CAREER SERVICE ☐ SELECTED EXEMPT SERVICE ☐	SENIOR MANAGEME	NT SERV	ICE OTH	ER 🗆
POSITION LOCATION INFORMATION	Position Exempt Under Managerial Confid	110.205(	)( ), F.S.	
NAME OF AGENCY: Department of Business & Professional Regulation	Organization Level: Current: 79-80-03-00-803 Proposed:			
DIVISION/COMPARABLE: Florida Condominiums, Timeshares & Mobile Homes	Position Number: 79011167	FTE: 1.0		Security Role Code: E
BUREAU/COMPARABLE: Arbitration	Current Broadband Level Code: 23-1011-04	Current C	lass Title: orney - SES	Current Class Code: 7738
SECTION/SUBSECTION:	Proposed Broadband Level Code:	Proposed	Class Title:	Proposed Class Code:
HEADQUARTERS/COUNTY CODE: Tallahassee/037	Type of Transaction: Up	date		
INCUMBENT:	APPRO	VAL AUT	HORITY USE ON	ILY
POSITION ATTRIBUTES:	Broadband	Class	Approved By:	Effective Date:
EEO: 01 □ 02 図 03 □ 04 □ 05 □ 06 □ 07 □ 08 □	Level Code:	Code:		
CBU: 01	APPROVED BROADBAN	D OCCUPA	TION:	
11 🗌 18 🗍 80 🗍 81 🖾 86 🗍 87 🗍 89 📋 99 🗍 Other 🗎				
One to Pictor Vo. E.N. E.	APPROVED CLASS TITL	E:		
Special Risk: Yes ☐ No ☒				
Overtime: Yes ☐ No ☒				
CAD: Yes ☐ No ☒				
<ol> <li>This position reports directly to: Position Number <u>79000831</u> Bro</li> </ol>	adband Level Code 23-	1011-05		
<ol> <li>Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position:</li> <li>N/A</li> </ol>				
3. What statutes establish or define the work performed? 718, 719, 720 and 723, Florida Statutes.				
4. This position has financial disclosure responsibility in accordance		F. S.: Yes	⊠ No □	
<ol><li>Current budget for which this position is accountable (if applicable</li></ol>	9):			
Salaries & Benefits O.	P.S.		Expenses	
F.C.O. Data Pr	rocessing		TOTAL ALLOTM	ENT
If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.				

tim	6. Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.				
% of					
Time	Duties	and Responsibilities			
	The incumbent in this position acts as an arbitrator for the arbitrating various condominium, cooperative and homeorare conducted throughout the state and travel is required regulating the development and operation of condominium the rules of evidence and civil procedure is required.	wners association disputes coming before  The senior attorney would benefit from	e the division. The proceedings having knowledge of the laws		
	The person in this position must coordinate with the section uniformity of decision-making and correctness under the acases and the individual service in this role must have the and organization.	applicable law. Extensive research may b	pe required in the individual		
	Other duties as specified by the section supervisor, Deput rulemaking, legislative functions or other activities.	ty Division Director or Division Director m	ay be assigned, including		
Must hat evidence appears the appears to be appeared by the appears to be appeared by the appears to be appeared by the appear	whedge, skills and abilities, including utilization of equipmer ave knowledge of Chapters 718, 719 and 720, Florida are code and the rules of civil procedure. Must be fam plicant must have the ability to manage moderately his ensure/registration/certification requirements (If applicable, I are member of the Florida Bar in good standing.	Statutes and the related administrati iliar with arbitration and mediation ted gh caseloads with a sense of priority	chniques and procedures. and organization.		
