

FLORIDA LEGISLATURE

JOINT POLICIES AND PROCEDURES

OF THE

PRESIDING OFFICERS

NOVEMBER 27, 2018

TABLE OF CONTENTS

I. LEGISLATIVE SUPPORT SERVICES	1
1.1 Applicability	2
1.2 Organization and Function	2
1.3 Unit Head	2
1.4 Waiver	2
II. Office of Legislative Services	3
2.0 Organization and Functions	4
2.1 Purpose	5
2.2 Functions	5
2.3 Organization	6
3.0 Finance and Accounting Office	7
3.1 Purpose	8
3.2 Functions	8
3.3 Travel Reimbursement	8
3.3.1 Official Headquarters	9
3.3.2 Types of Travel	9
3.3.3 Computation of Travel Time for Reimbursement	9
3.3.4 Rates of Per Diem and Meal Allowance	9
3.3.5 Transportation	10
3.3.6 Incidental Expenses	11
3.3.7 Travel Vouchers	11
3.3.8 Regular or Special Session Travel and Per Diem	11
3.4 Intradistrict Expense Allowance	12
3.5 Invoice Processing Procedure	13
3.5.1 Invoice Processing Time Limits	13
3.5.2 Payment of Legal Claims	13
4.0 Human Resources Office	15
4.1 Purpose	16
4.2 Functions	16

4.2.1	Definitions.....	16
4.2.2	Recruitment and Selection.....	16
4.3	Employment.....	17
4.3.1	Restrictions on the Employment of Relatives.....	19
4.3.2	New Employee Verifications.....	19
4.3.3	Appointments.....	19
4.3.4	Salary Adjustments.....	21
4.3.5	Lump Sum Bonus Awards.....	22
4.3.6	Salary Additives.....	22
4.3.7	Reassignments.....	23
4.3.8	Deferred Retirement Option Program (DROP).....	24
4.3.9	Separation From Employment.....	24
4.3.10	Employee Arrests or Convictions.....	25
4.3.11	Attire.....	25
4.3.12	Outside Employment.....	26
4.3.13	Tuition Waiver Program.....	26
4.3.15	Prohibited Harassment.....	27
4.3.16	Financial and Gift Disclosures.....	29
4.3.17	Conduct of Employees.....	30
4.4	Attendance and Leave.....	30
4.4.1	Hours of Work.....	31
4.4.3	Annual Leave.....	32
4.4.4	Sick Leave.....	34
4.4.5	Parental or Family Medical Leave.....	38
4.4.6	Military Family Leave.....	39
4.4.7	Compensatory Leave.....	39
4.4.8	Administrative Leave.....	40
4.4.9	Leave of Absence Without Pay.....	42
4.4.10	Workers' Compensation.....	43
4.4.11	Disability Leave and Fitness for Duty.....	43
4.4.12	Military Leave.....	44
4.4.13	Florida Wing of the Civil Air Patrol.....	45
4.5	Payroll.....	46

4.5.1	Miscellaneous Deductions	46
4.5.3	Change of Address	46
5.0	General Services Office	47
5.1	Purpose	48
5.2	Functions	48
5.3	Mail Services Section	48
5.4	Property Management Section	48
5.4.1	Content of Property Records	48
5.4.2	New Acquisitions	49
5.4.3	Property Decals	49
5.4.4	Property Transfers	49
5.4.5	Surplus Property	49
5.4.6	Trade-in	53
5.4.7	Reconciliation of Property Transactions	53
5.4.8	Property Classes	53
5.5	Safety Coordination	53
6.0	Purchasing Office	54
6.1	Purchasing Office	55
6.2	Purchasing Procedures	55
6.3	Routine Purchases Below Bid Threshold	56
6.4	Purchases under State Contracts or Other Governmental Contracts	56
6.4.4	Consolidation of Purchases for Commodities and Services	58
6.4.5	Vendor Performance	58
6.4.6	Recycled Products	59
6.4.7	Annual Appropriations Contingency Statement	59
7.0	Division of Law Revision	60
7.1	Purpose	61
7.2	Functions	61
8.0	Lobbyist Registration Office	63
9.0	Legislative Clinic	65
9.1	Purpose	66
9.2	Functions	66
9.3	Location	66

9.4	Costs	66
III.	OFFICE OF ECONOMIC AND DEMOGRAPHIC RESEARCH	67
10.0	Organization and Functions	67
10.1	Purpose	68
10.2	Organization	68
10.3	Functions	68
10.4	Services	68
IV.	OFFICE OF LEGISLATIVE INFORMATION TECHNOLOGY SERVICES	70
11.0	Organization and Functions	70
11.1	Purpose	71
11.2	Organization	71
11.3	Functions	71
11.4	Services	72
11.5	Data Access and Management	73
V.	OFFICE OF PROGRAM POLICY ANALYSIS & GOVERNMENT ACCOUNTABILITY	74
12.0	Organization and Functions	74
12.1	Purpose	75
12.2	Organization	75
12.3	Functions	75
12.4	Services and Work Products	75
VI.	FLORIDA HISTORIC CAPITOL MUSEUM	77
13.0	Organization and Functions	77
13.1	Purpose	78
13.2	Organization	78
13.3	Functions	78
13.4	Services	78
VII.	PUBLIC RECORDS DISCLOSURE	80
14.0	Public Records Disclosure	81
VIII.	USE OF LEGISLATIVE PROPERTY AND COMPUTER SYSTEMS	82
15.0	Use of Legislative Property and Computer Systems	83
Appendix I	84
Class A Travel	85
Class B Travel	86

Appendix II	87
Legislative Salary Schedule	88
Class Specifications	96
Index	233

I.

LEGISLATIVE SUPPORT SERVICES

1.1 APPLICABILITY

1.2 ORGANIZATION AND FUNCTION

1.3 UNIT HEAD

1.4 WAIVER

1.1 APPLICABILITY

These Joint Policies of the Presiding Officers are effective November 27, 2018. The presiding officer is the President for the Senate and the Speaker for the House of Representatives. These policies apply to the Senate, the House of Representatives, and to all other units of the Legislature, except as otherwise provided by law, rules, or administrative policies of the Senate or the House of Representatives. House and Senate employees should refer to their respective administrative policies and procedures and those policies shall prevail if a conflict exists.

1.2 ORGANIZATION AND FUNCTION

The Office of Legislative Services, Office of Legislative Information Technology Services, Office of Program Policy Analysis and Government Accountability, Historic Capitol and Office of Economic and Demographic Research constitute the legislative support services offices of the Florida Legislature. These offices provide support services that are determined by the President of the Senate and the Speaker of the House of Representatives as necessary and can be effectively provided jointly to both chambers and other units of the Legislature. Each office will be headed by a coordinator appointed by the President of the Senate and the Speaker of the House of Representatives. No other joint unit shall exist except as agreed to by the presiding officers or by concurrent resolution approved by the Senate and the House of Representatives.

1.3 UNIT HEAD

The presiding officers may delegate their functions to other employees or Legislators of their respective chamber and jointly for specific purposes to those employees who serve as unit head for their legislative entity.

1.4 WAIVER

These Joint Policies of the Presiding Officers may be waived by the President of the Senate for Senate employees, the Speaker of the House of Representatives for House employees, and jointly for other legislative entities.

II.

OFFICE OF LEGISLATIVE SERVICES

- 2.0 ORGANIZATION AND FUNCTIONS
- 3.0 FINANCE AND ACCOUNTING OFFICE
- 4.0 HUMAN RESOURCES OFFICE
- 5.0 GENERAL SERVICES OFFICE
- 6.0 PURCHASING OFFICE
- 7.0 DIVISION OF LAW REVISION AND INFORMATION
- 8.0 LOBBYIST REGISTRATION OFFICE
- 9.0 LEGISLATIVE CLINIC

II.

OFFICE OF LEGISLATIVE SERVICES

2.0 ORGANIZATION AND FUNCTIONS

2.1 PURPOSE

2.2 FUNCTIONS

2.3 ORGANIZATION

2.1 PURPOSE

The purpose of the Office of Legislative Services is to provide centralized administrative, management and support services to the Senate, House of Representatives, and other legislative units.

2.2 FUNCTIONS

The specific functions of the Office of Legislative Services include:

- (1) Determining the adjusted annual salaries of Legislators based on certification by the appropriations committees of the average percentage increase in the salaries of state career service employees as provided in section 11.13(1)(b), *Florida Statutes*;
- (2) Administering the disbursement of a monthly allowance rate for intradistrict expenses for each Legislator in accordance with section 11.13(4), *Florida Statutes*;
- (3) Maintaining a permanent and continuous statutory revision plan as provided in sections 11.241-11.243, *Florida Statutes*, including periodic publication of the *Florida Statutes*;
- (4) Maintaining a legislative lobbyist registration and compensation reporting system;
- (5) Administering the distribution of the *Florida Statutes* and other publications of the Legislature;
- (6) Recommending and administering a uniform personnel, job classification, and pay plan for all legislative employees, and maintaining salary information that provides a basis for reviewing whether the legislative pay plan is competitive;
- (7) Preparing all payrolls for the Legislature, including the certification and transmission of vouchers to the Department of Financial Services, and maintaining the required and necessary payroll records;
- (8) Recommending and administering uniform policies relating to the purchase or acquisition of commodities and services required for the proper functioning of the Legislature, including issuance and approval of purchase orders on behalf of the Legislature;
- (9) Recommending and administering uniform policies relating to keeping an inventory record of capital outlay items owned by the Legislature;
- (10) Providing mail services by processing incoming and outgoing mail for the Legislature;
- (11) Ascertaining that proper authorization has been obtained, and preparing and certifying all vouchers for payment of legislative expenditures;
- (12) Maintaining records and preparing reports of disbursements from the legislative appropriations by offices, divisions, or departments, including standing committees, or other categories as needed, indicating a breakdown as to the type of disbursements;
- (13) Preparing suggested budgets in conformity with section 216.023, *Florida Statutes*, for all expenditures of each chamber and other units of the Legislature and submitting same to the respective presiding officers for their final approval;

- (14) Contracting with a certified public accountant licensed under Chapter 473, *Florida Statutes*, for annual audit of the financial records and reports of the Legislature and delivering such audit to the presiding officers;
- (15) Entering into such other contracts as directed jointly by the presiding officers;
- (16) Publishing the joint policies promulgated by the presiding officers; and
- (17) Performing other functions as determined by the presiding officers.

2.3 ORGANIZATION

- (1) The presiding officers will select a coordinator of the Office of Legislative Services who will report directly to them or their designees.
- (2) Office of Legislative Services consists of the following offices which report to the coordinator for the Office of Legislative Services:
 - (a) Finance and Accounting Office (including budget functions)
 - (b) Human Resources Office
 - (c) General Services Office
 - (d) Division of Law Revision
 - (e) Lobbyist Registration Office
 - (f) Purchasing Office
 - (g) Legislative Clinic

II.

OFFICE OF LEGISLATIVE SERVICES

3.0 FINANCE AND ACCOUNTING OFFICE

3.1 PURPOSE

3.2 FUNCTIONS

3.3 TRAVEL REIMBURSEMENT

3.4 INTRADISTRICT EXPENSE ALLOWANCE

3.5 INVOICE PROCESSING PROCEDURE

3.1 PURPOSE

The purpose of the Finance & Accounting Office is to maintain accurate accounting records and to audit and process invoices and reimbursement claims that are authorized by the *Florida Statutes*, the Presiding Officers, Office of Legislative Services, or other units of the Legislature, and to provide reports of accounting information as needed. This office prepares and maintains accurate budget-related documents for all legislative units.

3.2 FUNCTIONS

Specific functions of the Finance & Accounting Office include:

- (1) Audit and process payment of invoices and reimbursement claims;
- (2) Audit and process for deposit all receipts of the Legislature;
- (3) Maintain various accounting records;
- (4) Prepare reports of accounting information as needed;
- (5) Administer accountable plans for House and Senate Intradistrict Expense Allowance Accounts;
- (6) Maintain fixed-asset accounts that show the current value of the property of the Legislature;
- (7) Reconcile current year purchases, trade-ins, surplus property, and other dispositions with changes in fixed assets during the fiscal year; and
- (8) Prepare and maintain budget documents, including appropriation requests, fiscal-year operating budgets, amendments, journal transfers, and allotments, as well as monitor budgets throughout the year.

3.3 TRAVEL REIMBURSEMENT

The Legislature will reimburse for travel that serves a direct and lawful public purpose relating to the traveler's respective unit. Travel paid from general funds of the House and/or Senate, the Additional Budget Allotment or Member Expense Allowance are reimbursed using an online travel system. Travel paid from intradistrict accounts is not processed through the online travel system.

- (1) Travel expense and per diem is paid or reimbursed under the provisions of section 112.061, *Florida Statutes*. All travel must be authorized in advance by the traveler's supervisor and approved by the unit head of the legislative entity from whose funds the traveler is to be paid. The unit head is responsible for justifying the attendance of employees of the unit head's department at conventions or conferences.
- (2) Legislators may authorize their own and their staff's travel in accordance with the policies of the respective chamber.
- (3) Reimbursable expenses of travelers will be limited to those expenses incurred by them in the performance of a public purpose and must be within the limitations prescribed by law.
- (4) No allowance will be made for per diem or meals when travel is confined to or within 50 miles of the city or town of the official headquarters, unless the traveler is outside the traveler's regular place of employment and travel expenses are approved.

- (5) Travel expenses incurred by authorized persons other than legislative employees may be reimbursed with the written approval of the unit head. A complete explanation and justification for that travel must be shown on or attached to the travel voucher.

3.3.1 OFFICIAL HEADQUARTERS

The official headquarters of Senators, Representatives, and district office employees is the city or town within the district represented by the Legislator where the district office is located.

- (1) The official headquarters of an employee assigned to an office is the city or town in which the office is located.
- (2) The official headquarters of an employee of other legislative units located in the field is the city or town nearest to the area where the majority of the employee's work is performed. For travel purposes, the official headquarters of an employee temporarily assigned to a city or town for a period of over 30 continuous workdays is that city or town, unless otherwise determined by the unit head.

3.3.2 TYPES OF TRAVEL

- (1) Class A Travel is continuous travel of 24 hours or more away from official headquarters.
- (2) Class B Travel is continuous travel of less than 24 hours which involves overnight absence from official headquarters.

3.3.3 COMPUTATION OF TRAVEL TIME FOR REIMBURSEMENT

The traveler will be reimbursed one-fourth of the authorized rate of per diem for each quarter, or fraction thereof, of the travel day. (See Appendix 1)

3.3.4 RATES OF PER DIEM AND MEAL ALLOWANCE

- (1) A traveler may elect either of the following methods of reimbursement for each day of such travel:
 - (a) \$80 per diem (reimbursed at \$20.00 for each quarter of a day, or fraction thereof); or
 - (b) The cost of lodging at a single occupancy rate plus the meal allowance as specified in section 112.061, *Florida Statutes*. Travelers who file for reimbursement under this subsection must document their actual costs for lodging by submitting lodging receipts.
- (2) Meal Allowance – All travelers may be allowed the following amounts per day for meals while on official business:
 - (a) Breakfast \$6.00 (When the travel begins before 6:00 a.m. and extends beyond 8:00 a.m. on your day of return.); and
 - (b) Lunch \$11.00 (When the travel begins before 12:00 noon and extends beyond 2:00 p.m. on your day of return.); and
 - (c) Dinner \$19.00 (When travel begins before 6:00 p.m. and extends beyond 8:00 p.m. on your day of return.).

- (3) When lodging or meals are provided as part of travel event or conference registration, the traveler will be reimbursed only for the actual expenses of lodging and meals will be deducted from the reimbursement voucher.

3.3.5 TRANSPORTATION

- (1) All travel must be by a usually traveled route. If a person travels by an indirect route for the person's own convenience, any extra cost will be borne by the traveler and reimbursement for expenses will be based on a usually traveled route.
- (2) Commercial travel must be by the most economical method, which includes consideration of any state contract rates available. If a request is submitted for reimbursement of first class rates, justification must accompany the voucher and certify that a more economical rate was not available.
- (3) Travelers should take advantage of special excursion or discount fares when such fares are available.
- (4) Transportation by common carrier, when traveling on official business and paid for personally by the traveler, must be substantiated by a receipt from the carrier.
- (5) Use of rental automobiles under the Department of Management Services state term contract for rental vehicles must be within the limits outlined in the contract and the following conditions:
 - (a) A copy of the contract is available on the Finance & Accounting website located on the Legislative Intranet;
 - (b) Travelers are required to use compact class or subcompact class vehicles except when the number of passengers or volume of materials to be transported makes such use impractical;
 - (c) Travelers must indicate use of rental cars on their travel vouchers and attach the rental agreements; and
 - (d) Primary insurance is provided by the State for bodily injury and property damage. Vendors assume all fire, accident, and collision losses. Collision damage is assumed by the vendor, and payment of the daily collision damage waiver fee is not authorized. Employees are not authorized to secure personal accident insurance at state expense but may secure the coverage by personally making payment at the time of rental.
- (6) Whenever travel is by a privately owned vehicle, the traveler is entitled to a mileage allowance as provided by section 112.061, *Florida Statutes*; however, consideration should be given to whether private vehicle travel is the most economical mode of transportation.
 - (a) All mileage will be shown from point of origin to point of destination and, when possible, will be computed on the basis of the current map of the Florida Department of Transportation (DOT). Vicinity mileage necessary to conduct official business is allowable, but must be shown as a separate item on the expense voucher.
 - (b) No traveler will be allowed either mileage or transportation expense when the traveler is transported without charge by another person, or

when the traveler is transported by another traveler who is entitled to mileage or transportation expense.

- (c) Upon approval of the respective presiding officer, a traveler on a private aircraft will be reimbursed the actual fare charged and paid for such transportation up to the most economical mode of commercial airfare transportation for the same flight.

3.3.6 INCIDENTAL EXPENSES

The following are the most common incidental travel expenses that are reimbursable:

- (1) Taxi fares, including tips not to exceed 15% of the fare;
- (2) Ferry, bridge, road, and tunnel tolls;
- (3) Hotel luggage storage and parking fees;
- (4) Communication expenses (for example, telephone, hotel internet or Wi-Fi, etc.);
- (5) Registration fee for convention, conference, or training seminar that will serve a direct public purpose with relation to the legislative unit served by the person attending the meeting. In the event room or meals are included in the registration fee, per diem or subsistence must be reduced accordingly;
- (6) Portage charges not to exceed \$1 per bag, with a limit of \$5 per occasion;
- (7) Tips for handling materials of the legislative unit; and
- (8) Tips for mandatory valet parking, not more than \$1 per occasion.

3.3.7 TRAVEL VOUCHERS

Travelers using a Purchasing Card must attach the appropriate charge receipt to their travel claim when submitting a travel voucher.

Claims for reimbursement of expenses and per diem must be submitted using the Legislature's online travel system. The approved request to incur travel expenses and other substantiating documents should be attached to the travel voucher when submitting it electronically for reimbursement.

3.3.8 REGULAR OR SPECIAL SESSION TRAVEL AND PER DIEM

- (1) During the time the Legislature is in Regular Session, each Legislator will be paid subsistence at a rate to be established by the presiding officers of each chamber for their respective members. Each Legislator will be paid transportation expenses in accordance with section 112.061, *Florida Statutes*, for actual transportation between home and the seat of government for not more than one round trip per week or fraction of a week during any Regular Session. Subsistence will be paid on a prorated daily basis for the days actually spent in Tallahassee at the rate approved by the presiding officers. Travel vouchers must be submitted using the online travel system. For extended, special and extraordinary sessions, subsistence is set at the per diem rate established for agencies of the State of Florida. Transportation expenses will be reimbursed in accordance with section 112.061, *Florida Statutes*, for actual travel between the Legislator's home and the seat of government for not more than one round trip per week or fraction of week for

any extended, special or extraordinary session or convening of either the House or Senate for official business.

- (2) As provided in Senate Administrative Policies and Procedures and House Administrative Policy Manual, district employees with approval from their Representative or Senator, may attend the Regular Session of the Legislature, and those employees who relocate their places of residence in order to attend the session will be paid subsistence at a rate to be established by the presiding officer for each chamber for their respective employees. Subsistence will be paid on a prorated daily basis for the days actually spent in Tallahassee at the rate approved by the presiding officers. Travel vouchers must be submitted using the online travel system. Each such employee will be paid transportation expenses in accordance with section 112.061, *Florida Statutes*, for actual transportation between home and the seat of government in order to attend the legislative session and return home, as well as for not more than two round trips during the course of any regular session of the Legislature.

3.4 INTRADISTRICT EXPENSE ALLOWANCE

- (1) The Finance & Accounting Office will disburse monthly to each Legislator an amount established by the respective presiding officer for intradistrict expenses. A Legislator may receive a lesser amount by submitting a written request to the Finance & Accounting Office. Any portion of the funds received may be returned at any time to the State by forwarding a check to the Finance & Accounting Office made payable to "Florida Legislature."
- (2) Under this policy, intradistrict expenses mean any expense allowed as an employee deduction by sections 162, 262 and 274 of the Internal Revenue Code (IRC) and which satisfies: (a) the accountable plan regulations promulgated pursuant to IRC Section 162; and (b) the policies and guidelines developed by the appropriate legislative accountable plan. Additionally, the expense must be incurred in the operation of the Legislator's district office. These funds may not be expended to pay or supplement the salary of any legislative employee. For income tax and record-keeping purposes, receipts and paid invoices must be maintained in the records of the district office to substantiate expenses incurred.
- (3) Section 162 of the Internal Revenue Code mandates quarterly reporting for intradistrict funds (Legislative Intradistrict Quarterly Report). At the end of each calendar quarter, Legislators receive an email indicating the amount of intradistrict funds received during the previous quarter and the due date for the report. The report is due 60 days after the close of the quarter and should be submitted to Finance & Accounting. Subsequent months' district funds are not released until the report is received and approved.

3.5 INVOICE PROCESSING PROCEDURE

The Finance & Accounting Office will perform the following actions on each invoice:

- (1) Audit each invoice, including any duplicate invoices, for compliance with the contractual agreement or purchase order and mathematical accuracy, and determine if the payment is properly authorized or not previously paid;
- (2) Record information into the State's accounting system; and
- (3) Maintain voucher files with supporting documentation, files of unpaid purchase orders, and other files as necessary to maintain adequate accounting control and documentation.

3.5.1 INVOICE PROCESSING TIME LIMITS

- (1) A voucher authorizing payment of an invoice submitted to a unit of the Legislature will be filed with the Department of Financial Services (DFS) no later than 20 days after receipt of the invoice and receipt, inspection, and approval of the goods or services, except that, in the case of a bona fide dispute, the voucher will contain a statement of the dispute and authorize payment only in the amount not disputed. Approval and inspection of goods or services will take no longer than five working days unless the bid specifications, purchase order, or contract specifies otherwise. If a voucher filed within the 20-day period is returned by DFS because of an error, it will nevertheless be deemed timely filed. For the purposes of determining the receipt of invoice date, the Legislature is deemed to receive an invoice on the date on which a proper invoice is first received in the Finance & Accounting Office. The Legislature is deemed to receive an invoice on the date the invoice was postmarked if the Finance & Accounting Office failed to annotate the invoice with the date of receipt at the time it actually received the invoice.
- (2) The Finance & Accounting Office will keep a record of the date of receipt of the invoice; dates of receipt, inspection, and approval of the goods or services; date of the voucher; and date of issuance of the warrant in payment thereof.
- (3) The Legislature may make partial payments to a contractor upon partial delivery of goods or services or upon partial completion of construction when a request for such partial payment is made by the contractor and approved by the legislative unit. Provisions of this section will apply to partial payments in the same manner as they apply to full payments.
- (4) Travel and other reimbursements to state officers and employees will be the same as payments to vendors pursuant to this section.

3.5.2 PAYMENT OF LEGAL CLAIMS

When a claim for payment on the basis of a legal dispute is made against the Legislature or one of its units, the following procedure will be informed:

- (1) All claims will be presented to legal counsel representing the unit against which the claim is made. If counsel determines that the nature of the claim is within the scope of insurance coverage provided to the Legislature under Chapter 284, *Florida Statutes*, the claim will be forwarded to the DFS

- Division of Risk Management for evaluation and its advice on an appropriate disposition;
- (2) No claim may be paid, settled, compromised, or otherwise resolved as to the Senate or the House of Representatives without the approval of its presiding officer. Claims against all other units of the Legislature may not be settled or otherwise resolved without the joint approval of the presiding officers; and
 - (3) Prior to approval, the presiding officers or designees will confer with DFS' Division of Risk Management (for claims within the scope of the Legislature's insurance coverage) and outside counsel representing the legislative unit regarding its opinion as to the resolution of the case.

II.

OFFICE OF LEGISLATIVE SERVICES

4.0 HUMAN RESOURCES OFFICE

4.1 PURPOSE

4.2 FUNCTIONS

4.3 EMPLOYMENT

4.4 ATTENDANCE AND LEAVE

4.5 PAYROLL

4.1 PURPOSE

This policy defines the administrative provisions that govern the Senate, the House of Representatives, and other legislative units with respect to personnel management issues.

4.2 FUNCTIONS

Specific functions of the Human Resources Office include:

- (1) Recommending, implementing, and administering a comprehensive personnel and human resource program for the unique operational and staffing requirements of the Florida Legislature;
- (2) Coordinating employment processing activities and maintaining the human resource (HR) system of record for personnel actions for the Senate, the House of Representatives, and other legislative units;
- (3) Establishing and maintaining official personnel files for all Legislators and employees;
- (4) Administering legislative payroll operations including submission, distribution, and special processing for all legislative staff;
- (5) Administering legislative attendance and leave functions;
- (6) Providing recruiting support as needed or requested by legislative units;
- (7) Administering legislative benefit programs; and
- (8) Conducting compensation and classification studies.

4.2.1 DEFINITIONS

- (1) “Base Rate of Pay:” An employee’s salary excluding any salary additives.
- (2) “Break in Service:” Any period in excess of 31 calendar days a person is not employed in a salaried position by a unit of state government.
- (3) “Creditable Service:” All service allowed within Chapter 121, *Florida Statutes*, and Chapter 60S-2, Florida Administrative Code, for which retirement contributions have been paid.
- (4) “FTE:” The full-time equivalency assigned to a position authorized for a normal established work week period of 40 hours per week.
- (7) “Salary Additive:” A specific salary amount approved and paid in addition to an employee’s base rate of pay. Salary additives include but are not limited to Lead Worker, and Area Differential.

4.2.2 RECRUITMENT AND SELECTION

- (1) General Provisions
The Human Resources Office is responsible for establishing and maintaining an active applicant resource file for all legislative positions.
 - (a) Upon request, the Human Resources Office will provide recruitment assistance to any legislative unit.
 - (b) Applicant resource files will be readily accessible to any legislative unit requesting recruiting assistance.
 - (c) Applications will remain active for six months.

- (2) Senate and House of Representatives
 - (a) The Senate and the House of Representatives retain the authority to accept and review applications for employment.
 - (b) The Senate and the House of Representatives retain the authority to waive minimum education, training, and experience requirements.
 - (c) The Human Resources Office will review employment actions to ensure compliance with applicable policies and procedures.

4.3 EMPLOYMENT

All legislative employees are at-will employees.

- (1) The Senate and the House of Representatives retain the independent authority to employ and terminate their employees.
- (2) The Human Resources Office will review all employment actions to ensure applicant eligibility and compliance with applicable policies and procedures.
- (3) Selective Service Registration
 - (a) Before a covered individual (male 18-26 years of age) is offered employment with the Legislature, he must prove that he is registered with the Selective Service System under the Military Selective Service Act, 50 U.S.C. 3801 by providing his registration number.
 - (b) The Human Resources Office will verify the individual's registration status with the Selective Service.
- (4) Employment Documentation

All legislative employees must complete or present the following documents and Legislators must complete or present some of the following:

 - (a) The Florida Legislature Employment Application
 - (b) Oath of Loyalty (employee's signature must be notarized)
 - (c) Form I-9 Employment Eligibility Verification
 - 1. Pursuant to the Immigration Reform and Control Act of 1986, 8 U.S.C. §1101, employers must complete Form I-9 to document verification of identity and employment authorization of each new employee.
 - 2. Newly-hired employees must complete and sign Section 1 no later than the first day of employment and present specific documentation within three business days of employment.
 - 3. The supervisor or human resources representative must complete Section 2 by examining evidence of identify and employment authorization within three business days of employment.
 - (d) Form W-4
 - (e) Social Security card
 - (f) Direct deposit authorization

All new employees, as a condition of employment, shall set up direct deposit for salary payments and travel reimbursements. An employee may request an exemption when such employee can demonstrate a hardship.
 - (g) Public Records Exemption Form

In accordance with section 119.071, *Florida Statutes*, the home addresses, telephone numbers, photographs, social security numbers, birth dates and places of employment of certain persons are exempt from public records requests.

- (h) Florida Retirement System (FRS) Certification Form
All employees, including Legislators and OPS, are required to complete a New Employee Certification Form.
 - (i) Classes of retirement
 1. Employees are compulsory members of the Regular Class unless the employee has retired from the FRS pension plan and was not re-enrolled prior to July 1, 2010.
 2. In accordance with section 121.055 *Florida Statutes*, certain employees are eligible to participate in the Senior Management Service Class (SMSC).
 3. A Legislator is a compulsory member in the Elected Officers' Class (EOC). Within the first six months following election or reelection, the Legislator may exercise one of the following options:
 - a. Withdraw from participation in the retirement system;
 - b. Join the Senior Management Service Class (SMSC) in lieu of the EOC;
 - c. Withdraw to participate in a local annuity plan; or
 - d. Dually employed Legislators may remain in the Regular Class.
 - (j) Joint Policies Acknowledgement
 - (k) Workplace Harassment Policy Acknowledgement
 - (l) Form 1 for legislative employees and Form 6 for Legislators, Statement of Financial Interests, if applicable.
See Policy 4.3.16 for financial disclosure requirements for employees.
- (5) Reference Checks for Current or Former Legislative Employees
All reference checks will be referred to the Human Resources Office which will provide the requester only the following information: name, job classification (position title), legislative unit, dates of employment, and salary.

The employee's personnel file may be reviewed as a public records request.
The request may be submitted to:

Office of Human Resources
111 West Madison Street
Claude Pepper Building, Suite 701
Tallahassee, Florida 32399-1400
(850) 488-6803 FAX (850) 413-7984

Legislative employees are prohibited from providing comments about any employee's employment history.

4.3.1 RESTRICTIONS ON THE EMPLOYMENT OF RELATIVES

These restrictions apply only to joint legislative employees. For purposes of this section, a relative is a person who meets the definition of “relative” in section 112.3135, *Florida Statutes*.

- (1) An employee (including OPS) may not be a relative of a Legislator, a legislative employee, a lobbyist, a member of the Florida Cabinet or the Governor, a key Cabinet aide, the head of an executive branch department or an appointed secretary or executive director.
- (2) An employee may not be hired or promoted contrary to the provisions of section 112.3135, *Florida Statutes*.

The prohibitions of (1) may be waived by the presiding officers acting jointly. Employees who become a relative of any of the persons specified in (1) above are required to seek a waiver from the presiding officers in order to continue their legislative employment.

4.3.2 NEW EMPLOYEE VERIFICATIONS

- (1) The following verifications will be required for all employees of the Florida Legislature:
 - (a) Educational credentials
 - (b) Previous employment
 - (c) Law enforcement background check
- (2) Personal references will be handled by the hiring authority unless the hiring authority requests the HR office to verify references.
- (3) Official college transcripts must be submitted by employees.

4.3.3 APPOINTMENTS

All appointments require the approval of the respective presiding officer; appointments for all other legislative units require approval of both presiding officers.

- (1) Original Appointments
New employees are paid in accordance with the following provisions:
 - (a) An employee possessing education, training and/or experience at the minimum requirements will be employed normally at the minimum rate for the job classification.
 - (b) A unit head may request the hiring of an employee at a rate of up to 10% above the minimum of the salary range established for the job classification, or 10% above the applicants’ current salary, whichever is greater, provided the applicant possesses education, training and/or experience which exceed the minimum requirements for the class.
 - (c) The presiding officers may, at their discretion, authorize employment rates anywhere within the pay range for a designated class if:
 1. The applicant’s qualifications are uniquely suited to the operational needs of the legislative unit; or
 2. The applicant’s qualifications substantially exceed the minimum requirements of the position.
 - (d) An appointment rate may not exceed the maximum pay grade for the classification.

- (2) Reinstatement Appointments
 - (a) A salaried legislative employee who resigns with satisfactory service and who has at least six months of legislative service may be reinstated within two years of the separation.
 - (b) Salaries for reinstated employees may be established at:
 - 1. The minimum of the current pay grade for the class; or
 - 2. Up to the former rate of pay, provided it does not exceed the current pay grade maximum for the class.
 - (c) Former legislative employees returning after two years may be employed in accordance with original appointment provisions.
- (3) Part-Time Appointments
 - (a) The part-time employee's salary will be proportionate to the full-time employment salary of the same job classification.
 - (b) Part-time employees will be eligible to accrue leave and participate in benefit programs proportionate to the FTE.
- (4) OPS Employment
 - (a) General provisions
 - 1. The employment of Other Personal Services (OPS) personnel, which includes legislative interns, is contingent on fund availability within the respective unit's current and approved operating budget.
 - 2. OPS employees do not accrue leave or receive paid holidays and do not participate in the state retirement plan.
 - 3. OPS employees who work an average of 30 hours per week continuously for at least six months are eligible for certain benefits.
 - 4. Legislative units may employ OPS employees for the purpose of accomplishing tasks or projects which are short term in nature.
 - 5. Students enrolled in, or graduated from, an accredited post-secondary educational program may be employed as legislative interns, with approval of the presiding officer(s).
 - 6. OPS employees will be paid from OPS appropriations at an hourly rate.
 - 7. OPS employees will be required to meet the same training and experience qualifications required for full-time salaried employment.
 - 8. OPS employees will be paid biweekly.
 - a. OPS employees will be required to maintain a biweekly time sheet reflecting the hours actually worked.
 - b. OPS time sheets must be received online by the Human Resources Office no later than the date reflected on the Biweekly Payroll Schedule to meet published payroll processing deadlines.
 - c. Failure to submit time sheets in accordance with the Biweekly Payroll Schedule may result in delayed salary payments.

9. When an OPS/intern separates employment, the immediate supervisor is responsible for notifying Senate Administration or House Administration for employees of the respective chamber or the Human Resources Office for all other legislative units.
- (b) Pages and Messengers
 1. The Senate and House of Representatives may employ students to serve as pages and messengers during Regular Sessions of the Florida Legislature.
 - a. The period of employment will be for one week.
 - b. Compensation for hours worked, if applicable, will be processed bi-weekly.
 2. Age limits, compensation, and working schedules will be established by the respective chamber prior to each Regular Session.
- (5) Volunteer Services
 - (a) A volunteer is any person who provides services to the Legislature for no compensation.
 - (b) Legislators, committees or offices requesting volunteer staff must have the individual complete the first section of the Application for Volunteer Staff form and then submit the finalized form to either House Administration, Senate Administration, or to the appropriate unit head, with a copy submitted to the HR Office, along with a Law Enforcement Background Check Information Form and legible copy of a valid photo ID such as driver license.
 - (c) Volunteers presented as ‘interns’ by outside employment or education institutions must be vetted by either House Administration, Senate Administration, or the Office of Legislative Services before they may serve as volunteers.
 - (d) Volunteers must comply with all rules, policies and procedures of the unit assigned applicable to personnel.
 - (e) Volunteers will be covered by state liability protection in accordance with the definition of a volunteer and the provisions of section 768.28, *Florida Statutes* (Tort Limits).
 - (f) Volunteers working under the direct supervision and control of the Legislature are covered by workers’ compensation in accordance with Chapter 440, *Florida Statutes* and Policy 4.4.10.

4.3.4 SALARY ADJUSTMENTS

Promotions, Demotions, Salary Adjustments and Merit Adjustments for the Senate or the House of Representatives will require approval of the respective presiding officer; for other legislative units, justification by the unit head and approval from both presiding officers are required. All salary changes will be contingent upon fund availability.

- (1) Promotions
 - (a) With the approval of the presiding officer(s), employees may be considered for a promotional increase of up to 10% above their current

- salary when it is greater than the minimum salary for the new pay grade.
- (b) When promotions are granted, employees who meet the minimum criteria will be entitled to receive the minimum salary for the higher pay grade.
 - (c) The presiding officers may, at their discretion, authorize promotional increases resulting in a salary anywhere within the pay range for a designated class if:
 - 1. The employee's qualifications are uniquely suited to the operational needs of the legislative unit; or
 - 2. The employee's qualifications substantially exceed the minimum requirements of the position.
 - (d) Promotional increases may not exceed the maximum salary for the pay grade for the class to which promoted.
- (2) Demotions
A demoted employee's salary may not exceed the maximum of the pay range for the class to which demoted.
- (3) Merit Adjustments
The President of the Senate or the Speaker of the House of Representatives may grant merit increases to employees in recognition of exceptional work performance.
- (4) Classification and Legislative Salary Schedule
Classification and legislative salary schedule changes will be approved and implemented at the discretion of the presiding officers.

4.3.5 LUMP SUM BONUS AWARDS

The Legislature may grant a non-recurring lump sum monetary bonus award to a salaried employee who provides an extraordinary contribution toward accomplishing the unit's goals.

- (1) Awards for the Senate or the House of Representatives will require approval of the respective presiding officer; awards for other legislative units will require approval of both presiding officers.
- (2) The amount of the award may not exceed ten percent of the employee's annual base rate of pay at the time of the award.
- (3) An employee may not receive more than one lump sum bonus in any one twelve-month period. The employee must have been employed by the Legislature more than one year in a position prior to the time of the award.

A lump sum bonus award will not change the employee's regular rate of pay.

4.3.6 SALARY ADDITIVES

- (1) Lead Worker
 - (a) Lead worker designation may be granted in the absence of a supervisor due to termination or extended leave of absence or due to a temporary increase in responsibility.
 - (b) Positions may only be designated lead worker with the approval of the presiding officers.

- (c) An employee who occupies a position designated as “lead worker” will be eligible for a salary additive of up to 10% above the employee’s current base salary.
 - 1. The salary additive may not place the salary above the maximum for the assigned pay grade.
 - 2. Upon the return of the supervisor, or in the case of a vacancy, a new applicant is named, or temporary duties cease, the salary will be reduced by the dollar amount it was increased when the lead worker designation was authorized.
 - a. The respective unit head is responsible for reviewing lead worker designations for accuracy and effectiveness at a minimum of once every three months.
 - b. The respective unit head is responsible for notifying the Human Resources Office regarding changes in lead worker designations.
 - 3. Lead worker salary additives will be removed prior to calculating any other salary adjustments (e.g., salary increases, cost of living increases).
 - 4. An employee may not retain a lead worker salary additive when being promoted to a higher-level classification without written approval from the presiding officer(s).
- (2) Area Differential
 - (a) The presiding officers may approve an area differential as provided:
 - 1. Experience has demonstrated a consistent pattern of recruitment difficulty in the specific job classification(s); and
 - 2. The recruitment difficulty is a direct result of the higher cost of living in the respective geographic area.
 - (b) Area differentials will be established for a specific dollar amount.
 - (c) The area differential will be removed in the event an employee is:
 - 1. Transferred to the same position in a county which does not have an approved area differential; or
 - 2. Promoted or reassigned to a position which does not have an approved area differential.
 - (d) Area differentials will be removed prior to calculating salary adjustments (e.g., promotions, demotions, salary increases).

4.3.7 REASSIGNMENTS

- (1) Employees may be reassigned when moved from a position in one class to a different position in the same class or a different class which is assigned to the same pay grade.
- (2) A request for an adjustment to an employee’s base rate of pay on a reassignment requires approval of the presiding officer(s).
- (3) Employees who transfer or are reassigned to another position will receive any approved salary additives associated with the new position.
- (4) Employees who transfer or are reassigned to another position will not be eligible to retain any salary additives associated with the former position.

4.3.8 DEFERRED RETIREMENT OPTION PROGRAM (DROP)

The DROP allows vested employees who have reached their normal retirement date to join and begin accumulating retirement benefits without terminating employment for up to 60 months prior to actual retirement. The monthly retirement benefit is held in the Florida Retirement System (FRS) Trust Fund and earns interest and any applicable annual cost-of-living increases. See re-employment limitations in Policy 4.3.9.

4.3.9 SEPARATION FROM EMPLOYMENT

- (1) Resignation and Termination
 - (a) Notification
 1. The respective supervisor is responsible for providing written notification, including email, to the Human Resources Office regarding all employee resignations or terminations, whether salaried, OPS or legislative intern.
 2. Notifications may be in the form of a letter of resignation or email from the employee or a memorandum from the appropriate management authority and include the effective date of resignation or termination, instructions for processing accumulated leave balances, if applicable, and a forwarding address.
 - (b) All resignations and terminations are effective at the end of a business day; the last day of employment may not be a state holiday or a weekend.
 - (c) Abandonment of Position
An employee who is absent from duty without authorized leave for three consecutive working days may be deemed to have abandoned his or her position and may be subject to immediate termination.
- (2) Retirement
 - (a) An employee who is planning to retire should apply to the Division of Retirement three to six months prior to the anticipated retirement date.
 - (b) Prior to the date of retirement, the employee should provide the Human Resources Office written notification regarding:
 1. Last date of actual work;
 2. Instructions regarding payment of accumulated leave balances (if applicable); and
 3. Forwarding address
 - (c) The employee is responsible for contacting the Human Resources Office regarding continuation of insurance coverage.
 - (d) Upon separation of employment, a retiree may not concurrently receive a salary warrant from a state entity and a state retirement benefit for 12 months immediately following retirement; therefore, employees re-employed by an FRS employer within six months of receiving a retirement check will void their retirement and be required to re-pay any monies (e.g., pension, investment plan, and DROP funds) received; if re-employed within 12 months, employees must

forfeit their retirement check through the 12th month.[Refer to the Florida Division of Retirement's website: www.rol.frs.state.fl.us.]

