


JUSTICE ADMINISTRATIVE COMMISSION



Benefits

Amy Maros
Senior Human Resources Specialist
Monica Thomas
Human Resources Coordinator
May 3, 2022



JAC Website - Benefits



JUSTICE ADMINISTRATIVE COMMISSION

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JAC Home / Human Resources / Benefits

Benefits

[Benefits](#) | [Post Tax Benefits](#) | [Parking](#) | [Tuition Waivers](#) | [EAP](#)

[State Group Insurance Information](#) | [Open Enrollment](#)

2022 Plan Year Information

For the most comprehensive information about the benefits offered by the State of Florida, please go directly to <https://www.mybenefits.myflorida.com/health>. Some links, but not all, are provided below.

People First is the Benefits Administrator for the State of Florida pre-tax insurance plan and is responsible for new hire enrollments, coverage changes, premium administration and dependent eligibility among many others. If you experience issues with your pre-tax insurance or have questions in general you may contact the JAC Benefits Coordinator at benefits@justiceadmin.org or the People First Service Center at 1-866-663-4735 (TTY users: 1-866-221-0268).

Who is Eligible

- Salaried Employees
- OPS Employees
- ...

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My Benefits Website

- **Benefits Guide**
- **Learn about changes**
- **Read about plans**
- **Use Cost Estimators**
- **Insurance Company Contact Info**
- **<https://mybenefits.myflorida.com/>**




myBenefits



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People First



How employees will receive information

- **Employees MUST verify mailing and home address in People First**
- **Employees MUST enter Notification Email in People First**
- **Benefits summary will be mailed and available online**
- **Confirmation statements will be mailed and available online**
- **New hire letter**

<https://peoplefirst.myflorida.com/peoplefirst>
Phone Number: 866-663-4735



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State Group Insurance

- Health
- Life
- Dental
- Vision
- Supplemental Plans
- Savings and Spending Accounts



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Who is Eligible?

- Salaried Employees
- OPS Employees who work 30+ hours
- Eligible Dependents




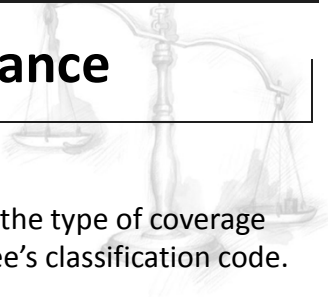
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Employer Paid Insurance

- Health
 - Employer premium is based on the type of coverage (single/family) and the employee's classification code.
 - [Premium Rate Chart](#)
- Life
 - Employer monthly premium is \$3.58.
- Disability
 - Only available to select employees.
 - Monthly premium is based on employees salary.

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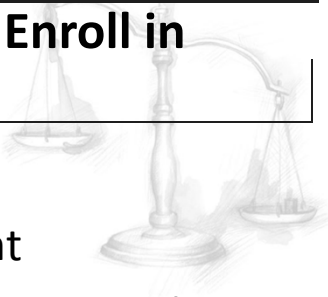


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When Can Employees Enroll in Benefits?

- As a New Hire
- During Open Enrollment
- Because of a Qualifying Status Change (QSC) Event

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New Hire

- Newly-hired, eligible employees, have 60 days from the date hired to enroll in State Group Insurance benefits.
- Coverage begins on the first day of the month after the month in which the state deducts a full month's premium. Coverage always begins on the first day of a month and continues for the rest of the calendar year, as long as you pay premiums on time and you remain eligible.
- If an employee enrolls in insurance after monthly payroll is processed, they may elect an early effective date for health insurance only.



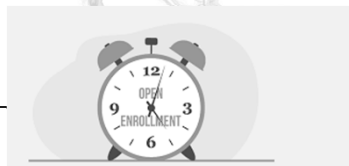
Marketplace Exchange Notice

Employers are required to provide a health insurance marketplace exchange notice to all newly hired employees.