9. Otho N/A	er job-related requirements for this position:				
10. Wor rota	king hours: (A) Daily from <u>8:00 AM</u> to <u>5:00 PM</u> (B) Total hortion, etc.)	urs in workweek <u>40</u> (C) Explain any varia	tion in work (split shift,		
11. Agency Use Only – Check those that apply: Uniform Allowance ☐ CJIP ☐ Bond Indicator ☐ Drug Screening ☐ Re-screening ☐ Security Check: No security screen required ☐ Background investigation required ☑ Background & fingerprint required ☐ Fingerprint investigation required ☐ Access to abuse records ☐ Caretaker ☐ Financial ☐ Law enforcement ☐ Management ☐ Sensitive ☐ Agency Security Check ☐ Other:					
The follo	owing have acknowledged that the statements above, to ibilities of the position.	o the best of their knowledge, accurate	ely describe the duties and		
	nt Signature (optional):	Date:			
Supervis	ed with Employee: Yes  No  O	Title:	Date:		
	of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:		
approval	oproval of Agency Personnel Officer: Title: Date:				

CAREER SERVICE ☐ SELECTED EXEMPT SERVICE ☐ SENIOR MANAGEMENT SERVICE ☐ OTHER ☐				
POSITION LOCATION INFORMATION	Position Exempt Under Managerial  Confid	110.205( lential	)( ), F.S.	
NAME OF AGENCY: Department of Business & Professional Regulation	Organization Level: Current: 79-80-03-00-803 Proposed:			
DIVISION/COMPARABLE: Florida Condominiums, Timeshares & Mobile Homes	Position Number: 79011166	FTE: Security Ro		
BUREAU/COMPARABLE: Arbitration	Current Broadband Level Code: 23-1011-04	Current CI Senior Atto		Current Class Code: 7738
SECTION/SUBSECTION:	Proposed Broadband Level Code:	Proposed	Class Title:	Proposed Class Code:
HEADQUARTERS/COUNTY CODE: Tallahassee/037	Type of Transaction: Up	date		
INCUMBENT:	APPRO	VAL AUT	HORITY USE ON	ILY
POSITION ATTRIBUTES:	Broadband	Class	Approved By:	Effective Date:
EEO: 01 □ 02 ☑ 03 □ 04 □ 05 □ 06 □ 07 □ 08 □	Level Code:	Code:		
CBU: 01	APPROVED BROADBAN	ID OCCUPAT	TION:	
11 🗌 18 🗍 80 🗍 81 🔯 86 🗍 87 🗍 89 🗍 99 🗍 Other 🗎				
	APPROVED CLASS TITL	.E:		
Special Risk: Yes ☐ No ☒				
Overtime: Yes ☐ No ☒				
CAD: Yes ☐ No ☒				
1. This position reports directly to: Position Number 79000831 Bro	adband Level Code 23-	1011-05		
Broadband Occupation <u>Lawyers</u> Class Code <u>7743</u> Class Title .  2. Broadband level code, class title, class code, position number, as			sition which reports	directly to this
position:	•		•	
N/A				
19/4				
2 Milhot ototutos cotablish and Gantha wad a security 240, 740	700 1 700 51 11 01			
3. What statutes establish or define the work performed? 718, 719,	720 and 723, Florida Si	atutes.		
4. This position has financial disclosure responsibility in accordance	with Section 112.3145,	F.S.: Yes[	⊠ No □	
5. Current budget for which this position is accountable (if applicable	e):			
C Personal describing (in applicable)	- /-			
Salaries & Benefits O	.P.S.		Expenses	
F.C.O. Data P	rocessing		TOTAL ALLOTM	IENT
If the current budget includes other areas of accountability include the	m in the TOTAL ALLOT	MENT and p	provide a brief expla	nation.
·	*	·		

tim	<ol> <li>Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.</li> </ol>					
% of						
Time		and Responsibilities				
	The incumbent in this position acts as an arbitrator for the Division of Florida Condominiums, Timeshares and Mobile Homes by arbitrating various condominium, cooperative and homeowners association disputes coming before the division. The proceedings are conducted throughout the state and travel is required. The senior attorney would benefit from having knowledge of the laws regulating the development and operation of condominiums, cooperatives and homeowner associations. A working knowledge of the rules of evidence and civil procedure is required.					