- (3) Exit Requirements
 - (a) Property
 - Prior to the last day of employment, separating employees must return all items of legislative property including but not limited to:
 1. Security ID/Access Cards (building and parking garage entry)
 2. Keys (office, desk, file cabinets, etc.)
 3. Cell phones or other communication devices
 4. Library materials
 5. Legislative equipment or reference manuals
 - (b) Final Salary Warrant
 - 1. The respective supervisor will ensure the employee completes and submits online a final time sheet and returns all legislative property.
 - 2. Failure to submit a time sheet in accordance with payroll submission schedules may result in a delay in receipt of final salary payment.
 - (c) Final Financial Disclosure
 - If applicable, within 60 days of the last day of employment, the former employee must file a final statement of financial interests as specified in Policy 4.3.16.

4.3.10 EMPLOYEE ARRESTS OR CONVICTIONS

An employee must notify the unit head of his or her arrest or the filing of any criminal charges against him or her, including an arrest or filing for drug or alcohol violations. Notification must be made by the end of the first working day following the arrest or filing of criminal charges. Additionally, employees must report any convictions, findings of guilt, withholdings of adjudication, commitments to a pre-trial diversion program or entering of a plea of guilty or nolo contendere for any criminal offenses other than a minor traffic violation by the end of the first working day following the occurrence. An employee is not required to report a minor traffic ticket or traffic violation unless it results in the suspension or revocation of his or her driving privilege. Failure to comply with this policy may result in disciplinary action up to and including dismissal from employment.

House and Senate employees should refer to their respective administrative policies and procedures for reporting arrests or convictions.

4.3.11 ATTIRE

At all times, employees are expected to present a professional appearance, dress appropriately for an office environment and/or public contact, maintain good hygiene, and be judicious in applying perfume, cologne and lotions.

Upon notification by presiding officers, and based on work responsibilities, unit heads may permit business casual attire in the interim when legislators are not in Tallahassee. Each employee is expected to use sound judgment in his or her attire,

and supervisors are expected to monitor the attire of those they supervise. Employees inappropriately dressed will be sent home to change their attire and required to use personal leave.

Managers and supervisors may allow appropriate alternative dress based on time limited unique circumstances such as taking of physical inventory or relocating an office.

4.3.12 OUTSIDE EMPLOYMENT

- (1) Employees of the House and Senate will not be otherwise employed without the prior written permission of the respective presiding officer, with the exception of OPS hired exclusively for Session.
- (2) Employees of other legislative units will not be otherwise employed without the written approval of the presiding officers of both houses unless such authority has been delegated to the unit head. Anyone with outside employment will be responsible for completing and submitting an updated form at the beginning of each presiding officer term as long as they are secondarily employed.

The Permission for Outside Employment form may be accessed online from your MyHR dashboard or from the Legislative Intranet.

4.3.13 TUITION WAIVER PROGRAM

Only full-time employees, not OPS, are eligible to enroll in up to six credit hours of tuition-free state university or community college courses per term on a space available basis.

- (1) The student is responsible for obtaining admission and related enrollment information prior to requesting approval of tuition-free courses.
- (2) Prior to registration, an enrollment form must be completed and signed by the employee and approved by the respective supervisor and unit head.
- (3) Enrollment forms may be accessed online from your MyHR dashboard or from the Legislative Intranet.
- (4) A copy of the approved enrollment form will be placed in the employee's official personnel file.
- (5) The value of undergraduate and graduate courses may be considered taxable income. Certain courses may be exempt from federal income taxation if the courses relate directly to or are required to maintain an employee's position. Only the presiding officers for their employees or the unit head for joint employees may certify whether a course is directly related to or required to maintain employment.

4.3.14 EQUAL EMPLOYMENT OPPORTUNITY

The Florida Legislature is an equal opportunity employer and complies with all federal and state anti-discrimination laws. It is the policy of the Florida Legislature that neither it nor its employees discriminate when making personnel decisions or

taking personnel actions on the basis of race, color, national origin, sex, gender, religion, age, disability, or marital status.

House and Senate employees should refer to each chamber's respective rules and policies regarding complaints or reports of discrimination.

4.3.15 PROHIBITED HARASSMENT

- (1) The Legislature does not tolerate harassment toward any employee based on race, color, religion, sex, national origin, age, disability, or marital status. Prohibited harassment also includes harassment based on an employee's or job applicant's association with a person with a disability or a person in another protected class. All employees must avoid conduct that could be seen as prohibited harassment.
- (2) Prohibited harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of that person's race, color, religion, sex, national origin, age, disability, or marital status. Prohibited harassment can come from the individual's supervisor, co-workers, or third parties such as office visitors or constituents. Prohibited harassment does one or more of the following:
 - (a) Has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
 - (b) Has the purpose or effect of unreasonably interfering with an individual's work performance; or
 - (c) Otherwise adversely affects an individual's employment opportunities.
- (3) Examples of prohibited harassment include:
 - (a) Unwanted jokes or slurs with sexual, racial, religious, ethnic or similar content;
 - (b) Display or distribution of sexually explicit pictures, posters, or writings;
 - (c) Preferential treatment in return for sexual favors;
 - (d) Unwelcome remarks about a person's sexual anatomy, sexual capabilities, ethnic characteristics or physical disabilities;
 - (e) Unwanted physical contact (e.g., kissing, hugging, pinching, patting, and caressing);
 - (f) Hazing based on race, color, religion, sex, national origin, age, disability, or marital status;
 - (g) Unwanted requests for dates or similar advances; and
 - (h) Derogatory comments about a person's choice of religion or religious beliefs.
- (4) Complaints
 - (a) Any employee who wishes to file a complaint of prohibited harassment by anyone, including supervisors, co-workers, or visitors to legislative offices, may report the complaint to:
 1. The employee's immediate supervisor;
 2. The head of the employee's legislative unit;
 3. The offices as directed by each chamber's policies; or

4. The Human Resources Director of the Office of Legislative Services.
- (b) Complaints reported to the employee's immediate supervisor or legislative unit head will be promptly communicated to the appropriate offices as directed in each chamber's policies or the OLS Human Resources Director for a complete investigation. The Human Resources Director will notify the Office of the President for Senate employees, the Office of the Speaker for House employees, or the unit head for all other legislative units about reported complaints. If the unit head for all other legislative units is reported to be the person who is the cause for the complaint, the offices of the presiding officers jointly will be notified.
 - (c) Once notified by the supervisor, legislative unit head or the employee, Human Resources Director will promptly attempt to resolve the issue informally. This will include discussing the issues with the persons involved in the complaint and may include interviewing other personnel, as deemed appropriate. Employees are expected to participate and cooperate with any inquiry or further investigation. Supervisory, Human Resources, professional service providers or legal staff may be requested to assist the Human Resources Director with the facilitation of the informal resolution.
 - (d) If no formal resolution is possible, then the complainant will be requested to submit a formal, written complaint to the Human Resources Director that sets forth the basis of the complaint, the reasons the complainant believes that discrimination or harassment occurred, and any action the complainant believes would resolve the complaint.

Upon receipt of the written complaint, or when deemed appropriate, the Human Resources Director may contact an independent, professional service provider who will conduct a further investigation into the allegations set forth in the complaint.

After appropriate investigation, a written report summarizing the issues raised in the complaint, as well as evidence collected during the investigation, will be prepared by the service provider and submitted to the Office of the President for Senate employees, the Office of the Speaker for House employees, or the unit head for all other legislative units. If the unit head for all other legislative units is reported to be the person who is the cause for the complaint, the report will be submitted to the presiding officers.

The President of the Senate for Senate employees, the Speaker of the House for House employees, or the unit head for all other legislative units, upon consultation with legal staff and the presiding officers or their designees, will promptly make a determination of the validity of

the complaint and take appropriate disciplinary and corrective action, if any, based on all of the evidence gathered during the investigation. If the unit head for all other legislative units is reported to be the person who is the cause for the complaint, the presiding officers jointly will make a determination.

- (e) Any employee who is found to have violated this policy will be subject to discipline up to and including immediate termination from employment.
 - (f) The willful filing of a false complaint of harassment is prohibited.
 - (g) Retaliation against any person for the good faith filing of a complaint or retaliation for giving information relating to a complaint is prohibited.
- (5) Supervisory Responsibility
- (a) Each employee supervising other employees is responsible for making subordinates aware of the prohibited harassment policy and the means for filling a complaint.
 - (b) The supervisor is responsible for ensuring that employees receive a copy of the policy. All employees, especially supervisors, are responsible for assuring their workplace is free from harassment.

4.3.16 FINANCIAL AND GIFT DISCLOSURES

- (1) Financial
The Code of Ethics for Public Officers and Employees requires that any person employed in the legislative branch, except persons employed in maintenance, clerical, secretarial, or similar positions and legislative assistants exempted by the presiding officer of their chamber, must file a statement of financial interests (financial disclosure). The initial Form 1 must be filed within 30 days of commencing employment. Thereafter, a Form 1 must be filed no later than each July 1st, covering the prior year. A final Form 1-F must be filed by the former employee, within 60 days after leaving a legislative position, unless within that period, new employment is obtained that also requires filing of financial disclosure. The law imposes a \$25 per day fine for failure to file all required financial disclosures in a timely way.
- (2) Gifts
The Code of Ethics also prohibits legislative employees from soliciting or accepting certain gifts defined by law. Gifts over a specified value, that may be accepted, must be reported on a quarterly basis to the Commission on Ethics using Form 9.

House employees with questions should contact the House General Counsel, Senate employees the Senate General Counsel and all other legislative employees the Office of Legislative Services General Counsel.

4.3.17 CONDUCT OF EMPLOYEES

All legislative employees, including OPS, must conduct themselves in a manner that maintains the integrity and responsibility of his or her position. Conduct that interferes with business operations, discredits the Legislature, or is offensive to the public or to coworkers is not acceptable. Employees conducting themselves in such a manner may be subject to disciplinary action, up to and including termination.

4.4 ATTENDANCE AND LEAVE

(1) General Provisions

Leave credits may not be used prior to the end of the month in which the credit is earned.

- (a) If an employee has insufficient leave credits to cover a period of absence, no allowance will be granted in anticipation of future leave credits.
- (b) Monthly pay reductions will be made, whenever possible, during the period in which the leave without pay occurred. See Policy 4.4.9(2)(a).
- (c) Monthly pay reductions which cannot be processed during the period in which the leave without pay occurred will be made on the next available pay period or by direct repayment from the employee.

(2) Notification

If an employee is unable to report to work due to an unanticipated emergency, the employee or the employee's representative, if employee is unable, must immediately notify the supervisor.

(3) Time Sheets

- (a) All legislative employees, including district staff, will maintain and submit online to their supervisor a time sheet that reflects hours worked and approved absences.
- (b) Supervisors will be responsible for the timely and accurate online submission of time sheets to the Human Resources Office by the 5th day of the following month.
- (c) Failure to submit time sheets in a timely manner may result in delays in the processing and receipt of salary payments and leave accruals.
- (d) The Human Resources Office will be responsible for maintaining a record of leave usage for all legislative units.

(4) Calculation of Leave Usage

All leave usage will be charged to the nearest quarter hour.

Minutes Used	Quarter Hour	Time Charged
00-07	00	.00
08-22	15	.25
23-37	30	.50
38-52	45	.75
53-60	60	1.00

An employee who abuses this policy may be subject to discipline, up to and including termination.

- (5) An employee who falsifies any time sheet may be subject to discipline, up to and including termination.

4.4.1 HOURS OF WORK

- (1) The minimum work month for full-time legislative employees is the equivalent of eight hours per day times the number of working days in the month; however, employees are expected to work more than the minimum number of hours as the needs of their unit may require.
- (2) Hours for part-time salaried and OPS employees will be approved by the hiring authority in accordance with prevailing procedures of the respective unit.
- (3) The unit head may approve flexible work hours for employees based on office workload. Approved flexible work schedules must provide for sufficient office coverage, be available to all employees on a rotational basis, and may be discontinued by the unit head temporarily or permanently based on increased workload or special projects.
- (4) The work of the legislature does not lend itself to regular remote work; however, requests in writing, and with detailed justification, to work from a remote location will be reviewed on a case-by-case basis by presiding officers or their designees on whether it is in the best interest of the legislature to grant such request. Approval to work from a remote location may be discontinued by the presiding officer(s) temporarily or permanently based on workload or special projects.

4.4.2 Holidays

- (1) The following designated holidays will be recognized by the Legislature:
 - (a) New Year's Day (January 1)
 - (b) Martin Luther King, Jr.'s Birthday (Observed the third Monday in January)
 - (c) Memorial Day (Observed the last Monday in May)
 - (d) Independence Day (July 4)
 - (e) Labor Day (Observed the first Monday in September)
 - (f) Veteran's Day (November 11)
 - (g) Thanksgiving Day (Observed the fourth Thursday in November)
 - (h) Friday after Thanksgiving
 - (i) Christmas Day (December 25)

When a holiday falls on Saturday, the Friday before will be observed as a holiday. When a holiday falls on Sunday, the following Monday will be observed as a holiday.

- (2) **Personal Holiday**

Each salaried employee will have one full day each calendar year as a personal holiday.

 - (a) The personal holiday will be accrued on the date employed by the Legislature and each January 1 thereafter.
 - (b) The date of use will, with supervisor approval, be at the discretion of the employee.

- (c) Personal holidays not used by December 31st of each year will be forfeited.
 - (d) The personal holiday must be used in one full workday.
 - (e) Part-time salaried employees will receive a personal holiday on a prorated basis.
- (3) The President and the Speaker may designate discretionary holiday(s) during the calendar year for their respective employees. The President and the Speaker, by joint agreement, may designate discretionary holiday(s) during the calendar year for employees of other legislative units.
- (4) If a designated holiday occurs during an approved leave period, the employee will not have that day charged against accrued leave.

4.4.3 ANNUAL LEAVE

- (1) Accrual
- (a) Full-time salaried employees will accrue annual leave in accordance with the following criteria:

Continuous and Creditable State Service	Hours of Leave Earned During Each Calendar Month
Up to 5 years	11 hours
5 to 10 years	13 hours
Over 10 years	15 hours

- (b) Part-time salaried employees will accrue annual leave proportionate to adjusted contracted hours for each month based on the FTE and in accordance with the table below in (1)(c).
- (c) Employees who work less than a full pay period due to initial employment or separation during a pay period, working less than full-time equivalency, or who have a leave of absence without pay, will earn annual leave credits in accordance with the following table:

Numbers of Hours Actually Worked/Paid	0 to 5 Years	to 10 Years	Over 10 Years
00-35	0	0	0
36-70	2.75	3.25	3.75
71-103	5.50	6.50	7.50
104-138	8.25	9.75	11.25
139+	11.00	13.00	15.00

- (d) Earned annual leave may be accumulated, subject to the following limitations:
1. A maximum of 480 hours of accrued annual leave may be carried over from one calendar year to the next.
 2. Accrued annual leave in excess of 480 hours will be converted and credited to the employee's sick leave balance on an hour-for-hour

basis on December 31st of each year or upon separation from legislative service.

3. An employee who transfers to the Legislature from employment with a unit of state government or one of its political subdivisions (i.e., county, municipality or school district), may transfer up to 480 hours of unpaid accrued annual leave, provided there is no break in service.
 4. Employees will be entitled to use all previous state government creditable service immediately upon verification of former state employment. A leave anniversary date will be established for determining eligibility for higher annual leave credits.
 5. Employees on leave with pay will continue to earn leave credits during the approved absence.
 6. Employees on leave without pay will not earn leave credits during the absence.
- (2) Use of Annual Leave
- (a) When authorized by the respective supervisor, annual leave may be used for any purpose.
 - (b) With the exception of unanticipated emergencies, use of accrued annual leave will require prior approval of the respective supervisor.
 - (c) Employees who exhaust annual leave credits may not use sick leave credits to cover the period of absence unless the reason for the absence qualifies for the use of sick leave.
 - (d) When all available annual leave credits have been exhausted, the employee may request in writing, on a form prescribed by HR, a leave of absence without pay, approval of which is at the discretion of the appropriate presiding officer or jointly for other legislative units.
- (3) Payment for Accrued Annual Leave
- (a) Upon written request, employees retiring, entering the Deferred Retirement Option Program (DROP), terminating, or transferring to another state entity may be paid for unused annual leave credits subject to the following provisions:
 1. Payment will not exceed a maximum of 480 hours;
 2. Payment will be at the employee's current hourly rate;
 3. Payment will only be made after a 31-day break in legislative service with the exception of retirees and DROP participants;
 4. Employees entering the DROP program may be paid for up to 480 hours, and such leave payments will be included in the determination of the average final compensation under the FRS. An employee who elects a payment of annual leave upon entry into the DROP is not eligible for any annual leave payment upon separation from service, except the payment for annual leave which combined with the hours of the original payment entering DROP does not exceed 480 hours; and
 5. Payment will be made provided the employee has six months of continuous state service.

- (b) In the case of death of an employee, payment for all unused annual leave at the time of death will be made to the employee's estate or as provided by law.
- (c) Employees transferring to another state entity may request transfer of all or part of unused annual leave credits.
 - 1. The employee is responsible for determining the leave policies of his or her new employer.
 - 2. Employees with less than six months of continuous and creditable state service must transfer or forfeit any unused annual leave upon separation from the Legislature.
- (d) Legislative employees transferring between legislative entities will not be paid for unused annual leave credits.
- (e) An employee with six months or more of continuous and creditable state service, separating from legislative employment, with the exception of retirees and DROP participants, may request in writing that accrued annual leave be retained up to a maximum of one year pending re-employment.

4.4.4 SICK LEAVE

- (1) Accrual
 - (a) Full-time salaried employees earn sick leave at the rate of nine hours per month.
 - (b) Employees who work less than a full pay period due to initial employment or separation during a pay period, are working less than full time equivalency, or who have a leave of absence without pay, will earn sick leave credits in accordance with the following table:

Number of Hours Actually Worked/Paid	Hours of Sick Leave Credits Accrued
00-35	0
36-70	2.25
71-103	4.50
104-138	6.75
139+	9

- (c) Employees who transfer to the Legislature from employment with other state entities such as the State Courts System, the State University System or executive branch agencies will be credited with unused sick leave at the time of transfer.
- (d) Employees not specified in (1)(c) who transfer from other units of state government or its political subdivisions, such as counties, municipalities, or school districts may transfer up to 480 hours of unpaid accrued sick leave, provided there is no break in service.

The maximum of 480 hours may be transferred to the Human Resources Office and will be distributed to the employee in accordance with the following schedule:

1. 80 hours upon date of transfer; and
 2. 80 hours on January 1st of each succeeding year.
- (e) Sick leave will be accumulated on an unlimited basis.
- (f) Employees with less than ten years of creditable state service will forfeit all unused sick leave upon separation from the Legislature.
- (g) If the employee has at least twelve months of service, they may be eligible for their sick leave to be retained for one year pending reemployment. See Policy 4.4.4(3)(d).
- (2) Use of Sick Leave
- (a) Notification
- The employee or the employee's representative, if employee is unable, will be responsible for promptly notifying the appropriate supervisor regarding any illness or injury.
- (b) Sick leave may be granted for:
1. Personal illness or injury;
 2. Family illness or injury which requires the employee to be absent from the workplace;
Family is defined as the spouse, grandparents, parents, step-parents, brothers, sisters, children, step-children, and grandchildren of either the employee or the employee's spouse;
 3. Personal or family medical, dental, or optical consultation or treatment when it is not possible to arrange the appointments during off-duty hours; and
 4. Family medical or parental leave.
- (c) A physician's statement is required for absences in excess of three consecutive days or for recurring absences, regardless of the type of leave used.
- (d) In the event an employee's sick leave credits are insufficient to cover a qualifying absence, the excess hours will be charged against available annual leave credits.
- (e) When all available leave credits have been exhausted, the employee may request in writing, on a form prescribed by HR, a leave of absence without pay, approval of which is at the discretion of the appropriate presiding officer or jointly for other legislative units.
- (3) Payment for Sick Leave
- (a) Payment for unused sick leave will be made upon separation from state government provided the employee has ten or more years of credible state service. Payment will be made for one-quarter of all unused sick leave credits accrued.
- (b) Payments for accrued sick leave credits derived from the calculations described in (3)(a) will not exceed a maximum of 480 hours.
- (c) Sick leave payments are not used in determining the average final compensation of an employee under the Florida Retirement System.

- (d) An employee with twelve months of service, separating from legislative employment, with the exception of retirees and DROP participants, may request in writing that accrued sick leave be retained up to a maximum of one year pending reemployment.
- (4) Sick Leave Pool
- This policy establishes three sick leave pools for the use of salaried legislative employees who have depleted all available leave balances. The sick leave pool for the Senate will be administered by the President. The sick leave pool for the House will be administered by the Speaker. The sick leave pool for all other legislative units will be administered by joint agreement of the presiding officers or their designees.
- (a) The sick leave pool will consist of:
 - 1. Sick leave hours previously credited to legislative employees who separated their legislative employment before completing ten years of creditable state service; and
 - 2. Sick leave hours accrued in excess of 1920 hours credited to legislative employees retiring from state service.
 - (b) Employees of the Senate requesting a withdrawal must submit their request to the President of the Senate. Employees of the House requesting a withdrawal must submit their request to the Speaker of the House. Employees of all other legislative units requesting a withdrawal must be approved jointly on a case by case basis by the presiding officers or their designee. A withdrawal request from an employee of other legislative units must be submitted in writing to the Human Resources Office and must be accompanied by a completed certification form, as prescribed by HR, from a licensed health care provider. The certification must describe the nature of the medical condition requiring absence from the employee's duties and the period of time required before the employee can return to work. All requests must be submitted prior to exhaustion of all personal leave; retroactive requests will not be considered unless there are extenuating circumstances.
 - (c) Leave from the pool may be used only for the employee's own serious medical condition. Sick leave pools are intended for employees with a critical illness or injury requiring extended convalescence.
 - (d) The employee is not eligible for workers' compensation disability leave. See Policy 4.4.8.
- (5) Sick Leave Transfer Plan
- This policy establishes a sick leave transfer plan for the use of salaried legislative employees. The sick leave transfer plan may be activated in lieu of the sick leave pool, and will be administered by the President for Senate employees, the Speaker for House employees and jointly for other legislative units. The transfer of sick leave hours is not automatic and must be approved prior to the transfer of leave hours.
- (a) The plan will allow the transfer of sick leave credits within the Legislature, as well as allow for inter-agency transfers (both the

- receipt of and donation of sick leave credits between the Legislature and other state agencies).
- (b) Requests to donate from within the Legislature will be identified and processed before donations from other agencies are considered, except for transfers by receiving employee's spouse and the parents, grandparents, brothers, sisters, children, and grandchildren of both the employee and the spouse.
 - (c) Requests must be submitted prior to exhaustion of all personal leave; retroactive requests will not be considered unless there are extenuating circumstances.
 - (d) Participation in the plan will at all times be voluntary on the part of the donating employee and the receiving employee. The minimum transfer amount for each transaction will be eight hours. Once the agency completes the transfer of sick leave credits from a participating employee, the donation cannot be cancelled.
 - (e) To be eligible to receive sick leave credits under the plan, an employee must meet the following conditions:
 - 1. The employee has used all accrued sick, annual and earned compensatory leave;
 - 2. The employee has suffered a documented illness, accident or injury, and requires, as certified by the treating physician on a form prescribed by HR, absence from the workplace for a minimum of five consecutive workdays. Transferred sick leave credits will be used for absences associated with such documented conditions beginning with the sixth missed workday or partial workday or on the first day the employee has exhausted all leave credits, whichever is later. Donated leave may be used consecutively, intermittently or in increments of a quarter hour, as needed; and
 - 3. The employee is not eligible for workers' compensation disability leave. See Policy 4.4.8.
 - (f) The employee will be credited with only the amount of sick leave needed to bring the employee's total number of compensable hours up to the minimum number of hours for the pay period.
 - (g) All credits donated under the plan will be credited to the receiving employee on a first in, first out basis. Upon documented cessation of qualifying illness, accident or injury, or employee separation, any unused transferred sick leave credits will be returned to those employees whose donated sick leave credits have not yet been drawn upon under the first in, first out method.
 - (h) Should an employee who has donated sick leave credits subsequently separate employment with the Legislature, any unused transferred leave will be credited to the applicable sick leave pool of the unit where the donor was previously employed.
 - (i) Transferred sick leave credits will have no monetary value to the recipient employee if said employee separates employment.

4.4.5 PARENTAL OR FAMILY MEDICAL LEAVE

- (1) As used in this section, the term “family” means an employee’s spouse, parents and step-parents, children and step-children, grandparents, brothers and sisters. The term “family medical leave” means leave requested by an employee for a serious family illness. The term “serious illness” includes an accident, disease, or condition that poses imminent danger of death; requires hospitalization involving an organ transplant, limb amputation, or other procedure of similar severity; or any mental or physical condition that requires constant in-home care. The term “parental leave” means leave for the father or mother of a child who is born to or adopted by that parent.
- (2) Parental Leave
 - (a) An employee who is the father or mother of a natural born or adopted child will be granted parental leave for a period not to exceed three months total. Any intermittent use of parental leave may be granted solely at the discretion of the unit head. Parental leave must be used within six months of the date of birth or adoption of the child. The parental leave request will be in writing and specify the period or periods of leave and the types of leave that will be taken. The parental leave may include the prenatal period or a period prior to the adoption.
 - (b) The employee may include in the request for parental leave one or all of the following types of leave: up to 240 hours of accrued sick leave; annual leave; compensatory leave; personal holiday; and leave without pay.
 - (c) Adequate proof of parentage or adoption is required.
 - (d) While the granting of parental leave is mandatory, the unit head may approve the use of the employee’s leave prior to the effective date of parental leave or at the conclusion of parental leave.
- (3) Family Medical Leave
 - (a) An employee may use and will be granted family medical leave when a family member as defined above has a serious illness or injury as defined above. The individual employee may also request the use of family medical leave for the employee’s own serious illness or injury as defined above.
 - (b) The employee may include in the request for family medical leave one or all of the following:
 1. annual leave;
 2. sick leave; or
 3. compensatory leave, personal holiday and leave without pay.
 - (c) Family medical leave will be granted initially for a period of up to three months, except in the case of military caregiver leave (see Policy 4.4.6), with the ability to request additional leave should the conditions warrant. This leave may be used for one or more family members and may be used intermittently or consecutively.
 - (d) The request must be in writing and include a completed physician’s certification form as prescribed by HR of the medical condition for which the leave is requested.

- (4) The Legislature's contribution for an employee enrolled in the state health, or a state recognized health maintenance organization (HMO) program, and the state life insurance program will continue for the period the employee is on approved parental or family medical leave without pay. The Legislature's dental and disability contributions will continue for a period not to exceed three months in any one year period. During the portion of the parental or family medical leave which is paid leave, the employee will be entitled to accumulate all benefits granted under paid leave status.
- (5) Upon returning at the end of parental or family medical leave of absence, the employee will be reinstated to the same job or to an equivalent position with equivalent pay, retirement, and fringe benefits, and other service credits accumulated prior to the leave period.

4.4.6 MILITARY FAMILY LEAVE

- (1) **Qualifying Exigency Leave**
An employee with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves deployed to a foreign country may use sick, annual, compensatory, personal holiday or leave without pay for a period not to exceed three months in any one year period to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
- (2) **Military Caregiver Leave**
An employee may use sick, annual, compensatory, personal holiday or leave without pay for a period not to exceed six months in any one year period to care for a covered service member. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties and for which the service member is undergoing medical treatment, recuperation, or therapy; or is on outpatient status; or is on the temporary disability retired list.

4.4.7 COMPENSATORY LEAVE

- (1) Compensatory leave for overtime worked may be earned and used as directed by the President for Senate employees, the Speaker for House employees, and as provided in (2) below for employees of other legislative units.
- (2) With the prior approval of their supervisor, employees may be awarded compensatory time up to a maximum of 200 hours per calendar year. At the end of the calendar year, a maximum of 80 unused hours may be carried forward to the next calendar year. These hours will be available for use during the following year for a total maximum of up to 280 hours.
- (3) No payment will be made for any accrued compensatory leave when an employee separates from legislative employment.

4.4.8 ADMINISTRATIVE LEAVE

Administrative leave granted under this section will not be charged against the employee's accumulated leave balance. Administrative leave may be granted for the following activities:

- (1) Armed Forces Reserve and National Guard (Refer to Military Leave, Policy 4.4.12).
- (2) Court Attendance
 - (a) An employee who is summoned as a member of a jury panel will be granted administrative leave for all hours required for such duty not to exceed the number of hours in the employee's normal workday.
 1. Any jury fees will be retained by the employee.
 2. The Legislature will not reimburse the employee for meals, lodging, or travel expenses incurred while serving as a juror.
 - (b) If the jury duty does not require absence for the entire workday, the employee will return to work immediately upon release by the court, unless annual leave has been approved by the supervisor.
 - (c) An employee subpoenaed as a witness in a court or an administrative hearing not involving (1) personal litigation or (2) service as a paid expert witness will be granted administrative leave.
 1. Any witness fees will be retained by the employee.
 2. The Legislature will not reimburse the employee for meals, lodging, or travel expenses incurred while serving as a witness.
 - (d) Service performed by an employee subpoenaed in the line of duty to represent the Legislature or a state agency as a witness or defendant will be considered a part of the employee's job assignment and will not require the use of administrative leave.
 1. Any witness fees or other expense reimbursements received by the employee will be turned over to the Legislature.
 2. The employee will be paid per diem and travel expenses.
 - (e) Administrative leave will not be granted for court attendance when an employee is engaged in (1) personal litigation or (2) service as a paid expert witness; however, an employee may be granted annual leave in such cases.
- (3) Examinations
 - (a) An employee may be granted administrative leave to take examinations (i.e., professional licensing or certification), provided such examinations are a requirement for legislative employment and pre-approved by the supervisor.
 - (b) An employee who is ordered by a Selective Service Board to appear for a physical examination for induction into the military service will be granted administrative leave.
- (4) Elections

A maximum of two hours of administrative leave may be allowed for voting in a primary, general, or special election.

 - (a) Employees are expected, whenever possible, to make arrangements to vote outside of working hours.

- (b) If additional time is required, employees should arrange to vote via early voting, mail ballot or take annual leave.
- (5) **Death in the Family**

Employees will be granted two days of administrative leave when there is a death of a member of the family. Family includes the spouse, parents, step-parents, grandparents, brothers, sisters, children, step-children, and grandchildren of either the employee or the employee's spouse.
- (6) **Disabled Veterans Reexamination or Treatment**
 - (a) An employee who has received a service-connected disability rating from the Veterans Administration and is scheduled by the Veterans Administration for reexamination or treatment will be granted, upon presentation of written confirmation, administrative leave.
 - (b) Administrative leave granted for disabled veterans reexamination or treatment may not exceed six days in any calendar year.
- (7) **Natural Disasters or Other Emergency Conditions**
 - (a) If a natural disaster or other emergency condition occurs, the presiding officers or their designees will determine whether any legislative offices located in the affected area are to be closed.
 - (b) Except for those employees determined to be necessary for providing essential services, employees assigned to the affected area will be released from duty and granted administrative leave for the period the office is closed. In addition, employees who live in areas affected by the natural disaster or other emergency may be released from duty and granted administrative leave for a designated period.
 - (c) An employee who is on a prior approved leave during an emergency will not have the leave of absence changed to administrative leave.
 - (d) Employees required by the Legislature to remain on duty will be granted compensatory leave credit for the hours worked.
 - (e) The presiding officers or their designees will determine the dates and times of administrative leave under this category.
- (8) **Mentoring/School Activities/Community Service**
 - (a) Supervisors, with the concurrence of the unit head, may approve one hour of administrative leave per week, not to exceed five hours per calendar month (for those calendar months having five weeks), for employees to participate in mentoring, local school, or community service activities.
 - (b) When special events warrant, a supervisor, with the concurrence of the unit head, may approve the aggregate use of up to four hours in any calendar month for employees to participate in a specific volunteer activity. In general, the use of administrative leave for mentoring or other volunteer activities should be balanced with the needs of the workplace. The office must be adequately staffed at all times during periods when employees are providing community service or other volunteer services.

The use of the above leave must be recorded on time sheets and requires a description of the mentoring, school activity, and/or community service.

- (c) A Mentoring/Volunteer Service Agreement form must be completed by the employee, approved by the supervisor and unit head, and acknowledged by the school or community service organization authority prior to participating in the activity. Any employee involved in mentoring/volunteering will be responsible for completing and submitting an updated form at the beginning of each presiding officer term as long as the employee is involved in ongoing mentoring. Forms may be accessed online from your MyHR dashboard or from the Legislative Intranet.
- (9) Workers' Compensation Disability Leave
- (a) An employee who sustains a job related injury will be on administrative leave for a period of seven calendar days or five intermittent workdays for each occurrence. A statement from the treating physician regarding work status is required.
 - (b) If the employee is unable to resume work at the end of seven calendar days or five intermittent (first 40 hours after the injury) workdays:
 1. The employee will revert to normal workers' compensation benefits;
 2. The employee may elect to use accrued sick or annual leave in an amount that will offset any reduction in regular salary payments;
 3. Leave combined with workers' compensation benefits may not exceed the employee's regular salary; and
 4. Employees, while on workers' compensation disability leave without pay, may not use donated leave credits via the sick leave transfer plan or sick leave pool to supplement these disability benefits.
 - (c) An employee who returns to work and has exhausted the 40 hours of leave will, upon presentation of written confirmation from the authorized physician, be granted additional leave not to exceed six workdays (48 hours) for follow-up examination or treatment for that injury.

4.4.9 LEAVE OF ABSENCE WITHOUT PAY

- (1) Leaves of absence without pay may be granted when it is considered by the unit head to be in the best interest of the employee or the legislative unit.
- (2) General Provisions
 - (a) Requests for a leave of absence without pay must be submitted in writing on a form prescribed by HR and must have the approval of the unit head and presiding officers or their designees for other legislative units.
 - (b) Leaves of absence without pay may not exceed periods of more than six months without specific written approval of the presiding officers.

- (c) Periods during which an employee is on leave without pay will not count toward eligibility for promotional increases, accrual of higher annual leave credit, or credit toward service retirement. Employees may buy back periods of leave without pay to receive additional credit toward service retirement. [See Florida Division of Retirement's website: www.rol.frs.state.fl.us.]
- (d) Any sick leave, if applicable, or annual leave must be used at the beginning of a period in which a leave of absence without pay is granted.
- (3) During the absence of an employee who is granted leave, the position held may be filled temporarily.
- (4) At the expiration of a leave of absence without pay, an employee returning for duty may be reinstated to the same job or to an equivalent position with equivalent pay, retirement, and fringe benefits, and other service credits accumulated prior to the leave period.
- (5) An employee may return to duty before the expiration of the approved leave with the approval of the unit head.
- (6) Unless extenuating circumstances exist, an employee who fails to return to duty on the day following expiration of leave will be considered to have resigned from the position at the close of business on the last day of leave.

4.4.10 WORKERS' COMPENSATION

Employees must promptly report any job-related injury to the immediate supervisor, Human Resources Office or Legislative Clinic. For the employee's protection, even minor injuries should be reported.

Immediately following the reported accident, the injured employee or, if unable to report, the employee's supervisor is responsible for reporting the injury to the Benefits staff of the Human Resources Office or the Legislative Clinic staff. They will report the job-related injury to the workers' compensation managed care provider.

Additional information regarding workers' compensation benefits may be obtained from the Human Resources Office or accessed online from your MyHR dashboard.

Refer to Policy 4.4.8(9), Workers' Compensation Administrative Leave, for details if medical treatment is required.

4.4.11 DISABILITY LEAVE AND FITNESS FOR DUTY

- (1) If, in the opinion of the unit head and after consultation with the presiding officers or their designees, an employee is unable to perform the essential duties of the employee's position because of illness or injury, the employee may be required to submit to an examination by a physician who is named and compensated by the Legislature.
- (2) If the report of the medical examination indicates the employee is unable to perform essential job functions safely and effectively, the unit head, after

consultation with presiding officers or their designees, may require the employee to take leave for the period of time that is medically required for the employee to regain the ability to perform their essential job functions.

- (a) The employee may elect to use accrued leave credits to cover the period of absence.
- (b) In the event leave credits are exhausted prior to the end of the recovery period, the employee may, at the discretion of the unit head, be placed on leave without pay.

4.4.12 MILITARY LEAVE

(1) Short-Term Military Leave

- (a) An employee who, by reason of membership in the United States Military Reserve or the National Guard, is ordered by the appropriate authority to attend annual training or other active or inactive duty training will be granted, upon presentation of a copy of the military orders, leave of absence with pay not to exceed 240 working hours in any one annual period. The “annual period” on which military orders are issued for annual training is based on the military year (October 1 through September 30).
- (b) An employee who is a member of the National Guard will be entitled to special leave without loss of pay, time, or efficiency rating on all days when ordered to active service by the National Guard. Such leave with pay may not exceed 30 calendar days at any one time.

(2) Long-Term Military Leave

- (a) Legislative employees who are members of a reserve component of the Armed Forces of the United States or are members of the National Guard and begin active military service beyond short-term training provided for in 4.4.12(1) above will be placed on a military leave at their written request.
- (b) Verification of an employee’s active duty status should be provided as soon as possible by furnishing the Human Resources Office with a copy of the military orders.
- (c) Such employees will receive full pay for the first 30 calendar days of active military service.
- (d) Subsequent to the first 30 calendar days of active military service:
 - 1. If the employee’s military base pay (excluding allowances for housing, rations, or other special pay) is equal to or exceeds the employee’s legislative salary, the remainder of the employee’s military leave will be without pay.
 - 2. If the employee’s military base pay is less than the employee’s legislative salary, the employee is entitled to supplemental pay to bring the employee’s total compensation to the level earned on the date the employee was called to active military service.
 - 3. During the first 30 calendar days of active military service, the employee must provide the Human Resources Office with one of

the following documents to verify his or her current military base pay:

- a. A copy of the employee's monthly military earnings statement indicating current military base pay; or
 - b. A letter from the employee's unit of assignment or the appropriate military finance center certifying the employee's monthly military base pay.
4. Documentation verifying the employee's current military base pay must be received by the Human Resources Office prior to implementation of supplemental pay.

The employee will be responsible for notifying the Human Resources Office regarding any changes in military base pay during the period of military leave.

5. Benefits
- a. Applicable insurance benefits will be paid by the Legislature for each month or partial month of the employee's active military service.
 - b. Employees on military leave of absence will receive full retirement credit for the period of such leave upon their return to active employment with the Legislature in accordance with the provisions of the Florida Retirement System.
 - c. Employees will continue to earn annual and sick leave during the period of active military service, but will not have the option of using annual or sick leave while on military leave.
 - d. If, on December 31st of any given year, an employee's annual leave balance exceeds 480 hours and the employee is still on military leave, the excess annual leave will be retained in the employee's annual leave account. The employee will be granted one year to use excess annual leave upon return to active employment.
6. Upon the completion of their active military service, employees are entitled to the benefits of the Uniformed Services Employment and Reemployment Rights Act, 38 U.S.C § 4301, et seq. and related federal laws with respect to their return to full time employment with the Legislature.

4.4.13 FLORIDA WING OF THE CIVIL AIR PATROL

- (1) Designated Senior Members of the Civil Air Patrol that have been employed no less than 90 days, are allowed to use annual leave, compensatory leave, or leave without pay, for up to 15 days, due to service or training of the Civil Air Patrol. The employee shall provide their supervisor prior notice of the dates of training or service with written documentation
- (2) Upon the completion of the service or training, the employees are entitled to the benefits of section 252.55 *Florida Statutes*, with respect to their return to employment with the Legislature.

4.5 PAYROLL

- (1) Submission of Time Sheets
 - (a) Prior to the beginning of each calendar year, the Human Resources Office will post Monthly and Biweekly Payroll Schedules on its website on the Legislative Intranet and can be accessed online from your MyHR dashboard. These schedules apply to all legislative units.
 - (b) Submission of time sheets and payroll processing schedules will be determined by an employee's appointment category.
 1. All full-time and part-time salaried employees will be paid monthly.
 2. All regular and session OPS employees will be paid biweekly.
 3. All Pages and Messengers will be paid biweekly.
- (2) Time sheets must be submitted and approved by supervisors by the fifth day of the following month. Failure to submit time sheets in accordance with the appropriate Monthly or Biweekly Payroll Schedule will result in delayed processing and receipt of salary payments and leave accruals.

4.5.1 MISCELLANEOUS DEDUCTIONS

- (1) Miscellaneous deductions initiated by employees (e.g. credit unions, insurance premiums, etc.) will be made on the first available payroll following receipt of a signed authorization or submission online in MyHR.
- (2) Miscellaneous deductions authorized by a legal authority (e.g. Internal Revenue Service, courts, etc.) will be made in accordance with the provisions of the official notification.