– 2023 Marketplace Exchange Notice



Open Enrollment

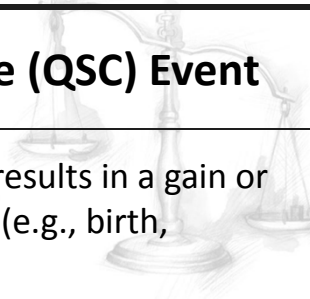


- Held annually in the fall.
- Open Enrollment gives employees the opportunity to review available benefit plan options and make any changes they want for the next plan year.
- All elections will start January 1st and go through December 31st.
- Any changes made will remain in effect for the entire calendar year, unless changes are made due to a Qualifying Status Change (QSC) event.

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Qualifying Status Change (QSC) Event



- A QSC event is an event that results in a gain or loss of eligibility for coverage (e.g., birth, marriage, death).
- QSC Matrix
- Documentation of certain events is required.
- Employees have 60 days (unless otherwise noted) from the date of the event to make changes to their benefits.


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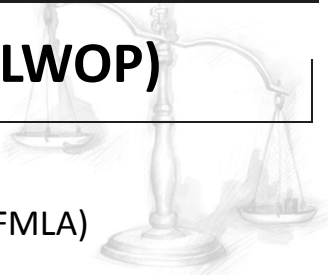
Dependent Eligibility Verification Process

- All enrollees who add new dependents during QSC events will receive the documentation request.
- If the enrollee fails to send sufficient documents in a timely manner, or if they submit documents that do not prove dependent eligibility, DSGI will terminate dependent coverage prospectively (i.e., the first day of the month following ineligibility determination).




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Leave Without Pay (LWOP)

- Types of LWOP:
 - Family Medical Leave Act (FMLA)
 - Military Leave
 - Authorized Leave/Suspension
- When employees are on LWOP and not receiving a paycheck, the state premiums must be manually paid through a voucher processed at JAC. This includes health, life, and disability if applicable.



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Leave Without Pay (LWOP)

- Due to guidelines in the Affordable Care Act any employee on leave is entitled to affordable insurance. This means the employee will only be responsible for their portion of the health insurance premium when on any type of leave.
- Employees are also responsible for paying for any supplemental insurance plans.

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Where to send Premium Payments

- While an employee is on LWOP they will need to mail a check for their monthly pre-tax insurance premiums.
- Please make the check or money order out to DSGI, put the PF ID# on the check, and mail it directly to:

People First Payments
P.O. Box 863477
Orlando, FL 32886-3477

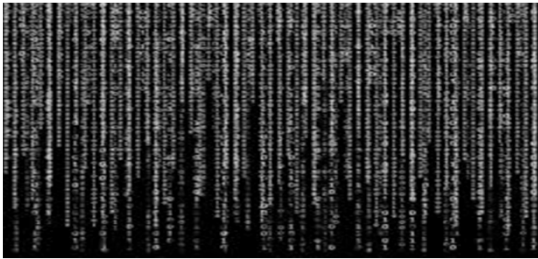



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Measurement Matrix

[https://www.dms.myflorida.com/content/download/115513/637617/Measurement Matrix Final.pdf](https://www.dms.myflorida.com/content/download/115513/637617/Measurement%20Matrix%20Final.pdf)





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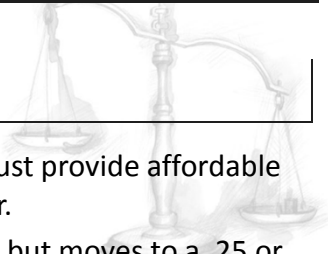
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Measurement Period

	New Hire Measurement Period	Open Enrollment Measurement Period (OEMP)
A measurement period is defined as a period of 12 consecutive months		
WHO	OPS and Part-time FTE employees working less than 30 hours per week at the point of initial hire.	All salaried FTE employees and all OPS Employees who have worked 12 months.
WHEN	Starting the first day of the month following the initial hire date and ending the last day of the twelfth month.	October 3 through the following October 2 of each year.