	The person in this position must coordinate with the section uniformity of decision-making and correctness under the acases and the individual service in this role must have the and organization.	applicable law. Extensive research may be	pe required in the individual			
	Other duties as specified by the section supervisor, Deput rulemaking, legislative functions or other activities.	y Division Director or Division Director ma	ay be assigned, including			
<ol> <li>Knowledge, skills and abilities, including utilization of equipment, required for the position:         Must have knowledge of Chapters 718, 719 and 720, Florida Statutes and the related administrative rules, as well as the evidence code and the rules of civil procedure. Must be familiar with arbitration and mediation techniques and procedures. The applicant must have the ability to manage moderately high caseloads with a sense of priority and organization.     </li> <li>Licensure/registration/certification requirements (If applicable, list the appropriate Florida Statute or federal regulation cite):</li> </ol>						
	e a member of the Florida Bar in good standing. er job-related requirements for this position:					
10. Wor	rking hours: (A) Daily from <u>8:00 AM</u> to <u>5:00 PM</u> (B) Total hortion, etc.)	urs in workweek <u>40</u> (C) Explain any varia	tion in work (split shift,			
11. Agency Use Only – Check those that apply: Uniform Allowance  CJIP  Bond Indicator  Drug Screening  Re-screening  Security Check: No security screen required  Background investigation required  Background & fingerprint required  Fingerprint investigation required  Access to abuse records  Caretaker  Financial  Law enforcement  Management  Sensitive  Agency Security Check  Other:						
The follo	owing have acknowledged that the statements above, to ibilities of the position.	o the best of their knowledge, accurate	ely describe the duties and			
Incumbe	nt Signature (optional):	Date:				
	ed with Employee: Yes ☐ No ☐ or's Signature:	Title:	Date:			
	of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:			
Approval	of Agency Personnel Officer:	Title:	Date:			

CAREER SERVICE ☐ SELECTED EXEMPT SERVICE ☐	SENIOR MANAGEME	NT SERV	/ICE OTHI	FR 🗆
POSITION LOCATION INFORMATION	Position Exempt Under	110.205(	)( ), F.S.	
NAME OF AGENCY: Department of Business & Professional Regulation	Managerial Confidential Supervisory Other COnganization Level:			
DIVISION/COMPARABLE: Florida Condominiums, Timeshares & Mobile	Current: 79-80-03-00-803 Proposed: Position Number: FTE: Security Role			
Homes BUREAU/COMPARABLE: Arbitration	79001232	1.0		Code: É
	Current Broadband Level Code: 23-1011-04		lass Title: orney - SES	Current Class Code: 7738
SECTION/SUBSECTION:	Proposed Broadband Level Code:	Proposed	Class Title:	Proposed Class Code:
HEADQUARTERS/COUNTY CODE: Tallahassee/037	Type of Transaction: Up	date		
INCUMBENT:	APPRO	VAL AUT	HORITY USE ON	ILY
POSITION ATTRIBUTES:	Broadband	Class	Approved By:	Effective Date:
EEO: 01 □ 02 ☑ 03 □ 04 □ 05 □ 06 □ 07 □ 08 □	Level Code:	Code:		
CBU: 01	APPROVED BROADBAN	D OCCUPA	TION:	
11 🗌 18 🗌 80 🗍 81 🖾 86 🔲 87 🗍 89 🗎 99 🗍 Other 🗎				
Special Risk: Yes  □ No ⊠	APPROVED CLASS TITL	E:		
Overtime: Yes ☐ No ☒				
CAD: Yes ☐ No ⊠				
<ol> <li>This position reports directly to: Position Number 79000831 Broadband Occupation Lawyers Class Code 7743 Class Title 1</li> </ol>				
<ol> <li>Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position:</li> <li>N/A</li> </ol>				
3. What statutes establish or define the work performed? 718, 719, 720 and 723, Florida Statutes.				
4. This position has financial disclosure responsibility in accordance	with Section 112.3145, F	. S.: Yes [	⊠ No 🗆	
5. Current budget for which this position is accountable (if applicable	):			
Salaries & Benefits O.	P.S.		Expenses	
F.C.O. Data Pr	ocessing		TOTAL ALLOTM	ENT
If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.				