4.5.2 MONETARY ADOPTION BENEFITS

Salaried legislative employees may receive a monetary benefit for adopting a child. This benefit is provided under rule 65c-16.021, Florida Administrative Code.

4.5.3 CHANGE OF ADDRESS

Employees are responsible for entering home address changes into MyHR or notifying Human Resources, should the employee be unable to access MyHR, upon the change of a residence or mailing address.

II.

OFFICE OF LEGISLATIVE SERVICES

5.0 GENERAL SERVICES OFFICE

5.1 PURPOSE

5.2 FUNCTIONS

5.3 MAIL SERVICES SECTION

5.4 PROPERTY MANAGEMENT SECTION

5.5 SAFETY COORDINATION

5.1 PURPOSE

The purpose of the General Services Office is to provide administrative support for the proper functioning of the Legislature through the following offices:

- (1) Mail Services
- (2) Property Management
- (3) Safety Coordination

5.2 FUNCTIONS

The General Services Office provides mail services, inventory and surplus of property management, and safety coordination.

5.3 MAIL SERVICES SECTION

The Mail Services Section provides the following services:

- (1) Processes all incoming and outgoing mail of the Legislature;
- (2) Processes all hand-delivered (no stamp) mail;
- (3) Bills all legislative units for postage and freight;
- (4) Processes all expense mail records and forms;
- (5) Processes all freight and forms;
- (6) Acts as liaison with United States Postal Service (USPS), United Parcel Service (UPS) and Federal Express (FedEx); and
- (7) Performs safety inspections of all Legislative mail and packages to ensure its integrity utilizing staff and available technological equipment.

5.4 PROPERTY MANAGEMENT SECTION

The Property Management Section will keep records on non-consumable property that has an expected life of one year or more and the value of which is \$500 or more; except in the case of data processing related equipment, in which case records will be kept for all items the value of which is \$250 or more. These records will be maintained in the property management system of the Legislature. In the property management subsystem for the state, capitalization of property will be in accordance with the provisions of section 273.025 *Florida Statutes*. Each custodian or custodian delegate as defined in Policy 5.4.5 will keep an adequate record of property in the custodian's custody. Each year on July 1 or as soon thereafter as is practicable, and whenever there is a change of custodians, each custodian will take an inventory of property in the custodian's custody.

District office property records will be verified by actual physical inventory and inspection every three years, unless an earlier physical inventory is requested by the custodian.

5.4.1 CONTENT OF PROPERTY RECORDS

Individual records of property described in Policy 5.4 will include the following information:

- (1) Custodial-wide identifier (CID);
- (2) Location (building and room number);
- (3) Description

- (a) Class Code
- (b) Identification Number
- (c) Name, make, or manufacturer;
- (4) Identification
 - (a) Manufacturer's serial number
 - (b) Property number;
- (5) Value or cost of property and date acquired;
- (6) Date of physical inventory and condition; and
- (7) Disposition (sold, traded, or disposed of under surplus property procedures).

5.4.2 NEW ACQUISITIONS

Custodians or custodians' delegates will assign property numbers which are recorded in the state's accounting system, if applicable.

5.4.3 PROPERTY DECALS

- (1) Property decals identify the custodian and item property number.
- (2) Pre-numbered property decals will be affixed to all data processing equipment and district office property that has an expected life of one year or more and a value in excess of \$250.
- (3) Unnumbered property decals will be affixed to non-consumable property (other than data processing related equipment and district office property) that has an expected life of one year or more and the value of which is less than \$500.

5.4.4 PROPERTY TRANSFERS

The custodian or custodian's delegate, as defined in Policy 5.4.5 or contained within delegation of authority letters from the House and Senate, will approve transfers of legislative property between legislative units or outside the Legislature without consideration.

5.4.5 SURPLUS PROPERTY

- (1) Purpose and Scope:

To establish procedures for the disposition of surplus tangible personal property owned by the Senate, House of Representatives, or other legislative units in accordance with sections 273.05 and 273.055, *Florida Statutes*. No property will be designated as surplus unless it is uneconomical, inefficient or serves no useful function as to any activity or location within the Legislature.
- (2) Definitions:
 - (c) "Cannibalize:" To strip parts from equipment to replace defective parts in other equipment.
 - (d) "Certification form:" The Certification of Legislative Surplus Property Form will be provided by the Office of Legislative Services. The completed form will indicate whether the property to be disposed of should be discarded as scrap, salvaged, valuable, or transferred. The completed form must be sent to the Office of Legislative Services.

- (e) “Custodian:” The Sergeant at Arms of the Senate, the Sergeant at Arms of the House, or the coordinator of the Office of Legislative Services for other legislative units.
 - (f) “Custodian’s delegate:” An individual who has been further delegated responsibility for disposition and immediate control of property, including computer equipment, by the custodian.
 - (g) “Legislative property:” Equipment, fixtures, and other tangible personal property of a non-consumable and non-expendable nature purchased with legislative funds or donated to the Legislature.
 - (h) “Salvage property:” Property that may be useful to outside entities.
 - (i) “Scrap property:” Property that is broken, obsolete, or determined to have minimal or no value.
 - (j) “Surplus property:” Legislature-owned tangible personal property that the custodian or custodian’s delegate has determined is uneconomical, inefficient or serves no useful function as to any activity or location within the Legislature.
 - (k) “Surplus Property Review Board” or “Board:” The entity appointed by the custodian to examine and make recommendations on approval or disapproval of legislative property to be classified as surplus property. The custodian’s delegate may not be a member of the board, but may attend meetings of the board.
 - (l) “Trade-in property:” Property accepted by a vendor as partial payment for a new purchase.
 - (m) “Transfer property:” Property that is considered to have sale value which is transferred outside the Legislature without consideration at the discretion of the custodian.
 - (n) “Valuable property:” Property that is considered to have sale value.
- (3) Certification of Surplus Property
- (a) Property that has been designated as surplus by the custodian or custodian’s delegate should be classified as a scrap, salvage, valuable, or transfer.
 - (b) A separate certification form should be initiated by the custodian or custodian’s delegate for each classification of surplus property. The custodian or custodian’s delegate will note the recommended classification on the form. The following information is required for each item:
 - 1. Identification Number
 - 2. Description
 - 3. Condition (good, fair, poor, scrap)
 - 4. Age
 - 5. Acquisition Cost
 - 6. Location of Property
 - (c) The custodian or the custodian’s delegate will forward the certification form to the appropriate board. The board will review the form for completeness of information and appropriate classification and

- forward the certification form, with the board's recommendation for approval or disapproval, to the custodian or the custodian's delegate.
- (d) The custodian may certify the property as surplus to be disposed of in accordance with the classification recommended by the board, certify the property as surplus to be disposed of in accordance with a different classification, or disapprove the board's recommendation to surplus the property, in which case the property is retained. The form will be returned to the custodian or the custodian's delegate for processing and disposition of property as indicated by the custodian.
- (4) Disposition of Surplus Property
- (a) Legislators, employees of legislative units, and relatives of members or employees who live in the same residence with the member or employee may not acquire surplus legislative property. All funds received from the disposition of surplus property will be credited to the legislative unit that last had custody of the property.
 - (b) Property classified as scrap will be disposed of as follows:
 - 1. The custodian or custodian's delegate may immediately dispose of the items by the most effective method such as depositing the property at a landfill site approved for receipt of such material, or by arrangement with any approved nonprofit, charitable organization or any salvage vendor agreeing to remove the property.
 - 2. An authorized representative of the nonprofit, charitable organization or the salvage vendor will sign the certification form attesting that the organization or vendor has taken possession of the items. The custodian or custodian's delegate or other designated legislative employee will sign as a witness. When the scrap property is disposed of by other means, the delegate will document the disposal.
 - 3. Scrap property may also be cannibalized for parts. When this occurs, the delegate will indicate on the certification form. The documentation should include a statement of what was cannibalized and what was discarded.
 - 4. Property classified by the custodian as scrap located in a district office which is uneconomical to physically transfer to Tallahassee for disposal may be disposed of as provided in numbers 1-3 above. Documentation of the disposal, including the signature of a legislative employee who witnessed the disposal, should be sent to the Property Management section and the custodian.
 - (c) Property classified as salvage will be disposed of as follows:
 - 1. The Property Management Section will circulate a list of available property to state agencies. State agencies will have at least five working days after the list has been distributed to request the property. The list will note the delegate as contact person for any agency wishing to examine the property or seeking to acquire the property. When property is awarded to a state agency, the

- authorized representative of the state agency will sign attesting that the agency has taken possession of the property. The custodian or custodian's delegate or other designated legislative employee will sign as a witness.
2. The Property Management Section will notify the custodian or custodian's delegate when the circulation period has ended.
 3. Any property not requisitioned and removed by a state agency may be offered to other governmental entities or nonprofit organizations.
 4. Those items not requisitioned and removed will be treated in the same manner as scrap property.
- (d) Property classified as valuable will be disposed of as follows:
1. The Property Management Section should attempt to make arrangements to sell valuable items in a manner most beneficial to the Legislature. The following are arrangements that may be considered beneficial:
 - a. Sale to a state agency
 - b. Sale to another public entity
 - c. Sale to a private entity
 - d. Public auction
 2. No property will be removed by other entities until payment has been received. The purchaser will sign attesting that the purchaser has taken possession of the items. The delegate or other designated legislative employee will sign as a witness. Any funds received from the sale of the property will accrue to the budget entity of the legislative unit.
 3. If, after a good faith effort, the Property Management Section is unable to sell the property classified as valuable by any one or all of the above-referenced methods, the property may be reclassified as salvage and disposed of in accordance with salvage procedures.
- (e) Property classified as trade-in will be disposed of as follows:
1. When acquiring property, the Legislature may exchange property with the seller for all or part of the purchase price. The acquiring unit should attempt to make arrangements to trade in items in a manner most beneficial to the Legislature; and
 2. Trade-ins will be recorded on a purchase order with credit noted. Notwithstanding other provisions of this section, property certified as surplus, regardless of classification, may be transferred to other governmental entities or an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986 at the direction of the custodian. The decision to transfer the property will be made by the custodian. Such transfers will be recorded in the same manner as other property dispositions.
- (f) Inventoried legislative property may not be cannibalized until it has first been certified for disposition by the custodian and the Property

Management Section and the custodian or custodian's delegate has removed the state property decal tag.

- (5) **Records of Surplus Property Disposition**
Upon disposition of surplus property, the custodian or custodian's delegate will be responsible for removing the property from the property inventory. A copy of the certification form, any other documentation supporting the disposition, and a report showing that the disposition has been recorded will be sent to the Property Management Section.

The Property Management Section will maintain records of all property certifications with information indicating the value and condition of the property and records regarding the disposition of property. If income is generated from the disposition of property, the Property Management Section will keep a record of the account receiving proceeds.

5.4.6 TRADE-IN

When acquiring new property, the Legislature may exchange property with the seller for all or part of the purchase price. Trade-in conditions are as follows:

- (1) Trade-in will be reflected on a purchase order with credit noted; and
- (2) An attachment listing the trade-in items will be affixed to the purchase order.

5.4.7 RECONCILIATION OF PROPERTY TRANSACTIONS

Fixed-asset accounts that show the current value of the property of the Legislature will be established by the Finance and Accounting Office. Changes in fixed assets during the fiscal year will be accounted for by the Finance and Accounting Office and reconciled to current year purchases, trade-ins, surplus property, and other dispositions. The value of the property inventories will be reported by the Property Management Section to the Florida Property Insurance Fund.

5.4.8 PROPERTY CLASSES

When preparing the property record form, the custodian will assign the property to one of the classes provided in the state's accounting system property manual.

5.5 SAFETY COORDINATION

For purposes of the joint legislative entities, the General Services staff director serves as the Safety Coordinator and those functions include:

- (1) Identifying employees who are ADA eligible for special evacuation protocol;
- (2) Maintaining the AED (Automated External Defibrillator) devices, including registration with the local chapter of the American Red Cross and Leon County Emergency Medical Services;
- (3) Coordinating with Capitol Police concerning building fire drills, other security alerts, and floor warden training; and
- (4) Overseeing the Pepper Building Reception Desk

II.

OFFICE OF LEGISLATIVE SERVICES

6.0 PURCHASING OFFICE

6.1 PURPOSE

6.2 PURCHASING PROCEDURES

6.3 ROUTINE PURCHASES

6.4 FORMAL INVITATIONS TO BID

6.1 PURCHASING OFFICE

The purpose of the Purchasing Office is to administer and coordinate the purchase of commodities and services required for the proper functioning of the Legislature. The President and Speaker may delegate the functions in this policy to designees within their respective chambers. The Purchasing Office provides the following services:

- (1) Processes requests received and place orders for items required by the Legislature;
- (2) Prepares and processes Invitations to Bid (ITB), Requests for Proposals (RFP), Invitations to Negotiate (ITN) and advertisements for formal solicitation and prepares and processes Requests for Quotes (RFQ);
- (3) Reviews, provides technical assistance, and makes recommendations regarding purchases including the most economical means to purchase (state contract, alternate contract, Federal General Services Administration contract, legislative contract, formal solicitations, informal quotations, etc.);
- (4) Maintains files on purchases;
- (5) Maintains files on contracts; and
- (6) Issues Purchasing Cards to authorized legislative employees.

6.2 PURCHASING PROCEDURES

- (1) The legislative unit requiring a purchase will forward an executed purchase requisition, approved by the unit head or designee, to the Purchasing Office that describes the need and required delivery date. If a “trade-in” is anticipated, the legislative unit will follow the Disposition of Surplus Property procedures found in Policy 5.4.5. The purchase will be made by the Purchasing Office from the vendor for delivery of the commodities or services. Purchases will be made by purchase order, state purchasing card, or legislative contract, as required.
- (2) **Purchase Orders**
Pre-numbered purchase orders will be issued for legislative purchases, when the vendor is not registered in the MyFloridaMarketPlace procurement system.
- (3) **Purchasing Card Orders**
Purchasing Cards are issued to employees designated to make purchases on behalf of the legislative unit. Purchasing Card users purchase commodities and services following procedures in the Purchasing Card Program Manual and in accordance with the Department of Financial Services’ Reference Guide for State Expenditures for Purchasing Card Transactions.
- (4) **Legislative Contracts**
The Purchasing Office may procure and will maintain legislative contracts for commodities and Services on behalf of the Senate and/or House and other legislative units.
- (5) **Accounting Control of Commodities and Services Received**
 - (a) Receiving information will be provided by the unit submitting the request on delivery of each order of commodities. The commodities or

services will be examined to assure that the quantity and quality are in agreement with the terms and specifications of the order, with any variations duly reported. The receiving information will serve as the Finance and Accounting Office's authority to release payment to the contractor.

- (b) On completion of any contract exceeding \$5,000 calling for construction services to be rendered to the Legislature or its units, the vendor will certify, by affidavit, that the work has been satisfactorily completed, and that no legal encumbrances or other claims exist against the labor performed or materials used. The affidavit will be accompanied by a certification from the legislative unit accepting the completed work. The documentation will serve as the Finance and Accounting Office's authority to release payment to the contractor.

6.3 ROUTINE PURCHASES BELOW BID THRESHOLD

- (1) Purchases under \$2,500 will be made in accordance with generally established good purchasing practices.
- (2) Purchases of \$2,500 or more, but not exceeding purchasing Category Two as established by Chapter 287, *Florida Statutes*, will be made in accordance with generally established good purchasing practices, provided verbal quotations are obtained and maintained by the Purchasing Office when practicable.
- (3) No purchase will be divided in order to bring it within a specific range.

6.4 PURCHASES UNDER STATE CONTRACTS OR OTHER GOVERNMENTAL CONTRACTS

The Purchasing Section will take advantage of state contracts or other governmental contracts negotiated by the governmental entity except when purchases from such contracts are higher in cost or will not meet the delivery requirements of the Legislature.

6.4.1 SINGLE SOURCE

When a need arises for commodities or services available from only one source where the amount is \$2,500 or more but less than Category Two, a purchase requisition must be submitted to the Purchasing Administrator and contain a statement as to purpose and need, and why the source is the only one that will produce the desired results.

6.4.2 PURCHASES REQUIRING FORMAL INVITATIONS TO BID (ITB), REQUESTS FOR PROPOSALS (RFP) AND INVITATIONS TO NEGOTIATE (ITN)

- (1) Any purchase of commodities in an amount exceeding the Category Two threshold as defined in section 287.017, *Florida Statutes*, will be made upon receipt of formal competitive bids, proposals, or replies after advertising. All formal competitive bids, proposals, or replies will be submitted in writing.
- (2) In lieu of soliciting competitive sealed bids, proposals, or replies, the Legislature may negotiate the best terms and condition and will document the reasons that such action is in the best interest of the state.

- (3) In the case of a formal solicitation for commodities where there are fewer than two responsive bids, proposals, or replies received, the Legislature may negotiate the best terms and conditions.
- (4) The Legislature may award contracts for commodities or contractual services to multiple suppliers if it determines that it is in the best interest of the state.
- (5) Vendor b that have previously supplied unacceptable commodities or services, as determined by the Legislature, may be excluded from consideration.
- (6) Commodities or services acquired by an Invitation to Negotiate (ITN). This method is available when neither an Invitation to Bid nor Request for Proposal will provide an appropriate mechanism to purchase the needed commodities or services. Situations in which an ITN may be the most applicable purchasing method include:
 - (a) The scope of work for the contract cannot be accurately and completely defined. This often occurs for acquisitions of rapidly changing technology, outsourcing, or complex services;
 - (b) The commodities/services can be provided in several different ways, any of which could be acceptable. This often occurs for acquisition of emerging technologies or complex services;
 - (c) Vendor qualifications and the quality of the commodities/services to be delivered can be considered more important than the contract price;
 - (d) The responses may contain innovative solutions that differ from what may have been requested and this process allows for those types of alternatives to be considered; and
 - (e) The responses may contain a different level of commodities/services than that requested, requiring negotiation to reduce price or services to match available contract funds or increase price to meet a higher level of commodities/services.
- (7) When an ITN is used, the approving authority will document the reason this methodology has been used.

6.4.3 EXCEPTIONS TO THE BID REQUIREMENTS

Acquisitions made under the following procedures are exempt from formal competitive sealed bid or proposal requirements:

- (1) Commodities and services purchased from contracts approved by the Florida Department of Management Services or contracts approved by the Federal General Services Administration;
- (2) Commodities and services purchased from contracts approved by any other unit of government in the State of Florida;
- (3) Commodities and services purchased from other governmental units;
- (4) Commodities and services purchased from PRIDE of Florida;
- (5) Rental or lease which is not a part of a lease purchase agreement; and
- (6) Contractual services are exempt from the formal competitive sealed bid or proposal process; however, where practicable, all contractual services should be handled through a competitive process. The following contractual services are exempt from a competitive process:
 - (a) Artistic services;

- (b) Consulting services;
 - (c) Legal services, including attorney, paralegal, expert witness, appraisal, or mediator services;
 - (d) Membership dues;
 - (e) Periodical, publication or electronic subscription services;
 - (f) Physical and mental health services involving examination, diagnosis, treatment, prevention, medical consultation, or administration;
 - (g) Regulated utilities and government franchised services;
 - (h) Regulated public communications, except long distance telecommunications services or facilities;
 - (i) Security services;
 - (j) Software licenses and associated maintenance and support; and
 - (k) Training
- (7) **Single Source**
When a need arises for commodities or services from only one source and the purchase is not otherwise exempt from bidding requirements, a certification by the legislative unit head of the conditions and circumstances requiring the purchase, setting forth the purpose and need, and stating why the commodities are the only ones that will produce the desired results must be submitted to and approved by the approving authority for the purchase. Approving authority for the Senate or the House of Representatives is the respective presiding officer; approving authority for other legislative units is both presiding officers.
- (8) **Emergency**
When a bona fide emergency exists for commodities or services and the purchase is not otherwise exempt from bidding requirements and those requirements would result in a delay detrimental to the effective operation of the Legislature, the approving authority may authorize the purchase. The legislative unit head requiring the emergency purchase will certify the nature and conditions of the emergency that require its exclusion from competitive bidding. The statement will be submitted to the Purchasing Office along with quotations obtained for appropriate recommendation. Approving authority for the Senate or the House of Representatives is the respective presiding officer; approving authority for other legislative units is both presiding officers.

6.4.4 CONSOLIDATION OF PURCHASES FOR COMMODITIES AND SERVICES

The Purchasing Office will consolidate, or otherwise arrange for the purchase of commodities and services in a manner which will ensure that the Legislature receives maximum advantage of discount schedules in effect and available to the State of Florida. Said procedure will closely coordinate on a basis consistent with the operating requirements of each legislative unit.

6.4.5 VENDOR PERFORMANCE

The Purchasing Office will maintain documentation of vendor performance with the applicable purchasing record or contract as management information in making future purchasing decisions.

6.4.6 RECYCLED PRODUCTS

Products may be acquired when practical and when use of the products produce optimum results for the expenditure.

- (1) Recycled products include stationery, copy paper, computer printer paper and remanufactured printer cartridges.
- (2) Formal procurement bids should consider the utilization of recycled products when feasible and practical.

6.4.7 ANNUAL APPROPRIATIONS CONTINGENCY STATEMENT

Legislative purchases for a period beyond the fiscal year will include a provision that the obligation to pay under the terms of the purchase/contract is subject to and contingent upon the availability of funds appropriated by and to the Legislature and applicable for the purposes of the purchase/contract.

II.

OFFICE OF LEGISLATIVE SERVICES

7.0 DIVISION OF LAW REVISION

7.1 PURPOSE

7.2 FUNCTIONS

7.1 PURPOSE

The purpose of the Division of Law Revision is to operate the continuous statutory revision system; and publish reports, laws, and statutes.

7.2 FUNCTIONS

The functions of the Division of Law Revision include the following:

- (1) Make a complete revision of the general laws and statutes of the state, in response to the product of each legislative session, to conform to the numbering system, style, content, and characteristics of the *Florida Statutes*, pursuant to section 11.242, *Florida Statutes* and provide reference tables and indexes for the *Florida Statutes*, *Laws of Florida*, and the *Florida Constitution*.
- (2) Maintain a consolidated subject index, arranged by jurisdiction, for all special and local laws enacted since 1845; publish, maintain, and distribute cumulative supplements to these indexes.
- (3) Prepare, publish, maintain, and distribute a *Florida Statutes Definitions Index* that contains all terms and phrases functioning as definitions in the *Florida Statutes* arranged alphabetically.
- (4) Following each Regular Session and Special Session, update an electronic database consisting of the text of the *Florida Statutes*, *Laws of Florida*, and *Florida Constitution* for the purposes of publishing the same in print, online and other electronic media.
- (5) Develop bid specifications and manage contracts for printing, binding, and shipping of the *Florida Statutes*, the *Laws of Florida*, CD-ROM products, other publications of the division, and for the Legistore and associated credit card processing functions.
- (6) Manage subscriptions, reconcile and deposit receipts, process orders, and distribute division publications; coordinate shipping and inventory functions with contract vendors.
- (7) Conduct a systematic and continuous study of the statutes and laws to reduce their bulk, remove inconsistencies and redundancies, and facilitate their correct and proper interpretation and, for the same purpose, prepare and submit to the Rules committees reviser's bills accompanied by revision and history notes showing the changes made and the reason therefore, excluding, as provided by law, any class of statute not to be carried forward into the *Florida Statutes*. Also, submit to the Rules committees the annual revision to sections 11.2421, 11.2422, 11.2424, and 11.2425, comprising the Adoption Act, for the purpose of designating the portions of the statutes constituting the official law of the state, providing for prospective adoption of the next edition of the *Florida Statutes*, and for repeal of general law provisions from prior to the next edition of the statutes that were not included in the current edition.
- (8) Conduct a continuous review of the General Index to the *Florida Statutes* to improve clarity and remove inconsistencies and redundant entries.
- (9) Compare each act, resolution, and memorial with the original filed with the Department of State and process it for printing in bound form as Volume I,

General Acts, and Volume II, *Special Acts*, *Laws of Florida*, and provide separate indexes for the *General Acts* and *Special Acts*.

- (10) Process answers to queries and perform research regarding bills, laws, and statutes for Legislators and staff of the Legislature.
- (11) Certify exemptions from public records and open meetings laws as prescribed by section 119.15, *Florida Statutes*.
- (12) Maintain an archive of *Laws of Florida*, *Florida Statutes*, Florida Law in print and CD-ROM, and Index and Tables publications.

II.

OFFICE OF LEGISLATIVE SERVICES

8.0 LOBBYIST REGISTRATION OFFICE

8.1 PURPOSE

8.2 FUNCTIONS

8.1 PURPOSE

The purpose of the Lobbyist Registration Office is to maintain the online Lobbyist Registration and Compensation Reporting System (LRCRS) that serves legislative and executive branch lobbyists and lobbying firms.

8.2 FUNCTIONS

Maintain a Lobbyist Registration Office, including the following functions:

- (1) Support the online LRCRS as the system of record for legislative and executive branch lobbyist registrations and the filing of compensation reports.
- (2) Process assessed fines, waivers, appeals, and suspensions triggered by delinquent filing of compensation reports.
- (3) Provide assistance to the public with the LRCRS with Help Desk phone support.
- (4) Respond to inquiries including public records requests for information contained in the LRCRS.
- (5) Maintain Form 30 Donor's Quarterly Gift Disclosure reports.

II.

OFFICE OF LEGISLATIVE SERVICES

9.0 LEGISLATIVE CLINIC

9.1 PURPOSE

9.2 FUNCTIONS

9.3 LOCATION

9.4 COSTS

9.5 SCOPE OF ACTIVITIES

9.1 PURPOSE

The Legislative Clinic is established primarily for the medical benefit of Legislators and legislative personnel but will also be available to all persons requiring first aid, treatment, or medication while in the Capitol Center. The Clinic will operate under a contract for medical consultant services and is under the daily supervision of legislative nurses with Standing Orders and Nurse Protocols provided in the contract. During the regular session, the nurses will cooperate with the Doctor of the Day in conducting the functions of the Clinic for the benefit of patients.

9.2 FUNCTIONS

Specific functions of the Clinic include the following:

- (1) Give emergency medical treatment;
- (2) Coordinate with OLS staff in arranging for members of the medical profession to participate in the Doctor of the Day Program when the Legislature is in regular session;
- (3) Dispense through the legislative nurse appropriate over-the-counter medications and prescriptive drugs to be administered as directed by the prescribing physician, the Doctor of the Day, or per the Clinic Standing Orders;
- (4) Keep accurate accounting of medications and supplies received and dispensed by the Clinic and properly dispose of expired drugs and supplies; and
- (5) Contact the workers' compensation managed care provider to file injury reports for legislative employees in the Capitol Complex who contact the Legislative Clinic staff, or are treated by them for on-the-job injuries.

9.3 LOCATION

The Legislative Clinic will be in a location readily accessible to Legislators and staff of the Legislature. The Clinic operates under expanded hours during regular and special sessions; during the interim, Clinic hours are 8 a.m. to noon and 1:00 p.m. to 5:00 p.m., Tuesday through Thursday.

9.4 COSTS

The majority of the Clinic's operating costs will be a legislative expense; however, a nominal fee will be charged for over-the-counter medication and supplies, except in emergency circumstances.

III.

OFFICE OF ECONOMIC AND DEMOGRAPHIC RESEARCH

10.0 ORGANIZATION AND FUNCTIONS

- 10.01 PURPOSE
- 10.02 ORGANIZATION
- 10.03 FUNCTIONS
- 10.04 SERVICES

10.1 PURPOSE

The purpose of the Office of Economic and Demographic Research (EDR) is to provide the Legislature with an expert and independent fiscal, economic and demographic research capacity with sufficient flexibility to respond to both ongoing and ad hoc requests.

10.2 ORGANIZATION

The presiding officers will select a coordinator for EDR who will report directly to them or their designees.

10.3 FUNCTIONS

The primary functions of EDR include the following:

- (1) Revenue and Budget Projections with Multi-Year Forecasts, including Cost Estimates and Impact Analyses of Legislation
- (2) Economic and Demographic Analyses
- (3) Return-on-Investment Calculations
- (4) Natural Resource Evaluation, including Water Supply/Demand and Public Land Acquisitions
- (5) Econometric and Mathematical Model Building
- (6) Targeted Research and Special Requests
- (7) Information Access and Aggregation of Voluminous, Multi-Agency and/or Confidential Data
- (8) Data Monitoring and Reporting
- (9) Official Estimating Conference Participation and Coordination

10.4 SERVICES

The services provided by EDR can be grouped into the following major systems:

- (1) Revenue and Economic Forecasting System
This system provides the Legislature with an independent capability to forecast the national economy, the state's economy, and most state and local revenue sources. It includes several key sub-systems:
 - (a) A real-time national and state economic and demographic database.
 - (b) A series of inter-related econometric models used to forecast major elements of the economy and Florida revenues, including the impact of natural and manmade events.
 - (c) Interpretation and dissemination of key results.
- (2) Budget and Policy Forecasting System
This system primarily provides the Legislature with a series of mathematical and statistical models aligned to the major cost drivers influencing the appropriations process and the state budget. The office also provides independent estimates of the major non-policy variables that support these models in order to allow the Legislature to simulate alternative policy scenarios. This system allows the Legislature to produce the budget after considering a wide array of alternative assumptions and to forecast the implications of specific program policy decisions.

- (3) **Financial Information System**
This system provides the Legislature with the only real-time series of financial statements and outlooks used to support the legislative appropriations process. The financial accounting statements summarize revenues, reserves and expenditures at various stages in the budget decision-making process. This system also includes the development of the constitutionally required Long-Range Financial Outlook and close coordination with the Department of Financial Services and other key agencies. In addition, EDR serves as the official point of contact for several constitutionally and statutorily required calculations.
- (4) **Future Readiness and Resource Demand System**
This system includes dynamic analysis of the state's labor market, economic development efforts, natural resources utilizations (particularly water supply/demand and public land acquisition) and population trends over longer-term forecasting horizons. It includes the use of EDR's statewide model and other innovative tools to assess the impact of changing and interactive conditions.
- (5) **Information Reporting System**
This system provides the Legislature with the capability to monitor revenues, selected budget drivers and variables, and a wide range of economic conditions on a monthly, quarterly, and annual basis. The monitoring system includes the following components:
 - (a) Economic, tax, and policy-area monitoring reports addressing all levels of government (state, local and federal) that have public circulation. In particular, the economic and tax reports track and report on national and state economic conditions with a special emphasis on the official state forecasts used in the budgeting process. All reports provide information on the accuracy of the state's official estimates.
 - (b) Targeted briefings for members of the Legislature and committee staff on key economic, policy and demographic variables.
 - (c) Written summaries and presentations regarding the official information developed by the various conferences, as well as the results of statutorily required or requested ad hoc reports.
- (6) **Legislative Support System**
This system responds to legislative requests from members and staff for assistance in evaluating and developing legislative proposals.

IV.
OFFICE OF LEGISLATIVE
INFORMATION TECHNOLOGY
SERVICES

11.0 ORGANIZATION AND FUNCTIONS

11.1 PURPOSE

11.2 ORGANIZATION

11.3 FUNCTIONS

11.4 SERVICES

11.5 DATA ACCESS AND MANAGEMENT

11.1 PURPOSE

The purpose of the Office of Legislative Information Technology Services (OLITS) is to facilitate and support legislative business activities by leveraging information technology.

11.2 ORGANIZATION

The Presiding Officers will select a coordinator OLITS who will report directly to them or their designees. OLITS functions under a governance structure established by the presiding officers to provide information technology oversight and strategic direction for the joint units. The governing body consists of the OLITS Coordinator, a Senate designee, and a House of Representatives designee. All matters related to the management of OLITS must be reviewed by the governance body.

11.3 FUNCTIONS

The functions of OLITS include:

- (1) Increasing the productivity of Legislators and staff by simplifying points of access, enhancing research tools, and ensuring reliability of systems;
- (2) Providing an agile and resilient information technology infrastructure that is flexible, adaptable, and productive;
- (3) Providing strategic and tactical planning services for the selection, implementation, and use of information technology in the Legislature;
- (4) Providing business continuity services through disaster planning and recovery, crisis management, information management, facilities management, and remote operations;
- (5) Providing support to legislative staff in the use and understanding of computer equipment and applications, including technical consulting and problem resolution;
- (6) Providing staff and public access to legislative information through various means, including the Internet, Intranet, line-of-business applications, and published media (printed and electronic);
- (7) Delivering information systems, applications, and computer technologies that are aligned to legislative business needs using project management methodologies and principles; and
- (8) Providing to the presiding officers an annual strategic technology plan that outlines the services to be rendered to each joint legislative unit. Such plan will outline the specific allocation of information technology services.
- (9) Definitions
 - (a) “Custodian:” The custodian of data is the unit head of any legislative entity that creates, modifies, or stores that data in facilities operated by the OLITS.
 - (b) “User:” A user is a person who has been given the authority by the custodian to access or create data in systems created or operated by the OLITS.

11.4 SERVICES

Services to the Legislature and its constituents is the continuous primary principle for OLITS including access to information and technology. OLITS has identified seven high-level information technology services. The following services are supported by a collection of processes, capabilities, activities, tools, and skills:

- (1) Application Services
- (2) Business Continuity Services
- (3) Communication Services
- (4) Network Services
- (5) Project Management and Consulting Services
- (6) Publishing Services
- (7) Workplace Support Services
- (8) Employee Network Account
 - (a) OLITS will establish a new employee network account upon the receipt of a request and notification from the respective head of the legislative unit stating the employee's first and last name, job or position title, supervisor's name, type of access to be granted, and hire date. The account will not be activated until the hire date and confirmation by OLITS that the employee has commenced employment.
 - (b) Each network account has an Exchange e-mail account associated with it, unless otherwise indicated by the head of the legislative unit. Each account will be granted access to the defined shared network drive that is associated with the legislative entity, unless otherwise indicated by the head of the legislative unit.
 - (c) Upon the employee's separation, the supervisor and unit head of the employee will notify the OLITS End User Administration of the date that the employee account will need to be disabled. In the event of a request by the unit head, the account can be disabled immediately.
- (9) Remote Access
 - (a) OLITS provides and maintains a Virtual Private Network (VPN) for remote access to the network account. To request remote access, the respective unit head of the employee must submit a form to OLITS End User Administration for approval by the OLITS coordinator. The OLITS coordinator may request more information and justification from the unit head before approving the request.
 - (b) Remote access, including written justification that describes the need for the unit's workload, must be approved in advance. The employee must maintain a virus protection software solution that is up to date with latest version and release if remotely accessing on personal equipment. If personal equipment is used, OLITS will provide instructions and verbal assistance to the employee for installation of the VPN, but will not maintain, install, or physically handle equipment and will not accept responsibility for any damage to the personal hardware of equipment.

11.5 DATA ACCESS AND MANAGEMENT

This policy is adopted to ensure the integrity and security of legislative information that is stored and managed by the OLITS.

- (1) Any information in any form or medium that is created, stored, or otherwise managed by OLITS may not be accessed by any person as a user, or otherwise, without the prior approval of the custodian of that information.
- (2) Access to data uniquely related to a particular legislative unit can be granted only by that unit's head, or the appropriate leadership office(s), regardless of which unit may be the custodian of the data.
- (3) OLITS will establish and enforce procedures approved by presiding officers or their designees to ensure that only authorized users create, modify, or access legislative data.

V.
OFFICE OF PROGRAM POLICY
ANALYSIS & GOVERNMENT
ACCOUNTABILITY

12.0 ORGANIZATION AND FUNCTIONS

12.1 PURPOSE

12.2 ORGANIZATION

12.3 FUNCTIONS

12.4 SERVICES AND WORK PRODUCTS

12.1 PURPOSE

The purpose of the Office of Program Policy Analysis and Government Accountability (OPPAGA) is to provide the Legislature with a highly responsive and independent research capacity for qualitative and statistical policy analysis and program review.

12.2 ORGANIZATION

The presiding officers will select a coordinator for OPPAGA who shall report directly to them or their designees.

12.3 FUNCTIONS

The functions of OPPAGA include:

- (1) Design and execution of complex research projects;
- (2) Development and maintenance of policy area and methodological expertise;
- (3) Policy analysis including estimated costs and impacts of policy options;
- (4) Evaluation of program implementation, performance, efficiency and effectiveness;
- (5) Data analysis including the merging of large data sets from multiple sources and access to confidential data;
- (6) Verification of data from governmental and nongovernmental sources;
- (7) Survey research, including multi-state research; and
- (8) Contract Management for program evaluation and policy research.

12.4 SERVICES AND WORK PRODUCTS

The services and work products provided by OPPAGA can be grouped as follows:

- (1) Reports and subsequent progress reports
Formal research products required by the Legislature through substantive law or appropriations proviso or as assigned by the Legislative Auditing Committee. As directed by the Legislature, progress reports inform the Legislature of agency actions taken to correct problems identified in published reports.
- (2) Research memoranda and briefings
Research products as directed by the President of the Senate or Speaker of the House of Representatives.
- (3) Onsite review and performance examination
Investigation of specific agencies or issues of legislative interest to report current agency or program conditions and the extent to which legislative directions is being implemented.
- (4) Technical assistance to legislative committees
Provision of expertise on key topics, analytical methodologies, and performance measurement to support the legislative process. Analysis of policy-related literature including interpretation of technical and statistical material.
- (5) Presentation to legislative committee members and staff
Presentation of research findings or briefings on the background of key issues, including presentations during legislative committee meetings.

- (6) **Annual Report**
Annual report compiling recommendations included in individual office reports by December 1 of each year, transmittal to the President of the Senate and Speaker of the House of Representatives of a list of the statutory and fiscal recommendations included in OPPAGA reports.
- (7) **Government Program Summaries (GPS)**
Maintenance of an online source of descriptive, evaluative and performance information on approximately 200 Florida state government programs.
Transparency Florida links to GPS to provide context for expenditure data.
- (8) **Policy Notes**
Publication of an electronic newsletter delivering information on policy-related research from Florida and National resources.

VI.
FLORIDA HISTORIC CAPITOL
MUSEUM

13.0 ORGANIZATION AND FUNCTIONS

13.1 PURPOSE

13.2 ORGANIZATION

13.3 FUNCTIONS

13.4 SERVICE

13.1 PURPOSE

The purpose of the Florida Historic Capitol Museum (FHCM) is to illuminate the past, present and future connections between the people of Florida and their political institutions through programs of civic education, historic interpretation, and preservation.

13.2 ORGANIZATION

The presiding officers will select a Museum Director for the FHCM who will report directly to them or their designees.

13.3 FUNCTIONS

The functions of the FHCM include the following:

- (1) Provide visitor services for guests to the Capitol Complex;
- (2) Provide public education;
- (3) Collection and interpretation of Florida's political history;
- (4) Provide information access;
- (5) Preservation of Historic Capitol;
- (6) Facilitation of engagement between elected officials and their constituents, and between current and former members of the Legislature;
- (7) Preservation of legislative customs and traditions;
- (8) Generation of private support for the FHCM; and
- (9) Serve as a model for other state capitol museums

13.4 SERVICES

The services provided by the FHCM to perform its primary functions and other requested activities are grouped into the following:

- (1) Visitor Services and Public Education. As a public service of the Florida Legislature, the FHCM:
 - (a) Serves as a physical gateway to Florida's State government by opening the Museum to the public 363 days per year.
 - (b) Provides civic education and programming for constituents including Florida's schoolchildren, citizens of all ages, and visitors from other states and countries. Programs communicate the ideas, principles, and obligations of citizenship in a democratic society and give visitors a sense of ownership of Florida's past and participation in Florida's future.
 - (c) Promotes and encourages knowledge and appreciation of the FHCM.
 - (d) Provide museum introductions and tours for special constituent groups.
- (2) Collection and Interpretation of Florida's Political History
 - (a) Protects significant artifacts and materials which exemplify Florida's political history, with a particular emphasis on legislative historical records, and makes collections available to researchers.
 - (b) Fabricates and installs exhibits and programs that define the historic, enduring, and emerging concerns of the State's people.

- (c) Responds to inquiries from the Legislature and the public about the Florida's political history.
- (3) Preservation of Florida's Historic Capitol, the foremost symbol of Florida's State government
Collaborates with the Department of Management Services and the Department of State to ensure that the Historic Capitol is maintained with good historic preservation practices in accordance with U.S. government standards.
- (4) Facilitation of engagement between elected officials and their constituents and between current and former members of the Legislature:
 - (a) Coordinates with State officials for significant events traditionally held at the FHCM such as inaugurations, leadership designation ceremonies, and lying-in-state memorial services.
 - (b) Organizes public functions and events in the FHCM.
 - (c) Works with Legislator's offices to arrange for meetings in the FHCM between Members and their constituents.
 - (d) Fosters opportunities for connections between current and former Legislators.
 - (e) Serves as a resource that enables former Legislators to maintain their affiliation with the Capitol, through programs such as the biennial Legislative Reunion.
- (5) Generation of private support for the FHCM
 - (a) Provides staff support and coordination for the Florida Historic Capitol Museum Council (advisory board), and the Florida Historic Capitol Foundation (a DSO).
 - (b) Established volunteer and community-based support systems for the FHCM.