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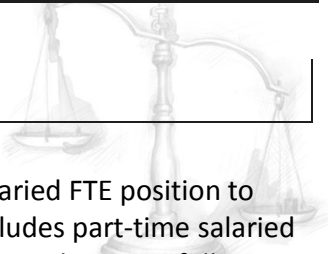
Stability Period

- Federal guidelines state that we must provide affordable coverage for the period of one year.
- If an employee is hired at a 1.0 FTE but moves to a .25 or OPS, they will pay the same premium for the remainder of the year.
- For example, an employee's effective date is October 1 and in January they move to a .25 FTE or an OPS position, they will pay the same premium for the remainder of the stability period.




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Break in Service

- A Break in Service occurs when:
 - An employee moves from one salaried FTE position to another salaried FTE position (includes part-time salaried FTE) AND termination of employment lasts one full calendar month.
 - For all other position changes: termination of employment that lasts at least 13 consecutive weeks; or a break between four weeks and 13 weeks if the period of service prior to the break is less than the period of the break.
- If a Break in Service does not occur and the employee was enrolled in benefits before termination, upon reemployment, benefits will automatically reinstate.



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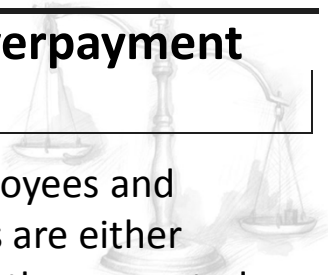
**Under/Overpayment
Benefits Report**

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**What is the Under/Overpayment
Benefits Report?**

- The report identifies employees and employers whose benefits are either underpaid or overpaid for the requested coverage period.




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What Does the Under/Overpayment Report Show?

- **Employee Due:** Employee contribution due for the insurance plan for the coverage month.
- **Employee Paid:** Employee contribution paid for the insurance plan for the coverage month.
- **Employee Variance:** Employee underpayment or overpayment amount for the insurance and coverage month.
- **Employer Due:** Employer contribution due for the insurance plan for the coverage month.
- **Employer Paid:** Employer contribution paid for the insurance plan for the coverage month.
- **Employer Variance:** Employer underpayment or overpayment amount for the insurance plan and coverage month.






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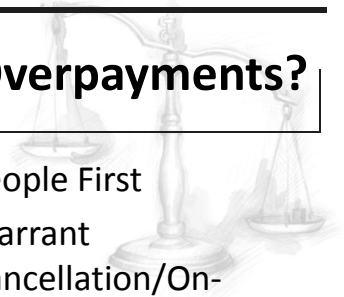
What am I supposed to do with the report?

<u>JRO</u>	<u>JAC</u>
<ul style="list-style-type: none"> • Review Under/Overpayment Report. • Inform employees of underpayments. • Inform employees of refunds due to them. 	<ul style="list-style-type: none"> • Request all overpayment refunds from People First for both employee and employer paid premiums. • Create JT backup documentation and voucher underpaid employer portion. • Submit Move Money Request to People First.





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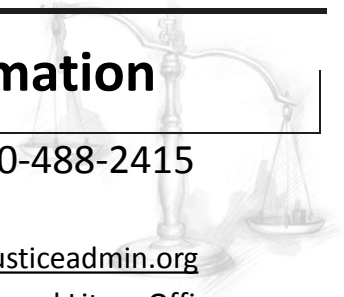
What Causes Under/Overpayments?

- Pay Increase
- Position Changes
- QSC Events
- New Hire/Payroll Cutoff
- LWOP
- Termination
- People First
- Warrant Cancellation/On-demand
- Personal Payment-Employee
- Voucher
- Age/Date of Birth





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Contact Information

- JAC Contacts – Phone – 850-488-2415
 - State Attorney Offices
 - Monica Thomas, benefits@justiceadmin.org
 - Public Defender Offices, Guardian ad Litem Offices, Capital Collateral Regional Counsel Offices, and Criminal Conflict and Civil Regional Counsel Offices
 - Amy Maros, benefits@justiceadmin.org
- People First
 - Call at 866-663-4735
 - <https://peoplefirst.myflorida.com/peoplefirst>

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 **JUSTICE ADMINISTRATIVE COMMISSION** 

Requests to Fill (Vacancies)

Amy Maros
Senior Human Resources Specialist
May 3, 2022

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What and Where


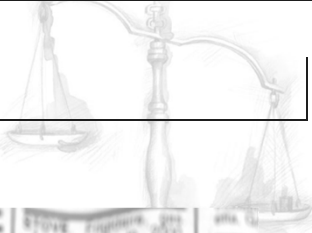
What is a Request to Fill (RTF)?