l um	<ol> <li>Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.</li> </ol>					
% of						
Time		and Responsibilities				
	The incumbent in this position acts as an arbitrator for the arbitrating various condominium, cooperative and homeo are conducted throughout the state and travel is required regulating the development and operation of condominium the rules of evidence and civil procedure is required.	wners association disputes coming befor . The senior attorney would benefit from	re the division. The proceedings			
	The person in this position must coordinate with the section uniformity of decision-making and correctness under the cases and the individual service in this role must have the and organization.	applicable law. Extensive research may	be required in the individual			
	Other duties as specified by the section supervisor, Depurulemaking, legislative functions or other activities.	ty Division Director or Division Director m	nay be assigned, including			
evidence The app 8. Lice	wledge, skills and abilities, including utilization of equipmen we knowledge of Chapters 718, 719 and 720, Florida e code and the rules of civil procedure. Must be fam policant must have the ability to manage moderately hit haurs registration/certification requirements (If applicable, a member of the Florida Bar in good standing.	a Statutes and the related administratiliar with arbitration and mediation tenders of priority and caseloads with a sense of priority	chniques and procedures.			
9. Othe N/A	er job-related requirements for this position:					
10. Worl	king hours: (A) Daily from <u>8:00 AM</u> to <u>5:00 PM</u> (B) Total ho ion, etc.)	urs in workweek <u>40</u> (C) Explain any varia	ation in work (split shift,			
<b>Che</b> Secu Fing	ncy Use Only – ck those that apply: Uniform Allowance  CJIP  Sono urity Check: No security screen required  Sackground in erprint investigation required  Access to abuse records sitive  Agency Security Check  er:	vestigation required 🔯 Background & fin	ngernrint required			
The follo	wing have acknowledged that the statements above, to bilities of the position.	o the best of their knowledge, accurate	ely describe the duties and			
	nt Signature (optional):	Date:				
Discusse	d with Employee: Yes 🗌 No 🗍	Title:	Date:			
	or's Signature: of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:			
Approval	of Agency Personnel Officer:	Tialo	2.1			
-FF. 0141	on goney i discrinici Onical.	Title:	Date:			

CAREER SERVICE ☐ SELECTED EXEMPT SERVICE ☐ SENIOR MANAGEMENT SERVICE ☐ OTHER ☐					
POSITION LOCATION INFORMATION	Position Exempt Under	110.205(	)( ), F.S.		
NAME OF AGENCY: Department of Business & Professional Regulation	Managerial  Confid	lential 🔲 Su	pervisory  Othe	r 🗌	
DIVISION/COMPARABLE: Florida Condominiums, Timeshares & Mobile	Current: 79-80-03-00-803 Proposed:				
Homes	Position Number: 79001207	FTE: 1.0		Security Role Code: E	
BUREAU/COMPARABLE: Arbitration	Current Broadband	Current Cla		Current Class	
	Level Code: 23-1011-04	Senior Attori	ney - SES	Code: 7738	
SECTION/SUBSECTION:	Proposed Broadband Level Code:	Proposed C	class Title:	Proposed Class Code:	
HEADQUARTERS/COUNTY CODE: Tallahassee/037	Type of Transaction: Up	date			
INCUMBENT:	APPRO	VAL AUTH	IORITY USE ON	ILY	
POSITION ATTRIBUTES:	Broadband	Class	Approved By:	Effective Date:	
EEO: 01 □ 02 ⊠ 03 □ 04 □ 05 □ 06 □ 07 □ 08 □	Level Code:	Code:			
CBU: 01	APPROVED BROADBAN	D OCCUPATI	ON:		
11 🗌 18 🗍 80 🗋 81 🖾 86 🗍 87 🗍 89 🗍 99 🗍 Other 🗍					
Special Risk: Yes ☐ No ⊠	APPROVED CLASS TITL	E;			
Overtime: Yes ☐ No ⊠					
CAD: Yes □ No ⊠					
This position reports directly to: Position Number <u>79000831</u> Broadband Occupation <u>Lawyers</u> Class Code <u>7743</u> Class Title <u>Amyers</u>					
<ol> <li>Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position:         N/A     </li> <li>What statutes establish or define the work performed? 718, 719, 720 and 723, Florida Statutes.</li> </ol>					
<ul> <li>4. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes ☒ No ☐</li> <li>5. Current budget for which this position is accountable (if applicable):</li> </ul>					
	j.				
Salaries & Benefits O.F	P.S.		Expenses		
F.C.O. Data Pro	ocessing		TOTAL ALLOTM		
If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.					

tim	<ol> <li>Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.</li> </ol>					
% of	f .					