VII.
PUBLIC RECORDS DISCLOSURE

14.0 PUBLIC RECORDS DISCLOSURE

14.0 PUBLIC RECORDS DISCLOSURE

- (1) This policy does not apply to the Senate or the House of Representatives as the disclosure of their records is governed by the rules of each chamber. Furthermore, this policy does not apply to units of the Florida Legislature that are expressly subject to section 11.907, *Florida Statutes*.
- (2) The disclosure of public legislative records held by joint units of the Legislature will be governed by Article I, Section 24 of the Florida Constitution and section 11.0431, *Florida Statutes*.
- (3) The records custodian of each joint legislative unit is the staff director of a joint committee or the coordinator of an office.
- (4) House and Senate employees with questions as to what may constitute a public record or what information may be exempt from disclosure to the public should contact their respective General Counsel; all other legislative employees should contact the General Counsel of the Office of Legislative Services (OLS).
- (5) Any person who is denied access to a record held by the records custodian of a joint legislative unit and who believes he or she was wrongfully denied such access may appeal the denial to the President of the Senate and the Speaker of the House of Representatives. Their joint decision on the appeal will be binding on the records custodian.

VIII.
**USE OF LEGISLATIVE PROPERTY AND
COMPUTER SYSTEMS**

**15.0 USE OF LEGISLATIVE PROPERTY AND COMPUTER
SYSTEMS**

15.1 SECURITY OF EMPLOYEE NETWORK ACCOUNTS

15.0 USE OF LEGISLATIVE PROPERTY AND COMPUTER SYSTEMS

This policy applies to the use of legislative property and computer systems by legislative staff. It may be supplemented or expanded by the administrative policies and procedures of the Senate or House of Representatives. The Legislature's property, including fax machines, telephone systems, and computer systems is restricted to the official business of the Legislature. Legislative property may not be used for commercial or campaign purposes.

- (1) Access for staff to the Internet through legislative computer systems is provided for official use only.
- (2) Legislative employees have no privacy interest in the use of legislative computer systems regardless of whether their access to particular functions, such as e-mail, is password protected. Employees may not circumvent security procedures designed to protect legislative data from unauthorized access, use, disclosure, or modification.
- (3) A violation of this policy will subject an employee to discipline commensurate with the seriousness of the violation.

15.1 SECURITY OF EMPLOYEE NETWORK ACCOUNTS

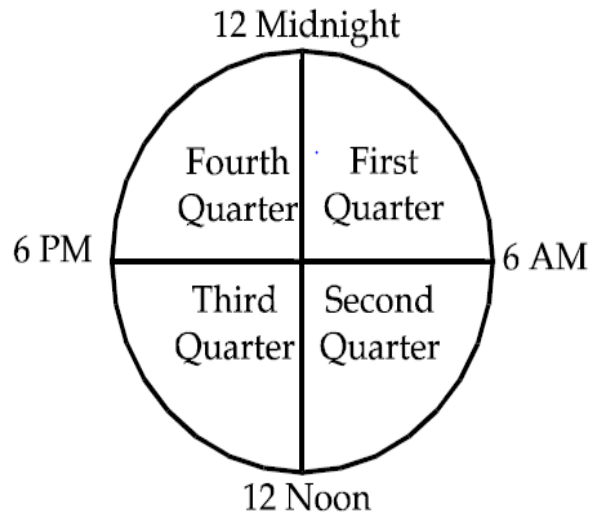
- (1) **Account Password**
Each employee is required to have a unique, complex password for their network account that consists of at least eight (8) characters in length and must include at least one of the following:
 - (a) Upper case alpha character;
 - (b) Lower case alpha character; and,
 - (c) Number and/or special character

The password must not include the use of proper names or account name.

- (2) The employee will ensure that their password is secure. The employee should not give their password to anyone else or allow anyone else to use their password or account.

APPENDIX I

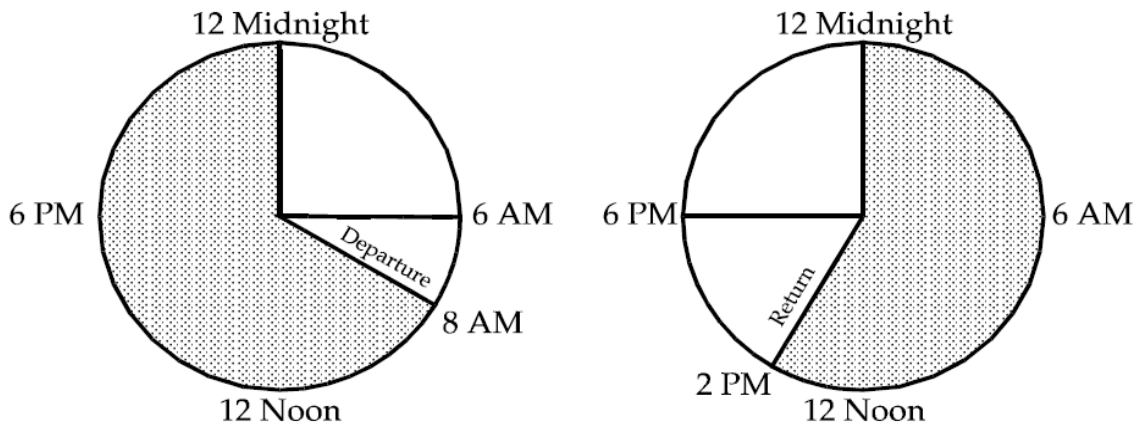
CLASS A TRAVEL



Quarter Days
\$20.00 each

First Day

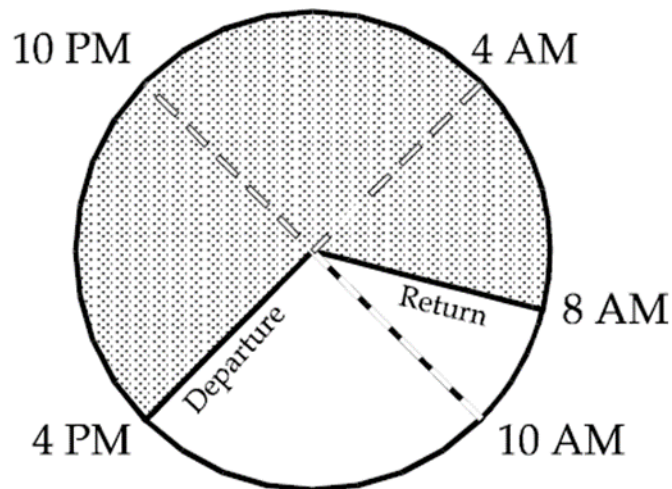
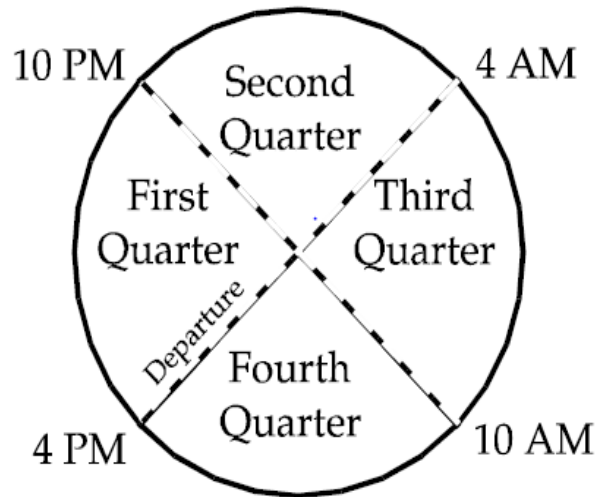
Second Day



Explanation: Employee left official headquarters at 8:00 a.m. on the first day and returned at 2:00 p.m. on the second day. This is Class A travel since the employee was away 24 hours or more. For Class A travel, quarters always commence at 12:00 midnight, 6:00 a.m., 12:00 noon and 6:00 p.m. The employee performed travel in all or a fraction of six quarters and would be reimbursed at six times the authorized quarterly rate: $6 \times \$20.00 = \120.00

CLASS B TRAVEL

Quarter Days
\$20.00 each



Explanation: Employee left official headquarters at 4:00 p.m. and returned at 8:00 a.m. the following morning. This is Class B travel since the employee was away less than 24 hours, but the travel involved an overnight absence. For Class B travel, the six hour quarter days commence at the time of departure. In this case, quarter days commence at 4:00 p.m., 10:00 p.m., 4:00 a.m. and 10:00 a.m. The employee performed travel in all or a fraction of three or these quarters and would be reimbursed at three times the authorized quarterly rate: $3 \times \$20.00 = \60.00 .

APPENDIX II

LEGISLATIVE SALARY SCHEDULE

OFFICE OF LEGISLATIVE SERVICES
LEGISLATIVE SALARY SCHEDULE

LEGISLATIVE SALARY SCHEDULE

<u>JOB CLASSIFICATION</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>MONTHLY</u>		<u>ANNUAL</u>	
			<u>MINIMUM –</u>	<u>MAXIMUM</u>	<u>MINIMUM –</u>	<u>MAXIMUM</u>
Accountant	0014	6	2,205	5,236	26,460	62,832
Administrative Assistant	0011	6	2,205	5,236	26,460	62,832
Assistant Secretary/Clerk	0040	13	4,981	10,964	59,772	131,568
Attorney	0025	9	3,185	6,884	38,220	82,608
Budget Chief	0076	14	5,081	12,703	60,972	152,436
Chief Attorney	0027	13	4,981	10,964	59,772	131,568
Chief Legislative Analyst	0030	13	4,981	10,964	59,772	131,568
Clerk	0001	1	1,429	3,161	17,148	37,932
Clinic Nurse	0020	8	2,994	6,449	35,928	77,388
Committee Attorney	0073	13	4,981	10,964	59,772	131,568
Communications Design and Development Manager	0078	13	4,981	10,964	59,772	131,568
Communications Specialist	0024	8	2,994	6,449	35,928	77,388
Deputy Executive Director	0055	16	6,720	16,800	80,640	201,600
Deputy Public Counsel	0052	15	5,844	14,608	70,128	175,296
Deputy Sergeant At Arms	0034	10	3,629	7,771	43,548	93,252
Deputy Staff Director	0074	13	4,981	10,964	59,772	131,568
Deputy Staff Director Appropriations	0051	14	5,081	12,703	60,972	152,436
District Staff Coordinator	0079	13	4,981	10,964	59,772	131,568
Drafter	0072	9	3,185	6,884	38,220	82,608
Economist	0036	11	4,118	8,453	49,416	101,436
Editor	0008	5	2,089	5,010	25,068	60,120
Ethics Investigator	0022	8	2,994	6,449	35,928	77,388
Executive Assistant	0038	11	4,118	8,453	49,416	101,436

OFFICE OF LEGISLATIVE SERVICES
LEGISLATIVE SALARY SCHEDULE

LEGISLATIVE SALARY SCHEDULE

<u>JOB CLASSIFICATION</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>MONTHLY</u>		<u>ANNUAL</u>	
			<u>MINIMUM –</u>	<u>MAXIMUM</u>	<u>MINIMUM –</u>	<u>MAXIMUM</u>
Executive Director	0056	17	7,728	19,320	92,736	231,840
Executive Secretary	0010	4	1,962	4,441	23,544	53,292
General Counsel	0054	15	5,844	14,608	70,128	175,296
Graphics Specialist	0017	7	2,537	5,412	30,444	64,944
Human Resource Specialist	0018	7	2,537	5,412	30,444	69,944
Information Systems Architect	0064	14	5,081	12,703	60,972	152,436
Information Systems Chief	0047	13	4,981	10,964	59,772	131,568
Information Systems Engineer	0044	11	4,118	8,453	49,416	101,436
Information Systems Manager	0046	11	4,118	8,453	49,416	101,436
Information Systems Programmer/Analyst	0043	8	2,994	6,449	35,928	77,388
Information Systems Project Administrator	0065	12	4,386	8,798	52,632	105,576
Information Systems Support Specialist	0042	6	2,205	5,236	26,460	62,832
Legal Proofreader	0002	2	1,499	3,525	17,988	42,300
Legislative Analyst	0028	9	3,185	6,884	38,220	82,608
Legislative Policy Analyst	0090	9	3,185	6,884	38,220	82,608
Legislative Research Assistant	0016	6	2,205	5,236	26,460	62,832
Photographer	0070	8	2,994	6,449	35,928	77,388
Policy Chief	0075	14	5,081	12,703	60,972	152,436
Press Secretary	0071	9	3,185	6,884	38,220	82,608
Program Administrator	0033	13	4,981	10,964	59,772	131,568

OFFICE OF LEGISLATIVE SERVICES
LEGISLATIVE SALARY SCHEDULE

LEGISLATIVE SALARY SCHEDULE

<u>JOB CLASSIFICATION</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>MONTHLY</u>		<u>ANNUAL</u>	
			<u>MINIMUM –</u>	<u>MAXIMUM</u>	<u>MINIMUM –</u>	<u>MAXIMUM</u>
Program Manager	0032	12	4,386	8,798	52,632	105,576
Program Specialist	0031	9	3,185	6,884	38,220	82,608
Public Counsel	0053	17	7,728	19,320	92,736	231,840
Purchasing Specialist	0066	6	2,205	5,236	26,460	62,832
Secretary of Senate/ Clerk of House	0041	17	7,728	19,320	92,736	231,840
Senior Accountant	0015	9	3,185	6,884	38,220	82,608
Senior Administrative Assistant	0012	8	2,994	6,449	35,928	77,388
Senior Attorney	0026	12	4,386	8,798	52,632	105,576
Senior Economist	0037	13	4,981	10,964	59,772	131,568
Senior Ethics Investigator	0023	10	3,629	7,771	43,548	93,252
Senior Executive Assistant	0039	15	5,844	14,608	70,128	175,296
Senior Information Systems Chief	0048	14	5,081	12,703	60,972	152,436
Senior Information Systems Engineer	0045	12	4,386	8,798	52,632	105,576
Senior Information Systems Programmer/Analyst	0067	10	3,629	7,771	43,548	93,252
Senior Legislative Analyst	0029	12	4,386	8,798	52,632	105,576
Senior Staff Director	0050	15	5,844	14,608	70,128	175,296
Senior Support Services Assistant	0004	5	2,089	5,010	25,068	60,120
Sergeant At Arms	0035	15	5,844	14,608	70,128	175,296
Special Counsel	0077	14	5,081	12,703	60,972	152,436
Staff Director	0049	14	5,081	12,703	60,972	152,436

OFFICE OF LEGISLATIVE SERVICES
LEGISLATIVE SALARY SCHEDULE

LEGISLATIVE SALARY SCHEDULE

<u>JOB CLASSIFICATION</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>MONTHLY</u>		<u>ANNUAL</u>	
			<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Support Services Assistant I	0003	2	1,499	3,525	17,988	42,300
Support Services Assistant II	0006	4	1,962	4,441	23,544	53,292
Support Services Manager	0005	7	2,537	5,412	30,444	64,944
District Executive Secretary I	1000	90	1,962	3,727	23,544	44,724
District Executive Secretary II	1001	91	2,205	4,181	26,460	50,172
District Senior Executive Secretary	1002	92	2,341	4,441	28,092	53,292
District Legislative Assistant I	1003	93	2,489	4,723	29,868	56,676
District Legislative Assistant II	1004	94	2,806	5,324	33,672	63,888
District Legislative Assistant III	1005	95	3,185	6,052	38,220	72,624
District Senior Legislative Assistant	1006	96	3,629	6,884	43,548	82,608
District Chief Legislative Assistant	1007	97	4,136	8,852	49,632	106,224

OFFICE OF LEGISLATIVE SERVICES
LEGISLATIVE SALARY SCHEDULE

AREA DIFFERENTIALS

<u>JOB CLASSIFICATION</u>	<u>PAY GRADE</u>	<u>MONTHLY MINIMUM – MAXIMUM</u>		<u>ANNUAL MINIMUM – MAXIMUM</u>		<u>AREA DIFFERENTIAL</u>
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*Senate: Dade, Broward, Monroe and Palm Beach Counties
House: Collier County*

District Exec. Sec. I	90	2,067	3,832	24,804	45,984	105
District Exec. Sec. II	91	2,310	4,286	27,720	51,432	105
District Sr. Exec. Sec	92	2,446	4,546	29,352	54,552	105
District Leg. Asst. I	93	2,594	4,828	31,128	57,936	105
District Leg. Asst. II	94	2,911	5,429	34,932	65,148	105
District Leg. Asst. III	95	3,290	6,157	39,480	73,884	105
District Sr. Leg. Asst.	96	3,734	6,989	44,808	83,868	105
District Chief Leg. Asst.	97	4,241	8,957	50,892	107,484	105

Senate: Hillsborough and Pinellas Counties

District Exec. Sec. I	90	1,999	3,764	23,988	45,168	37
District Exec. Sec. II	91	2,242	4,218	26,904	50,616	37
District Sr. Exec. Sec.	92	2,378	4,478	28,536	53,736	37

House: Hillsborough and Pinellas Counties

District Exec. Sec. I	90	1,999	3,764	23,988	45,168	37
District Exec. Sec. II	91	2,242	4,218	26,904	50,616	37
District Sr. Exec. Sec.	92	2,378	4,478	28,536	53,736	37
District Leg. Asst. I	93	2,526	4,760	30,312	57,120	37
District Leg. Asst. II	94	2,843	5,361	34,116	64,332	37
District Leg. Asst. III	95	3,222	6,089	38,664	73,068	37
District Sr. Leg. Asst.	96	3,666	6,921	43,992	83,052	37
District Chief Leg. Asst.	97	4,173	8,889	50,076	106,668	37

OFFICE OF LEGISLATIVE SERVICES
LEGISLATIVE SALARY SCHEDULE

<u>JOB CLASSIFICATION</u>	<u>PAY GRADE</u>	<u>MONTHLY MINIMUM – MAXIMUM</u>		<u>ANNUAL MINIMUM – MAXIMUM</u>		<u>AREA DIFFERENTIAL</u>
<i>House: Dade, Broward, Monroe and Palm Beach Counties</i>						
District Exec. Sec. I	90	2,094	3,859	25,128	46,308	132
District Exec. Sec. II	91	2,337	4,313	28,044	51,756	132
District Sr. Exec. Sec	92	2,373	4,573	29,676	54,876	132
District Leg. Asst. I	93	2,687	4,921	32,244	59,052	198
District Leg. Asst. II	94	3,004	5,522	36,048	66,264	198
District Leg. Asst. III	95	3,383	6,250	40,596	75,000	198
District Sr. Leg. Asst.	96	3,827	7,082	45,924	84,984	198
District Chief Leg. Asst.	97	4,334	9,050	52,008	108,600	198

MONTHLY AND ANNUAL SALARY RANGE

<u>Pay Grade</u>	<u>Monthly Minimum – Maximum</u>		<u>Annual Minimum – Maximum</u>	
1	1,429	3,161	17,148	37,932
2	1,499	3,525	17,988	42,300
3	1,760	3,962	21,120	47,544
4	1,962	4,441	23,544	53,292
5	2,089	5,010	25,068	60,120
6	2,205	5,236	26,460	62,832
7	2,537	5,412	30,444	64,944
8	2,994	6,449	35,928	77,388
9	3,185	6,884	38,220	82,608
10	3,629	7,771	43,548	93,252
11	4,118	8,453	49,416	101,436
12	4,386	8,798	52,632	105,576
13	4,981	10,964	59,772	131,568
14	5,081	12,703	60,972	152,436
15	5,844	14,608	70,128	175,296
16	6,720	16,800	80,640	201,600
17	7,728	19,320	92,736	231,840
90	1,962	3,727	23,544	44,724
91	2,205	4,181	26,460	50,172
92	2,341	4,441	28,092	53,292
93	2,489	4,723	29,868	56,676
94	2,806	5,324	33,672	63,888
95	3,185	6,052	38,220	72,624
96	3,629	6,884	43,548	82,608
97	4,136	8,852	49,632	106,224

CLASS SPECIFICATIONS

ACCOUNTANT

Pay Grade: 6

Class Code: 0014

GENERAL SUMMARY

This is work performing professional accounting duties that involve the application of accounting skills.

EXAMPLES OF WORK PERFORMED

Maintains journals, account ledgers, and accounting systems.

Maintains controls and performs balancing operations of accounts.

Performs fiscal and accounting analyses and prepares a variety of fiscal and financial statements and reports.

Prepares routine and special accounting statements or analyses of accounting data.

Maintains general account or subsidiary ledgers.

Assists in developing fiscal and accounting policies and procedures.

Answers inquiries and provides technical assistance to Legislators and employees on accounting matters.

Maintains accounting records of funds appropriated and disbursed.

Performs audits and processes purchase orders, invoices, travel vouchers, and other documents.

Processes journal transfers.

Reconciles the appropriation categories assigned.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of accounting principles, practices, and procedures.

Knowledge of the methods of data collection.

Ability to prepare financial statements and reports.

Ability to prepare and maintain a variety of accounting records.

Ability to analyze and interpret accounting data.

Ability to understand and apply regulations, policies, and procedures relating to an accounting program.

Ability to plan, organize, and coordinate work assignments.

Ability to communicate effectively verbally and in writing.

Ability to establish and maintain effective working relationships with others.

Ability to utilize problem-solving techniques.

Ability to use tact and exercise good judgment when interacting with Legislators, legislative staff, other agencies, and the public.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university with a major in accounting.

Professional or nonprofessional accounting or auditing experience can substitute on a year-for-year basis for the required bachelor's degree; or any combination of this experience and up to 60 semester or 90 quarter hours of college education including two courses in accounting can substitute on a year-for-year basis for the required college education.

ADMINISTRATIVE ASSISTANT

Pay Grade: 6

Class Code: 0011

GENERAL SUMMARY

This is independent work coordinating administrative tasks and assignments and providing analysis and research on a variety of administrative matters.

EXAMPLES OF WORK PERFORMED

Performs special assignments, research, and report preparation.

Reviews records and reports which require action and recommends solutions or courses of action.

Assists supervisor in handling daily administrative duties and acts in matters where authority has been delegated.

Prepares confidential correspondence, secures information necessary for preparing replies, and answers telephone inquiries to relieve supervisor from routine assignments.

Processes a variety of correspondence, investigates subject matter, and prepares replies.

Trains and supervises clerical and/or other administrative personnel to ensure accurate and smooth work flow of the unit.

Defines and investigates problems; formulates methods of resolution.

Assists in formulating and recommending programs and policies of the unit; interprets and administers policies.

Represents supervisor at meetings and conferences.

Performs general office management duties.

Assists in planning full committee and/or subcommittee meetings and workshops.

Responsible for preparing notices, detailed agenda, bill analyses and/or budget notes, and other meeting materials, recording and reporting out meetings. Acts as official custodian of bills referred to committee.

Drafts amendments and bills, substantively edits committee bills, bill analyses, and other documents.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of administrative principles and practices.

Knowledge of research techniques.

Ability to pay attention to detail and review work for accuracy and quality of content.

Ability to work cooperatively as a team member and to contribute to the efficient internal functioning of the unit.

Ability to collect, analyze, and interpret data.

Ability to plan, organize, and coordinate work assignments.

Ability to communicate effectively verbally and in writing.

Ability to deal tactfully and courteously with the demands of the public.

Ability to handle confidential information.

Ability to understand and apply rules, regulations, policies, and procedures.

Ability to prepare reports, correspondence, and maintain records.

Ability to utilize problem-solving techniques.

Ability to train others.

Ability to supervise people.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university.

Administrative experience can substitute on a year-for-year basis for the required college education.

ASSISTANT SECRETARY OF THE SENATE/ ASSISTANT CLERK OF THE HOUSE

**Pay Grade: 13
Class Code: 0040**

GENERAL SUMMARY

This is responsible professional work assisting the Secretary/Clerk in supervising the administrative and/or legislative functions of their respective offices. Work is performed under the general supervision of the Secretary of the Senate or Clerk of the House.

EXAMPLES OF WORK PERFORMED

Supervises legislative functions of the Secretary's or Clerk's Office including but not limited to the preparation and publication of the daily and bound Journals, Calendars, bills, and other printed matter; Verifiers; Profile, Message section; Chamber and Service desks during sessions; and Engrossing and Enrolling.

Supervises administrative functions of the Secretary's or Clerk's Office such as Receptionist; Stationery Clerk; Documents Division; Duplicating Services; and Print Shop.

Assists the Secretary/Clerk in interpreting the Rules of the Senate or House and in maintaining the current status of the body of precedents defining the Rules; also, lends assistance in working with Parliamentary Rulings and Opinions, various publications, caucuses, outlines, and scripts.

Oversees the safeguarding and maintenance of original legislation, and other records of the Office of the Secretary or Clerk as required by the State Constitution, laws, statutes, rules, and general practice.

Interviews, screens, and recommends the selection of session and permanent employees to the Secretary/Clerk.

Trains, directs, and evaluates the work of staff.

Maintains leave and other personnel related records.

Assists in planning workloads, workflows, deadlines, work objectives, and time utilization with office employees.

Motivates employees to improve the quality and quantity of work performed.

Reviews contracts and makes recommendations on renewal or cancellation.

Plans equipment and furnishing needs and purchasing of same.

Assists in formulating goals, objectives, plans, and budgets for the office.

Coordinates work with committee staff and the legislative computer systems and information technology office which directly impacts the Secretary's or Clerk's Office such as computer programs and forms.

Conceives, plans, and directs research projects.

Researches current and historical issues and performs special assignments as directed by the Secretary/Clerk.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the requirements of the State Constitution, laws, statutes, and rules relating to the responsibilities of the Secretary/Clerk.

Knowledge of the legislative process.

Knowledge of various mainframe applications.

Knowledge of personal computers and use of software.
Ability to plan, organize, and coordinate work assignments.
Ability to supervise people, particularly during periods of stress.
Ability to communicate effectively verbally and in writing.
Ability to maintain good relations with Legislators, their staff, and others via quick and effective response to requests.
Ability to maintain alertness during the long working hours required.
Ability to interpret rules, regulations, policies, and procedures.
Ability to train others.
Ability to prepare reports and maintain records.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university and six years of professional administrative, research, policy analysis, or program planning and evaluation experience. Two years of this experience must have been in an administrative/supervisory capacity for a legislative committee, executive, or judicial branch of state government or for similar groups at the Staff Director level or above.

A master's degree from an accredited college or university can substitute for one year of the required experience.

A doctorate from an accredited college or university can substitute for two years of the required experience.

Professional experience as described above can substitute on a year-for-year basis for the required college education.

ATTORNEY

Pay Grade: 9

Class Code: 0025

GENERAL SUMMARY

This is entry level legal work in the examination and preparation of legislation, legislative programs, legal instruments, opinions, briefs, or other documents; conducting research to assist a higher level attorney; and providing counsel and advice to legislative committees.

EXAMPLES OF WORK PERFORMED

Assists with legal research in evaluating state statutes and preparation of legal opinions on questions submitted by authorized persons.

Prepares and drafts routine contracts, agreements, and related legal documents for authorized parties.

Drafts legislative bills, resolutions, and amendments in technically complete language, under supervision.

Provides legal counsel and advice to Legislators and legislative committees on the less complex legal matters including the development of legislation and legislative programs, and interprets state and federal legislation related to programs of any governmental unit.

Recommends needed changes to legislation based upon trends in case law, agency comment or citizen request.

Performs legal research concerning the interpretation of *Florida Statutes* and on other matters in question for Legislators and staff, and answers telephone inquiries and composes routine responses to constituents.

Assists in representing the Legislature in court and at legislative or administrative hearings under supervision of more experienced attorneys.

Handles administrative litigation on utility matters relating to water and wastewater, electric, and gas service; performs legal research and prepares legal opinions and drafts routine pleadings, briefs relating to utility issues; conducts discovery through depositions, interrogatories and requests for production of documents.

Reviews agency action pursuant to Chapter 120, the Administrative Procedures Act, to identify instances of the invalid exercise of delegated legislative authority; monitors Florida court cases and administrative decisions and advises agencies accordingly; prepares and presents proposed objections to full committee; reviews statutes passed each session and calls to the attention of the agencies all those which may require administrative rule promulgation, repeal or amendment.

Drafts binding, judicially reviewable opinions interpreting the ethics laws for consideration and adoption by the Commission on Ethics; prepares written orders analyzing the legal sufficiency of complaints received by the Commission; assists Commission members who serve as hearing officers at public hearings in making legal rulings and by preparing recommended orders.

Drafts Reviser's Bills; edits and revises the text of the *Florida Statutes* manuscript; indexes new legislation for the *Florida Statutes*, the *Digest of General Laws*, and the *Laws of Florida*.

Maintains communications with agency heads, or their assigned deputies, assistants, and agency general counsels.

Performs other related duties as required.

KNOWLEDGE, SKILL AND ABILITIES

Knowledge of legal terminology.

Knowledge of Florida laws and legal procedure.

Skill in reading comprehension, analysis, research, and organization.

Ability to provide legal counsel.

Ability to interpret state and federal legislation, laws, and rules.

Ability to interpret state and federal legislation, laws, and rules.

Ability to employ legal reasoning and to foresee possible legal problems.

Ability to communicate effectively and concisely verbally and in writing.

Ability to take action in situations which lack clear direction.

Ability to take initiative on independent research projects.

Ability to plan, organize, and coordinate work assignments.

Ability to establish and maintain effective working relationships with others.

Ability to use independent judgment when releasing information to the public.

Ability to collect and analyze data.

Ability to conduct meetings and to make presentations.

Ability to perform legal writing and prepare various legal documents.

Ability to research legal documents and legal references.

MINIMUM QUALIFICATIONS

Attorney in good standing with The Florida Bar.

BUDGET CHIEF

Pay Grade: 14

Class Code: 0076

GENERAL SUMMARY

This is work, under the direction of an appropriations subcommittee chair, serving as advisor and technical expert with responsibility for planning and managing budget operating activities of a subcommittee. An employee in a position allocated to this class performs complex analytical tasks related to state financial policy, sets priorities, focuses the direction of research, monitors work progress, and coordinates subcommittee final reports, legislation, and correspondence.

EXAMPLES OF WORK PERFORMED

Assists in the overall direction and administration of the Appropriations Subcommittee.
Supervises the activities of the committee staff in preparing legislation to solve problems that were identified by the subcommittee chair, other subcommittee members, staff or the public.
Plans and coordinates the preparation of subcommittee interim research projects and other major subcommittee documents.
Assists in the development and presentation of budget briefings and program alternatives to the respective leadership office.
Coordinates the development of the Appropriations Bill with associated proviso language and supporting bills.
Assists in coordinating the planning of subcommittee meetings with the subcommittee chair, and other staff and presents subcommittee findings when appropriate.
Assists the subcommittee chair in the prioritization of state agency funding needs and recommends actions to be taken on legislation.
Monitors the implementation of the budget to ensure that programs are conducted in accordance with legislative intent.
Prepares or reviews written and oral communication initiated in response to inquiries from Legislators, and the public.
Coordinates the preparation of necessary subcommittee reports and budget documents.
Serves in a liaison capacity with the Legislature and committees, state agencies, and various groups and individuals.
Maintains a high level of expertise in the subcommittee subject area assigned and monitors all significant changes and activities.
Coordinates the flow of substantive legislation through the subcommittee.
Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of models of the state's economy.
Knowledge of basic economic theory.
Knowledge of statistics.
Knowledge of basic financial analysis principles.
Knowledge and ability necessary to apply specialized knowledge from accounting, finance, or economics.
In-depth knowledge of the structure, composition and functions of Florida state government, legislative rules, and procedures.
Knowledge of state accounting, personnel, purchasing, and capital outlay processes and procedures.

In-depth knowledge of the subject matter under the jurisdiction of the subcommittee.
Knowledge of computer spreadsheet, database, and graphics programs.
Knowledge of legal terminology and legal research methods.
Skill in reading comprehension, analysis, and organization.
Ability to communicate effectively and concisely verbally and in writing.
Ability to take action in situations which lack clear direction.
Ability to deal tactfully and courteously with the demands of the public.
Ability to conduct meetings and to make presentations.
Ability to establish and maintain effective working relationships with others.
Ability to plan, organize, direct work, and evaluate results and alternative strategies.
Ability to utilize research and analytical skills.
Ability to process large amounts of information from diverse sources and to integrate that information.
Ability to be resourceful and act independently.
Ability to organize and implement a sound management organization which results in an effective coordinated function.
Ability to analyze the effects of actual or proposed policy changes on the state's population and economy.
Ability to supervise people.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university and seven years of professional administrative, research, budget, policy analysis, or program planning and evaluation experience.

A master's degree from an accredited college or university can substitute for one year of the required experience.

A doctorate from an accredited college or university can substitute for two years of the required experience.

Professional experience as described above can substitute on a year-for-year basis for the required college education.

CHIEF ATTORNEY

Pay Grade: 13

Class Code: 0027

GENERAL SUMMARY

This is highly complex legal work providing professional legal counsel, advice, and representation for the Legislature. An employee in a position allocated to this class serves as a senior legal expert to a legislative committee, division, or other authorized offices.

EXAMPLES OF WORK PERFORMED

- Supervises and participates in conducting complex legal research and litigation in highly technical and specialized areas requiring extensive legal experience.
- Prepares and drafts major contracts, agreements, and legal opinions involving statute and rule interpretation.
- Analyzes and drafts legislative bills, resolutions, and amendments for the Legislature where a thorough knowledge of the existing statutes and statutory requirements in drafting legislative bills is required.
- Supervises and participates in rendering legal counsel and advice to authorized persons in drafting legislative bills, in developing agency programs and regulations, and in interpreting state and federal legislative acts requiring extensive legal experience, knowledge of the law, and the exercise of a high degree of independent judgment.
- Recommends needed changes to legislation based upon trends in case law, agency comment or citizen request.
- Performs legal research concerning the interpretation of *Florida Statutes* and on other matters in question for Legislators and staff; answers telephone inquiries and composes responses to constituents.
- Represents the Legislature on more complex cases in court and at legislative or administrative hearings; may supervise other attorneys assigned to assist with such work.
- Prepares briefs, pleadings and arguments for cases brought before state and federal courts.
- Analyzes rate filings submitted by public utilities and identifies legal, accounting, financial, economic, engineering issues; develops data on such issues through depositions, interrogatories and requests for production of documents; assists in the preparation of prefiled direct testimony on each issue.
- Reviews agency action pursuant to Chapter 120, the Administrative Procedures Act, to identify instances of the invalid exercise of delegated legislative authority; monitors Florida court cases and administrative decisions and advises agencies accordingly; prepares and presents proposed objections to full committee; reviews statutes passed each session and calls to the attention of the agencies all those which may require administrative rule promulgation, repeal or amendment.
- Drafts binding, judicially reviewable opinions interpreting the ethics laws for consideration and adoption by the Commission on Ethics; prepares written orders analyzing the legal sufficiency of complaints received by the Commission; assists Commission members who serve as hearing officers at public hearings in making legal rulings and by preparing recommended orders.
- Drafts Reviser's Bills; edits and revises the text of the *Florida Statutes* manuscript; indexes new legislation for the *Florida Statutes*, the *Digest of General Laws*, and the *Laws of Florida*; may supervise a section of legal and technical support staff.

Maintains communications with agency heads, or their assigned deputies, assistants, and agency general counsel.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of legal terminology.

Knowledge of Florida laws and legal procedure.

Knowledge of the Florida Constitution.

Skill in reading comprehension, analysis, research, and organization.

Ability to provide legal counsel.

Ability to interpret state and federal legislation, laws, and rules.

Ability to employ legal reasoning and to foresee possible legal problems.

Ability to communicate effectively and concisely verbally and in writing.

Ability to take action in situations which lack clear direction.

Ability to take initiative on independent research projects.

Ability to deal tactfully and courteously with the public.

Ability to establish and maintain effective working relationships with others.

Ability to use independent judgment when releasing information to the public.

Ability to collect and analyze data.

Ability to conduct meetings and to make presentations.

Ability to perform legal writing and prepare various legal documents.

Ability to research legal documents and legal references.

Ability to prepare and present trial briefs, pleadings, and oral arguments.

Ability to supervise people.

Ability to draft legislation.

MINIMUM QUALIFICATIONS

Attorney in good standing with The Florida Bar and three years of professional experience in the practice of law, legal research, teaching law, or in administrative or judicial hearings.

CHIEF LEGISLATIVE ANALYST

Pay Grade: 13

Class Code: 0030

GENERAL SUMMARY

This is complex work functioning as a senior technical expert to a legislative committee, Legislators, and the public on the subject matter under the jurisdiction of the committee. An employee in a position allocated to this class provides lead staff support for a subcommittee (when applicable) and is responsible for working on major pieces of legislation and research projects. Work is subject only to broad policies, principles, and guidelines.

EXAMPLES OF WORK PERFORMED

Analyzes and objectively summarizes proposed legislation to determine its effectiveness and the impact of its passage on the state and other entities and individuals.

Drafts legislation in response to research findings or in response to individuals and amendments to legislation at the direction of Legislators' requests.

Assists in planning full committee and/or subcommittee meeting agendas, speakers, presentations, and materials in concert with the staff director and the committee and/or subcommittee chair. May assist the chair of the subcommittee in conducting the subcommittee meeting.

Monitors and coordinates the progress of committee legislation through committees of reference and on the floor and assists the chair in expediting the progress of the legislation.

Monitors the implementation of legislation in the Executive and Judicial Branches to ascertain that legislative intent is met.

Briefs Legislators verbally or in writing on issues to be discussed in committee, on the floor, or with constituents.

Conceives, plans, conducts, and/or directs research projects and performs legislatively mandated studies.

Prepares oral and written reports on research and committee work such as end of session committee reports, interim projects, and oversight reports which include recommendations for legislative action.

Keeps abreast of new and ongoing issues affecting areas of responsibility by collecting resource materials, attending workshops, reading industry publications, maintaining contacts with national and state organizations, communicating with agency personnel and the public.

Provides technical assistance and direction to other staff; performs management functions as directed by the staff director; and may perform the duties of the staff director in the staff director's absence.

Utilizes a computer to perform word processing, database management, and/or spreadsheet applications.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of legal terminology and legal research methods.

Knowledge of applicable computer word processing, spreadsheet, and database programs.

Knowledge of Florida state government, legislative rules, and procedures.

Knowledge of the subject matter under the jurisdiction of the committee.

Ability to communicate effectively and concisely verbally and in writing.

Ability to take action in situations which lack clear direction.

Ability to take initiative on independent research projects.
Ability to deal tactfully and courteously with the demands of Legislators, their staff, and the public.
Ability to organize and implement sound management skills which result in an effective coordinated function.
Ability to work cooperatively as a team member and to contribute to the efficient internal functioning of the committee staff.
Ability to conduct meetings and to make presentations.
Ability to conduct in-depth, carefully documented and credible analysis under minimal supervision within established deadlines.
Ability to establish and maintain effective working relationships with others.
Ability to solve problems and make decisions.
Ability to exercise discretion and confidentiality.
Ability to supervise people.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university and six years of professional experience in research, analysis, program planning and evaluation, or administrative work.

A master's degree from an accredited college or university can substitute for one year of the required experience.

A doctorate from an accredited college or university can substitute for two years of the required experience.

Professional experience as described above can substitute on a year-for-year basis for the required college education.

GENERAL SUMMARY

This is work performing clerical duties.

EXAMPLES OF WORK PERFORMED

Organizes and maintains filing systems.

Schedules and monitors delivery of supplies.

Performs inventory control implementing procedures, documenting, and reordering equipment and materials.

Receives telephone calls, provides answers to routine questions, and routes, if necessary, to appropriate staff person.

Processes and dispenses mail and related correspondence.

Operates copier, mailroom machinery, calculator, and computer with such accuracy as can be acquired on the job.

Researches records and traces documents.

Assigns property numbers and tags to accountable equipment and records age, condition, and value.

May type reports, letters, memoranda, and other correspondence.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of basic arithmetic.

Ability to sort data alphabetically, numerically, and categorically.

Ability to follow verbal and written instructions.

Ability to utilize a computer.

Ability to organize files, records, and/or other materials.

Ability to communicate effectively.

Ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS

A high school diploma or its equivalent or equivalent combination of training and experience.

CLINIC NURSE

Pay Grade: 8

Class Code: 0020

GENERAL SUMMARY

This is work performing professional nursing care and treatment of patients in the Legislative Clinic.

EXAMPLES OF WORK PERFORMED

Provides medical care following Standing Orders and Nurse Protocols to patients in the Legislative Clinic.

Charts and records administration of medication and treatment.

Assists in routine clinic services such as taking vital signs and dispensing non-prescriptive medications.

Administers medication prescribed by a physician.

Observes patients for deviations from normal conditions.

Prepares clinic rooms and equipment.

Maintains inventory of clinic supplies and drugs and proper disposal of same.

Makes assessments of patients' conditions.

During regular sessions, assists in coordinating the "Doctor of the Day" program.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of nursing principles, practices, and techniques.

Knowledge of human anatomy and physiology.

Ability to administer prescribed medications.

Ability to provide direct patient care and treatment.

Ability to work with patients having a variety of physical problems.

Ability to plan, organize, and coordinate work assignments.

Ability to communicate effectively verbally and in writing.

Ability to establish and maintain effective working relationships with others.

Ability to use tact and exercises good judgment when interacting with Legislators, legislative staff, other agency personnel, and the public.

MINIMUM QUALIFICATIONS

Licensure as a registered nurse in accordance with Chapter 464, F.S., or eligible to practice nursing in accordance with Florida Administrative Code 210-8.27, and a minimum of three years of experience as a registered nurse in a recognized hospital or clinic, or as a registered nurse employed in a physician's office under the supervision of a medical professional.

COMMITTEE ATTORNEY

Pay Grade: 13

Class Code: 0073

GENERAL SUMMARY

This is highly complex legal work providing professional legal counsel, advice and representation to the chair and vice chair of a committee. An employee in a position allocated to this class serves as the senior legal expert to a legislative committee and lead for the other attorneys in the committee.