- It is a job posting

Where does it post?

Online:

- People First job site
- Employ Florida
- Indeed
- LinkedIn
- Other job boards



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Reasons to use People First

- Free
- Online
- Public Record
- Easy




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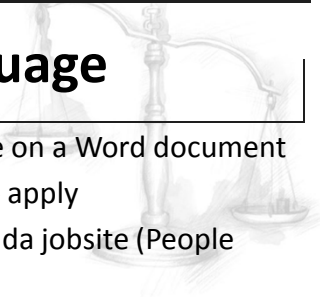
How to request an RTF

- Download the Request to Fill (RTF) Vacancy Form or Pdf from <https://www.justiceadmin.org/HR/jobpostings.aspx> page or from <https://www.justiceadmin.org/HR/hrforms.aspx> page.
- Do a “save as” for new RTF request.
- Complete the RTF form.
- Using a separate Word document, submit the advertisement language.
- If using qualifying questions, please include them in the email.
- Submit both the (RTF or PDF) form and the Word document to jobpostings@justiceadmin.org.




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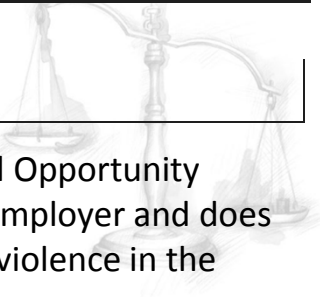
Advertisement Language

- Submit the advertisement language on a Word document
- Include how you want applicants to apply
 - Online through the State of Florida jobsite (People First) is highly encouraged
 - Direct apply; include the direct apply instructions
 - Online and direct apply (not recommended)
- Include special information such as:
 - Education requirements
 - Additional documents required
 - Background check will be conducted




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Standard Language

- The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer and does not tolerate discrimination or violence in the workplace.
- Applicants requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority. Notification to the hiring authority must be made in advance to allow sufficient time to provide the accommodation.




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Standard Language


- The State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with s. 112.0455, F.S., Drug-Free Workplace Act.
- If you are a retiree of the Florida Retirement System (FRS), please check with the FRS at 1-844-377-1888 on how your current benefits may be affected if you are re-employed with the State of Florida. Your current retirement benefits may be canceled, suspended, or deemed ineligible depending upon the date of your retirement.

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Qualifying Questions

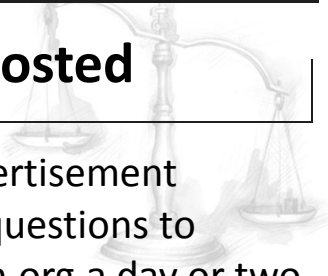
- Qualifying questions are pre-screening questions used to narrow down applicants to the most qualified.
- Qualifying questions may be a requirement to apply for the position.
- Qualifying questions can be used as automatic disqualifiers or used to gather more information about the applicant.
- One catch – they can be used only if applications are accepted online through People First.


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How to get an RTF posted

- Submit the RTF form, advertisement language, and qualifying questions to jobpostings@justiceadmin.org a day or two before you want the advertisement posted.
- JAC HR staff will take care of the rest.