Time	Duties	and Responsibilities				
	The incumbent in this position acts as an arbitrator for the Division of Florida Condominiums, Timeshares and Mobile Homes by arbitrating various condominium, cooperative and homeowners association disputes coming before the division. The proceedings are conducted throughout the state and travel is required. The senior attorney would benefit from having knowledge of the laws regulating the development and operation of condominiums, cooperatives and homeowner associations. A working knowledge of the rules of evidence and civil procedure is required.					
	The person in this position must coordinate with the section uniformity of decision-making and correctness under the acases and the individual service in this role must have the and organization.	applicable law. Extensive research may b	e required in the individual			
	Other duties as specified by the section supervisor, Deput rulemaking, legislative functions or other activities.	y Division Director or Division Director ma	ay be assigned, including			
	*					
Must hat evidence The app 8. Lice	wledge, skills and abilities, including utilization of equipmer ave knowledge of Chapters 718, 719 and 720, Florida are code and the rules of civil procedure. Must be familicant must have the ability to manage moderately highest must have the ability to manage moderately highest procedure are also as a member of the Florida Bar in good standing.	Statutes and the related administrati iliar with arbitration and mediation tec gh caseloads with a sense of priority	chniques and procedures.  and organization.			
9. Othe N/A	er job-related requirements for this position:					
10. Wor	king hours: (A) Daily from <u>8:00 AM</u> to <u>5:00 PM</u> (B) Total hor tion, etc.)	urs in workweek <u>40</u> (C) Explain any varia	tion in work (split shift,			
11. Agency Use Only −  Check those that apply: Uniform Allowance ☐ CJIP ☐ Bond Indicator ☐ Drug Screening ☐ Re-screening ☐  Security Check: No security screen required ☐ Background investigation required ☐ Background & fingerprint required ☐  Fingerprint investigation required ☐ Access to abuse records ☐ Caretaker ☐ Financial ☐ Law enforcement ☐ Management ☐  Sensitive ☐ Agency Security Check ☐  Other:						
The follo	owing have acknowledged that the statements above, to ibilities of the position.	o the best of their knowledge, accurate	ely describe the duties and			
	nt Signature (optional):	Date:				
Discussion	d with Freedom Ver [] N. []					
Supervis	d with Employee: Yes ☐ No ☐ or's Signature:	Title:	Date:			
Approval	of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:			
Approval of Agency Personnel Officer: Title: Date:						

CAREER SERVICE ☐ SELECTED EXEMPT SERVICE ☒	SENIOR MANAGEME	ENT SERV	ICE OTHE	R	
POSITION I OCATION INFORMATION   Position Exempt Under 110.205()(), F.S.					
NAME OF AGENCY: Department of Business & Professional Regulation					
DIVISION/COMPARABLE: Florida Condominiums, Timeshares & Mobile	Current: 79-80-03-00-803 Proposed: Position Number: FTE: Security Role				
Homes BUREAU/COMPARABLE: Arbitration	79000466 Current Broadband	1.0 Current C	lace Title:	Code: É Current Class	
	Level Code: 23-1011-04	Senior Atto	orney - SES	Code: 7738	
SECTION/SUBSECTION:	Proposed Broadband Level Code:	Proposed	Class Title:	Proposed Class Code:	
HEADQUARTERS/COUNTY CODE: Tallahassee/037	Type of Transaction: Up	odate			
NCUMBENT:	APPRO	VAL AUT	HORITY USE ON	ILY	
POSITION ATTRIBUTES:	Broadband	Class	Approved By:	Effective Date:	
EEO: 01 🗌 02 🖾 03 🗍 04 🔲 05 🗍 06 🗍 07 🗍 08 🗍	Level Code:	Code:			
CBU: 01	APPROVED BROADBAN	ID OCCUPA	TION:		
11 🗌 18 🗌 80 🗌 81 🖾 86 🗋 87 🔲 89 🗎 99 🔲 Other 🔲					
	APPROVED CLASS TITE	.E:			
Special Risk: Yes ☐ No ☒	1				
Overtime: Yes □ No ⊠ CAD: Yes □ No ⊠	1				
This position reports directly to: Position Number 79000831 Broad	1				
N/A  What statutes establish or define the work performed? 718, 719  This position has financial disclosure responsibility in accordance			<b>⊠</b> No □		
5. Current budget for which this position is accountable (if applicab	1-1-				
<ol> <li>Current budget for which this position is accountable (if applicab</li> </ol>	ie) <del>.</del>				
Salaries & Benefits	D.P.S.		Expenses	<del></del>	
F.C.O. Data F	Processing		TOTAL ALLOTM	IENT	
If the current budget includes other areas of accountability include the	em in the TOTAL ALLOT	MENT and <sub>I</sub>	orovide a brief expla	ination.	