EXAMPLES OF WORK PERFORMED

- Supervises and participates in conducting complex legal research in highly technical and specialized areas requiring extensive legal experience.
 - Prepares and drafts legal opinions involving statute and rule interpretation.
 - Analyzes and drafts legislative bills, resolutions, and amendments for the committee where a thorough knowledge of the existing statutes and statutory requirements in drafting legislative bills is required.
 - Supervises and participates in rendering legal counsel and advice to the committee chair and vice chair in developing agency programs and regulations, and in interpreting state and federal legislative acts requiring extensive legal experience, knowledge of the law, and the exercise of a high degree of independent judgment.
 - Recommends needed changes to legislation based upon trends in case law, agency comment or citizen request.
 - Performs legal research concerning the interpretation of *Florida Statutes* and on other matters in question for the committee chair or vice chair; answers telephone inquiries and composes responses to constituents.
 - Serves as the lead attorney, coordinating and supervising the work of the other attorneys on the committee.
 - Reviews agency action pursuant to Chapter 120, the Administrative Procedures Act, to identify instances of the invalid exercise of delegated legislative authority; monitors Florida court cases and administrative decisions and advises agencies in committee subject areas accordingly; prepares and presents proposed objections to full committee; reviews statutes passed each session and calls to the attention of the agencies all those which may require administrative rule promulgation, repeal or amendment.
 - Maintains communications with agency heads, or their assigned deputies, assistants, and agency general counsel.
 - Performs other related duties as required.
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KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of legal terminology.
- Knowledge of Florida laws and legal procedure.
- Knowledge of the Florida Constitution.
- Skill in reading comprehension, analysis, research, and organization.
- Ability to provide legal counsel.
- Ability to interpret state and federal legislation, laws, and rules.
- Ability to employ legal reasoning and to foresee possible legal problems.
- Ability to communicate effectively and concisely verbally and in writing.
- Ability to take action in situations which lack clear direction.

Ability to deal tactfully and courteously with the public.
Ability to plan, organize, and coordinate work assignments.
Ability to establish and maintain effective working relationships with others.
Ability to use independent judgment when releasing information to the public.
Ability to collect and analyze data.
Ability to conduct meetings and to make presentations.
Ability to perform legal writing and prepare various legal documents.
Ability to research legal documents and legal references.
Ability to prepare and present briefs, pleadings, and oral arguments.
Ability to draft legislation.
Ability to supervise people.

MINIMUM QUALIFICATIONS

Attorney in good standing with The Florida Bar and three years of professional experience in the practice of law, legal research, teaching law, or in administrative or judicial hearings.

COMMUNICATIONS DESIGN AND DEVELOPMENT MANAGER

Pay Grade: 13
Class Code: 0078

General Summary

This is highly responsible professional work functioning as a senior level expert in planning, directing, and coordinating the graphics and instructional design functions of a legislative entity. This involves skilled work designing a variety of graphics materials for internal and external communication and designing and developing education modules and materials.

Examples of Work Performed

Transforms verbal information into art work.

Supervises graphics specialists and photographers, assigning projects to manage work flow for various projects.

Supervises and directs instructional design and development staff in the creation of instructional and educational materials for staff development and training.

Designs graphics for use in a variety of communications platforms, including social media, legislative reports, booklets, posters, and pamphlets; and arranges contents in the most effective manner for presentation.

Conducts instructional analysis and strategies, and designs and conducts evaluations of instructional materials and whether goals are met.

Works with the Professional Development and Training Coordinator to design and prepare graphics, photos and videos for staff training and professional development.

Assists in photographic and duplicating processes involved in the reproduction of graphics materials.

Performs research in securing factual information related to the subject matter of assigned illustrations.

Performs other related duties as required.

Knowledge, Skills and Abilities

Knowledge of graphic design principles, formats, techniques, and composition options.

Knowledge of relevant computer programs, including social media platforms.

Knowledge of instructional systems development (ISD) models, applications, and best practices.

Knowledge of current trends in instructional design and/or adult learning fields.

Knowledge of principles of effective design for Online Training (OLT) and Instructor Led Training (ILT) projects.

Skill in multimedia and instructional course software.

Skill in using Microsoft Office Suite (Word, Excel, Power Point, etc.) and specialized design software (Articulate, Captivate, Photoshop, Storyline, etc.).

Skill in developing curriculum.

Skill in developing engagement and knowledge-transfer activities.

Ability to design a variety of graphics materials.

Ability to plan, organize, and coordinate work assignments.

Ability to communicate effectively verbally and in writing.

Ability to transform verbal information into art work.

Ability to supervise and manage people.

Ability to determine work priorities, assign work, and ensure proper completion of work assignments.

Ability to formulate policies and procedures.

Ability to write effectively.

Ability to understand and apply related rules, regulations, policies, and procedures.

Ability to work independently.

Ability to solve problems and make decisions.

Ability to use tact and exercise good judgment when interacting with Legislators and staff of the Legislature, other agencies, and the public.

Ability to make presentations.

Ability to analyze, understand and interpret educational needs and to develop effective instructional media solutions.

Ability to evaluate, test, and assess goals and project elements.

Ability to establish and maintain effective working relationships.

Ability to work on multiple, complex projects.

Ability to prioritize work tasks.

Minimum Qualifications

A bachelor's degree from an accredited college or university with major coursework in commercial/advertising art, studio or applied art, visual communications, instructional design, education or a related field and six years of professional experience.

A master's degree from an accredited college or university in commercial/advertising art, studio or applied art, visual communications, instructional design and education can substitute for one year of the required experience.

Professional experience as described above can substitute on a year-for-year basis for the required college education.

COMMUNICATIONS SPECIALIST

Pay Grade: 8

Class Code: 0024

GENERAL SUMMARY

This is work assisting in the design and coordination of public relations and information services programs for the Florida Legislature. Work includes the review of requirements for the design of various publications.

EXAMPLES OF WORK PERFORMED

Researches, analyzes, and interprets legislative data for the preparation of public information.

Assists in researching, coordinating, planning, preparing, and disseminating newsletters, articles, speeches, fact sheets, and other publications to support public information activities.

Analyzes information and public relations needs of Legislators and committee staff.

Revises, edits, and coordinates the distribution of news releases submitted by committee staff.

Assists in coordinating and conducting workshops and conferences to educate Legislators, committee staff, and the public.

Researches newspaper articles and monitors radio/television public affairs programs for information of interest to Legislators and staff.

Develops radio/television spot announcements to be narrated by Legislators.

Assists in training legislative assistants in the preparation and dissemination of news releases and radio announcements.

Photographs and designs layouts for the Senate or House newsletter and for other publications.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles and techniques of public relations, public information, mass communications, journalism, news reporting, editing, advertising or marketing.

Knowledge of the legislative process.

Ability to review the requirements for the design of various publications and make recommendations.

Ability to analyze information and public relations needs.

Ability to research topics, write articles, and prepare information for dissemination.

Ability to develop radio and television spot announcements.

Ability to provide technical assistance on information and public relations matters.

Ability to design and coordinate layouts, colors, types, selections, and illustrations.

Ability to communicate effectively verbally and in writing.

Ability to plan, organize, and coordinate work assignments.

Ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university and two years of professional experience in news reporting, research, public relations, public information, advertising, marketing, journalism, or mass communications.

A master's degree from an accredited college or university in communications can substitute for one year of the required experience.

Professional experience as described above can substitute on a year-for-year basis for the required college education.

DEPUTY EXECUTIVE DIRECTOR

Pay Grade: 16

Class Code: 0055

GENERAL SUMMARY

This is highly responsible work assisting an executive director in directing assigned programs of the House, Senate, or other legislative units.

EXAMPLES OF WORK PERFORMED

Acts for the executive director in his or her absence from the office.

Assists the executive director in the daily administrative, fiscal, personnel, and public relations activities.

Assists the executive director in the drafting of legislation.

Serves in a liaison capacity with governmental entities and various groups.

Represents the Legislature at conferences, meetings, and other functions within and outside the state as requested.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of administrative principles and practices.

Knowledge of the legislative process.

Knowledge of planning principles and techniques.

Knowledge of Florida state government, legislative rules, and administrative procedures.

Knowledge of computer word processing, spreadsheet, and database programs.

Ability to communicate effectively and concisely verbally and in writing.

Ability to supervise people.

Ability to deal tactfully and courteously with Legislators and the public.

Ability to establish and maintain effective working relationships with others.

Ability to collect and analyze data.

Ability to be resourceful and act independently.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university and nine years of professional administrative, research, policy analysis, or program planning and evaluation. Four years of this experience must have been in an administrative/supervisory capacity in state government.

A master's degree from an accredited college or university can substitute for one year of the required experience.

A doctorate from an accredited college or university can substitute for two years of the required experience.

Professional experience as described above can substitute on a year-for-year basis for the required college education.

DEPUTY PUBLIC COUNSEL

Pay Grade: 15

Class Code: 0052

GENERAL SUMMARY

This is highly responsible work assisting the Public Counsel in directing all functions of the Office of Public Counsel as mandated by Chapter 350 *Florida Statutes*. An employee in a position allocated to this class directs and manages the staff of this office to the extent directed by the Public Counsel, and represents the general public of Florida in matters involving utility regulation.

EXAMPLES OF WORK PERFORMED

Assists the Public Counsel in the overall administration of the Office of Public Counsel and acts in his/her absence or where authority has been delegated.

Represents the Public Counsel on his/her behalf as chair of various national or state organizations and associations.

Participates in strategy and tactical decisions for rate case intervention and participation.

Assigns staff to cases and maintains familiarity with the majority of cases in which the Office of the Public Counsel is involved.

Submits written arguments and delivers oral presentations to advocate consumers' interests in related to utility issues.

Supervises and reviews the preparation of all utility and special projects for legislative committees.

Determines the cost effectiveness of post-trial proceedings such as motions for reconsideration or appeal.

Oversees the selection of expert witnesses and conducts direct and cross-examination at hearings.

Supervises the training and development of the technical and legal staff.

Prepares briefs and presents oral arguments in cases on appeal to the Florida Supreme Court and First District Court of Appeals.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of legal terminology.

Knowledge of Florida laws and legal procedure.

Skill in reading comprehension, analysis, research, and organization.

Ability to provide legal counsel.

Ability to determine work priorities, assign work, and ensure proper completion of work assignments.

Ability to understand and apply rules, regulations, policies, and procedures.

Ability to supervise people.

Ability to interpret state and federal legislation, laws, and rules.

Ability to employ legal reasoning and to foresee possible legal problems.

Ability to communicate effectively and concisely, verbally and in writing.

Ability to take action in situations which lack clear direction.

Ability to take initiative on independent research projects.

Ability to deal tactfully and courteously with the public.

Ability to collect and analyze data.

Ability to research legal documents and legal references.

Ability to prepare and present trial briefs, pleadings, and oral arguments.

MINIMUM QUALIFICATIONS

Attorney in good standing with The Florida Bar and five years of professional experience in the practice of law, legal research, teaching law, or in administrative or judicial hearings.

DEPUTY SERGEANT AT ARMS

Pay Grade: 10

Class Code: 0034

GENERAL SUMMARY

This is work assisting in directing all functions of the Sergeant at Arms office. Work is performed under the direction of the Sergeant at Arms, and includes conducting assignments of a specialized or technical nature and assisting the Sergeant at Arms with the functions and responsibilities charged to him/her under the Senate or House Rules.

EXAMPLES OF WORK PERFORMED

Assists the Sergeant at Arms in the day-to-day administration of the Sergeant's Office and in formulating and recommending programs and policies.

Oversees the work of senior support services assistants, support services assistants, doorkeepers, janitors, pages, and messengers.

Attends the Legislature during its sessions, enforcing rules relating to privileges of the Chamber, maintain order in the Chamber under the direction of the Sergeant at Arms, and providing other necessary services, as requested.

Coordinates the purchase, lease, and use of telecommunication services for the Senate or the House of Representatives.

Reviews correspondence, secures information, and formulates replies.

Plans, directs, and supervises the work of employees involved in the operation of the office including the Inventory and Property Control, Security and Key Inventory Control, and Maintenance and Custodial Services Divisions.

Responsible for conducting interviews and recommending applicants for employment.

Assists in the assignment of office space and parking for Legislators and staff.

Arranges local transportation for Legislators.

Oversees employees' attendance reports within the office.

Assists with security liaison.

Supervises and inspects custodial services in the Senate or House Office Buildings and all Senate or House areas in the Capitol Building.

Coordinates renovations and repairs of legislative areas.

Administers the inventory of legislative property for the Senate or House.

May represent the Sergeant at Arms in meetings and functions as assigned.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the legislative process.

Knowledge of the principles and practices of inventory management.

Knowledge of the principles and practices of management and supervision.

Knowledge of the principles and techniques of effective verbal and written communication.

Ability to determine work priorities, assign work, and ensure proper completion of work assignments.

Ability to communicate effectively verbally and in writing.

Ability to establish and maintain effective working relationships with others.

Ability to understand and apply rules, regulations, policies, and procedures.

Ability to formulate policies and procedures.

Ability to train others.

Ability to supervise people.
Ability to solve problems and make decisions.
Ability to follow established procedures and practices.
Ability to utilize problem-solving techniques.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university and three years of professional administrative experience in business or government. Two years of this experience must have been in a supervisory capacity, preferably with the Legislature or an agency of state government.

A master's degree from an accredited college or university can substitute for one year of the required experience.

A doctorate from an accredited college or university can substitute for two years of the required experience.

Professional experience as described above can substitute on a year-for-year basis for the required college education.

DEPUTY STAFF DIRECTOR

Pay Grade: 13

Class Code: 0074

GENERAL SUMMARY

This is work assisting with the management of a legislative committee or other legislative unit. An employee in a position allocated to this class assists the staff director in directing the work of the committee or unit staff by setting priorities, focusing direction of research, reviewing work progress, and approving final reports, legislation, and correspondence.

EXAMPLES OF WORK PERFORMED

- Assists the staff director in managing the activities of committee staff in preparing legislation to solve problems that were identified by the committee chairperson, other committee members, committee staff, and the public.
 - Assists in supervising, planning, and directing the preparation of research projects and other major committee or unit documents.
 - Consults and maintains communication with agencies and organizations to identify issues which require legislative attention.
 - Coordinates and supervises committee staff on oversight of executive branch agencies within jurisdictional area and investigate operations which deviate from an expected or statutory norm.
 - Prepares or reviews written and oral communication initiated in response to inquiries from Legislators, committee or unit staff, and the public.
 - Maintains a high level of expertise in committee or unit subject area and monitors all significant changes and activities.
 - Assists in selecting and training and overseeing the performance of staff employees.
 - Prepares necessary committee or unit reports and budget documents.
 - Participates in formulating and implementing policies and procedures for the committee or unit.
 - Performs other related duties as required.
-

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the legislative process.
- Knowledge of legal terminology and legal research.
- Knowledge of computer word processing, spreadsheet, and database programs.
- Knowledge of the methods of data collection and analysis.
- Knowledge of Florida state government, legislative rules, and procedures.
- Knowledge of the subject matter under the jurisdiction of the committee or unit.
- Knowledge of the principles and practices of supervision and management.
- Skill in reading comprehension, analysis, and organization.
- Ability to communicate effectively and concisely, both orally and in writing.
- Ability to take action in situations which lack clear direction.
- Ability to deal tactfully and courteously with the demands of the public,.
- Ability to conduct meetings and to make presentations.
- Ability to establish and maintain effective working relationships with others.
- Ability to plan, organize, and direct work and evaluate results and alternative strategies.
- Ability to utilize, research and analytical skills.

Ability to process large amounts of information from diverse sources and to integrate that information into logical format for presentation in reports, documents, and other written materials.

Ability to be resourceful and act independently.

Ability to organize and implement sound management skills which result in an effective coordinated function.

Ability to do short-and long-range program project planning.

Ability to understand and apply rules, regulations, policies, and procedures.

Ability to assess budgetary needs.

Ability to formulate policies.

Ability to supervise people.

Ability to train others.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university and six years of professional administrative, research, policy analysis, or program planning and evaluation experience.

A master's degree from an accredited college or university can substitute for one year of the required experience.

A doctorate from an accredited college or university can substitute for two years of the required experience.

Professional experience as described above can substitute on a year-for-year basis for the required college education.

DEPUTY STAFF DIRECTOR – APPROPRIATIONS COMMITTEE

Pay Grade: 14

Class Code: 0051

GENERAL SUMMARY

This is work, under the direction of the committee chair, assisting the staff director of the appropriations committee in the management of the committee. An employee in a position allocated to this class performs highly responsible work in assisting the staff director in directing and planning the activities of the committee by setting priorities, focusing the direction of research, monitoring work progress, and coordinating committee final reports, legislation, and correspondence.

EXAMPLES OF WORK PERFORMED

- Assists in the overall direction and administration of the appropriations committee.
 - Supervises the activities of the committee staff in preparing legislation to solve problems that were identified by the committee chair, other committee members, committee staff or the public.
 - Plans and coordinates the preparation of committee interim research projects and other major committee documents.
 - Assists the staff director in the development and presentation of budget briefings and program alternatives to the respective leadership office.
 - Coordinates the development of the Appropriations Bill with associated proviso language and supporting bills.
 - Assists the committee chair and the staff director in the prioritization of state agency funding needs and recommends actions to be taken on legislation.
 - Monitors the implementation of the budget to ensure that programs are conducted in accordance with legislative intent.
 - Prepares or reviews written and oral communication initiated in response to inquiries from Legislators, and the public.
 - Coordinates the preparation of necessary committee reports and budget documents.
 - Serves in a liaison capacity with the Legislature and committees, state agencies, and various groups and individuals.
 - Maintains a high level of expertise in the committee subject area assigned and monitors all significant changes and activities.
 - Coordinates the flow of substantive legislation through the committee.
 - Performs other related duties as required.
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KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and ability necessary to apply specialized knowledge from accounting, finance, or economics.
- In-depth knowledge of Florida state government, legislative rules, and procedures.
- Knowledge of State accounting, personnel, purchasing, and capital outlay processes and procedures.
- In-depth knowledge of the subject matter under the jurisdiction of the committee.
- Knowledge of computer spreadsheet, database, and graphics programs.
- Knowledge of legal terminology and legal research methods.

Skill in reading comprehension, analysis, and organization.
Ability to communicate effectively and concisely, both orally and in writing.
Ability to take action in situations which lack clear direction.
Ability to deal tactfully and courteously with the demands of the public.
Ability to conduct meetings and to make presentations.
Ability to establish and maintain effective working relationships with others.
Ability to plan, organize, direct work, and evaluate results and alternative strategies.
Ability to utilize research and analytical skills.
Ability to process and integrate large amounts of information from diverse sources.
Ability to be resourceful and act independently.
Ability to organize and implement a sound management organization which results in an effective coordinated function.
Ability to supervise people.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university with major coursework in accounting, finance, economics, business administration, or public administration and eight years of professional experience in a related field for a legislative committee or for similar groups.

A master's degree from an accredited college or university in a discipline as described above can substitute for one year of the required experience.

A doctorate from an accredited college or university in a discipline as described above can substitute for two years of the required experience.

Professional experience as described above can substitute on a year-for-year basis for the required college education.

DISTRICT STAFF COORDINATOR

Pay Grade: 13

Class Code: 0079

GENERAL SUMMARY

This is highly responsible professional work training and overseeing the protocols, procedures and functions of district staff, whose function is to assist legislators with a variety of administrative matters. This position requires a thorough understanding of the policies, procedures, rules and operating practices of the Florida Legislature. The classification requires an extensive amount of travel throughout Florida.

EXAMPLES OF WORK PERFORMED

Plans and prepares comprehensive training materials specific to district office operations and those functions necessary for legislators to perform lawmaking responsibilities (e.g. bill drafting procedures and deadlines, appropriate protocols when interacting with legislators and the public).

Conducts district office training for staff compliance with all policies and district office financial responsibilities and requirements.

Analyzes problems, researches alternatives, and advises district staff on policy compliance regarding all office and support services.

Develops and implements proper protocol policies and provides procedural guidance in support of all district operations.

Acts as a liaison with district staff on all matters.

Interprets, applies, and assures conformance with administrative policies.

Researches and recommends ways to improve district office functions.

Prepares various status reports and other materials.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of relevant computer programs.

Knowledge of the principles, practices, and procedures of the legislature.

Knowledge of staff development and/or training tenets.

Ability to supervise people.

Ability to determine work priorities, assign work, and ensure proper completion of work assignments.

Ability to communicate effectively verbally and in writing.

Ability to establish and maintain effective working relationships with others.

Ability to formulate policies and procedures.

Ability to understand and apply related rules, regulations, policies, and procedures.

Ability to work independently.

Ability to solve problems and make decisions.

Ability to use tact and exercise good judgment when interacting with Legislators and staff of the Legislature, other agencies, and the public.

Knowledge of methods for organizing and presenting data.

Knowledge of Florida laws, and the legislative and political processes and protocol.

Ability to plan, organize, and coordinate work assignments.

Ability to make presentations.

Ability to review work for accuracy and quality of content.

Ability to establish and maintain effective working relationships with others.
Ability to exercise discretion and confidentiality.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university with major coursework in accounting, business or public administration, or a related field and six years of professional experience in accounting, auditing, budgeting, human resource, staff development or training, purchasing, research, analysis, program planning and evaluation, or administrative work; or

A master's degree from an accredited college or university in accounting or possession of a Certified Public Accountant (C.P.A) Certificate; business or public administration; or a related field can substitute for one year of the required experience.

Professional experience as described above can substitute on a year-for-year basis for the required college education.

GENERAL SUMMARY

This is work preparing legislation, amendments, and other documents relating to a draft or the drafting process; conducting legislative research to assist the staff director and other internal office drafting staff; and providing advice to the staff director, internal office drafting staff, members and committee staff relating to a drafting request.

EXAMPLES OF WORK PERFORMED

Drafts legislative bills, resolutions, and amendments in technically complete language, under supervision.

Performs other related duties as required.

Drafts legislative bills, resolutions, and amendments in technically complete language at the direction of the proposal's sponsor.

Performs legislative research on state and federal law and other matters relating to a drafting request.

Provides information and problem-solving assistance to members and House staff for the development and drafting of legislative proposals.

Provides periodic review of Florida Supreme Court and other court opinions impacting the drafting of legislation.

Keeps abreast of new and ongoing issues affecting assigned areas of responsibility.

Provides research and drafting assistance for periodic updates to the drafting manual.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of legal terminology.

Knowledge of Florida laws and agency rules, especially in assigned subject areas.

Knowledge of applicable computer word processing, spreadsheet, and database programs.

Skill in reading comprehension, writing, analysis, research, and organization.

Ability to research state and federal legislation, laws, rules and other legal documents and references.

Ability to communicate effectively and concisely, both orally and in writing.

Ability to take action in situations which lack clear direction.

Ability to take initiative on independent research projects.

Ability to deal respectfully and courteously with the demands of members, their staff, and the public.

Ability to plan, organize, and coordinate work assignments and produce quality work under pressure and time constraint.

Ability to establish and maintain effective working relationships with others.

Ability to exercise discretion and maintain confidentiality.

MINIMUM QUALIFICATIONS

Attorney in good standing with The Florida Bar or a bachelor's degree from an accredited college or university and three years of experience as a Legislative Analyst or related position that involves the drafting or analysis of legislation.

A master's degree from an accredited college or university can substitute for one year of the required experience.

A doctorate from an accredited college or university can substitute for two years of the required experience.

Professional experience as described above can substitute on a year-for-year basis for the required college education.

ECONOMIST

Pay Grade: 11

Class Code: 0036

GENERAL SUMMARY

This is work functioning as a technical expert performing a variety of analytical tasks on which state financial policy is based.

GENERAL SUMMARY

Constructs and maintains models of the state's economy and analyzes effects of actual or proposed policy changes on the state's population and economy.

Constructs forecasting models for state revenues.

Estimates changes in the size and composition of the state's population.

Maintains liaison with revenue collecting agencies of state government.

Makes quantitative assessments of the effects of actual or proposed legislation and policy changes on state and local revenues and state government operations.

Constructs databases and models used to forecast client population in current and prospective state programs.

Constructs and maintains forecasting models of the workload of state agencies.

Participates in studies of continuing and special types of financial and other economic events affecting the state economy.

Represents the committee or division at consensus estimating conferences and meetings with senior state agency personnel.

May draft legislation to implement committee proposals.

Makes oral presentations to legislative committees and briefs individual Legislators and committee staffs on research undertaken by the committee or division.

Responds to information requests by Legislators, state and local government units, interest groups, and the public.

Assists in the preparation of estimates of state revenues and expenditures for current and future fiscal periods assuring for coordination and consistency between short-term and long-range estimates.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of basic economic theory.

Knowledge of statistics.

Knowledge of forecasting and projection techniques.

Knowledge of social science research practices and standards.

Knowledge of computer software used in database management and quantitative analysis.

Knowledge of basic financial analysis principles.

Knowledge of data sources used in economic and demographic analysis.

Knowledge of the law governing the revenues or caseloads being forecast.

Knowledge of the administrative processes that affect the revenues or caseloads being forecast.

Knowledge of the planning and budgeting process, the legislative appropriations process, and calendar of events leading to enactment of an appropriations bill.

Ability to plan, organize, and coordinate work assignments.

Ability to work independently.

Ability to prepare economic related charts, tables, slides, and other graphic presentations of data.

Ability to explain and defend forecasts before other forecasters.
Ability to present technical materials to non-technical audiences in both written and oral forms.
Ability to work effectively with Legislators and legislative committee staff.
Ability to work effectively with the public and other interest groups.
Ability to collect, analyze, and interpret economic data.
Ability to organize economic data into logical format.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university and five years of professional research experience in one or more of the following areas: revenue or caseload forecasting, demographic forecasting; program research for a governmental agency, research institute or consulting firm; or full time instruction and/or research at a college or university in any of the following areas: social sciences, business or public administration, mathematics or statistics.

A master's degree from an accredited college or university in economics, business or public administration, mathematics, statistics, or any of the social sciences can substitute for one year of the required experience.

A doctorate from an accredited college or university in economics, business or public administration, mathematics, statistics, or any of the social sciences can substitute for two years of the required experience.

GENERAL SUMMARY

This is work preparing and editing legislative documents, including manuscripts, bills, amendments, committee substitutes and/or commemorations; reviews and marks documents for grammar, spelling, style, and form.

EXAMPLES OF WORK PERFORMED

Prepares manuscripts for bills, laws, the *Florida Statutes*, calendars, journals, and other publications according to accepted styles and formats.

Edits manuscripts, bills, amendments, committee substitutes and other documents for grammar, spelling, punctuation, style, and form and consults with and offers advice and suggestions to other staff on these matters.

Revises legislative documents, checks, proofs to ensure accuracy, and prepares final copy.

Collects and organizes in-house resource materials; maintains files and records.

Assists in training others as required.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of English grammar, spelling, punctuation, and composition.

Knowledge of personal computers and relevant software.

Knowledge of legislative and legal terminology and usages.

Knowledge of legislative publications.

Ability to perform detailed work independently with a high degree of accuracy and quality of content.

Ability to communicate effectively verbally and in writing.

Ability to plan, organize, and coordinate work assignments.

Ability to perform consistently.

Ability to establish and maintain effective working relationships with others.

Ability to interpret rules, regulations, policies, and procedures.

Ability to prepare reports and maintain records.

Ability to proofread text for typographical and grammatical errors and to make necessary corrections.

Ability to research legal documents and references.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university with major coursework in English or Journalism.

Professional or nonprofessional experience in editorial work, journalism, technical writing, publishing, or a related field can substitute on a year-for-year basis for the required college education.

ETHICS INVESTIGATOR

Pay Grade: 8

Class Code: 0022

GENERAL SUMMARY

This is work conducting investigations of alleged violations of the Code of Ethics for public officers and employees or other breaches of public trust for the Commission on Ethics.

EXAMPLES OF WORK PERFORMED

Reviews complaints and legal analyses of complaints to determine scope of investigation.

Conducts complex, sensitive field investigations of alleged violations of the Code of Ethics for public officers and employees or other breaches of public trust for the Commission on Ethics.

Travels throughout the State; contacts and interviews respondents, complainants, and witnesses under oath; inspects and analyzes records.

Identifies, collects, and evaluates documents and other photographic or physical evidence of investigations pertaining to complaints.

Prepares comprehensive written reports of investigation for review by Commission members, the advocate, respondents, complainants, and counsel for the parties to complaint proceedings.

Consults with and advises the advocate on preparation of cases at both the probable cause and public hearing stages.

Attends public hearings and presents testimony and evidence concerning investigations.

Interprets Code of Ethics and applicable rules and regulations.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of investigative techniques.

Knowledge of the rules of evidence.

Knowledge of public hearings and requirements.

Ability to conduct fact-finding interviews and take statements.

Ability to collect and analyze evidence.

Ability to use deductive reasoning.

Ability to plan, organize, and coordinate work assignments.

Ability to analyze information and determine its validity.

Ability to write accurate investigative reports.

Ability to present detailed verbal presentations.

Ability to make independent decisions.

Ability to conduct thorough investigations.

Ability to maintain strict confidentiality.

Ability to communicate effectively verbally and in writing.

Ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS

A high school diploma or its equivalent and eight years of experience in conducting investigations or regulatory inspections or in law enforcement, or, a bachelor's degree from an accredited college or university and four years of experience as described above.

A master's degree from an accredited college or university can substitute for one year of the required experience.

A doctorate from an accredited college or university can substitute for two years of the required experience, or, any combination of education and experience in investigative work that totals eight years.

EXECUTIVE ASSISTANT

Pay Grade: 11

Class Code: 0038

GENERAL SUMMARY

This is work performing specialized administrative and technical duties as assigned by the Senate President, House Speaker, Senate or House Majority or Minority Office Leaders. Work is performed under supervision of the Executive or Staff Directors in these respective offices and requires knowledge of the legislative system, state agency structure, and subject matter assigned.

EXAMPLES OF WORK PERFORMED

- Performs staff or administrative functions such as research, data analysis, and preparation of reports in specialized areas as assigned.
 - Prepares and edits speeches, statements, and news releases.
 - Counsels and advises the Senate President, House Speaker, Senate or House Majority or Minority Leader on certain technical areas of assigned responsibility.
 - Represents the Senate President, House Speaker, Senate or House Majority or Minority Leader in meetings, conferences, and various functions as assigned.
 - Reviews correspondence from legislative committees, state agencies, and the public and formulates replies within areas of assigned responsibility. Handles public relations affairs for the office.
 - Performs special assignments of a highly confidential nature.
 - Serves as liaison with legislative committees, state agencies, and other governmental entities.
 - Defines and investigates problems and formulates methods of resolution.
 - Provides technical assistance to legislative committees, state agencies, and the public on information and public relations matters.
 - Performs other related duties as required.
-

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the methods of data collection.
 - Knowledge of the principles and techniques of effective verbal and written communication.
 - Knowledge of applicable computer word processing, spreadsheet, and database programs.
 - Knowledge of Florida state government, legislative rules, and procedures.
 - Ability to communicate effectively and concisely verbally and in writing.
 - Ability to establish and maintain effective working relationships with others.
 - Ability to take action in situations which lack clear direction.
 - Ability to plan, organize, and coordinate work assignments.
 - Ability to understand and apply rules, regulations, policies, and procedures.
 - Ability to utilize problem-solving techniques.
 - Ability to collect, evaluate, and analyze data.
 - Ability to exercise discretion and maintain confidentiality.
 - Ability to assist in developing long-range goals and objectives.
 - Ability to act as a spokesperson.
-

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university and five years of professional administrative, planning, public relations, program evaluation or analysis experience in business or government, preferably with an agency of state government.

A master's degree from an accredited college or university can substitute for one year of the required experience.

A doctorate from an accredited college or university can substitute for two years of the required experience.

Professional experience as described above can substitute on a year-for-year basis for the required college education.

EXECUTIVE DIRECTOR

Pay Grade: 17

Class Code: 0056

GENERAL SUMMARY

This is work under direction of the President, Speaker or other legislative unit expressly authorized by statute to employ an Executive Director. An employee in a position allocated to this class, plans, organizes, and directs the implementation of all administrative, fiscal, personnel, and public relations activities for the respective chamber, or other legislative unit. Duties include formulating and recommending policies and procedures; and conducting assignments of a specialized or technical nature. The person assigned to this classification is the senior staff person for the respective chamber, or other legislative unit.

EXAMPLES OF WORK PERFORMED

- Serves as the senior staff person for the Senate, House of Representatives, or other legislative unit.
 - Directs and supervises the daily administrative, fiscal, personnel, and public relations activities for the respective chamber, or legislative unit.
 - Provides advice and policy guidance to the President or Speaker; reviews and recommends revision of existing policies and adoption of new policies; ensures that such policies and directives of the Senate, House, or other legislative unit are implemented.
 - Counsels on certain technical areas and provides specialized professional and administrative services; provides liaison with legislative committees.
 - Reviews correspondences and formulates replies within areas of assigned responsibility.
 - Responds to requests from Legislators and staff, other state and federal agencies, professional organizations, the media, and the general public.
 - Coordinates with Senate, House, or other legislative unit counterparts on issues affecting all units of the Legislature.
 - Provides for the dissemination of pertinent information to Legislators, staff directors, and unit directors where applicable.
 - May represent the office at various conferences, meetings, and other functions within and outside the state as requested.
 - Plans workflows, deadlines, and work objectives with staff.
 - Directs the work of employees to ensure maximum use of time and resources.
 - Performs other related duties as required.
-

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the legislative process.
- Knowledge of administrative principles and practices.
- Knowledge of planning principles and techniques.
- Knowledge of applicable computer word processing, spreadsheet, and database programs.
- Knowledge of the methods of data collection and analysis.
- Knowledge of Florida state government, legislative rules, and procedures.
- Ability to communicate effectively and concisely verbally and in writing.
- Ability to take action in situations which lack clear direction.
- Ability to deal tactfully and courteously with the demands of Legislators, and the public.
- Ability to conduct meetings and to make presentations.
- Ability to establish and maintain effective working relationships with others.

Ability to plan, organize, and direct work and evaluate results and alternative strategies.
Ability to utilize research and analytical skills.
Ability to act as a spokesperson.
Ability to be resourceful and act independently.
Ability to organize and implement sound management skills which result in an effective coordinated function.
Ability to understand and apply rules, regulations, policies, and procedures.
Ability to prepare correspondence and administrative reports.
Ability to supervise people.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university and ten years of professional administrative, policy analysis, or program planning and evaluation experience. Four years of this experience must have been in administrative/supervisory capacity, preferably in an agency of state government.

A master's degree from an accredited college or university can substitute for one year of the required experience.

A doctorate from an accredited college or university can substitute for two years of the required experience.

Professional experience as described above can substitute on a year-for-year basis for the required college education.

EXECUTIVE SECRETARY

Pay Grade: 4
Class Code: 0010

GENERAL SUMMARY

This is executive secretarial work that includes duties of an administrative nature for the head of a legislative unit or office.

EXAMPLES OF WORK PERFORMED

Maintains appointment calendar, prepares itineraries, and schedules meetings and conferences; informs participants of topics to be discussed and may provide them with background information.

Processes, screens, and distributes incoming mail; prepares replies to routine correspondence for signature.

Types correspondence, memos, reports, and other administrative forms. May take dictation of confidential correspondence and official documents. Reviews all typed materials for grammar, punctuation, and content.

Serves as office receptionist; greets, announces, and routes visitors; answers and routes incoming calls.

Coordinates and assists in the preparation of special reports. Interprets rules, regulations, and policies and provides the information for the resolution of problems.

Completes research assignments and projects as directed.

Complies and analyzes data for administrative decisions.

Maintains files of office correspondence, research materials, and related information.

Makes travel arrangements for staff and prepares travel vouchers.

Maintains adequate office supplies for use by staff.

Prepares local purchase orders and purchase requisitions.

May direct and train secretarial and clerical employees in carrying out assignments.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of basic secretarial and office management skills.

Knowledge of the legislative process.

Knowledge of filing practices.

Knowledge of personal computer programs.

Skill in typing and in word processing.

Ability to compose routine correspondence.

Ability to independently carry out minor administrative functions and general office duties.

Ability to organize files and other records.

Ability to operate general office equipment.

Ability to pay extreme attention to detail and review work for accuracy and quality of content.

Ability to communicate effectively verbally and in writing and have strong interpersonal skills.

Ability to handle confidential information.

Ability to use correct spelling, punctuation, and grammar.

Ability to organize work, follow and interpret instructions.

Ability to work cooperatively as a team member and to contribute to the effective internal functioning of the operation.

Ability to train others.

Ability to supervise people.

MINIMUM QUALIFICATIONS

A high school diploma or its equivalent and two years of secretarial and/or clerical experience. Possession of a Certified Professional Secretary (CPS) Certificate can substitute for the required experience.

College education can substitute at the rate of 30 semester or 45 quarter hours for each year of the required work experience.

Vocational/technical training in an area of secretarial science or office/business studies can substitute at the rate of 720 classroom hours for each year of the required work experience.

Special Requirement:

Ability to type at a rate of 50 correct words per minute and to proficiently use word processing software.

Ability to take and transcribe dictation is optional as required by the supervisor.

GENERAL COUNSEL

Pay Grade: 15

Class Code: 0054

GENERAL SUMMARY

This is the principal legal position for the Senate, House of Representatives, or Office of the Legislative Services (OLS) responsible for legal activities of a highly complex nature. Work involves ensuring that the Senate, House, or OLS complies with all applicable laws in the formulation and implementation of policy; serving as liaison between the respective units and Executive Branch agencies; and representing these units in cases before the courts. Independent legal decisions are made on a daily basis. Work is performed under the general supervision of the President, Speaker, Executive Director, or their designees and is reviewed for overall effectiveness.

EXAMPLES OF WORK PERFORMED

Represents the Senate, House of Representatives, or OLS as lead counsel in all legal proceedings in all judicial and administrative forums. Plans, organizes, and directs the implementation of such legal activities.

May supervise subordinate attorneys and review their proposals for final presentation.

Conducts highly technical, varied, and complex legal research work in connection with the respective unit functions.

Serves as liaison on legal issues between the Senate, House, or OLS and Executive Branch agencies.

Drafts and assists staff in preparation of proposed legislation or special projects; keeps abreast of pending legislation in which the unit is interested or which might affect the unit in any manner.

Advises the President, Speaker, and other Legislators on constitutionality of legislation as well as procedural issues of the Senate or House (Rules).

Advises and counsels Legislators on legal issues relating to their official duties and staff on legal issues affecting them in their role.

Coordinates with Senate, House, or OLS counsel on issues relating to their respective clients.

May serve as a project leader or coordinator on matters not solely legal in nature.

Maintains communications with agency heads, or their assigned deputies, assistants, and agency general counsel.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of legal terminology.

Knowledge of Florida laws and legal procedures.

Knowledge of the principles and practices of supervision and/or administration.

Skill in reading comprehension, analysis, research and organization.

Ability to provide legal counsel.

Ability to interpret state and federal legislation, laws, and rules.

Ability to employ legal reasoning and to foresee possible legal problems.

Ability to communicate effectively verbally and in writing.

Ability to take action in situations which lack clear direction.

Ability to take initiative on independent research projects.

Ability to deal tactfully and courteously with the public.

Ability to plan, organize, and coordinate work assignments.
Ability to establish and maintain effective working relationships with others.
Ability to use independent judgment when releasing information to the public.
Ability to collect and analyze data.
Ability to conduct meetings and to make presentations.
Ability to perform legal writing and prepare various legal documents and reports.
Ability to research legal documents and legal references.
Ability to prepare and present trial briefs, pleadings, and oral arguments.
Ability to supervise people.
Ability to understand and apply rules, regulations, policies, and procedures.
Ability to utilize problem-solving techniques.
Ability to formulate policies and procedures.

MINIMUM QUALIFICATIONS

Attorney in good standing with The Florida Bar and four years of professional experience in the practice of law to include the trial of cases in state or federal courts, or in formal administrative proceedings.

GRAPHICS SPECIALIST

Pay Grade: 7

Class Code: 0017

GENERAL SUMMARY

This is skilled work designing, illustrating, lettering, painting, laying out, composing, and reproducing a variety of graphics materials.

EXAMPLES OF WORK PERFORMED

Designs and prepares covers and illustrative sketches for brochures, reports, booklets, and pamphlets; arranges contents in the most effective manner for presentation.

Designs, lays out, letters, and performs art work on posters, display panels, charts, diagrams, etc., for publications.

Assists in photographic and duplicating processes involved in the reproduction of graphics materials.

Performs research work in securing factual information relating to the subject matter of assigned illustrations.

Confers with supervisor regarding methods of design for various projects.

Plans, designs, and prepares pictorial posters, illustrations, and publications covers, using free hand and mechanical methods.

Transforms verbal information into art work.

Specifies kinds of type, scales pictures, paper style, and art work; makes paste up for reproductions.

Produces accurate and detailed reproductions from memory, photographs, or from direct objects.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of graphic design formats, techniques, and composition options.

Knowledge of visual design theory.

Skill in preparing a variety of illustrations.

Skill in drafting letters.

Skill in assisting in photographic and duplicating process.

Skill in preparing renderings.

Skill in using free hand and mechanical methods to produce graphics materials such as poster illustrations, covers, brochures, booklets, and pamphlets.

Skill in producing accurate and detailed reproductions from memory, photographs, or direct objects.

Ability to design a variety of graphics materials.

Ability to plan, organize, and coordinate work assignments.

Ability to communicate effectively verbally and in writing.

Ability to secure factual information.

Ability to transform verbal information into art work.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university with a major in commercial/advertising art, studio or applied art, or visual communications, and one year of commercial art or illustrating experience.