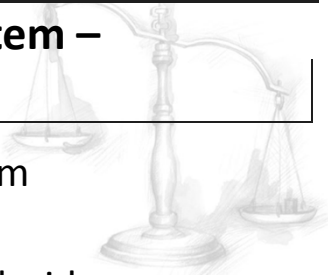



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Talent Management System – The Basics

- Talent Management System
 - Log in to People First at <https://PeopleFirst.myflorida.com>
 - Select Talent Management
 - Select Recruiting from the drop-down menu
 - Select the requisition you want to work with





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Justice Administrative Commission

People First login page

DMS People First

Login ID
Password
Log In
Forgot Password | Forgot Login ID

envision
SUCCESS IN FLORIDA
Search for a State Job
Create Us

Justice Administrative Commission

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Justice Administrative Commission

Talent Management Tile

DMS People First

SENIOR HUMAN RESOURCES SPECIALIST
Justice Admin Commission

Contractors

No Inbox Tasks

My Team

Reports

Talent Management

PARs

Future Release

Org Management

HR Metrics

Inbox

Announcements

Quick Links

CHARD SNYDER

My Other Accounts

Pretax insurance deductions for January 2021 coverage begin with the biweekly payroll dated December 4, 2020 and the monthly payroll dated December 31, 2020. Tax favored account insurance deductions for next year begin in January 2021.

Justice Administrative Commission

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My Resources Page

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People First
Recruiting
Search for actions or people
AMY MARCOS (00661817)

Job Requisitions
Preferences
Candidates

Approve
Filter Job Requisitions
All job requisitions
Filter Options
Display Options

Items per page: 50
Page 1 of 1

Job Title	Requisition ID	Staffing Specialist	Currently With	Candidates	Status	Highlight Job Title
WORD PROCESSOR I - 2100790	1055	Jafonda Gaines		60 (0 New)	Open	E
SENIOR CHILD ADVOCATE MANAGER - 21014277	545	Mark Alera			Cancelled	Not Posted
SENIOR CHILD ADVOCATE MANAGER - 21014277	965	Lionel Leonard			Cancelled	Not Posted
SENIOR CHILD ADVOCATE MANAGER - 21014277	3617	Kathleen Nye		8 (0 New)	Open	Not Posted
SENIOR CHILD ADVOCATE MANAGER - 21013913	544	Mark Alera		8 (7 New)	Open	Not Posted
SENIOR CHILD ADVOCATE MANAGER - 21013142	964	Jafonda Gaines		6 (3 New)	Open	Not Posted
SECRETARY II - 21004238	3646	Mark Alera		40 (11 New)	Open	E
PROGRAM DIRECTOR - 21013160	593	Joseph Blue		16 (0 New)	Open	E
PROGRAM ATTORNEY - 21015758	562	Joseph Blue		7	Cancelled	Not Posted
PROGRAM ATTORNEY - 21015536	2430	Jafonda Gaines		5 (5 New)	Open	E
PROGRAM ATTORNEY - 21012827	1614	Mark Alera		8 (8 New)	Open	Not Posted
OPS JUSTICE ADMINISTRATION - 21892031	3614	Lionel Leonard		4 (4 New)	Open	E
OPS JUSTICE ADMINISTRATION - 21892031	3889	Kathleen Nye		1 (1 New)	Open	E
OPS JUSTICE ADMINISTRATION - 21892030	3613	Lionel Leonard		6 (6 New)	Open	E
OPS JUSTICE ADMINISTRATION - 21892028	3644	Mark Alera			Cancelled	Not Posted
OPS JUSTICE ADMINISTRATION - 21892025	3888	Kathleen Nye		1 (1 New)	Open	E
OPS JUSTICE ADMINISTRATION - 21891017	2350	Jafonda Gaines		69	Open	Not Posted
OPS JUSTICE ADMINISTRATION - 21820002	4042	Mark Alera			Open	E
OPS JUSTICE ADMINISTRATION - 21818009	3620	Lionel Leonard		5	Cancelled	Not Posted
OPS JUSTICE ADMINISTRATION - 21817910	3618	Lionel Leonard		39 (0 New)	Open	E
OPS JUSTICE ADMINISTRATION - 21807004	3615	Lionel Leonard		1 (1 New)	Open	E
OPS - 21894433	2339	Joseph Blue	Joseph Blue		Cancelled	Not Posted
OPS - 21310002	2097	Mark Alera		6 (6 New)	Open	Not Posted
LEGAL ASSISTANT/SECRETARY II - 21007705	3887	Kathleen Nye		8	Open	E
LEGAL ASSISTANT/SECRETARY I - 21010514	2877	Mark Alera		15	Cancelled	Not Posted
LEGAL ASSISTANT I - 21002034	2366	Jafonda Gaines		35 (1 New)	Open	Not Posted
INVESTIGATOR I - 21002022	2240	Joseph Blue		55	Open	Not Posted
CHILD ADVOCATE MANAGER - 21015647	599	Joseph Blue		34 (29 New)	Open	Not Posted
CHILD ADVOCATE MANAGER - 21015569	3619	Lionel Leonard		8 (8 New)	Open	E
CHILD ADVOCATE MANAGER - 21015550	3747	Jafonda Gaines		11 (11 New)	Open	E
CHILD ADVOCATE MANAGER - 21013972	543	Mark Alera		19 (15 New)	Open	Not Posted
CHILD ADVOCATE MANAGER - 21012920	2489	Jafonda Gaines			Cancelled	Not Posted