tim	<ol> <li>Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.</li> </ol>					
% of						
Time		and Responsibilities				
	The incumbent in this position acts as an arbitrator for the Division of Florida Condominiums, Timeshares and Mobile Homes by arbitrating various condominium, cooperative and homeowners association disputes coming before the division. The proceedings are conducted throughout the state and travel is required. The senior attorney would benefit from having knowledge of the laws regulating the development and operation of condominiums, cooperatives and homeowner associations. A working knowledge of the rules of evidence and civil procedure is required.					
	The person in this position must coordinate with the section uniformity of decision-making and correctness under the acases and the individual service in this role must have the and organization.	pplicable law. Extensive research may b	e required in the individual			
	Other duties as specified by the section supervisor, Deput rulemaking, legislative functions or other activities.	y Division Director or Division Director ma	ay be assigned, including			
Must have evidence applied to the applied 8. Lice	owledge, skills and abilities, including utilization of equipmer ave knowledge of Chapters 718, 719 and 720, Florida be code and the rules of civil procedure. Must be famiolicant must have the ability to manage moderately highest procedure and confident must have the ability to manage moderately highest procedure and the standing and member of the Florida Bar in good standing.	Statutes and the related administrati iliar with arbitration and mediation ted gh caseloads with a sense of priority	chniques and procedures. and organization.			
9. Oth N/A	er job-related requirements for this position:					
10. Wo	rking hours: (A) Daily from <u>8:00 AM</u> to <u>5:00 PM</u> (B) Total hortion, etc.)	urs in workweek <u>40</u> (C) Explain any varia	tion in work (split shift,			
11. Agency Use Only – Check those that apply: Uniform Allowance  CJIP  Bond Indicator  Drug Screening  Re-screening  Security Check: No security screen required  Background investigation required  Background & fingerprint required  Fingerprint investigation required  Access to abuse records  Caretaker  Financial  Law enforcement  Management  Sensitive  Agency Security Check  Other:						
The following	owing have acknowledged that the statements above, to sibilities of the position.	the best of their knowledge, accurate	ely describe the duties and			
	nt Signature (optional):	Date:				
	ed with Employee: Yes 🗌 No 🗍	Title:	Date:			
	or's Signature:					
	of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:			
Approva	l of Agency Personnel Officer:	Title:	Date:			

CAREER SERVICE ☑ SELECTED EXEMPT SERVICE ☐	SENIOR MANAGEME	ENT SERV	VICE OTHI	ED 🗔
POSITION LOCATION INFORMATION	Position Exempt Under	110.205(	)( ), F.S.	
NAME OF AGENCY: Department of Business & Professional Regulation	Managerial ☐ Confidential ☐ Supervisory ☐ Other ☐ ☐ Organization Level:			
DIVISION/COMPARABLE: Florida Condominiums, Timeshares & Mobile	Current: 79-80-06-00-800 Proposed: Position Number: FTE: Security Role			
Homes BUREAU/COMPARABLE: Standards and Registration	79011100 1.0			Security Role Code:
	Current Broadband Level Code: 13-1199-3		Class Title: te Development	Current Class Code: 4482
SECTION/SUBSECTION:	Proposed Broadband Level Code:	Proposed	l Class Title:	Proposed Class Code:
HEADQUARTERS/COUNTY CODE: Tallahassee/037	Type of Transaction: Up	date		
INCUMBENT:	APPRO	VAL AUT	THORITY USE ON	ILY
POSITION ATTRIBUTES:	Broadband	Class	Approved By:	Effective Date:
EEO: 01 🗍 02 🖾 03 🗍 04 🗍 05 🗍 06 🗍 07 🗍 08 🗍	Level Code:	Code:		
CBU: 01 🔲 02 🔲 03 🗋 04 🔲 05 🔯 06 🗍 07 🗍 08 🗍 09 🗍 10 🗋	APPROVED BROADBAN	D OCCUPA	TION:	
11 🗌 18 🔲 80 🗌 81 🔲 86 🔲 87 🔲 89 🗍 99 🗍 Other 🗎				
Special Risk: Yes ☐ No ☒	APPROVED CLASS TITL	E:		
Overtime: Yes No 🗵				
CAD: Yes □ No ⊠				
. This position reports directly to: Position Number 79000583 Bro				
<ul><li>Broadband level code, class title, class code, position number, ar position:</li><li>N/A</li></ul>	nd neadquarters location	of each pos	sition which reports	directly to this