A master's degree in Fine Arts from an accredited college or university can substitute for the required experience.

Professional experience as described above can substitute on a year-for-year basis for the required college education.

HUMAN RESOURCE SPECIALIST

Pay Grade: 7

Class Code: 0018

GENERAL SUMMARY

This is work performing a variety of assignments in the personnel program for the Florida Legislature.

EXAMPLES OF WORK PERFORMED

Prepares and processes paperwork placing Legislators, salaried, and temporary employees on the payroll.

Processes and maintains confidential personal records of all employees including promotions, transfers, salary changes, reclassifications, leaves of absence, and resignations in accordance with budget requirements.

Counsels employees in matters of retirement, group insurance, and other benefits.

Processes personnel and pay actions and applications for employee benefits; calculates and processes items for payroll.

Represents the Legislature in carrying out rules and regulations relating to employment, salary changes, terminations, and other personnel issues.

Assists in recommending new personnel policies and procedures and changes to existing ones.

Assists in the development and maintenance of recruitment programs to ensure adequate sources of qualified prospective job applicants.

Inputs data into the Legislature's Human Resources system and monitors computerized personnel reports and records.

Evaluates applicants' and employees' training and experience to determine eligibility for legislative job classifications.

Performs special assignments, prepares reports, and drafts letters of response to inquiries.

Analyzes the need for various types of services and benefits for employees such as credit unions, group life, dental and disability plans, and similar services.

Advises employees and supervisors on workers' compensation programs and processes injury reports.

Responds to questions and resolves issues in the administration of benefits for Legislators, employees, and with other agency personnel.

Coordinates with the Finance and Accounting Office on journal transfers, refunds, and vouchering warrants for premium and retirement payments.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the basic principles of personnel administration.

Knowledge of one or more personnel program functions such as selection, classification and pay, employee benefits, attendance and leave or payroll processing.

Knowledge of the principles and techniques of effective verbal and written communication.

Knowledge of the methods of data collection.

Ability to collect, evaluate, and analyze data relating to personnel program functions.

Ability to perform basic mathematical calculations.

Ability to organize data into logical format.

Ability to compose correspondence.

Ability to utilize problem-solving techniques.

Ability to work independently.

Ability to understand and apply rules, regulations, policies, and procedures relating to personnel program functions.

Ability to plan, organize, and coordinate work assignments.

Ability to communicate effectively verbally and in writing.

Ability to establish and maintain effective working relationships with others.

Ability to use tact and exercise good judgment when interacting with Legislators and staff, other agency personnel, and the public.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university.

Professional or nonprofessional human resource experience can substitute on a year-for-year basis for the required college education.

INFORMATION SYSTEMS ARCHITECT

Pay Grade: 14

Class Code: 0064

GENERAL SUMMARY

This work is senior level advanced engineering information systems responsibilities. An employee in a position allocated to this class will be a technical expert within the information technology offices of the Senate, House or the Office of Legislative Information Technology Services. This classification would provide technical expertise in particularly complex disciplines associated with hardware and software configurations relating to personal computers, networking, and host systems. Positions allocated to this class perform work characterized by originating techniques, formulating concepts and procedures, directing and/or planning operations and developing solutions to unique issues.

EXAMPLES OF WORK PERFORMED

Serves as a lead analyst in the design, development, implementation and/or enhancement of management information systems or integrated subsystems, computer operating system, database systems, computer security system, network architecture.

Serves as information technology consultant or technical advisor to management and/or customers.

Serves as technical advisor in systems design and programming techniques.

Provides advanced technical support, troubleshooting, and documentation of system software.

Reviews and prepares project status reports.

Develops plans for testing and installing advanced hardware and software configurations.

Performs post implementation follow-up analysis and testing.

Evaluates software and hardware; recommends appropriate technology directions.

Works with vendors on product enhancements.

Provides technical briefings on advanced technology.

Maintains awareness of new developments in information technology.

Performs the design, and consults as needed, through implementation process on specialized systems software projects.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge in multiple areas of information systems at an advanced level.

Knowledge of the concepts and theories of information systems.

Knowledge of the principles, practices, and techniques of computer technology.

Knowledge of governmental procedures, legislative rules and procedures.

Skill in analysis and organization.

Ability to analyze and interpret technical data.

Ability to design programs and systems.

Ability to think logically and solve problems.

Ability to evaluate and resolve user problems.

Ability to develop various reports including technical information systems reports.

Ability to provide technical assistance in the areas of computer systems analysis, databases, and/or hardware.

Ability to communicate technical information verbally and in writing.

Ability to establish and maintain effective working relationships with others.

Ability to understand and apply rules, regulations, policies, and procedures.
Ability to be resourceful and act independently with project assignments.
Ability to conduct meetings and to make presentations.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university in computer science, management information systems, mathematics, or engineering and ten years of progressively responsible information systems experience.

Progressively responsible information systems experience can substitute on a year-for-year basis for the required college education. Any combination of progressively responsible information systems experience and post-secondary training in disciplines as described above totaling fourteen years.

INFORMATION SYSTEMS CHIEF

Pay Grade: 13

Class Code: 0047

GENERAL SUMMARY

This is administrative work assisting the Chief Information Officer (CIO) by managing the activities in the information technology offices of the Senate, House and the Office of Legislative Information Technology Services. An employee in a position allocated to this class directs the work of employees toward the attainment of unit priorities. An employee in this position is also responsible for maintaining relationships with legislative management. Alternatively, an employee in this position may perform project management activities for large scale information systems project.

EXAMPLES OF WORK PERFORMED

Directs the day-to-day activities of Information Systems employees to develop solutions to solve problems identified by the Chief Information Officer.

Supervises, plans, and directs the development of complex Information Systems projects and other activities.

Performs budget analysis and produces budget recommendations.

Consults and maintains communication with agencies and organizations to identify issues which require attention.

Coordinates the planning of inter- or intra-division meetings with managers and staff directors, and presents findings as appropriate.

Assists the CIO in establishing priorities of funding needs.

Assists in the preparation or review of written and oral communication initiated in response to inquiries from Legislators, and the public.

Selects, trains, and evaluates the performance of employees.

Prepares necessary reports and documents.

Identifies, assigns, and monitors projects to improve service levels.

Provides management status reports and ad hoc requests.

Serves as crisis manager during major service interruptions and coordinates activities of employees and vendors.

Participates in user meetings and reviews.

Confers with and advises subordinates on administrative policies and procedures, technical problems, priorities, and methods.

Coordinates and participates in strategic, tactical, and operational planning of Information Systems projects, resources, and direction.

Promotes an atmosphere that encourages employee participation and growth in delivery of high quality products and services to the legislative user community.

Promotes the attainment of legislative information systems goals and objectives.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles and practices of supervision and management.

Knowledge of the budgetary process and fiscal control procedures.

Knowledge of project control and cost estimating techniques.

Knowledge of the concepts and theories of information systems.

Knowledge of computer operations system and procedures.

Knowledge of state accounting, personnel, purchasing, and capital outlay processes and procedures.

Knowledge of Florida state government, legislative rules, and procedures.

Ability to conduct meetings and to make presentations.

Ability to utilize research and analytical skills.

Ability to lead people.

Ability to prioritize workload.

Ability to think logically and solve problems.

Ability to develop various reports including technical information systems reports.

Ability to direct feasibility and cost-analysis studies.

Ability to assess budgetary needs.

Ability to do short- and long-range program project planning.

Ability to formulate policies and procedures.

Ability to plan, organize, and direct program activities.

Ability to communicate information verbally and in writing.

Ability to establish and maintain effective working relationships with others.

Ability to understand and apply rules, regulations, policies, and procedures.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university in computer science, management information systems, mathematics, or engineering and six years of progressively responsible information systems experience, two years of which must have been in a managerial or supervisory capacity.

Progressively responsible information systems experience can substitute on a year-for-year basis for the required college education. Any combination of progressively responsible information systems experience and post-secondary training in disciplines as described above totaling ten years.

INFORMATION SYSTEMS ENGINEER

Pay Grade: 11

Class Code: 0044

GENERAL SUMMARY

This is work engineering the selection, installation, performance, and maintenance of legislative information systems. An employee in a position allocated to this class will typically provide hardware and software configuration expertise in personal computers, networking, and host systems. Alternatively, an employee in this position could provide an advanced level of experience in particularly complex disciplines relating to application development, typesetting, and security.

EXAMPLES OF WORK PERFORMED

Provides technical support, maintenance, and documentation of system software.
Reviews and prepares project status reports.
Develops plans for testing and installing software.
Installs new software and maintains existing software.
Performs post implementation follow-up analysis and testing.
Maintains records on change control.
Evaluates software and hardware problems and recommends appropriate solutions.
Works with vendors on product enhancements.
Maintains awareness of new developments in information technology.
Initiates reviews of existing services, productivity aids, procedures; makes recommendations for improvements as warranted.
Develops documentation for application systems.
Performs the design through implementation process on specialized systems software projects.
Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge in one or more areas of information systems.
Knowledge of the concepts and theories of information systems.
Knowledge of the principles, practices, and techniques of computer technology.
Knowledge of governmental procedures, legislative rules, and procedures.
Skill in analysis and organization.
Ability to analyze and interpret technical data.
Ability to design programs and systems.
Ability to think logically and solve problems.
Ability to evaluate and resolve user problems.
Ability to develop various reports including technical information systems reports.
Ability to provide technical assistance in the areas of computer systems analysis, databases, and/or hardware.
Ability to communicate technical information verbally and in writing.
Ability to establish and maintain effective working relationships with others.
Ability to understand and apply rules, regulations, policies, and procedures.
Ability to act in the capacity of an Information Systems Chief in his or her absence.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university in computer science, management information systems, mathematics, or engineering and three years of progressively responsible information systems experience.

Progressively responsible information systems experience can substitute on a year-for-year basis for the required college education.

Any combination of progressively responsible information systems experience and post-secondary training in disciplines as described above totaling seven years

INFORMATION SYSTEMS MANAGER

Pay Grade: 11

Class Code: 0046

GENERAL SUMMARY

This is administrative work managing a specialty area, a section, or significant projects in the information technology offices of the Senate, House or the Office of Legislative Information Technology Services. An employee in a position allocated to this class manages the work of section employees by setting priorities, coordinating resources, and monitoring the attainment of section priorities.

EXAMPLES OF WORK PERFORMED

Manages the day-to-day activities of the section staff to develop information systems solutions to solve problems identified by upper government.

Supervises, plans, and directs the development of Information Systems project and other activities.

Establishes allocation of available resources for the section.

Consults with user agencies and organizations to gather information and determine requirements for implementation of comprehensive management information systems.

Confers with upper management in reviewing operations to identify management problem areas, specific information requirements, and to discuss project findings.

Manages activities in the planning, scheduling, and implementation of comprehensive management information system.

Manages administrative and technical work of project teams in systems planning studies, information needs assessments and systems analysis, and reviewing approaches and methods to assess effectiveness in meeting management objectives.

Schedules assigned data center personnel and equipment to ensure proper operation of the section.

Assists in the preparation or review of written and oral communication initiated in response to inquiries from Legislators, and the public.

Selects, trains, and evaluates the performance of section employees.

Directs the development of technical documentation to ensure implementation, operation, and evaluation of information systems.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles and practices of supervision and management.

Knowledge of the concepts and theories of information systems.

Knowledge of computer operations systems and procedures.

Knowledge of the principles, practices, and techniques of computer programming and systems design.

Knowledge of state accounting, personnel, purchasing, and capital outlay processes and procedures.

Knowledge of Florida state government, legislative rules, and procedures.

Ability to supervise people.

Ability to prioritize workload.

Ability to think logically, solve problems, and work independently.

Ability to evaluate and resolve user problems.

Ability to develop various reports including technical information systems reports.
Ability to direct feasibility and cost-analysis studies.
Ability to plan, organize, and direct program activities and evaluate results and alternative strategies.
Ability to communicate technical information verbally and in writing.
Ability to establish and maintain effective working relationships with others.
Ability to understand and apply rules, regulations, policies, and procedures.
Ability to act in the capacity of an Information Systems Chief in his or her absence.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university in computer science, management information systems, mathematics, or engineering and three years of progressively responsible information systems experience.

Progressively responsible information systems experience can substitute on a year-for-year basis for the required college education.

Any combination of progressively responsible information systems experience and post-secondary training in disciplines as described above totaling seven years.

INFORMATION SYSTEMS PROGRAMMER/ANALYST

Pay Grade: 8

Class Code: 0043

GENERAL SUMMARY

This is work performing analysis and/or programming activities to support legislative information system users. An employee in a position allocated to this class will typically provide one or more of the following: systems analysis, programming, troubleshooting, training, security/product administration, software and hardware installations, and direct customer support.

EXAMPLES OF WORK PERFORMED

Interacts directly with customers during problem-solving situations.
Organizes and maintains accurate written documentation and records.
Assists in coding activities related to new or existing systems.
Assists in the installation of new systems or enhancements to existing systems.
Prepares related correspondence.
Reports project status to Information Systems Manager in both verbal and written form.
Conducts system testing.
Interacts with vendors to obtain information needed in problem-solving or other related areas.
Participates as needed in the design through implementation process on specialized systems projects.
Researches industry technological advances which could be of use in the legislative environment.
Serves as an expert in one or more areas supported by the section.
Develops and presents user education relating to information systems.
Develops and administers security functions as it relates to data, physical, and user access to information systems.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of information systems terminology and concepts.
Knowledge of specialized tools used to develop applications.
Knowledge of information systems operations, equipment, procedures, and workflow.
Ability to apply specialized information systems knowledge relating to hardware, systems software, application development, training, user assistance, publications or operations.
Ability to analyze and solve problems.
Ability to communicate technical information systems information effectively verbally and in writing.
Ability to produce quality work under pressure.
Ability to deal tactfully with the demands of the customers of the information technology offices within the Legislature.
Ability to conduct in-depth and carefully documented analysis under minimal supervision.
Ability to read and understand technical information systems publications.
Performs other related duties as required.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university in computer science, management information systems, mathematics, or engineering.

Progressively responsible information systems experience can substitute on a year-for-year basis for the required college education.

Any combination of progressively responsible information systems experience and post-secondary training in disciplines as described above totaling four years.

INFORMATION SYSTEMS PROJECT ADMINISTRATOR

Pay Grade: 12

Class Code: 0065

GENERAL SUMMARY

This is administrative and technical work directing project teams in the analysis, design, development and implementation of comprehensive management information systems. An employee in a position allocated to this class, manages the planning, development and implementation of enterprise-wide projects for the Florida Legislature both locally and in the district offices. This classification performs project control functions such as, gathering customer requirements, estimating project requirements, scheduling and prioritizing work assignments, status monitoring and reporting, and following projects from inception to implementation.

EXAMPLES OF WORK PERFORMED

Supervises, plans, and directs the development of information systems projects.
Establishes allocation of available resources for the office.
Consults with user agencies and organizations to gather information and determine requirements for implementation of comprehensive management information systems.
Assists in translating customer requirements into executable project plans.
Manages, directs and assists staff in daily project execution.
Identifies and tracks the basis for measuring project performance.
Serves as the competency center for project management skills.
Provides consistent project management practices.
Utilizes experience and previous projects to validate projects and life-cycle costs.
Provides project review and analysis.
Provides a consistent, modeled view of the information, data, applications and technology architectures.
Ensures vendors and outsourced technology are compatible with existing standards.
Confers with upper management in reviewing operations to identify management problem areas, specific information requirements, and to discuss project findings.
Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of the systems development process and technology, project methodology, systems design and analysis tools and techniques.
Comprehensive knowledge of the principles, practices of supervision and management.
Ability to use and selectively apply a project methodology, and utilize the tools and techniques necessary for project and staff scheduling.
Ability to work independently with little or no supervision.
Ability to establish and maintain effective working relationships with others.
Ability to plan, organize and direct project activities.
Ability to utilize research and analytical skills.
Ability to communicate effectively verbally and in writing.
Ability to plan, organize, direct work and evaluate results and alternative strategies.
Ability to do short-term and long-range program project planning.
Knowledge of the concepts and theories of information systems.
Knowledge of computer operations systems and procedures.

Ability to supervise people.
Ability to prioritize workload.
Ability to think logically and solve problems.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university in computer science, management information systems, mathematics, or engineering and four years of progressively responsible information systems experience.

Progressively responsible information systems experience can substitute on a year-for-year basis for the required college education. Any combination of progressively responsible information systems experience and post-secondary training in disciplines as described above totaling eight years.

INFORMATION SYSTEMS SUPPORT SPECIALIST

Pay Grade: 6

Class Code: 0042

GENERAL SUMMARY

This is work performing technical support tasks or technical writing and documentation associated with information systems.

EXAMPLES OF WORK PERFORMED

Performs technical duties as established by information systems procedures and staff.
Maintains computer backup tape library for file recovery purposes.
Reviews industry periodicals and product literature to stay current with technology trends.
Monitors the performance of information systems hardware, and maintains daily work logs to assist in problem resolution.
Assures completion of assigned processing according to established vendor service level agreements.
Assists customers in problem resolution.
Follows the established management and vendor escalation procedures to ensure timely resolution of processing problems.
Performs customer level maintenance activities in accordance with vendor specifications.
Maintains data center security at all times, encompassing both physical and data security.
Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of information systems fundamentals.
Knowledge of mainframe and micro-computer hardware.
Skill in reading comprehension.
Skill in manual dexterity.
Ability to establish and maintain effective working relationships with others.
Ability to deal with customers in a courteous manner.
Ability to check information systems information for accuracy.
Ability to plan, organize, and coordinate work assignments.
Ability to exercise sound judgment regarding security issues dealing with computer hardware, software, and data.

MINIMUM QUALIFICATIONS

A high school diploma or its equivalent and two years of data processing training at a vocational or technical school. Information systems experience may substitute for one year of the required training.

LEGAL PROOFREADER

Pay Grade: 2

Class Code: 0002

GENERAL SUMMARY

This is work proofreading bills, laws, statutes, journals, calendars, indexes, resolutions, amendments, and other publications of the Florida Legislature. An employee in a position allocated to this class performs editing and various clerical functions associated with the preparation and verification of these publications.

EXAMPLES OF WORK PERFORMED

Edits and proofreads bills, resolutions, amendments, laws, statutes, journals, indexes, and other legislative publications for grammar, spelling, punctuation, consistency, and form.

Compares copy in various forms (computer printout, typeset, etc.) with manuscript to verify accuracy.

Verifies accuracy of computer formatting codes inserted in data.

Checks citations, notes, and cross-references for accuracy.

Checks position and content of various portions of journals and incorporates corrections into existing journals.

Assists in updating proofreader manual and proofreads and edits other office documentation.

Edits and proofreads a variety of legal documents and office correspondence.

May assist in training part-time proofreaders during legislative sessions.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of English grammar and punctuation.

Knowledge of desktop computers and relevant software.

Knowledge of form, style, and content of legislative publications and indexes and ability to apply this knowledge.

Knowledge of proofreader marks and conventions of the printing industry.

Ability to concentrate and pay close attention to detail for an extended period of time while reviewing work for accuracy.

Ability to work cooperatively as a team member.

Ability to plan, organize, and coordinate work assignments.

Ability to identify incorrect spelling, punctuation, grammar, form, and consistency.

Ability to communicate effectively.

MINIMUM QUALIFICATIONS

A high school diploma or its equivalent and one year of experience as a proofreader, editor, or in a related occupation.

LEGISLATIVE ANALYST

Pay Grade: 9

Class Code: 0028

GENERAL SUMMARY

This is work functioning as a technical expert to a legislative committee, legislators, and the public on the subject matter under the jurisdiction of the committee. Under close supervision of the staff director and committee members, the legislative analyst applies this expertise when researching and preparing staff analyses, reports, legislation, and amendments; responding to inquiries; and developing correspondence.

EXAMPLES OF WORK PERFORMED

- Analyzes and objectively summarizes proposed legislation to determine its effectiveness and the impact of its passage on the state and other entities and individuals.
 - Researches and drafts legislation and amendments to legislation at the direction of the committee chair, committee members, and other legislators.
 - Assists in planning full committee and/or subcommittee meetings to include agenda, speakers, presentations, and materials.
 - Monitors the implementation of legislation in the Executive and Judicial Branches to ascertain that legislative intent is met.
 - Briefs legislators verbally or in writing on issues to be discussed in committee, on the floor, or with constituents.
 - Conceives, plans, and conducts research projects and performs legislatively mandated studies.
 - Prepares oral and written reports on research and committee work such as end of session committee reports, interim projects, and oversight reports which include recommendations for legislative action.
 - Provides information and problem-solving assistance to legislators, their constituents, and the public.
 - Prepares letters, summaries, talk-sheets or speeches, reports, and informational memoranda on committee issues at the request of the committee chair, other legislators or staff director.
 - Keeps abreast of new and ongoing issues affecting assigned area of responsibility by collecting resource materials, attending workshops and conferences, reading industry publications, communicating with agency personnel, and the public.
 - Assists in the coordination of the work of the administrative assistant, legislative intern, and other staff members.
 - Serves as liaison with state agencies.
 - May operate a computer to perform word processing, database management, and/or spreadsheet applications.
 - Performs other related duties as required.
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KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of legal terminology and legal research.
- Knowledge of applicable computer word processing, spreadsheet, and database programs.
- Knowledge of Florida state government, legislative rules, and procedures.
- Skill in reading comprehension, analysis, and organization.
- Ability to communicate effectively and concisely verbally and in writing.
- Ability to take action in situations which lack clear direction.
- Ability to take initiative on independent research projects.

Ability to produce quality work under pressure.
Ability to deal tactfully and courteously with the demands of Legislators, their staff, and the public.
Ability to plan, organize, and coordinate work assignments.
Ability to work cooperatively as a team member and to contribute to the efficient internal functioning of the committee staff.
Ability to conduct in-depth, carefully documented and credible analysis under minimal supervision within established deadlines.
Ability to conduct meetings and to make presentations.
Ability to establish and maintain effective working relationships with others.
Ability to work independently.
Ability to collect and analyze data.
Ability to organize data into logical formats for presentation in reports, documents, and other written materials.
Ability to solve problems and make decisions.
Ability to exercise discretion and confidentiality.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university and three years of professional experience in research, analysis, program planning and evaluation, or administrative work.

A master's degree from an accredited college or university can substitute for one year of the required experience.

A doctorate from an accredited college or university can substitute for two years of the required experience.

Professional experience as described above can substitute on a year-for-year basis for the required college education.

LEGISLATIVE POLICY ANALYST

Pay Grade: 9

Class Code: 0090

GENERAL SUMMARY

This is work functioning as a technical expert conducting research studies, program evaluations and policy analyses of public programs and agencies. While legislative policy analysts operate under supervision of a staff director, most work is performed independently. Policy analysts are expected to gain a high degree of proficiency in conducting program evaluations and policy analyses, demonstrate strong writing and presentation skills, and develop substantive knowledge of Florida state government operations and the legislative process.

EXAMPLES OF WORK PERFORMED

Collects, analyzes, and summarizes data on programs and policies administered by state agencies using library resources, personal interviews, telephone surveys, written surveys, budget documents, agency annual reports, and available data bases.

Prepares concise and accurate written summaries of the data gathered on state agency operations or programs that can be used as part of reports.

Participates as part of a team in developing an oral presentation of the results of a study to legislators, legislative staff, and other groups.

Participates as part of a team in designing written or telephone surveys to gather information on agency performance or analyze a public policy issue.

Develops and maintains contacts with key agency staff, legislators, legislative staff, and the public.

Participates as part of a team in conceptualizing report issues and developing research reports.

Conducts personal interviews with agency personnel, legislators, legislative staff or others to gather information about an agency or public policy issue.

Possesses technical knowledge of appropriate research methodology to effectively and accurately evaluate a state agency or program administered by the agency.

Conceptualizes issues, analyzes and synthesizes information and consistently develops clear messages in reports.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of legal terminology and legal research.

Knowledge and expertise in assigned policy areas.

Knowledge of applicable computer word processing, spreadsheet, and database programs.

Knowledge of Florida state government, legislative rules, and procedures.

Knowledge of research and analysis techniques.

Skill in reading comprehension, analysis, and organization.

Skill in program evaluation, policy analysis, and performance auditing.

Ability to communicate effectively and concisely verbally and in writing.

Ability to take action in situations that lack clear direction.

Ability to take initiative on independent research projects.

Ability to work independently and under pressure on multiple tasks.

Ability to work effectively with legislators, legislative staff, and other constituents.

Ability to plan, organize, and coordinate work assignments.

Ability to work cooperatively as a team member.

Ability to conduct meetings and to make presentations.

Ability to establish and maintain effective working relationships with others.

Ability to collect and analyze data.

Ability to organize data into logical format for presentation in reports, documents, and other written materials.

Ability to solve problems and make decisions.

Ability to exercise discretion and maintain confidentiality.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university and three years of professional experience in research, analysis, program planning and evaluation, or administrative work with training in policy analysis and research methods.

A master's degree from an accredited college or university can substitute for one year of the required experience.

A doctorate from an accredited college or university can substitute for two years of the required experience.

Professional experience as described above can substitute on a year-for-year basis for the required college education.

LEGISLATIVE RESEARCH ASSISTANT

Pay Grade: 6
Class Code: 0016

GENERAL SUMMARY

This is work performing independent research duties for a legislative committee including gathering information on a specific subject; preparing reports and/or letters relative to the subject researched; and responding to inquiries and correspondence.

EXAMPLES OF WORK PERFORMED

Researches subjects as directed by the staff director or chair; prepares reports, correspondence, graphs, and charts relative to the subject researched.

Prepares written reports and recommendations outlining proposed solutions for problems or proposed adoptions of new programs or procedures.

Replies to inquiries and correspondence.

Makes arrangements for meeting agendas, providing roll call, overseeing the recording, preparation and distribution of minutes.

Coordinates and delivers information or data to specified individuals.

Obtains, complies, interprets, and maintains statistical information or data and assists committee members and other staff in preparing reports or legislation as requested.

Assists in developing methods and procedures for carrying out research projects.

Assists legislative analysts in typesetting and graphic aspects of publications.

Conducts detailed research of assigned subjects pertaining to committee programs or operations.

May identify and resolve computer-related problems and provide personal computer support for committee staff.

Complies and edits indexes to various legislative publications.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the methods of data collection.

Knowledge of the principles and techniques of research and analysis.

Knowledge of methods for organizing and presenting data.

Knowledge of computer word processing, spreadsheet, database, and graphics programs.

Skill in reading comprehension, analysis, and organization.

Ability to collect and analyze data.

Ability to conduct research studies.

Ability to work independently.

Ability to utilize problem-solving techniques.

Ability to communicate effectively verbally and in writing.

Ability to take initiative on independent research projects.

Ability to plan, organize, and coordinate work assignments.

Ability to work cooperatively as a team member and to contribute to the efficient internal functioning of the committee staff.

Ability to produce quality work under pressure.

Ability to conduct in-depth, carefully documented and credible analysis under minimal supervision within established deadlines.

Ability to understand and apply rules, regulations, policies, and procedures relating to research and analysis.

Ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university; or a high school diploma or its equivalent and four years of professional experience in research, analysis, or program planning and evaluation.

Professional experience in research analysis or program planning and evaluation can substitute on a year-for-year basis for the required college education.

PHOTOGRAPHER

Pay Grade: 8

Class Code: 0070

GENERAL SUMMARY

This is work requiring technical and creative skills in documenting legislative action and events. An employee in this classification must be flexible and have the ability to handle multiple tasks simultaneously.

EXAMPLES OF WORK PERFORMED

Photographs legislative action, including live and still scenes in black and white and color for portraits, reports, exhibits and publications.

Arranges scenes and shots to be taken, selects shooting angles, determines illumination, and positions equipment.

Determines correct calibration of equipment.

Prepares for photo shoots, including scouting locations, scheduling, and equipment rental.

Develops and processes appropriate images for multi-media uses.

Cuts and edits images and photograph titles.

Sets up or takes down lighting, background and other equipment.

Researches new techniques, processes, and equipment.

Maintains inventories and requisitions supplies.

Prepares and presents slide or video shows.

Mounts photographic and other images on charts using various mounting materials.

Cleans and makes minor repairs to equipment.

Maintains records and prepares reports and correspondence relative to the work.

Plans artwork and printing layouts for reports and publications.

Maintains photographic library of original and stock images.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of theory and techniques of modern photography.

Knowledge of the equipment, tools and supplies used in the taking, processing, enhancing, and use of photographs.

Knowledge of the uses and effects of various types of lighting and methods.

Ability to choose proper settings on cameras and photographic processing equipment.

Ability to select the appropriate camera angles, picture composition, filtering, lighting, or other treatment necessary to produce a desired message or special effect.

Skill in operating camera equipment.

Knowledge of artwork and printing layouts for reports and publications.

Ability to communicate effectively.

Ability to perform preventive maintenance on camera equipment.

Ability to plan, organize, and coordinate work assignments.

Ability to complete assigned work projects on a timely basis.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university and two years of experience in photography, visual communications, or graphic arts.

A master's degree from an accredited college or university in communications can substitute for one year of the required experience.

Professional experience as described above can substitute on a year-for-year basis for the required college education.

POLICY CHIEF

Pay Grade: 14

Class Code: 0075

GENERAL SUMMARY

This is responsible work at an advanced level functioning as a senior advisor and expert to the chair of a subcommittee requiring the ability to perform complex analytical tasks on which state policy may be based. An employee in a position allocated to this classification sets priorities, focuses direction of research, monitors work progress, and coordinates final reports, legislation, and correspondence for a subcommittee.

EXAMPLES OF WORK PERFORMED

Conceptualizes and conducts studies related to subject area policy, prepares legislation to solve problems identified by the subcommittee chair, other subcommittee members, subcommittee staff, and the public.

Plans and coordinates the preparation of research projects and other major subcommittee documents.

Consults and maintains communication with agencies and organizations to identify issues which require legislative attention.

Coordinates the planning of the subcommittee meetings with chair and staff and presents subcommittee findings when appropriate.

Maintains oversight on executive branch agencies within jurisdictional area and investigates operations which deviate from an expected or statutory norm.

Prepares or reviews written and oral communication initiated in response to inquiries from Legislators, subcommittee or unit staff, and the public.

Maintains a high level of expertise in subcommittee subject area and monitors all significant changes and activities.

Briefs legislators verbally or in writing on issues to be discussed in committee, on the floor, or with constituents.

May select, train, discipline, and evaluate the performance of staff employees.

Assists in planning workloads, workflows, deadlines, work objectives, and time utilization with employees.

Prepares necessary subcommittee reports and budget documents.

Participates in formulating and implementing policies and procedures for the subcommittee.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the legislative process.

Knowledge of program evaluation techniques.

Knowledge of legal terminology and legal research.

Knowledge of computer word processing, spreadsheet, and database programs.

Knowledge of the methods of data collection and analysis.

Knowledge of Florida state government, legislative rules, and procedures.

Knowledge of the subject matter under the jurisdiction of the subcommittee.

Knowledge of the principles and practices of supervision and management.

Skill in reading comprehension, analysis, and organization.

Ability to communicate effectively and concisely verbally and in writing.

Ability to take action in situations which lack clear direction.

Ability to deal tactfully and courteously with the demands of the public.
Ability to conduct meetings and make presentations.
Ability to establish and maintain effective working relationships with others.
Ability to plan, organize, direct work, and evaluate results and alternative strategies.
Ability to utilize research and analytical skills.
Ability to process large amounts of information from diverse sources and to integrate that information into logical format for presentation in reports, documents, and other written materials.
Ability to be resourceful and act independently.
Ability to organize and implement sound management skills which result in an effective coordinated function.
Ability to do short- and long-range program project planning.
Ability to understand and apply rules, regulations, policies, and procedures.
Ability to assess budgetary needs.
Ability to formulate policies.
Ability to supervise people.
Ability to train others.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university and seven years of professional administrative, research, policy analysis, or program planning and evaluation experience.

A master's degree from an accredited college or university can substitute for one year of the required experience.

A doctorate from an accredited college or university can substitute for two years of the required experience.

Professional experience as described above can substitute on a year-for-year basis for the required college education.

PRESS SECRETARY

Pay Grade: 9

Class Code: 0071

GENERAL SUMMARY

This is work assisting in the design and implementation of public relations and information services, as well as the conveyance of news and public information, for a specific office within the Florida Legislature. Work includes speaking to members of the media, and researching and writing articles, speeches and other materials.

EXAMPLES OF WORK PERFORMED

- Researches, analyzes, and interprets legislative data for the preparation and dissemination of public information.
 - Serves as the primary spokesperson with media.
 - Assists in the development of communication plans.
 - Assists in researching, coordinating, planning, preparing, and disseminating newsletters, articles, speeches, fact sheets, and other publications to support public information activities.
 - Analyzes information and public relations needs of Legislators and committee staff.
 - Prepares or reviews news releases submitted by committee staff.
 - Assists in training legislative assistants in the preparation and dissemination of news releases and radio announcements.
 - Represents the Senate President, House Speaker, Senate or House Majority or Minority Leader in meetings, conferences, and various functions as assigned.
 - Provides technical assistance to legislative committees, state agencies, and the public on information and public relations matters.
 - Performs other related duties as required.
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KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles and techniques of effective written and verbal communication.
 - Knowledge of the principles and techniques of public relations, public information, mass communications, journalism, news reporting, editing, advertising or marketing.
 - Knowledge of journalism ethics, rules, and procedures.
 - Knowledge of the legislative process.
 - Knowledge of and ability to interpret and apply related federal, state, and local laws, ordinances, rules and regulations.
 - Ability to act as a spokesperson.
 - Ability to exercise discretion and maintain confidentiality.
 - Ability to analyze complicated information and disseminate same using clear, concise language.
 - Ability to communicate effectively verbally and in writing.
 - Ability to research topics, write articles, and prepare information for dissemination.
 - Ability to provide technical assistance on information and public relations matters.
 - Ability to plan, prioritize, organize, and coordinate work assignments.
 - Ability to establish and maintain effective working relationships with others.
-

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university and three years of professional experience in news reporting, research, public relations, public information, advertising, marketing, journalism, or mass communications.

A master's degree from an accredited college or university in communications can substitute for one year of the required experience.

Professional experience as described above can substitute on a year-for-year basis for the required college education.

PROGRAM ADMINISTRATOR

Pay Grade: 13

Class Code: 0033

GENERAL SUMMARY

This is highly responsible professional work functioning as a senior level expert in planning, directing, and coordinating a major and complex management support function, or phases of a diversified program such as finance and accounting, budgeting, staff development or training, human resource, purchasing, or similar programs for the Florida Legislature.

EXAMPLES OF WORK PERFORMED

Prepares budget and budget amendments.

Assists in the establishment and implementation of internal budgetary controls.

Assists in formulating, interpreting, applying, and assuring conformance with administrative policies and procedures.

Plans, organizes, and directs the work of administrative, clerical, professional, or technical staff in the provision of legislative-wide administrative functions (e.g., accounting, human resources, training, purchasing, budget and contract administration, or other support services.)

Maintains financial or other administrative records, monitors budgetary activities, and prepares status reports.

Analyzes expenditure patterns or administrative practices and advises Legislators, office directors and managers on financial, human resources, payroll, purchasing, or budgetary matters.

Reconciles year-end records and prepares annual reports.

Analyzes problems, researches alternatives, and advises Legislators, legislative directors, and other employees on policy options regarding administrative services.

Acts as liaison with state agencies and private vendors on administrative matters.

Interprets, applies, and assures conformance with administrative policies.

Researches and recommends ways to improve administrative support.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of relevant computer programs.

Knowledge of the principles, practices, and procedures of accounting, budgeting, human resource, purchasing, staff development, or training.

Ability to supervise people.

Ability to determine work priorities, assign work, and ensure proper completion of work assignments.

Ability to communicate effectively verbally and in writing.

Ability to establish and maintain effective working relationships with others.

Ability to formulate policies and procedures.

Ability to understand and apply related rules, regulations, policies, and procedures.

Ability to work independently.

Ability to solve problems and make decisions.

Ability to use tact and exercise good judgment when interacting with Legislators and staff of the Legislature, other agencies, and the public.

Ability to make presentations.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university with major coursework in accounting, business or public administration, or a related field and six years of professional experience in accounting, auditing, budgeting, human resource, staff development or training, purchasing, research, analysis, program, planning and evaluation, or administrative work; or

A master's degree from an accredited college or university in accounting or possession of a Certified Public Accountant (C.P.A) Certificate; business or public administration; or a related field can substitute for one year of the required experience.

Professional experience as described above can substitute on a year-for-year basis for the required college education.

PROGRAM MANAGER

Pay Grade: 12

Class Code: 0032

GENERAL SUMMARY

This is responsible professional work planning, directing, and coordinating a management support function, or phases of a diversified program such as finance and accounting, budgeting, staff development or training, human resource, purchasing, or similar programs for the Florida Legislature.

EXAMPLES OF WORK PERFORMED

Plans, organizes, and directs the work of administrative, clerical, professional, or technical staff in the provision of legislative-wide administrative functions (e.g. accounting, human resource, purchasing, budget and contract administration, or other support services.)

Manages legislative accounting and auditing functions.

Maintains financial or other administrative records, monitors budgetary activities, and prepares status reports.

Analyzes expenditure patterns or administrative practices and may advise Legislators, office directors and managers on financial, human resource, payroll, purchasing or budgetary matters.

Reconciles year-end records and prepares annual reports.

Analyzes problems, researches alternatives, and advises Legislators, legislative directors, and other employees on policy options regarding administrative services.

Supervises the processing of all legislative payrolls.

Manages the Legislature's purchasing function including preparation of bid specifications, maintenance of bid and contract information, review and recommendation of award of contracts, and oversight of the requisition, purchasing, and receiving functions.

Acts as liaison with state agencies and private vendors on administrative matters.

Interprets, applies, and assures conformance with administrative policies.

Researches and recommends ways to improve administrative support.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles, practices, and procedures of accounting, budgeting, human resource, purchasing, staff development or training.

Knowledge of relevant computer programs.

Ability to supervise people.

Ability to determine work priorities, assign work, and ensure proper completion of work assignments.

Ability to communicate effectively verbally and in writing.

Ability to establish and maintain effective working relationships with others.

Ability to formulate policies and procedures.

Ability to understand and apply related rules, regulations, policies, and procedures.

Ability to work independently.

Ability to solve problems and make decisions.

Ability to use tact and exercise good judgment when interacting with Legislators and staff, other agencies, and the public.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university with major coursework in accounting, business or public administration, or a related field and five years of professional experience in accounting, auditing, budgeting, human resource, staff development or training, purchasing, research, analysis, program planning and evaluation or administrative work; or

A master's degree from an accredited college or university in accounting or possession of a Certified Public Accountant (C.P.A.) Certificate; business or public administration; or a related field can substitute for one year of the required experience.

Professional experience as described above can substitute on a year-for-year basis for the required college education.

PROGRAM SPECIALIST

Pay Grade: 9

Class Code: 0031

GENERAL SUMMARY

This is professional work conducting and/or coordinating a management support function in a legislative office, or phases of a diversified program such as finance and accounting, budgeting, staff development or training, human resource, intern, purchasing, or other similar programs for the Florida Legislature.

EXAMPLES OF WORK PERFORMED

- Assists in administering the legislative accounting and auditing functions.
- Maintains financial or other administrative records, monitors budgetary activities, and prepares status reports.
- Maintains administrative and purchasing records, monitors activities, keeps up-to-date status information on all contracts.
- Assists in the establishment and implementation of internal accounting controls.
- Reconciles year-end records and prepares annual reports.
- Assists in administering phases of the diversified and comprehensive legislative human resource program.
- Researches and proposes improvements in the legislative human resource system.
- Analyzes problems, researches alternatives, and advises Legislators, legislative directors, and other employees on policy options regarding administrative services.
- Assists in formulating, interpreting, applying, and assuring conformance with administrative policies and procedures.
- Assesses training needs, establishes priorities and guidelines, identifies resources, and develops training programs for Legislators and staff.
- Reviews and monitors seminars and workshops presented and conducts studies to improve effectiveness and efficiency of training programs.
- Directs staff in the copying and proofreading of passed bills (engrossing and/or enrolling) and other legislation for permanent recording.
- Ensures the safeguarding of original bills and other legislation entrusted to the custody of the Secretary of the Senate or the Office of the Clerk.
- Determines fiscal impacts of proposed legislation.
- Coordinates surplus property transactions; oversees and monitors property certification for compliance with policies and procedures.
- Recommends and coordinates computer automation hardware and software purchases and directs installations.
- Ensures the production of management reports and audits involving fiscal proposals, expenditure data and break-even analysis for costing specific projects.
- Serves as liaison with other committees, Governor's Office of Planning and Budgeting, and Appropriations Committees in matters pertaining to legislative budgets.
- Provides information and problem-solving assistance to Legislators, their constituents, and the public.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles, practices, and procedures of accounting, human resource, budgeting, purchasing, staff development, or training.

Knowledge of relevant computer programs.

Ability to determine work priorities, assign work, and ensure proper completion of work assignments.

Ability to communicate effectively verbally and in writing.

Ability to establish and maintain effective working relationships with others.

Ability to formulate policies and procedures.

Ability to understand and apply related rules, regulations, policies, and procedures.

Ability to work independently.

Ability to solve problems and make decisions.

Ability to use tact and exercise good judgment when interacting with Legislators and staff, other agencies, and the public.

Ability to make presentations and promote programs.