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people first Recruiting

Search for actions or people AMY M MAROS (00660187) on behalf of AMBER MOORE (00934071)

Job Requisitions Preferences Candidates

Job Requisitions

Reports

Items per page 25 Page 1 of 1

Filter Job Requisitions: All job requisitions Filter Options Display Options Highlight Job Title: Highlight Job Title

Job Title	Requisition ID	Hiring Manager	Staffing Specialist	Due	Candidates	Progress	Status	Updated	Age(Days)
SENIOR PROGRAM ATTORNEY - 21013021	2763	AMBER MOORE	Joseph Blue	02/23/2017	3 (3 New)		Open	02/07/2017	-
SENIOR PROGRAM ATTORNEY - 21013021	2669	AMBER MOORE	Joseph Blue	01/23/2017	-		Cancelled	02/02/2017	-
SENIOR CHILD ADVOCATE MANAGER - 21013142	964	AMY MAROS	JaVonda Gaines	01/10/2017	6 (3 New)		Open	01/24/2017	-
PROGRAM ATTORNEY - 21013336	3109	AMBER MOORE	Joseph Blue	01/27/2017	11 (11 New)		Open	02/07/2017	-
PROFESSIONAL ACCOUNTANT I - 21013458	2743	AMBER MOORE	Joseph Blue	01/24/2017	23		Open	02/09/2017	-
LEGAL ASSISTANT/SECRETARY I - 21010514	2077	AMY MAROS	Mark Alers	01/18/2017	15		Cancelled	02/01/2017	-
LEGAL ASSISTANT/SECRETARY I - 21010514	3073	AMBER MOORE	Joseph Blue	01/27/2017	15 (5 New)		Open	02/06/2017	-
LEGAL ASSISTANT/SECRETARY I - 21008197	2649	AMBER MOORE	Kathleen Nye	01/23/2017	8		Cancelled	01/27/2017	-
LEGAL ASSISTANT/SECRETARY I - 21008197	3071	AMBER MOORE	Joseph Blue	01/27/2017	11 (2 New)		Open	02/09/2017	-
ASSISTANT STATE ATTORNEY UNDER MILLION - 21009324	2598	AMBER MOORE	Mark Alers	01/23/2017	6		Cancelled	02/01/2017	-
ASSISTANT STATE ATTORNEY UNDER MILLION - 21009324	3072	AMBER MOORE	Joseph Blue	01/27/2017	-		Open	02/07/2017	-
ASSISTANT STATE ATTORNEY - 21001850	1007	AMY MAROS	JaVonda Gaines	01/10/2017	10 (9 New)		Open	01/20/2017	-
ASSISTANT PUBLIC DEFENDER - 21012630	1127	AMY MAROS	JaVonda Gaines	01/10/2017	7 (1 New)		Open	01/20/2017	-
ADMINISTRATIVE SPECIALIST II - 21012821	3016	AMBER MOORE	JaVonda Gaines	01/26/2017	39 (38 New)		Open	01/27/2017	-

