time to provide the accommodation.

The State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with s. 112.0455, Florida Statutes, Drug-Free Workplace Act.

Job Posting Tips

- Include how you want applicants to apply
- Include special instructions
- Consider using qualifying questions
- Review advertisement for accuracy
- Use correct terminology (e.g., The Florida Bar)
- Avoid outdated class specifications
- Submit a day or two before you want the advertisement posted
- Use the job posting email address: jobpostings@justiceadmin.org
Get/Send the RTF Form

- Get the form from our website
  - https://www.justiceadmin.org/
  Human Resources > HR Forms >
  Download Request to Fill Vacancy Form, PDF or MS Word format
- Do a “save as” for your records
- Email form to jobpostings@justiceadmin.org

Get/Send the Form v.2

Job Postings

The Request to Fill (Job Postings) email, jobpostings@justiceadmin.org, is for your advertising needs. If you have a vacancy to fill and would like to take advantage of the free service through the People First Job Site, simply complete a Request to Fill Vacancy Form PDF | MS Word and submit it to the Request to Fill (Job Postings) email, jobpostings@justiceadmin.org.

- The Request to Fill (Job Postings) email at jobpostings@justiceadmin.org
- GoToMeeting Video “The People First Job Site & Job Postings” (MP4 38.5MB) (WEBM 47.4MB) (OGV 219MB) - 02/23/2017
FAQ’s about the RTF Form

Q- Is it required we use People First for job postings?
A- Since we are not a State Personnel Agency, there is not a requirement that we use People First for job advertisements.

Q- Is there a set number of days a job posting must be up or can stay on the People First Job site?
A- People First does not have a minimum amount of time a position has to be posted. You should consult your agency’s internal policies to make sure they don’t have a minimum time. There is an initial six month limit. However, the time can be extended if needed.

FAQ’s about the RTF Form

Q- Can non-FTE positions be advertised on People First?
A- Yes, non-FTE positions, such as OPS and contracted positions, can also be advertised on People First.

Q- If we advertise on People First, are we required to accept online applications?
A- No, the use of the online application process is not required. However, it is encouraged.
People First Job Site

- On January 1, 2017, People First launched a new public employment website along with an updated Performance & Talent Management module.

Changes

- The State of Florida application is no longer supported by DMS.
- Applicants who apply directly to your agency can no longer be added to your online applicant list if they are hired.
- The agencies JAC serves no longer are considered separate from JAC proper on the job site.
The Basics – System Requirements

- Why should you worry about the minimum system requirements? **User Experience!!!** If you use a non-supported browser version you may experience technical difficulties generally due to cache/cookie issues
  - Browsers – Internet Explorer 11 (note IE 9 and 10 are not supported in the Performance & Talent Management System), Latest version of Firefox
  - Platforms – Windows Vista, Windows 7 or 8; Apple Mac OS X Lion (10.7) or higher
  - Refer to Memoranda 002-17HR-People First Job Site for additional information [https://www.justiceadmin.com/HR/HRMemos/002-17HR-0%20People%20First%20Job%20Site.pdf](https://www.justiceadmin.com/HR/HRMemos/002-17HR-0%20People%20First%20Job%20Site.pdf)
    - Make sure your network team knows about these changes

People First Job Site

[Image of the People First Job Site]
After Posting

- Your Request to Fill has been posted. Now what?
  - If you are not accepting online applications
    - Once it is verified that you are finished with the RTF, JAC will have it closed
  - If you are accepting online applications
    - You review candidates who applied through People First
    - You complete your internal hiring process
    - You let JAC know whom you hired and when they started
    - Once that information is received JAC will close out the RTF

Who Can Review Candidates

- Anyone who was assigned as a team member to the RTF.
  - Team member must have an R or U security code in People First.
    - R code allows for the employee to see their individual information and the RTF they are assigned to only.
    - U code allows for the employee to see their individual information and the information of all the employees employed with your agency.
    - *U codes are usually restricted to HR personnel only.

- Hiring managers - by default (JAC staff).
The Basics – Accessing the New Performance & Talent Management System

- Navigation to the New Performance & Talent Management System is the same navigation as used to access the previous system
  - Log in to People First at www.PeopleFirst.myflorida.com
  - Select the Performance & Talent Management link in the menu navigation bar to launch the New Performance & Talent Management system

Retrieving Applicants
Performance & Talent Management
login page

Performance & Talent Management
home page
Questions