Ability to coordinate and schedule training classes.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university with major coursework in accounting, business or public administration, or a related field and three years of professional experience in accounting, auditing, budgeting, human resource, staff development or training, purchasing, research, analysis, program planning and evaluation, or administrative work; or

A master's degree from an accredited college or university in accounting, possession of a Certified Public Accountant (C.P.A.) Certificate, business or public administration can substitute for one year of the required experience.

Professional experience as described above can substitute on a year-for-year basis for the required college education.

PUBLIC COUNSEL

Pay Grade: 17

Class Code: 0053

GENERAL SUMMARY

This is highly responsible work directing all functions of the Office of Public Counsel as mandated by Chapter 350 *Florida Statutes*. An employee in a position allocated to this class directs, sets policy, and manages the staff of this office, and represents the general public of Florida in matters involving utility regulation.

The Public Counsel is appointed by the Joint Committee on Public Counsel Oversight and is required to take and subscribe to the oath of office required of all state officers by the State Constitution.

EXAMPLES OF WORK PERFORMED

Plans, directs, and administers the overall operations of the Office of Public Counsel.

Provides legal representation for the people of the State of Florida in proceedings before the Public Service Commission.

Retains and supervises a staff of attorneys, analysts, assistants, and technical personnel.

Determines positions and policies which are in the public interest and urges their acceptance by the Public Service Commission.

Petitions for judicial review of determinations, findings, or orders of the Public Service Commission.

Prepares and issues reports, recommendations, and proposed orders to the Public Service Commission, the Governor, and the Legislature.

Appears before other state agencies, federal agencies, and state and federal courts in matters related to jurisdiction of the Public Service Commission.

Maintains familiarity with all cases in which the Office of Public Counsel is involved.

Serves as chair of various national or state organizations and associations.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of legal terminology.

Knowledge of the principles and practices of supervision and/or administration.

Knowledge of Florida laws and legal procedure.

Skill in reading comprehension, analysis, research, and organization.

Ability to provide legal counsel.

MINIMUM QUALIFICATIONS

Attorney in good standing with The Florida Bar and seven years of professional legal experience.

PURCHASING SPECIALIST

Pay Grade: 6

Class Code: 0066

GENERAL SUMMARY

This is work performing procurement and purchasing responsibilities of standard and specialized commodities and services for the Florida Legislature.

EXAMPLES OF WORK PERFORMED

Provides legislative units with information concerning prices for needed materials, supplies and equipment, delivery schedules of commodities and services, and recommends sources of supply.

Assists in the review and calculation of requisitions as assigned by the Program Administrator.

Assists in the solicitation of bids through informal bidding procedures.

Maintains vendor contracts/price quotations and issues purchase orders.

Maintains active mailing lists of eligible vendors.

Screen requisitions, purchase orders, bid/contracts, and reports for accuracy and conformance with state contract and legislative laws, policies and regulations.

Maintains complete records of transactions and communications with vendors and legislative units.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles and practices of purchasing.

Knowledge of relevant computer programs.

Ability to apply rules, regulations, policies and procedures relating to the purchasing process.

Ability to use problem-solving techniques.

Ability to plan, organize and coordinate work activities.

Ability to maintain purchasing records.

Ability to communicate effectively verbally and in writing.

Ability to establish and maintain effective working relationships with others.

Ability to use tact and exercise good judgment when interacting with Legislators and staff, other agencies, and the public.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university.

Professional or nonprofessional purchasing or procurement experience can substitute on a year-for-year basis for the required college education.

SECRETARY OF THE SENATE/ CLERK OF THE HOUSE

**Pay Grade: 17
Class Code: 0041**

GENERAL SUMMARY

These offices are created by Article III, Section 2 of the Constitution. The Secretary of the Senate and Clerk of the House are elected by their respective chambers at the Organization Session. They serve at the pleasure of their chamber.

EXAMPLES OF WORK PERFORMED

Generally manages the administration of legislation in the Senate or the House of Representatives.

Receives and identifies bills for introduction to the chamber and prints same.

Publishes and retains the daily Journals.

Prepares and publishes Daily and Interim Calendars.

Consults with Legislators and legislative leadership on parliamentary procedure.

Advises and assists the President or Speaker and Legislators when requested.

Engrosses bills for proper placement of amendments.

Authenticates each Act and Joint Resolution enacted or adopted by the Legislature.

Enrolls and transmits Legislative Acts originating in their chamber to the Governor.

Oversees Print Shop and duplicating facilities.

Compiles advisory opinions on ethical conduct.

Directs and supervises the daily administrative, fiscal, personnel, and public relations activities of their office.

Reviews and recommends revision of existing policies and adoption of new policies.

Responds to requests from Legislators and staff, other state and federal agencies, professional organizations, the media, and the general public.

Provides for the dissemination of pertinent information to Legislators, staff directors, and division directors where applicable.

Maintains historical archives of the chamber.

Directs and participates in training for Legislators and staff.

Performs other related duties as directed by the President, Speaker or membership of the body.

KNOWLEDGE, SKILLS AND ABILITIES

Mastery of the rules and precedents of the chamber.

Mastery of the legislative process.

Knowledge of administrative principles and practices.

Knowledge of applicable computer word processing, spreadsheet, and database programs.

Knowledge of the methods of data collection and analysis.

Knowledge of Florida state government.

Ability to administer Office of the Clerk or Secretary in an impartial and nonpartisan manner.

Ability to communicate effectively and concisely verbally and in writing.

Ability to take action in situations which lack clear direction.

Ability to deal tactfully and courteously with the demands of Legislators, and the public.

Ability to conduct meetings and to make presentations.

Ability to establish and maintain effective working relationships with others.

Ability to plan, organize, direct work, and evaluate results and alternative strategies.
Ability to utilize research and analytical skills.
Ability to act as a spokesperson.
Ability to be resourceful and act independently.
Ability to organize and implement sound management skills which result in an effective coordinated function.
Ability to understand and apply rules, regulations, policies, and procedures.
Ability to prepare correspondence and administrative reports.
Ability to supervise people.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university and nine years of professional administrative, research, policy analysis, or program planning and evaluation experience. Four years of this experience must have been in an administrative/supervisory capacity for a legislative committee, executive, or judicial branch of state government or for similar groups at the Staff Director level or above.

A master's degree from an accredited college or university can substitute for one year of the required experience.

A doctorate from an accredited college or university can substitute for two years of the required experience.

Professional experience as described above can substitute on a year-for-year basis for the required college education.

SENIOR ACCOUNTANT

Pay Grade: 9

Class Code: 0015

GENERAL SUMMARY

This is responsible professional work performing a variety of accounting duties and responsibilities.

EXAMPLES OF WORK PERFORMED

Prepares complex fiscal statements, reports, and financial analyses.

Plans workloads, workflows, deadlines, work objectives, and time utilization with employees.

Trains employees in methods for performing an effective and efficient job.

Assists in budget preparation.

Answers inquiries and provides technical assistance to Legislators and employees on accounting matters.

Performs audits and processes purchase orders, invoices, travel vouchers, and other documents.

Processes journal transfers.

Reconciles the appropriation categories assigned.

Maintains controls and performs balancing operations on a large number of accounting activities.

Assists in developing, modifying, and implementing accounting systems and policies.

Ensures the smooth and timely processing of vouchers, invoices, and purchases orders submitted for

Maintains list of object codes and inputs these codes into an automated accounting system.

Prepares and distributes forms and instruction for submitting requests for certified forward funds.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of accounting principles, practices, and procedures.

Knowledge of the methods of data collection.

Ability to determine work priorities, assign work, and ensure proper completion of work assignments.

Ability to communicate effectively verbally in writing.

Ability to establish and maintain effective working relationships with others.

Ability to prepare financial statements and reports.

Ability to design and implement accounting systems policies.

Ability to prepare and maintain a variety of accounting records.

Ability to analyze and interpret accounting data.

Ability to understand and apply rules, regulations, policies, and procedures relating to an accounting program.

Ability to work independently.

Ability to solve problems and make decisions.

Ability to use tact and exercise good judgement when interacting with Legislators and staff, other agencies, and the public.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university with a major in accounting and three years of professional accounting or auditing experience; or a master's degree from an accredited college or university in accounting or possession of a Certified Public Accountant (C.P.A.) Certificate can substitute for one year of the required experience.

Professional or nonprofessional accounting or auditing experience can substitute on a year-for-year basis for the required bachelor's degree; or any combination of this experience and up to 60 semester or 90 quarter hours of college education including two courses in accounting can substitute on a year-for-year basis for the required bachelor's degree.

SENIOR ADMINISTRATIVE ASSISTANT

Pay Grade: 8
Class Code: 0012

GENERAL SUMMARY

This is independent work assisting division or comparable level management in the coordination of administrative tasks and assignments which are complex in nature and very broad in objective. Work involves the independent formulation, analysis, and recommendation of changes in policies, rules, and regulations.

EXAMPLES OF WORK PERFORMED

- Handles complex projects and special assignments, and performs research and report preparation.
 - Reviews records and reports which require action and recommends solutions or courses of action.
 - Assists in formulating and recommending programs, rules, regulations, and policies of the organization, and interprets, and administers policies as directed.
 - Processes a variety of correspondence, investigates subject matter, and prepares replies.
 - Supervises, reviews, and coordinates the work of clerical and/or administrative personnel to ensure accurate and smooth workflow of the unit.
 - Defines and investigate problems, and formulates methods of resolution.
 - Assists supervisor in conducting daily administrative activities, and acts in matters where the authority has been delegated.
 - Represents supervisor at meetings and conferences as authorized.
 - Performs general office management duties.
 - Assists in planning full committee and/or subcommittee meetings and workshops.
 - Responsible for preparing notices, detailed agenda, bill analyses and/or budget notes, other meeting materials, and recording and reporting out meetings.
 - Acts as official custodian of bills referred to committee.
 - Drafts amendments and bills, substantively edits committee bills, bill analyses, and other documents.
 - Manages data in the Legislative Appropriations System/Planning and Budgeting Subsystem (LAS/PBS), including extensive data entry, formatting, and report ordering.
 - Serves as the LAS/PBS Administrator performing security oversight in the preparation of the General Appropriations Bill.
 - Assists in the formulating of spreadsheet files including downloading LAS/PBS budget detail data files to personal computer.
 - Responsible for the preparation of graphic documents for reports, presentations, and correspondence.
 - Performs other related duties as required.
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KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of administrative principles and practices.
- Knowledge of research techniques.
- Knowledge of legislative and budget terminology.
- Knowledge of LAS/PBS and its subcomponents.
- Ability to pay attention to detail and review work for accuracy and quality of content.

Ability to work cooperatively as a team member and to contribute to the efficient internal functioning of the unit.

Ability to collect, analyze, and interpret data.

Ability to plan, organize, and coordinate work assignments.

Ability to communicate effectively verbally and in writing.

Ability to deal tactfully and courteously with the demands of the public.

Ability to handle confidential information.

Ability to understand and apply rules, regulations, policies, and procedures.

Ability to prepare reports, correspondence, and maintain records.

Ability to utilize problem-solving techniques.

Ability to train others.

Ability to supervise people.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university and three years of administrative experience.

A master's degree from an accredited college or university can substitute for one year of the required experience.

Administrative experience can substitute on a year-for-year basis for the required college education.

SENIOR ATTORNEY

Pay Grade: 12

Class Code: 0026

GENERAL SUMMARY

This is intermediate level work providing professional legal counsel, advice, and opinions on legal matters.

EXAMPLES OF WORK PERFORMED

Conducts legal research in evaluating state statutes and prepares legal opinions on questions submitted by authorized persons, and trial briefs, pleadings, and oral arguments for cases brought before state and federal courts.

Prepares and drafts contracts, agreements, and related legal documents for authorized parties.

Drafts legislative bills, resolutions, and amendments in technically complete language.

Provides legal counsel and advice to authorized persons in drafting legislation and developing agency programs and regulations, and interprets state and federal legislation as it affects the operations of state agency programs.

Recommends needed changes to legislation based upon trends in case law, agency comment or citizen request.

Performs legal research concerning the interpretation of *Florida Statutes* and on other matters in question for Legislators and staff; answers telephone inquiries and composes routine responses to constituents.

Assists in preparing trial briefs, pleadings, and oral arguments for cases brought before state and federal courts.

Assists in representing the Legislature in court and at legislative or administrative hearings under supervision of more experienced attorneys.

Handles administrative litigation on utility matters relating to water and wastewater, electric, and gas service; performs legal research and prepares legal opinions and drafts routine pleadings, briefs relating to utility issues; conducts discovery through depositions, interrogatories and requests for production of documents. Represents the Legislature in court and at legislative or administrative hearings.

Reviews agency action pursuant to Chapter 120, the Administrative Procedures Act, to identify instances of the invalid exercise of delegated legislative authority; monitors Florida court cases and administrative decisions and advises agencies accordingly; prepares and presents proposed objections to full committee; reviews statutes passed each session and calls to the attention of the agencies all those which may require administrative rule promulgation, repeal or amendment.

Drafts binding, judicially reviewable opinions interpreting the ethics laws for consideration and adoption by the Commission on Ethics; prepares written orders analyzing the legal sufficiency of complaints received by the Commission; assists Commission members who serve as hearing officers at public hearings in making legal rulings and by preparing recommended orders.

Drafts Reviser's Bills; edits and revises the text of the *Florida Statutes* manuscript; indexes new legislation for the *Florida Statutes*, the *Digest of General Laws*, and the *Laws of Florida*.

Maintains communications with agency heads, or their assigned deputies, assistants, and agency general counsel.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of legal terminology.

Knowledge of Florida laws and legal procedure.

Skill in reading comprehension, analysis, research, and organization.

Ability to provide legal counsel.

Ability to interpret state and federal legislation, laws, and rules.

Ability to employ legal reasoning and to foresee possible legal problems.

Ability to communicate effectively and concisely verbally and in writing.

Ability to take action in situations which lack clear direction.

Ability to take initiative on independent research projects.

Ability to deal tactfully and courteously with the public.

Ability to plan, organize, and coordinate work assignments.

Ability to establish and maintain effective working relationships with others.

Ability to use independent judgment when releasing information to the public.

Ability to collect and analyze data.

Ability to conduct meetings and to make presentations.

Ability to perform legal writings and prepare various legal documents.

Ability to research legal documents and legal references.

Ability to prepare and present trial briefs, pleadings, and oral arguments.

MINIMUM QUALIFICATIONS

Attorney in good standing with The Florida Bar and two years of professional experience in the practice of law, legal research, teaching law, or in administrative or judicial hearings.

SENIOR ECONOMIST

Pay Grade: 13

Class Code: 0037

GENERAL SUMMARY

This is complex work functioning at a senior level as a technical expert performing a variety of complex analytical tasks on which state financial policy is based.

EXAMPLES OF WORK PERFORMED

- Constructs and maintains models of the state's economy and analyzes effects of actual or proposed policy changes on the state's population and economy.
 - Constructs forecasting models for state revenues.
 - Estimates changes in the size and composition of the state's population.
 - Maintains liaison with revenue collecting agencies of state government.
 - Makes quantitative assessments of the effects of actual or proposed legislation and policy changes on state and local revenues and state government operations.
 - Constructs databases and models used to forecast client population in current or prospective state programs.
 - Constructs and maintains forecasting models of the workload of state agencies.
 - Directs and participates in studies of continuing and special types of financial and other economic events affecting the state economy.
 - Represents the committee or division at consensus estimating conferences and meetings with senior state agency personnel.
 - May draft legislation to implement committee proposals.
 - Makes oral presentations to legislative committees and briefs individual Legislators and committee staff on research undertaken by the committee or division.
 - Responds to information requests by Legislators, state and local government units, interest groups, and the public.
 - Assists in the preparation of estimates of state revenues and expenditures for current and future fiscal periods assuring for coordination and consistency between short-term and long-range estimates.
 - Performs other related duties as required.
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KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of basic economic theory.
- Knowledge of statistics.
- Knowledge of forecasting and projection techniques.
- Knowledge of social science research practices and standards.
- Knowledge of computer software used in database management and quantitative analysis.
- Knowledge of basic financial analysis principles.
- Knowledge of data sources used in economic and demographic analysis.
- Knowledge of the law governing the revenues or caseloads being forecast.
- Knowledge of the administrative processes that affect the revenues or caseloads being forecast.
- Knowledge of the planning and budgeting process, the legislative appropriations process, and calendar of events leading to enactment of an appropriations bill.
- Ability to plan, organize, and coordinate work assignments.
- Ability to work independently.
- Ability to prepare economic related charts, tables, slides, and other graphic presentation of data.

Ability to explain and defend forecasts before other forecasters.
Ability to present technical materials to non-technical audiences in written and oral forms.
Ability to work effectively with Legislators and the staff of legislative committees.
Ability to work effectively with the public and other interest groups.
Ability to collect, analyze, and interpret economic data.
Ability to organize economic data into logical format.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university and seven years of professional research experience in one or more of the following areas: revenue or caseload forecasting, demographic forecasting; program research for a governmental agency, research institute or consulting firm; or full time instruction and/or research at a college or university in any of the following areas: social sciences, business or public administration, mathematics or statistics.

A master's degree from an accredited college or university in economics, business or public administration, mathematics, statistics, or any of the social sciences can substitute for one year of the required experience.

A doctorate from an accredited college or university in economics, business or public administration, mathematics, statistics, or any of the social sciences can substitute for two years of the required experience.

SENIOR ETHICS INVESTIGATOR

Pay Grade: 10

Class Code: 0023

GENERAL SUMMARY

This is senior level work conducting complex investigations of alleged violations of the Code of Ethics for public officers and employees or other breaches of public trust for the Commission on Ethics. An employee in a position allocated to this class functions as a lead worker within the Commission.

EXAMPLES OF WORK PERFORMED

Reviews complaints and legal analyses of complaints to determine scope of investigation.

Conducts complex, sensitive field investigations of alleged violations of the Code of Ethics for public officers and employees or other breaches of public trust for the Commission on Ethics.

Travels throughout the State; contacts and interviews respondents, complainants, and witnesses under oath; inspects and analyzes records.

Identifies, collects, and evaluates documents and other photographic or physical evidence of investigations pertaining to complaints.

Prepares comprehensive written reports of investigation for review by Commission members, the advocate, respondents, complainants, and counsel for the parties to complaint proceedings.

Consults with and advises the advocate on preparation of cases at both the probable cause and public hearing stages.

Attends public hearings and presents testimony and evidence concerning investigations.

Assigns complaints to be investigated to ethics investigators; approves investigative plans developed by them; and monitors their work.

Trains ethics investigators; reviews investigative reports prior to their transmittal to the Executive Director.

Assists in planning workloads, workflows, deadlines, work objectives, and time utilization with employees.

Interprets Code of Ethics and applicable rules and regulations.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of investigative techniques.

Knowledge of the rules of evidence.

Knowledge of public hearings and requirements.

Ability to conduct fact-finding interviews and take statements.

Ability to collect and analyze evidence.

Ability to use deductive reasoning.

Ability to plan, organize, and coordinate work assignments.

Ability to analyze information and determine its validity.

Ability to write accurate investigative reports.

Ability to present detailed verbal presentations.

Ability to make independent decisions.

Ability to conduct thorough investigations.

Ability to maintain strict confidentiality.

Ability to communicate effectively verbally and in writing.

Ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS

A high school diploma or its equivalent and ten years of experience in conducting investigations or regulatory inspections or in law enforcement, or, a bachelor's degree from an accredited college or university and six years of experience as described above.

A master's degree from an accredited college or university can substitute for one year of the required experience.

A doctorate from an accredited college or university can substitute for two years of the required experience, or, any combination of education and experience in investigative work that totals ten years.

SENIOR EXECUTIVE ASSISTANT

Pay Grade: 15

Class Code: 0039

GENERAL SUMMARY

This is highly responsible work at an advanced level performing complex, specialized administrative and technical duties as assigned by the Senate President, House Speaker, Senate or House Majority or Minority Office Leaders. Work is performed under supervision of the Executive or Staff Directors in these respective offices and requires a thorough knowledge of the legislative system, state agency structure, and subject matter assigned.

EXAMPLES OF WORK PERFORMED

Performs staff or administrative functions such as research, data analysis, and preparation of reports in specialized areas as assigned.

Prepares and edits speeches, statements, and news releases and often exercises independent judgment in handling these matters.

Counsels and advises the Senate President, House Speaker, Senate or House Majority or Minority Leaders on certain technical areas of assigned responsibility.

Represents the Senate President, House Speaker, Senate or House Majority or Minority Leaders in meetings, conferences and various functions as assigned.

Reviews correspondence from legislative committees, state agencies, and the public and formulates replies within areas of assigned responsibility.

Handles public relations affairs for the office.

Performs special assignments of a highly confidential nature.

Serves as liaison with legislative committees, state agencies, and other governmental entities.

Defines and investigates problems and formulates methods of resolution.

Provides technical assistance to legislative committees, state agencies, and the public on information and public relations matters.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the methods of data collection.

Knowledge of the principles and techniques of effective verbal and written communication.

Knowledge of applicable computer word processing, spreadsheet, and database programs.

Knowledge of Florida state government, legislative rules, and procedures.

Ability to communicate effectively and concisely verbally and in writing.

Ability to establish and maintain effective working relationships with others.

Ability to take action in situations which lack clear direction.

Ability to plan, organize, and coordinate work assignments.

Ability to understand and apply rules, regulations, policies, and procedures.

Ability to utilize problem-solving techniques.

Ability to collect, evaluate, and analyze data.

Ability to exercise discretion and maintain confidentiality.

Ability to assist in developing long-range goals and objectives.

Ability to act as a spokesperson.

Ability to supervise people.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university and eight years of professional administrative, planning, public relations, program evaluation or analysis experience in business or government, preferably with an agency of state government.

A master's degree from an accredited college or university can substitute for two years of the required experience.

Professional experience as described above can substitute on a year-for-year basis for the required college education.

SENIOR INFORMATION SYSTEMS CHIEF

Pay Grade: 14

Class Code: 0048

GENERAL SUMMARY

This is senior administrative work assisting the Chief Information Officer (CIO) by managing the activities in the information technology offices of the Senate, House or the Office of Legislative Information Technology Services. An employee in a position allocated to this class directs the work of employees toward the attainment of unit priorities. An employee in this position is also responsible for maintaining relationships with legislative management.

EXAMPLES OF WORK PERFORMED

Directs the day-to-day activities of information systems employees to develop solutions that solve problems identified by the CIO.

Supervises, plans, and directs the development of complex information systems projects and other activities.

Performs budget analysis and produces budget recommendations.

Consults and maintains communication with agencies and organizations to identify issues which require attention.

Coordinates the planning of inter- or intra-division meetings with managers and staff directors, and presents findings as appropriate.

Assists the staff director in establishing priorities of funding needs.

Assists in the preparation or review of written and oral communication initiated in response to inquiries from Legislators, and the public.

Selects, trains, and evaluates the performance of employees.

Prepares necessary reports and documents.

Identifies, assigns, and monitors projects to improve service levels.

Provides management status reports and ad hoc reports.

Serves as crisis manager during major service interruptions and coordinates activities of employees and vendors.

Participates in user meetings and reviews.

Confers with and advises subordinates on administrative policies and procedures, technical problems, priorities, and methods.

Coordinates and participates in strategic, tactical, and operational planning of information systems projects, resources and direction.

Promotes an atmosphere that encourages employee participation and growth in delivery of high quality products and services to the legislative user community.

Promotes the attainment of legislative information systems goals and objectives.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles and practices of supervision and management.

Knowledge of the budgetary process and fiscal control procedures.

Knowledge of project control and cost estimating techniques.

Knowledge of the concepts and theories of information systems.

Knowledge of computer systems and procedures.

Knowledge of state accounting, personnel, purchasing, and capital outlay processes and procedures.

Knowledge of Florida state government, legislative rules, and procedures.
Ability to conduct meetings and to make presentations.
Ability to utilize research and analytical skills.
Ability to lead people.
Ability to prioritize workload.
Ability to evaluate and resolve user problems.
Ability to develop various reports including technical information systems reports.
Ability to direct feasibility and cost-analysis studies.
Ability to assess budgetary needs.
Ability to do short- and long-range program project planning.
Ability to formulate policies and procedures.
Ability to plan, organize, and direct program activities.
Ability to communicate information verbally and in writing.
Ability to establish and maintain effective working relationships with others.
Ability to understand and apply rules, regulations, policies, and procedures.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university in computer science, management information systems, mathematics, or engineering and ten years of progressively responsible information systems experience, four years of which must have been in a managerial or supervisory capacity.

Progressively responsible information systems experience can substitute on a year-for-year basis for the required college education.

Any combination of progressively responsible information systems experience and post-secondary training in disciplines as described above totaling 14 years.

SENIOR INFORMATION SYSTEMS ENGINEER

Pay Grade: 12

Class Code: 0045

GENERAL SUMMARY

An employee in a position allocated to this class will typically provide an advanced level of experience in particularly complex disciplines associated with hardware and software configurations relating to desktop computers, networking, and server systems. Additionally, an employee in this position could provide expertise in new and evolving technologies.

EXAMPLES OF WORK PERFORMED

Provides advanced technical support, troubleshooting, and documentation of system software.
Reviews and prepares project status reports.
Develops plans for testing and installing advanced hardware and software configurations.
Performs post implementation follow-up analysis and testing.
Evaluates software and hardware; recommends appropriate technology directions.
Works with vendors on product enhancements.
Provides technical briefings on advanced technology.
Maintains awareness of new developments in information technology.
Performs the design, and consults as needed, through implementation process on specialized systems software projects.
Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge in multiple areas of information systems at an advanced level.
Knowledge of the concepts and theories of information systems.
Knowledge of the principles, practices, and techniques of computer technology.
Knowledge of governmental procedures, legislative rules, and procedures.
Skill in analysis and organization.
Ability to analyze and interpret technical data.
Ability to design programs and systems.
Ability to think logically and solve problems.
Ability to develop various reports including technical information systems reports.
Ability to provide technical assistance in the areas of computer systems analysis, databases, and/or hardware.
Ability to communicate technical information verbally and in writing.
Ability to establish and maintain effective working relationships with others.
Ability to be resourceful and act independently with project assignments.
Ability to conduct meetings and to make presentations.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university in computer science, management information systems, mathematics, or engineering and four years of progressively responsible information systems experience.

Progressively responsible information systems experience can substitute on a year-for-year basis for the required college education.

Any combination of progressively responsible information systems experience and post-secondary training in disciplines as described above totaling eight years.

SENIOR INFORMATION SYSTEMS PROGRAMMER/ANALYST

Pay Grade: 10
Class Code: 0067

GENERAL SUMMARY

This is mid-level work performing analysis and/or programming activities to support legislative information system users. An employee in a position allocated to this class will typically provide one or more of the following: systems analysis, programming, troubleshooting, training, typesetting, security/product administration, software and hardware installation, and direct customer support.

EXAMPLES OF WORK PERFORMED

Interacts directly with customers during problem-solving situations.
Organizes and maintains accurate written documentation and records.
Codes and debugs new or existing systems.
Analyzes and corrects problems in existing systems and develops processes to correct such problems in the future.
Installs new systems or enhancements to existing systems.
Develops procedures for troubleshooting malfunctions in existing systems.
Prepares related correspondence.
Reports project status to the Information Systems Manager in both verbal and written form.
Conducts system testing.
Interacts with vendors to obtain information needed in problem-solving or other related areas.
Participates as needed in the design through implementation process on specialized systems projects.
Researches industry technological advances which could be of use in the legislative environment.
Serves as an expert in one or more areas supported by the section.
Develops and presents user education relating to information systems.
Develops, tests, and maintains systems for producing desktop publications.
Develops and administers security functions as relates to data, physical, and user access to information systems.
Trains other programmers/analysts.
Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of information systems terminology and concepts.
Knowledge of specialized tools used in the development of applications.
Knowledge of information systems operations, equipment, procedures, and workflow.
Ability to apply specialized information systems knowledge relating to hardware, systems software, application development, training, user assistance, publications or operations.
Ability to analyze and solve problems.
Ability to code, test, and debug computer programs.
Ability to communicate technical information systems information effectively verbally and in writing.
Ability to produce quality work under pressure.

Ability to deal tactfully with the demands of the customers of the Office of Legislative Information Technology Services.

Ability to interpret technical information relating to computer programming and other areas of data processing.

Ability to plan, organize, and coordinate multiple concurrent work assignments.

Ability to conduct in-depth and carefully documented analysis under minimal supervision.

Ability to read and understand technical information systems publications.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university in computer science, management information systems, mathematics, or engineering and two years of progressively responsible information systems experience.

Progressively responsible information systems experience can substitute on a year-for-year basis for the required college education. Any combination of progressively responsible information systems experience and post-secondary training in disciplines as described above totaling six years.

SENIOR LEGISLATIVE ANALYST

Pay Grade: 12

Class Code: 0029

GENERAL SUMMARY

This is complex work functioning as a technical expert to a legislative committee, legislators, and the public on the subject matter under the jurisdiction of the committee. Under limited supervision of the staff director and committee members, the legislative analyst applies this expertise when researching and preparing staff analyses, reports, legislation, and amendments; responding to inquiries; and developing correspondence.

An employee in a position allocated to this class performs all duties and responsibilities of the job at an advanced level. Work involves investigating new approaches, conducting studies of a theoretical nature, and analyzing and evaluating complex tangible data to determine trends or achieve specific objectives or goals on very complex projects.

EXAMPLES OF WORK PERFORMED

Analyzes and objectively summarizes proposed legislation to determine its effectiveness and the impact of its passage on the state and other entities and individuals.

Researches and drafts legislation and amendments to legislation at the direction of the committee chair, committee members, and other legislators.

Assists in planning full committee and/or subcommittee meetings to include agenda, speakers, presentations, and materials.

Monitors and coordinates the progress of committee legislation through committees of reference and on the floor.

Monitors the implementation of legislation in the Executive and Judicial Branches to ascertain that legislative intent is met.

Briefs legislators verbally or in writing on issues to be discussed in committee, on the floor, or with constituents.

Conceives, plans, and conducts research projects and performs legislatively mandated studies. Prepares oral and written reports on research and committee work such as end of session committee reports, interim projects, and oversight reports which include recommendations for legislative action.

Provides information and problem-solving assistance to legislators, their constituents, and the public.

Prepares letters, summaries, talk-sheets or speeches, reports, and informational memoranda on committee issues at the request of the committee chair, other legislators or staff director.

Keeps abreast of new and ongoing issues affecting assigned area of responsibility by collecting resource materials, attending workshops and conferences, reading industry publications, communicating with agency personnel, and the public.

Assists in the coordination of the work of the administrative assistant, legislative intern, and other staff members.

Serves as liaison with State agencies.

Operates a computer to perform word processing, database management, and/or spreadsheet applications.

May supervise employees.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of legal terminology and legal research.

Knowledge of committee subject area.

Knowledge of applicable computer word processing, spreadsheet, and database programs.

Knowledge of Florida state government, legislative rules, and procedures.

Skill in reading comprehension, analysis, and organization.

Ability to communicate effectively and concisely verbally and in writing.

Ability to take action in situations which lack clear direction.

Ability to take initiative on independent research projects.

Ability to produce quality work under pressure.

Ability to deal tactfully and courteously with the demands of Legislators, their staff, and the public.

Ability to plan, organize, and coordinate work assignments.

Ability to work cooperatively as a team member and to contribute to the efficient internal functioning of the committee staff.

Ability to conduct in-depth, carefully documented and credible analysis under minimal supervision within established deadlines.

Ability to conduct meetings and to make presentations.

Ability to establish and maintain effective working relationships with others.

Ability to work independently.

Ability to collect and analyze data.

Ability to organize data into logical format for presentation in reports, documents, and other written materials.

Ability to solve problems and make decisions.

Ability to exercise discretion and confidentiality.

Ability to supervise people.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university and five years of professional experience in research, analysis, program planning and evaluation, or administrative work.

A master's degree from an accredited college or university can substitute for one year of the required experience.

A doctorate from an accredited college or university can substitute for two years of the required experience.

Professional experience as described above can substitute on a year-for-year basis for the required college education.

SENIOR STAFF DIRECTOR

Pay Grade: 15

Class Code: 0050

GENERAL SUMMARY

This is senior level work managing a legislative committee or other legislative unit. An employee in a position allocated to this class directs the work of the committee or unit staff employees by setting priorities, focusing direction of research, reviewing work progress, and approving final reports, legislation, and correspondence.

EXAMPLES OF WORK PERFORMED

Directs the activities of committee staff to prepare legislation to solve problems that were identified by the committee chair, other committee members, committee staff, and the public. Supervises, plans, and directs the preparation of research projects and other major committee or unit documents.

Consults and maintains communication with agencies and organizations to identify issues which require legislative attention.

Coordinates the planning of the committee meetings with committee chair and staff and presents committee findings when appropriate.

Maintains oversight on executive branch agencies within jurisdictional area and investigates operations which deviate from an unexpected or statutory norm.

Prepares or reviews written and verbal communication initiated in response to inquiries from Legislators, committee or unit staff, and the public.

Maintains a high level of expertise in committee or unit subject area and monitors all significant changes and activities.

Selects, trains, disciplines, and evaluates the performance of staff employees.

Plans workloads, workflows, deadlines, work objectives, and time utilization with employees.

Prepares necessary committee or unit reports and budgets documents.

Participates in formulating and implementing policies and procedures for the committee or unit.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the legislative process.

Knowledge of legal terminology and legal research.

Knowledge of computer word processing, spreadsheet, and database programs.

Knowledge of the methods of data collection and analysis.

Knowledge of Florida state government, legislative rules, and procedures.

Knowledge of the subject matter under the jurisdiction of the committee or unit.

Knowledge of the principles and practices of supervision and management.

Skill in reading comprehension, analysis, and organization.

Ability to communicate effectively and concisely verbally and in writing.

Ability to take action in situations which lack clear direction.

Ability to deal tactfully and courteously with the demands of the public.

Ability to conduct meetings and make presentations.

Ability to establish and maintain effective working relationships with others.

Ability to plan, organize, direct work, and evaluate results and alternative strategies.

Ability to utilize research and analytical skills.

Ability to process large amounts of information from diverse sources and to integrate that information into logical format for presentation in reports, documents, and other written materials.

Ability to be resourceful and act independently.

Ability to organize and implement sound management skills which result in an effective coordinated function.

Ability to do short- and long-range program project planning.

Ability to understand and apply rules, regulations, policies, and procedures.

Ability to assess budgetary needs.

Ability to formulate policies.

Ability to supervise people.

Ability to train others.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university and nine years of professional administrative, research, policy analysis, or program planning and evaluation experience. Four years of this experience must have been in an administrative/supervisory capacity for a legislative committee, executive, or judicial branch of state government or for similar groups at the Staff Director level or above.

A master's degree from an accredited college or university can substitute for one year of the required experience.

A doctorate from an accredited college or university can substitute for two years of the required experience.

Professional experience as described above can substitute on a year-for-year basis for the required college education.

SENIOR SUPPORT SERVICES ASSISTANT

Pay Grade: 5

Class Code: 0004

GENERAL SUMMARY

This is work coordinating a service program which supports the day-to-day operations of the Senate, House, or any units of the Florida Legislature. An employee in a position allocated to this class is responsible for coordinating the work of employees in one or more of the following areas: custodial services, maintenance, renovations, supply, mail room, telephone system, duplicating, printing, inventory and property control, security, key inventory control, transportation, pages and messengers, responsible assignments, and deliveries and errands.

EXAMPLES OF WORK PERFORMED

Directs support services assistants and OPS employees performing the same or directly-related routine work on a day-to-day basis.

Organizes and assigns daily work; instructs staff accordingly in methods and procedures; may do more difficult parts of same or related work.

Trains new employees.

Monitors the work of staff for accuracy, quality, and timeliness; reports progress and difficulties.

Works with staff to handle any complaints or problems relative to area of responsibility.

Formulates, recommends, and implements, with prior approval, policies and procedures.

Maintains and prepares reports and records for costing, usage, and tracking of goods and services.

May recommend new equipment purchases.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to follow office procedures and practices.

Ability to communicate effectively verbally and in writing.

Ability to work cooperatively as a team member.

Ability to plan, organize, and coordinate work assignments.

Ability to determine work priorities, assign work, and ensure proper completion of work assignments.

Ability to review work for accuracy, quality, and timeliness.

Ability to utilize problem-solving techniques.

Ability to make decisions in a timely manner.

Ability to work independently.

Ability to train others.

Ability to supervise/manage people.

Ability to develop various reports.

Ability to recognize dangerous or potentially dangerous situations.

MINIMUM QUALIFICATIONS

A high school diploma or its equivalent and two years of work experience including but not limited to clerical, service maintenance, carpentry, or security occupations.

SERGEANT AT ARMS

Pay Grade: 15

Class Code: 0035

GENERAL SUMMARY

This is highly responsible work at an advanced level performing complex, specialized administrative and technical duties as provided by the Senate and House Rules and as assigned by the Senate President or House Speaker. Work is performed under the direct supervision of the President or Speaker and requires a thorough knowledge of the legislative process.

EXAMPLES OF WORK PERFORMED

Attends sessions of the Legislature and maintains order under the direction of the Presiding Officer.

Executes the directions of the Presiding Officer and of the body and all processes issued by authority thereof.

Acts as custodian of all property of the body and distributes materials and equipment to Legislators for their official use.

Has general charge of the gallery of the chamber and, at the direction of the Presiding Officer, maintains order in those areas.

Responsible for policing the chamber and committee rooms.

Supervises the doorkeepers, janitors, pages, and messengers.

Arranges and schedules use of facilities for committee meetings and other business.

Maintains public records of the office pursuant to law and Rules of the Senate or House.

Plans work flows, deadlines, and work objectives with staff.

Directs the work of employees to ensure maximum use of time and resources.

Provides maintenance and supervises renovations.

Serves as security liaison between the Senate or House and other law enforcement entities or agencies.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the legislative process.

Knowledge of administrative principles and practices.

Knowledge of planning principles and techniques.

Knowledge of legislative rules and procedures.

Ability to coordinate security for Legislators and staff.

Ability to understand and apply rules, regulations, policies, and procedures.

Ability to exercise discretion and maintain confidentiality.

Ability to deal tactfully and courteously with the demands of Legislators, and the public.

Ability to organize staff to accomplish responsibilities of office.

Ability to supervise people.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university and ten years of professional administrative experience in business or government. Four years of this experience must have been in a supervisory capacity, preferably with the Legislature or an agency of state government.

A master's degree from an accredited college or university can substitute for one year of the required experience.

A doctorate from an accredited college or university can substitute for two years of the required experience.

Professional experience as described above can substitute on a year-for-year basis for the required college education.

SPECIAL COUNSEL

PAY GRADE: 14

CLASS CODE: 0077

GENERAL SUMMARY

This is highly responsible professional work functioning as a senior level expert advising the presiding officer on a variety of issues and serving as a special master on legal matters such as HR issues, ethics, open government, and public records issues. The work may include handling internal investigations, notary revocations, acting as a special master for legislative claims bill and providing HR guidance relating to policies and procedures and investigative matters.

EXAMPLES OF WORK PERFORMED

Present verbal and written reports to legislators.

Review complaints and legal analyses of complaints to determine scope of investigation.

Conduct complex, sensitive investigations of alleged violations of policy and/or law or other breaches of public trust, as well as workplace matters.

Identifies, collects and evaluates documents and other evidence pertaining to complaints.

Advise management on the administration of human resources policies and procedures and create training modules in collaboration with instructional design staff.

Review and analyze current HR programs and practices and recommend efficiencies.

Research and formulate changes to policies and procedures, including best practices for a variety of institutional practices.

Collaborate with instructional design staff in creating training modules on topics such as human resource (HR), ethics, open government and public records responsibilities for legislators and staff.

Analyze claims bills information, conduct research and provide recommendations as a special master and notary revocations.

May serve as a project leader or coordinator on matters not solely legal in nature.

May supervise and review the work of other attorneys.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of legal terminology.

Knowledge of Florida law and legal procedures.

Knowledge of the principles and practices of supervision and/or administration.

Knowledge of investigative techniques and methods for managing specialized investigations.

Skill in reading comprehension, analysis, research and organization.

Ability to collect and analyze data and write reports to substantiate findings.

Ability to think analytically and critically, including the ability to think strategically and identify needs, requirements, and develop expert recommendations based on qualitative and quantitative data.

Ability to maintain strict confidentiality.

Ability to use deductive reasoning.

Ability to provide legal counsel.

Ability to plan, organize and coordinate work assignments.

Ability to interpret state and federal legislation, laws and rules.

Ability to employ critical thinking skills.

Ability to employ legal reasoning and to foresee possible legal problems.

Ability to communicate effectively, verbally and in writing.
Ability to take action in situations which lack clear direction.
Ability to take initiative on independent research projects.
Ability to deal tactfully and courteously with the public
Ability to make presentations in a public forum.
Ability to establish and maintain effective working relationships with others.
Ability to use independent judgment when releasing information to the public.
Ability to understand and apply related rules, regulations, policies, and procedures.
Ability to work independently.
Ability to solve problems and make decisions.
Ability to use tact and exercise good judgment when interacting with Legislators and staff of the
Legislature, other agencies, and the public.
Ability to work on multiple, complex projects.
Ability to prioritize work tasks.

MINIMUM QUALIFICATIONS

Attorney in good standing with The Florida Bar and four years of professional experience in the practice of law.

STAFF DIRECTOR

Pay Grade: 14

Class Code: 0049

GENERAL SUMMARY

This is work managing a legislative committee or other legislative unit. An employee in a position allocated to this class directs the work of the committee or unit staff employees by setting priorities, focusing direction of research, reviewing work progress, and approving final reports, legislation, and correspondence.