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people first Recruiting

Search for actions or people AMY M MAROS (00660187) on behalf of AMBER MOORE (00934071)

Job Requisitions Preferences Candidates

Job Requisition for PROFESSIONAL ACCOUNTANT I - 21013458

Job Requisition Detail Candidates (23) Job Postings (0) Candidate Search

Not Used External Posting Preview

Job Requisition Detail

- Announcement Type: Open Competitive
- Requisition ID: 2743
- Status: Open
- Job Information
 - Requisition Job Title: PROFESSIONAL ACCOUNTANT I - 21013458
 - Position Number: 21013458
 - Position Title: PROFESSIONAL ACCOUNTANT I
 - Position Type: Full Time
 - Employee Group: Excluded
 - Employee Sub-Group: Justice Admin Comm.
 - Number of Openings: 1
 - Country: United States (US)
 - Facility: F430751
 - Address: 227 N BRONZOUGH
 - City: TALLAHASSEE
 - State: Florida (US-FL)
 - ZIP Code: 32301
 - County: Leon
 - Agency: Justice Administrative Commission
 - Organization Code: 21300800000000000000000000000000
 - FLAIR Org Code: 213008000000
- Background Screening: No Selection
- Driver's License: N - No Drivers License Required
- Job Code: 041444
- Job Family:
- Job Grade: 021

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people first Recruiting

Search for actions or people AMY M MARCOS (0002197) on behalf of AMBER MOORE (003407)

Job Requisitions Preferences Candidates

PROFESSIONAL ACCOUNTANT I - 21013458 (2743) View Details

Job Postings (0) Candidate Search Status: Open Hiring Manager: AMBER MOORE #33 Age: 36

Talent Pipeline Hide Talent Pipeline View active candidates (23) View all candidates (23)

Forwarded	Invited To Apply	New	Review	1st Interview	2nd Interview	Offer	Ready to Hire	Hired	Reject - No Email	Reject - email	Requisition Cancelled	Automatic Disqualified	Requisition Closed	Hired On Other Requisition
0	0	16	7	0	0	0	0	0	0	0	0	0	0	0

Candidates View all candidates (23)

Action 0 selected Display Options Highlight Candidate Enter Applicant Name

Name	New	Status	Rating	Source	Candidate Source	Phone Number	Last Updated	Daytime Phone	Email Address
Ashley Collins				N/A	Recruiting Marketing CareerSite	Recruiting Marketing CareerSite	02/06/2017		
Brice Kayiranga				N/A	Recruiting Marketing Direct	Recruiting Marketing Direct	01/29/2017		
Brittany Lamb				N/A	Recruiting Marketing CareerSite	Recruiting Marketing CareerSite	02/01/2017		
Candis Adams				N/A	Recruiting Marketing CareerSite	Recruiting Marketing CareerSite	01/25/2017		
Danielle Paul				N/A	Recruiting Marketing Direct	Recruiting Marketing Direct	01/26/2017		
Dezondra Brossie				N/A	Recruiting Marketing Direct	Recruiting Marketing Direct	02/09/2017		
Donna Brower				N/A	Recruiting Marketing CareerSite	Recruiting Marketing CareerSite	02/01/2017		
Edward Butler				N/A	Recruiting Marketing CareerSite	Recruiting Marketing CareerSite	02/01/2017		
Eustasia McCreo				N/A	Recruiting Marketing Direct	Recruiting Marketing Direct	02/01/2017		
Jennifer Moreen				N/A	Recruiting Marketing CareerSite	Recruiting Marketing CareerSite	02/02/2017		
Jing Pietrowski				N/A	Recruiting Marketing Other	Recruiting Marketing Other	02/01/2017		
Juleita McGuff				N/A	Recruiting Marketing CareerSite	Recruiting Marketing CareerSite	02/01/2017		
Jovanna Hayes				N/A	Recruiting Marketing Direct	Recruiting Marketing Direct	02/07/2017		
Katherine French				N/A	Recruiting Marketing CareerSite	Recruiting Marketing CareerSite	02/01/2017		
Laquesha Dickey				N/A	Recruiting Marketing CareerSite	Recruiting Marketing CareerSite	01/30/2017		
Mamta Green				N/A	Recruiting Marketing CareerSite	Recruiting Marketing CareerSite	01/27/2017		
Martha Clemens				N/A	Recruiting Marketing CareerSite	Recruiting Marketing CareerSite	02/01/2017		
Muhammad Kazem				N/A	Recruiting Marketing CareerSite	Recruiting Marketing CareerSite	01/27/2017		
Nancy Bowden				N/A	Recruiting Marketing Other	Recruiting Marketing Other	01/25/2017		
sharicka corner				N/A	Recruiting Marketing Google	Recruiting Marketing Google	02/03/2017		
Shawanda Bunton				N/A	Recruiting Marketing CareerSite	Recruiting Marketing CareerSite	01/30/2017		
Stephen Harris				N/A	Recruiting Marketing CareerSite	Recruiting Marketing CareerSite	02/01/2017		
Victoria Kirk				N/A	Recruiting Marketing Direct	Recruiting Marketing Direct	02/05/2017		

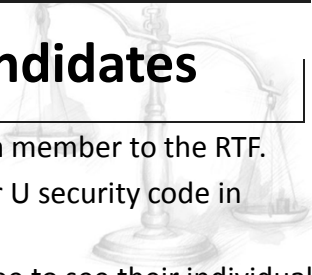
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JUSTICE ADMINISTRATIVE COMMISSION

Who Can Review Candidates

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





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JUSTICE ADMINISTRATIVE COMMISSION

People First Job Site Page

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JUSTICE ADMINISTRATIVE COMMISSION

Career Opportunities Page

LEGAL

Email similar jobs to me

 Save Category as RSS Feed


Results 1 - 25 of 29

 < 1 2 >

Job Title	Location	Posting Date	Career Category
STATE ATTORNEY'S OFFICE 1ST CIRCUIT, ASSISTANT STATE ATTORNEY - 21000459	SHALIMAR, FL, US, 32579	Feb 21, 2017	Legal
ASSISTANT STATE ATTORNEY'S OFFICE FIST CIRCUIT, ASSISTANT STATE ATTORNEY - 21004130	PENSACOLA, FL, US, 32591	Feb 21, 2017	Legal
STATE ATTORNEY'S OFFICE - FIRST CIRCUIT -	DEFLUNIAK SPRINGS		


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JUSTICE ADMINISTRATIVE COMMISSION




After Posting

- Your Request to Fill has been posted
 - If you did not accept online applications
 - Once it is verified that you are finished with the RTF, JAC will have it closed
 - If you accepted online applications
 - Review candidates who applied through People First
 - Complete your internal hiring process
 - Let JAC know who you hired and when they started
 - Once that information is received, JAC will close out the RTF



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JUSTICE ADMINISTRATIVE COMMISSION




Frequently Asked Questions About Completing the RTF Form

Q – Is it required we use People First for job postings?

A – No, as we are not a State Personnel System Agency.

Q – Is there a set number of days a job posting must be up or can stay on the People First Job site?

A – No, People First does not have a minimum amount of time a position has to be posted or can stay on the site. You should consult your agency's internal policies to make sure it doesn't have a minimum timeframe. There is an initial six month limit. However, the time can be extended if needed.



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Frequently Asked Questions About Completing the RTF Form

Q – Can non-FTE positions be advertised on People First?

A - Yes, non-FTE positions, such as OPS, can be advertised on People First.

Q – If we advertise on People First, are we required to accept online applications?

A – No. The use of the online application process is not required; however, it is encouraged.



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Please note. . .

- A printable State of Florida application is no longer supported by DMS.
- Applicants who apply directly to your agency can not be added to your online applicant list.
- The JROs JAC serves are not considered separate from JAC proper for agency search purposes.



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Questions?

Please submit any questions regarding RTFs to jobpostings@justicadmin.org.

Thank you.