EXAMPLES OF WORK PERFORMED

Directs the activities of committee staff to prepare legislation to solve problems that were identified by the committee chair, other committee members, committee staff, or the public. Supervises, plans, and directs the preparation of research projects and other major committee or unit documents.

Consults and maintains communication with agencies and organizations to identify issues which require legislative attention.

Coordinates the planning of the committee meetings with committee chair and staff and presents committee findings when appropriate.

Maintains oversight of executive branch agencies within jurisdictional area and investigates operations which deviate from an expected or statutory norm.

Prepares or reviews written and verbal communication initiated in response to inquiries from Legislators, committee or unit staff, and the public.

Maintains a high level of expertise in committee or unit subject area and monitors all significant changes and activities.

Selects, trains, disciplines, and evaluates the performance of staff employees.

Plans workloads, workflows, deadlines, work objectives, and time utilization with employees.

Prepares necessary committee or unit reports and budget documents.

Participates in formulating and implementing policies and procedures for the committee or unit.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the legislative process.

Knowledge of legal terminology and legal research.

Knowledge of computer word processing, spreadsheet, and database programs.

Knowledge of the methods of data collection and analysis.

Knowledge of Florida state government, legislative rules, and procedures.

Knowledge of the subject matter under the jurisdiction of the committee or unit.

Knowledge of the principles and practices of supervision and management.

Skill in reading comprehension, analysis, and organization.

Ability to communicate effectively and concisely verbally and in writing.

Ability to take action in situations which lack clear direction.

Ability to deal tactfully and courteously with the demands of the public.

Ability to conduct meetings and make presentations.

Ability to establish and maintain effective working relationships with others.

Ability to plan, organize, direct work, and evaluate results and alternative strategies.

Ability to utilize research and analytical skills.

Ability to process large amounts of information from diverse sources and to integrate that information into logical format for presentation in reports, documents, and other written materials.

Ability to be resourceful and act independently.

Ability to organize and implement sound management skills which result in an effective coordinated function.

Ability to do short- and long-range program project planning.

Ability to understand and apply rules, regulations, policies, and procedures.

Ability to assess budgetary needs.

Ability to formulate policies.

Ability to supervise people.

Ability to train others.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university and seven years of professional administrative, research, policy analysis, or program planning and evaluation experience.

A master's degree from an accredited college or university can substitute for one year of the required experience.

A doctorate from an accredited college or university can substitute for two years of the required experience.

Professional experience as described above can substitute on a year-for-year basis for the required college education.

SUPPORT SERVICES ASSISTANT I

Pay Grade: 2

Class Code: 0003

GENERAL SUMMARY

This is work under the direct supervision of a senior support services assistant in one of the program areas assigned.

EXAMPLES OF WORK PERFORMED

Makes deliveries and runs errands as required.

Assists in keeping chamber, offices, halls, and restrooms clean.

Performs routine janitorial duties in maintaining general orderliness and cleanliness on an as needed basis.

Makes minor repairs of office furniture and equipment.

Attends doors and assists with crowd control during session and committee meetings.

Provides transportation as requested.

Disburses expendable materials and supplies for official use.

Performs basic carpentry and painting in the maintenance program.

Moves furniture, equipment, and supplies as required.

Wraps packages for mailing and delivery.

Assists with sorting and distributing incoming and outgoing mail.

Assists with the taking of supply and property inventories.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of basic arithmetic.

Knowledge of record keeping procedures.

Knowledge of the procedures and methods used in the cleaning, repairing, and maintenance of buildings.

Ability to maintain accurate records.

Ability to organize work, follow, and interpret instructions.

Ability to determine work priorities and ensure proper completion of work assignments.

Ability to recognize dangerous or potentially dangerous situations.

Ability to follow verbal and written instructions.

Ability to follow office procedures and practices.

Ability to communicate effectively.

Ability to establish and maintain effective working relationships with others.

Ability to maintain orderliness and cleanliness of an assigned area.

MINIMUM QUALIFICATIONS

A high school diploma or its equivalent or equivalent combination of training and experience.

SUPPORT SERVICES ASSISTANT II

Pay Grade: 4

Class Code: 0006

GENERAL SUMMARY

This is work under the direct supervision of a senior support services assistant in one of the program areas assigned.

EXAMPLES OF WORK PERFORMED

Makes deliveries and runs errands as required.

Assists in keeping chamber, offices, halls, and restrooms clean.

Performs routine janitorial duties in maintaining general orderliness and cleanliness on an as needed basis.

Makes minor repairs of office furniture and equipment.

Attends doors and assists with crowd control during session and committee meetings.

Provides transportation as requested.

Disburses expendable materials and supplies for official use.

Performs basic carpentry and painting in the maintenance program.

Moves furniture, equipment, and supplies as required.

Wraps packages for mailing and delivery.

Assists with sorting and distributing incoming and outgoing mail.

Assists with the taking of supply and property inventories.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of basic arithmetic.

Knowledge of record keeping procedures.

Knowledge of the procedures and methods used in the cleaning, repairing, and maintenance of buildings.

Ability to maintain accurate records.

Ability to organize work, follow, and interpret instructions.

Ability to determine work priorities and ensure proper completion of work assignments.

Ability to recognize dangerous or potentially dangerous situations.

Ability to follow verbal and written instructions.

Ability to follow office procedures and practices.

Ability to communicate effectively.

Ability to establish and maintain effective working relationships with others.

Ability to maintain orderliness and cleanliness of an assigned area.

MINIMUM QUALIFICATIONS

A high school diploma or its equivalent and two years of work experience including but not limited to clerical, service maintenance, carpentry, or security occupations.

SUPPORT SERVICES MANAGER

Pay Grade: 7

Class Code: 0005

GENERAL SUMMARY

This is work managing all operations of a print shop, security program, telecommunications system, inventory system or a service program which supports the day-to-day operations of the Senate, House, or other legislative units of the Florida Legislature.

EXAMPLES OF WORK PERFORMED

Plans and directs the management of the House Print Shop.
Supervises a group of employees in the various operations of a print shop.
Coordinates and supervises the production of printing work in accordance with orders.
Selects, hires, and trains employees; makes work assignments, and arranges work schedules.
Estimates the costs of printing jobs and quantities of materials needed; establishes prices and delivery dates; deals with legislators and staff on matters of quality, delivery, printing requirements, and requirements, and other problems.
Trains employees in methods for performing an effective and efficient job.
Maintains liaison with supplier's representatives.
Makes recommendations as to present and future equipment, supplies, and personnel.
Assists supervisor by performing research; compiles and analyzes data and handles special assignments.
Coordinates and assists in the preparation of special reports.
Interprets policies, rules and regulations, and provides information for the resolution of problems.
Develops and coordinates the process of distributing bills, calendars, journals, directories, and Clerk's Manuals to Legislators, staff, agencies, and the public.
Manages the sales, collections, inventory, and fiscal reporting of the Clerk's Manual and all other material for which there is a charge; monitors the distribution.
Participates in formulating and implementing policies and procedures for the office.
Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the procedures and methods used in operating various types of printing presses and related equipment.
Knowledge of supervisory principles and practices.
Skill in operating various types of printing presses and related equipment.
Ability to manage a print shop.
Ability to supervise people.
Ability to utilize problem-solving techniques.
Ability to understand and apply rules, regulations, policies, and procedures.
Ability to prioritize workload.
Ability to communicate effectively verbally and in writing.
Ability to establish and maintain effective working relationships with others.
Ability to plan, organize, and direct program activities.

MINIMUM QUALIFICATIONS

A high school diploma or its equivalent and six years of experience in the operation of a printing facility or in a service program, two years of which must have been in the program area to which the position is assigned.

Vocational/technical training in an appropriate area can substitute on a year-for-year basis for four years of the required experience.

DISTRICT EXECUTIVE SECRETARY I

Pay Grade: 90

Class Code: 1000

GENERAL SUMMARY

This is work providing executive secretarial service to a legislator in the Florida Legislature. An employee in a position allocated to this class performs secretarial, administrative, and office management duties.

EXAMPLES OF WORK PERFORMED

Maintains appointment calendar and coordinates scheduling of meetings and appointments for supervisor and office staff.

Receives and screens all incoming calls and visitors and routes, as necessary, to the appropriate staff person; documents all visits and takes messages.

Types all correspondence, reports, memos, and other administrative forms for supervisor's signature using proper format, grammar, punctuation, and spelling.

Composes and prepares routine correspondence and reports for supervisor's signature.

Processes, screens, and distributes to the appropriate staff person all incoming mail.

Assists in responding to routine constituent inquiries and concerns; may contact various federal, state, or local government agencies as well as private sector businesses to resolve.

Arranges all travel plans, revises as necessary, and prepares related reports such as travel vouchers and reimbursements.

Maintains all office files, physical and computer, and updates mailing lists, constituent information, and other information as necessary.

Operates and maintains office equipment including typewriter, calculator, copier, and personal computer.

Maintains all supplies for the district office at an appropriate level and orders as necessary.

May attend various local and state functions and meetings with supervisor to gather information, or on behalf of the supervisor, as a representative of the staff.

May assist in managing the district office expense account and preparing related reports.

May assist in preparing and distributing press releases and other public information data.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of office procedures and practices.

Knowledge of basic secretarial skills.

Knowledge of the legislative process.

Knowledge of filing practices.

Knowledge of personal computer programs.

Skill in operating a computer.

Ability to work independently with little supervision.

Ability to organize files and other records.

Ability to keep abreast of various local and state issues.

Ability to organize work, and follow and interpret instructions.

Ability to use correct spelling, punctuation, and grammar.

Ability to type letters, memoranda, and other standard business forms in correct format.

Ability to operate general office equipment.

Ability to deal tactfully and courteously with the demands of the public.

Ability to communicate information verbally and in writing and have strong interpersonal skills.
Ability to maintain confidential information.
Ability to pay attention to detail and review work for accuracy and quality of content.
Ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS

A high school diploma or its equivalent and two years of secretarial or clerical work experience.

Possession of a Certified Professional Secretary (CPS) Certificate can substitute for the required experience.

College education can substitute at the rate of 30 semester or 45 quarter hours for each year of the required work experience.

Vocational/technical training in an area of secretarial science or office/business studies can substitute at the rate of 720 classroom hours for each year of the required work experience.

Special Requirement:

Ability to type at a rate of 50 correct words per minute and to proficiently use a computer.

Ability to take and transcribe dictation is optional as required by the supervisor.

DISTRICT EXECUTIVE SECRETARY II

Pay Grade: 91

Class Code: 1001

GENERAL SUMMARY

This is responsible executive secretarial work for a legislator in the Florida Legislature. An employee in a position allocated to this class performs varied secretarial, administrative, and office management duties.

EXAMPLES OF WORK PERFORMED

Maintains supervisor's calendar and arranges various appointments and meetings at own discretion for supervisor and office staff.

Receives and screens all incoming calls and visitors, interprets rules, regulations, policies, and procedures for the resolution of problems and routes, as necessary, to the appropriate staff person.

Types all correspondence, reports, memos, and other administrative forms for supervisor's signature using proper format, grammar, punctuation, and spelling.

Receives and reads incoming mail; screens items which can be handled personally, and distributes remainder to office staff and supervisor with necessary background material.

Composes and prepares routine correspondence and reports for supervisor's signature.

Responds and attempts to resolve routine constituent inquiries and concerns.

Maintains office files, physical and computer, and updates mailing lists, constituent information, and other information as necessary.

Schedules the supervisor's itinerary, arranges travel plans, and prepares related reports.

Operates and maintains office equipment including typewriter, calculator, copier, and personal computer.

Compiles and analyzes data for administrative decisions as directed by supervisor.

Maintains all supplies for the district office at an appropriate level and orders as necessary.

Attends various local and state functions and meetings on behalf of the supervisor.

May assist in managing the district office expense account and preparing related reports.

May assist in preparing and distributing press releases and other public information data.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of office procedures and practices.

Knowledge of basic secretarial skills.

Knowledge of the legislative process.

Knowledge of filing practices.

Knowledge of personal computer programs.

Skill in typing and in word processing.

Ability to work independently with little supervision.

Ability to organize files and other records.

Ability to keep abreast of various local and state issues.

Ability to organize work, and follow and interpret instructions.

Ability to use correct spelling, punctuation, and grammar.

Ability to type letters, memoranda, and other standard business forms in correct format.

Ability to operate general office equipment.

Ability to deal tactfully and courteously with the demands of the public.

Ability to communicate information verbally and in writing and have strong interpersonal skills.
Ability to maintain confidential information.
Ability to pay attention to detail and review work for accuracy and quality of content.
Ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS

A high school diploma or its equivalent and three years of secretarial or clerical work experience.

Possession of a Certified Professional Secretary (CPS) Certificate can substitute for the required experience.

College education can substitute at the rate of 30 semester or 45 quarter hours for each year of the required work experience.

Vocational/technical training in an area of secretarial science or office/business studies can substitute at the rate of 720 classroom hours for each year of the required work experience.

Special Requirement:

Ability to type at a rate of 50 correct words per minute and to proficiently use a computer.

Ability to take and transcribe dictation is optional as required by the supervisor.

DISTRICT SENIOR EXECUTIVE SECRETARY

Pay Grade: 92

Class Code: 1002

GENERAL SUMMARY

This is highly responsible executive secretarial work for a legislator in the Florida Legislature. An employee in a position allocated to this class performs varied and complex secretarial, administrative, and office management duties.

EXAMPLES OF WORK PERFORMED

Maintains supervisor's calendar and arranges various appointments and meetings at own discretion for supervisor and office staff.

Receives and screens all incoming calls and visitors, interprets rules, regulations, policies, and procedures for the resolution of problems and routes, as necessary, to the appropriate staff person.

Types all correspondence, reports, memos, and other administrative forms for supervisor's signature using proper format, grammar, punctuation, and spelling.

Receives and reads incoming mail; screens items which can be handled personally, and distributes remainder to office staff and supervisor with necessary background material.

Composes and prepares routine correspondence and reports for supervisor's signature.

Responds and attempts to resolve routine constituent inquiries and concerns.

Maintains office files, physical and computer, and updates mailing lists, constituent information, and other information as necessary.

Schedules the supervisor's itinerary, arranges travel plans, and prepares related reports.

Operates and maintains office equipment including typewriter, calculator, copier, and personal computer.

Compiles and analyzes data for administrative decisions as directed by supervisor.

Maintains all supplies for the district office at an appropriate level and orders as necessary.

Attends various local and state functions and meetings on behalf of the supervisor.

May assist in managing the district office expense account and preparing related reports.

May assist in preparing and distributing press releases and other public information data.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of office procedures and practices.

Knowledge of basic secretarial skills.

Knowledge of the legislative process.

Knowledge of filing practices.

Knowledge of personal computer programs.

Skill in typing and in word processing.

Ability to organize files and other records.

Ability to keep abreast of various local and state issues.

Ability to organize work, and follow and interpret instructions.

Ability to use correct spelling, punctuation, and grammar.

Ability to type letters, memoranda, and other standard business forms in correct format.

Ability to operate general office equipment.

Ability to deal tactfully and courteously with the demands of the public.

Ability to communicate information verbally and in writing and have strong interpersonal skills.

Ability to maintain confidential information.

Ability to pay attention to detail and review work for accuracy and quality of content.

Ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS

A high school diploma or its equivalent and four years of secretarial or clerical work experience, one year of which must have been as a District Executive Secretary II, or, possession of a Certified Professional Secretary (CPS) Certificate and one year as a District Executive Secretary II.

College education can substitute at the rate of 30 semester or 45 quarter hours for each year of the of required work experience.

Vocational/technical training in an area of secretarial science or office/business studies can substitute at the rate of 720 classroom hours for each year of the required work experience.

Special Requirement:

Ability to type at a rate of 50 correct words per minute and to proficiently use a computer.

Ability to take and transcribe dictation is optional as required by the supervisor.

DISTRICT LEGISLATIVE ASSISTANT I

Pay Grade: 93

Class Code: 1003

GENERAL SUMMARY

This is work assisting a legislator with a variety of administrative and public relations matters requiring a thorough understanding of the policies, procedures, and operating practices of the Florida Legislature.

This is an entry level position. An employee in a position allocated to this class performs duties of limited variety and complexity. Work involves the performance of various routine and non-routine tasks following clearly defined standardized practices. Results are reviewed upon completion for judgment, completeness, and accomplishment of objectives within deadlines.

EXAMPLES OF WORK PERFORMED

Manages or assists in managing a district office and supervises other staff in all functions performed by district office.

Serves as a liaison for constituents.

Responds to inquiries by seeking solutions to problems or assisting in the communication with appropriate agency.

Performs research to gather and assemble information for drafting of bills, speeches, or special reports.

Attends various local functions and meetings with supervisor to gather information, or on behalf of the supervisor, as a representative of the staff.

Prepares and distributes press releases and other public information data.

Supervises maintenance of district office files including selection of newspaper articles and other source materials for files.

Manages district office expense account.

Formulates replies to correspondence in draft or final form depending on the complexity of the issue.

Advises supervisor of issues and projects in the district that require involvement to better serve the district.

Reviews all correspondence, reports, and legislative proposals for accuracy and quality of content.

May perform extensive background research on a bill in working it through the committee process.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of office procedures and practices.

Knowledge of personal computers and use of software.

Knowledge of the methods for organizing and presenting data.

Knowledge of Florida laws, and the legislative and political processes and protocol.

Ability to communicate effectively verbally and in writing.

Ability to use independent judgment in handling media inquiries and news releases.

Ability to plan, organize, and coordinate work assignments.

Ability to review work for accuracy and quality of content.

Ability to deal tactfully and courteously with the demands of the public.

Ability to establish and maintain effective working relationships with others.
Ability to exercise discretion and confidentiality.
Ability to supervise/manage people.
Ability to work and make decisions independently.
Ability to compose correspondence.
Ability to prepare reports and maintain records.
Ability to manage time well.
Ability to work cooperatively as a team member and contribute to the effective internal functioning of the operation.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university and one year of administrative experience.

A master's degree from an accredited college or university can substitute for the one year of required experience.

Professional or nonprofessional administrative experience can substitute on a year-for-year basis for the required college education.

DISTRICT LEGISLATIVE ASSISTANT II

Pay Grade: 94

Class Code: 1004

GENERAL SUMMARY

This is work assisting a legislator with a variety of administrative and public relations matters requiring a thorough understanding of the policies, procedures, and operating practices of the Florida Legislature.

An employee in a position allocated to this class performs duties of moderate variety and complexity. Work involves the performance of a variety of non-routine tasks that require the application of different and unrelated processes and methods. Work is reviewed for meeting objectives.

EXAMPLES OF WORK PERFORMED

Manages or assists in managing a district office and supervises other staff in all functions performed by district office.

Serves as a liaison for constituents.

Responds to inquiries by seeking solutions to problems or assisting in the communication with appropriate agency.

Performs research to gather and assemble information for drafting of bills, speeches, or special reports.

Attends various local functions and meetings with supervisor to gather information, or on behalf of the supervisor, as a representative of the staff.

Prepares and distributes press releases and other public information data.

Supervises maintenance of district office files including selection of newspaper articles and other source materials for files.

Manages district office expense account.

Formulates replies to correspondence in draft or final form depending on the complexity of the issue.

Advises supervisor of issues and projects in the district that require involvement to better serve the district.

Reviews all correspondence, reports, and legislative proposals for accuracy and quality of content.

May perform extensive background research on a bill in working it through the committee process.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of office procedures and practices.

Knowledge of personal computers and use of software.

Knowledge of the methods for organizing and presenting data.

Knowledge of Florida laws, and the legislative and political processes and protocol.

Ability to communicate effectively verbally and in writing.

Ability to use independent judgment in handling media inquiries and news releases.

Ability to plan, organize, and coordinate work assignments.

Ability to review work for accuracy and quality of content.

Ability to deal tactfully and courteously with the demands of the public.

Ability to establish and maintain effective working relationships with others.
Ability to exercise discretion and confidentiality.
Ability to supervise/manage people.
Ability to work and make decisions independently.
Ability to compose correspondence.
Ability to prepare reports and maintain records.
Ability to manage time well.
Ability to work cooperatively as a team member and contribute to the effective internal functioning of the operation.
Ability to train others.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university and two years of administrative experience.

A master's degree from an accredited college or university can substitute for one year of the required experience.

Professional or nonprofessional administrative experience can substitute on a year-for-year basis for the required college education.

DISTRICT LEGISLATIVE ASSISTANT III

Pay Grade: 95

Class Code: 1005

GENERAL SUMMARY

This is responsible work assisting a legislator with a variety of administrative and public relations matters requiring a thorough understanding of the policies, procedures, and operating practices of the Florida Legislature.

An employee in a position allocated to this class performs duties of considerable variety and complexity at an advanced level. Work involves the performance of a wide variety of non-routine and relatively unusual tasks that may require the application of specialized methods or techniques. Achievement is measured by attainment of results and effective use of resources.

EXAMPLES OF WORK PERFORMED

Manages or assists in managing a district office and supervises other staff in all functions performed by district office.

Serves as a liaison for constituents.

Responds to inquiries by seeking solutions to problems or assisting in the communication with appropriate agency.

Performs research to gather and assemble information for drafting of bills, speeches, or special reports.

Attends various local functions and meetings with supervisor to gather information, or on behalf of the supervisor, as a representative of the staff.

Prepares and distributes press releases and other public information data.

Supervises maintenance of district office files including selection of newspaper articles and other source materials for files.

Manages district office expense account.

Formulates replies to correspondence in draft or final form depending on the complexity of the issue.

Advises supervisor of issues and projects in the district that require involvement to better serve the district.

Reviews all correspondence, reports, and legislative proposals for accuracy and quality of content.

May perform extensive background research on a bill in working it through the committee process.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of office procedures and practices.

Knowledge of personal computers and use of software.

Knowledge of the methods for organizing and presenting data.

Knowledge of Florida laws, and the legislative and political processes and protocol.

Ability to communicate effectively verbally and in writing.

Ability to use independent judgment in handling media inquiries and news releases.

Ability to plan, organize, and coordinate work assignments.

Ability to review work for accuracy and quality of content.

Ability to deal tactfully and courteously with the demands of the public.

Ability to establish and maintain effective working relationships with others.
Ability to exercise discretion and confidentiality.
Ability to supervise/manage people.
Ability to work and make decisions independently.
Ability to compose correspondence.
Ability to prepare reports and maintain records.
Ability to manage time well.
Ability to work cooperatively as a team member and contribute to the effective internal functioning of the operation.
Ability to train others.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university and three years of administrative experience, two years of which must have been as a legislative assistant to a Legislator.

A master's degree from an accredited college or university can substitute for one year of the required experience.

Professional or nonprofessional administrative experience can substitute on a year-for-year basis for the required college education.

DISTRICT SENIOR LEGISLATIVE ASSISTANT

Pay Grade: 96

Class Code: 1006

GENERAL SUMMARY

This is highly responsible work assisting a legislator with a variety of administrative and public relations matters requiring a thorough understanding of the policies, procedures, and operating practices of the Florida Legislature.

Work is subject only to broad guidelines with assignments being general in nature. Performance of role is typically carried out independently. Success is measured by attainment of results and effective use of resources.

EXAMPLES OF WORK PERFORMED

Manages or co-manages a district office and supervises other staff in all functions performed by district office.

Serves as a liaison for constituents.

Responds to inquiries by seeking solutions to problems or assisting in the communication with appropriate agency.

Performs research to gather and assemble information for drafting of bills, speeches, or special reports.

Attends various local functions and meetings with supervisor to gather information, or on behalf of the supervisor, as a representative of the staff.

Prepares and distributes press releases and other public information data.

Supervises maintenance of district office files including selection of newspaper articles and other source materials for files.

Manages district office expense account.

Formulates replies to correspondence in draft or final form depending on the complexity of the issue.

Advises supervisor of issues and projects in the district that require involvement to better serve the district.

Reviews all correspondence, reports, and legislative proposals for accuracy and quality of content.

May perform extensive background research on a bill in working it through the committee process.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of office procedures and practices.

Knowledge of personal computers and use of software.

Knowledge of the methods for organizing and presenting data.

Knowledge of Florida laws, and the legislative and political processes and protocol.

Ability to communicate effectively verbally and in writing.

Ability to use independent judgment in handling media inquiries and news releases.

Ability to plan, organize, and coordinate work assignments.

Ability to review work for accuracy and quality of content.

Ability to deal tactfully and courteously with the demands of the public.

Ability to establish and maintain effective working relationships with others.

Ability to exercise discretion and confidentiality.
Ability to supervise/manage people.
Ability to work and make decisions independently.
Ability to compose correspondence.
Ability to prepare reports and maintain records.
Ability to manage time well.
Ability to work cooperatively as team member and contribute to the effective internal functioning of the operation.
Ability to train others.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university and five years of administrative experience, four years of which must have been as a legislative assistant to a Legislator.

A master's degree from an accredited college or university can substitute for one year of the required experience.

Professional or nonprofessional administrative experience can substitute on a year-for-year basis for the required college education.

DISTRICT CHIEF LEGISLATIVE ASSISTANT

Pay Grade: 97

Class Code: 1007

GENERAL SUMMARY

This is highly responsible complex work assisting a legislator with a variety of administrative and public relations matters requiring a thorough understanding of the policies, procedures, and operating practices of the Florida Legislature.

Work is subject only to broad guidelines with assignments being general in nature. Performance of role is typically carried out independently. Success is measured by attainment of results and effective use of resources.

EXAMPLES OF WORK PERFORMED

Manages or co-manages a district office and supervises other staff in all functions performed by district office.

Serves as a liaison for constituents.

Responds to inquiries by seeking solutions to problems or assisting in the communication with appropriate agency.

Performs research to gather and assemble information for drafting of bills, speeches, or special reports.

Attends various local functions and meetings with supervisor to gather information, or on behalf of the supervisor, as a representative of the staff.

Prepares and distributes press releases and other public information data.

Supervises maintenance of district office files including selection of newspaper articles and other source materials for files.

Manages district office expense account.

Formulates replies to correspondence in draft or final form depending on the complexity of the issue.

Advises supervisor of issues and projects in the district that require involvement to better serve the district.

Reviews all correspondence, reports, and legislative proposals for accuracy and quality of content.

May perform extensive background research on a bill in working it through the committee process.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of office procedures and practices.

Knowledge of personal computers and use of software.

Knowledge of methods for organizing and presenting data.

Knowledge of Florida laws, and the legislative and political processes and protocol.

Ability to communicate effectively verbally and in writing.

Ability to use independent judgment in handling media inquiries and news releases.

Ability to plan, organize, and coordinate work assignments.

Ability to review work for accuracy and quality of content.

Ability to deal tactfully and courteously with the demands of the public.

Ability to establish and maintain effective working relationships with others.

Ability to exercise discretion and confidentiality.
Ability to supervise/manage people.
Ability to work and make decisions independently.
Ability to compose correspondence.
Ability to prepare reports and maintain records.
Ability to manage time well.
Ability to work cooperatively as a team member and contribute to the effective internal functioning of the operation.
Ability to train others.

MINIMUM QUALIFICATIONS

House: A bachelor's degree from an accredited college or university and six years of experience as a legislative assistant to a legislator.

Senate: A bachelor's degree from an accredited college or university and eight years of experience as a legislative assistant to a legislator.

Professional or nonprofessional administrative experience can substitute on a year-for-year basis for the required college education.

INDEX

A

Absence without pay, leave of, 4.4.9
Address changes, 4.5.3
Administrative leave, 4.4.8
Adoption benefits, 4.5.2
Air travel, 3.3.5
Annual leave, 4.4.3
Application for employment, 4.2.2, 4.3, 4.3.3
Appointments, 4.3.3
Area differentials, 4.3.6
Attendance, 4.4
Auction, 5.4.5

B

Background check, 4.3.2
Bids, 6.4.2, 6.4.3
Budget, 2.2, 2.3, 3.2

C

Civil Air Patrol, Florida Wing, 4.4.13
Claims, payment, 3.5.2
Class specifications, Appendix 2
Classification and Legislative Salary Schedule changes, 4.3.4
Clinic, See Medical Clinic
College transcript, 4.3.2
Common carrier, transportation by, 3.3.5
Community service, leave, 4.4.8
Compensatory leave, 4.4.7
Computer systems
 Employee network accounts, security, 15.1
 Legislative office, See Legislative Information Technology Services, Office of
 Use of, 15.01
Conduct of Employees, 4.3.17
Construction contracts, 6.2
Contracts, invoice processing, 3.5, 3.5.1
Contractual services, purchase of, 6.2, 6.4, 6.4.3
Court attendance, 4.4.8

D

- Death in family, leave for, 4.4.8
- Deductions, payroll, 4.5.1
- Deferred Retirement Option Program (DROP), 4.3.8
- Demotions, 4.3.4
- Direct deposit authorization, 4.3
- Disability leave and fitness for duty, 4.4.11
- Disabled veterans, leave for reexamination or treatment, 4.4.8
- Disclosure, financial, 4.3.16
- Disclosure, gifts, 4.3.16
- Disclosure, public records, 14.0
- District employees, travel, 3.3.8
- Doctor of the Day, 9.1, 9.2

E

- Economic and Demographic Research, Office of
 - Coordinator, selection, 1.2, 10.2
 - Functions, 10.3
 - Organization, 10.2
 - Purpose, 10.1
 - Services, 10.4
 - Support services office, 1.2
- Educational credentials and previous employment verification, 4.3.2
- Elections, leave for, 4.4.8
- Emergency leave, 4.4
- Emergency medical treatment, 9.2
- Employment
 - Appointments, 4.3.3
 - Definitions, 4.2.1
 - Equal employment opportunity, 4.3.14
 - Generally, 4.3
 - Nepotism, 4.3.1
 - New employee verification, 4.3.2
 - Reassignments, 4.3.7
 - Recruitment and selection, 4.2.2
 - Reference checks, 4.3
 - Separation from employment, 4.3.9
 - Exit requirements, 4.3.9
- Examinations, leave for, 4.4.8
- Exit requirements, 4.3.9
- Expenses

- Intradistrict expenses, 3.4
- Invoices, payment, 3.5, 3.5.1
- Legal claims, payment, 3.5.2
- Travel, See Travel Reimbursement

F

- Family medical leave, 4.4.5
- Finance and Accounting Office
 - Functions, 3.2
 - Intradistrict expenses, 3.4
 - Invoices, processing, 3.5, 3.5.1
 - Purpose, 3.1
 - Travel Reimbursement, 3.3
 - Unit of Office of Legislative Services, 2.3
- Financial and gift disclosures, 4.3.16
- Florida Statutes, revision and distribution, 7.2

G

- General Services Office
 - Functions, 5.2
 - Mail Services Section, 5.3
 - Property Management Section, 5.4
 - Purpose, 5.1
 - Safety Coordinator, 5.5
 - Unit of Office of Legislative Services, 2.3
- Gifts, disclosure, 4.3.16

H

- Harassment, 4.3.15
- Hiring procedure, 4.3, 4.3.3
- Historic Capitol Museum, Florida
 - Director, selection, 1.2, 13.2
 - Functions, 13.3
 - Organization, 13.2
 - Purpose, 13.1
 - Services, 13.4
 - Support services office, 1.2
- Holidays, 4.4.2
- Hours of work, 4.4.1
- Human Resources Office
 - Definitions, 4.2.1
 - Functions, 4.2

- Harassment complaints, 4.3.15
- Leave usage records, 4.4
- Time sheet schedules, 4.5
- Separation from employment, notices, 4.3.9
- Unit of Office of Legislative Services, 2.3

I

- I-9 employment eligibility verification, 4.3
- Information technology, See Legislative Information Technology Services, Office of
- Injuries on the job, reporting, 4.4.8, 4.4.10, 9.2
- Insurance coverage, 3.5.2, 4.3.9
- Interns, 4.3.3
- Intradistrict expenses, legislators, 3.4
- Invoices, processing procedure and time limits, 3.5, 3.5.1

J

- Job classifications, listing of, Appendix 2
- Joint Policies of Presiding Officers, applicability, 1.1
- Joint Policies of Presiding Officers, waiver, 1.4
- Jury duty, 4.4.8

L

- Law enforcement background check, 4.3.2
- Laws of Florida, 7.2
- Law Revision, Division of
 - Functions, 7.2
 - Purpose, 7.1
 - Unit of the Office of Legislative Services, 2.3
- Lead worker, designation, 4.3.6
- Leave
 - Absence without pay, leave of, 4.4.9
 - Administrative leave, 4.4.8
 - Annual leave, 4.4.3
 - Calculation of usage, 4.4
 - Civil Air Patrol, Florida Wing, 4.4.13
 - Compensatory leave, 4.4.7
 - Court attendance, 4.4.8
 - Death in family, 4.4.8
 - Disability leave, 4.4.8, 4.4.11
 - Elections, 4.4.8
 - Emergency, 4.4

- Examinations, 4.4.8
- Family medical leave, 4.4.5
- Holidays, 4.4.2
- Jury duty, 4.4.8
- Leave of absence without pay, 4.4.9
- Maternity leave, See Parental leave
- Mentoring/school activities/community service, 4.4.8
- Military leave, 4.4.6, 4.4.12
- National Guard or Reserves, 4.4.6, 4.4.12
- Natural disasters, 4.4.8
- Parental leave, 4.4.5
- Part-time employees, 4.4.3
- Payment upon separation from employment, 4.4.3, 4.4.4
- Sick leave pool, 4.4.4
- Sick leave, 4.4.4
- Transfer of leave, 4.4.3, 4.4.4
- Veterans, disabled; reexamination or treatment, 4.4.8
- Voting, 4.4.8
- Without pay
 - Insufficient leave credits, 4.4.3
 - Leave of absence, 4.4.3, 4.4.4, 4.4.9
 - Worker's compensation leave, 4.4.8
- Legal claims, payment, 3.5.2
- Legislative Information Technology Services, Office of
 - Data access and management, 11.5
 - Functions, 11.3
 - Organization, 11.2
 - Purpose, 11.1
 - Services, 11.4
- Legislative property & computer systems, use of 15.0
- Legislative Services, Office of
 - Clinic, See Medical Clinic
 - Coordinator, selection, 1.2, 2.3
 - Finance and Accounting Office, See Finance and Accounting Office
 - Functions, 2.2
 - General Services Office, See General Services Office
 - Human Resources Office, See Human Resources Office
 - Law Revision, Division of, See Law Revision
 - Lobbyist Registration, Office of, See Lobbyist Registration Office
 - Organization, 2.3
 - Purpose, 2.1
- Legislative support services offices, 1.2
- Legislators
 - District employees attending session, designation, 3.3.8

- Intradistrict expenses, 3.4
- Meal allowance, 3.3, 3.3.4
- Official headquarters for travel reimbursement purposes, 3.3.1
- Per diem, 3.3, 3.3.4
- Session travel and per diem, 3.3.8
- Special session travel and per diem, 3.3.8
- Transportation, 3.3.5
- Travel reimbursement, Legislators and staff, 3.3
- Lobbyist Registration Office
 - Functions, 8.2
 - Purpose, 8.1
 - Unit of the Office of Legislative Services, 2.3
- Loyalty oath, 4.3
- Lump sum bonus awards, 4.3.5

M

- Mail Services Section, 5.3
- Maternity leave, See Parental leave
- Medical Clinic
 - Costs, 9.4
 - Functions, 9.2
 - Location, 9.3
 - Purpose, 9.1
 - Unit of Office of Legislative Services, 2.3
- Mentoring, leave, 4.4.8
- Messengers, 4.3.3
- Military leave, 4.4.6, 4.4.12

N

- National Guard, leave for, 4.4.6, 4.4.12
- Natural disasters, leave for, 4.4.8
- Nepotism, 4.3.1
- Nurse, 9.1

O

- Office of Program Policy Analysis and Government Accountability (OPPAGA)
 - Coordinator, selection, 1.2, 12.2
 - Functions, 12.3
 - Organization, 12.2
 - Purpose, 12.1
 - Services and work products, 12.4

Support services office, 1.2
Other personal services (OPS) employees, 4.3.3
Outside employment, 4.3.12

P

Pages, 4.3.3
Parental leave, 4.4.5
Part time employees, 4.3.3
Payroll, 4.5
Payroll deductions, 4.5.1
Per diem, 3.3, 3.3.4
Personal holiday, 4.4.2
Personnel management policy, 4.1
Presiding officers
 Area differentials, approval, 4.3.6
 Coordinators and directors of legislative support services offices, selection, 1.2, 2.3, 11.2, 12.2, 13.2
 Delegation of functions, 1.3
 Employment of relatives, waiving prohibition, 4.3.1
 Employment within pay range for salary class, authorization, 4.3.3
 Harassment complaints, duties, 4.3.15
 Holidays, designation, 4.4.2
 Joint policies, applicability, 1.1
 Joint policies, waiver, 1.4
 Legal claims, payment approval, 3.5.2
 Lump sum bonus awards, approval, 4.3.5
 Promotion approval, 4.3.4
 Purchase approval, 6.1
 Salary adjustments, approval, 4.3.4, 4.3.6
 Sick leave pool, duties, 4.4.4
Promotions, 4.3.4
Property management
 Acquisitions, assignment of property numbers, 5.4.2
 Auctions or bids on surplus property, 5.4.5
 Classes of property, 5.4.8
 Decals, 5.4.3
 Inventories, 5.4.7
 Property Management Section, 5.4
 Property records, content of, 5.4.1
 Reconciliation of property transactions, 5.4.7
 Records, 5.4, 5.4.1, 5.4.5
 Salvage, scrap, or valuable property, 5.4.5
 Surplus property, 5.4.5
 Trade-ins, 5.4.6

- Transfers of property, 5.4.4
- Public records exemption, 4.3
- Public records disclosure, 14.0
- Purchasing
 - Accounting controls, 6.2
 - Advertisements, 6.1
 - Appropriations contingency statements, 6.4.7
 - Bids
 - Exceptions to bid requirements, 6.4.3
 - Formal bids, 6.4.2
 - Consolidation of purchases, 6.4.4
 - Construction services, contract completion certificate, 6.2
 - Invitation to Bid, 6.4.2
 - Invitation to Negotiate, 6.4.2
 - Invoices, payment, 3.5, 3.5.1
 - Legislative contracts, 6.2
 - Purchase orders, 6.2
 - Purchasing card orders, 6.2
 - Recycled products, use, 6.4.6
 - Requests for Proposals, 6.4.2
 - Routine purchases below bid threshold, 6.3
 - Single source purchases, 6.4.1
 - State contracts, purchases under, 6.4
 - Vendor performance, 6.4.5
 - Purchasing office, 6.1
 - Purchasing office, units of the Office of Legislative Services, 2.3
 - Procedures, 6.2

R

- Reassignments, 4.3.7
- Records disclosure, 14.0
- Recruiting salary range, Appendix 2
- Recruitment and selection, 4.2.2
- Reference checks, 4.3
- Reinstatement of personnel, 4.3.3
- Relatives, employment, 4.3.1
- Rental cars, 3.3.5
- Resignation from employment, 4.3.9
- Retirement
 - Accrued annual leave, payment for, 4.4.3
 - Classes of retirement, 4.3
 - Deferred Retirement Option Program (DROP), 4.3.8
 - Florida Retirement System, (FRS) certification form, 4.3

Procedure, 4.3.9

S

Safety Coordinator, 5.5

Salary

Additives, 4.3.6

Adjustments, 4.3.4

Area differentials, 4.3.6, Appendix 2

Definitions, 4.2.1

Lead workers, 4.3.6

Legislative salary schedule, Appendix 2

Lump sum bonus awards, 4.3.5

Merit, 4.3.4

Military leave, employees on, 4.3.12

New appointments, 4.3.3

Other personal services (OPS) employees, 4.3.3, 4.5

Pages and messengers, 4.3.3, 4.5

Part-time employees, 4.3.3, 4.5

Recruiting salary range, Appendix 2

Reductions for leave without pay, 4.4

Reinstated employees, 4.3.3

Salary Schedule, Appendix 2

Time sheets, 4.5

School activities, leave, 4.4.8

Selective Service registration, 4.3

Separation from employment, 4.3.9

Sexual harassment, 4.3.15

Sick leave pool or transfer plan, 4.4.4

Sick leave, 4.4.4

Support services offices, 1.2

Surplus property, 5.4.5

T

Termination from employment, 4.3.9

Time sheets, 4.5

Transfers of personnel, leave, 4.4.3, 4.4.4

Transportation, generally, 3.3.5

Travel expenses

Class A, Class B, Appendix 1

Computation of travel time, 3.3.3

Incidental expenses, 3.3.6

Limitations on reimbursement, 3.3

- Lodging costs, 3.3.4
- Meal allowance, 3.3, 3.3.4
- Official headquarters, definition, 3.3.1
- Per diem, 3.3, 3.3.4
- Reimbursement for travel, 3.3
- Session travel and per diem, 3.3.8
- Special session travel and per diem, 3.3.8
- Statutory authority, 3.3
- Transportation, generally, 3.3.5
- Types of travel, 3.3.2
- Vouchers for reimbursement, 3.3, 3.3.7

Tuition waiver program, 4.3.13

U

- Unit head, designation, 1.3
- University and community college courses, tuition waiver, 4.3.13

V

- Veterans, disabled; leave for reexamination or treatment, 4.4.8
- Volunteer services, 4.3.3
- Vouchers, travel reimbursement, 3.3, 3.3.7

W

- W-4 forms, 4.3
- Work hours, 4.4.1
- Workers' compensation administrative leave, 4.4.8