3. What statutes establish or define the work performed? 718, 719, 720, 721 and 723, Florida Statutes.				
. This position has financial disclosure responsibility in accordance		. S.: Yes [	□ No ⊠	
. Current budget for which this position is accountable (if applicable	):			
Salaries & Benefits O.	P.S		Expenses	
	ocessing		TOTAL ALLOTME	ENT
the current budget includes other areas of accountability include then	n in the TOTAL ALLOTM	ENT and p	rovide a brief explar	nation.

tim	ties and Responsibilities - Describe in detail the specific do e for each. Indicate the role of this position in accompli ependent, final policy decisions made and show their effect	shing the unit and agency mission. If a	applicable, include examples of			
% of	· ·					
Time		and Responsibilities				
45%	Examines documents filed with the division for proper format and substantive content and to determine whether such documents conform to the requirements of applicable statutes and rules. Conducts such examinations within the timeframes required by statute, rule or bureau procedures. The primary job tasks are reading large files, conducting research and writing letters.					
20%	Prepares deficiency notices, approval letters, documentat applicable statutes and rules, and bureau procedures.	ion relating to filling rejections, and relate	d correspondence, pursuant to			
10%	Inputs deficiency, response, extension, and approval data managing entity data input by others. Codes documents i	into database. Performs quality control immediately upon approval to faclitate per	as to project, developer, rmanent retention.			
10%	Assist in the research, preparation and dissemination of ir including responding to verbal and written inquireles for in	nformation or statistical data to industry m formation or documents.	embers or agency personnel,			
5%	Participate in on-going burea training programs and section applicable laws and rules, and consistency between section related to compliance of filed or unfiled documents.	on meetings, especially to promote accura ons and bureaus. Prepare appropriate do	acy in comprehension of ocumentation, upon request,			
5%	Adheres to established bureau procedures.					
5%	Performs other related duties as required.					
Proficie Statute Ability t	<ol> <li>Knowledge, skills and abilities, including utilization of equipment, required for the position:         Proficient in the use of technology including software, hardware, and data systems. Knowledge of applicable Florida Statutes. Ability to communicate effectively, orally and in writing. Ability to research and identify essential information. Ability to organize data into logical format for presentation in reports, documents and other written materials.     </li> <li>Licensure/registration/certification requirements (If applicable, list the appropriate Florida Statute or federal regulation cite):</li> </ol>					
9. Oth	er job-related requirements for this position:					
10. Worota	rking hours: (A) Daily from $8:00~AM$ to $5:00~PM$ (B) Total ho tion, etc.)	urs in workweek <u>40</u> (C) Explain any varia	tion in work (split shift,			
11. Agency Use Only −  Check those that apply: Uniform Allowance ☐ CJIP ☐ Bond Indicator ☐ Drug Screening ☐ Re-screening ☐  Security Check: No security screen required ☐ Background investigation required ☑ Background & fingerprint required ☐  Fingerprint investigation required ☐ Access to abuse records ☐ Caretaker ☐ Financial ☐ Law enforcement ☐ Management ☐  Sensitive ☐ Agency Security Check ☐  Other:						
The follo	owing have acknowledged that the statements above, to ibilities of the position.	o the best of their knowledge, accurate	ely describe the duties and			
Incumbent Signature (optional): Date:						
	ed with Employee: Yes 🗌 No 📑 or's Signature:	Title:	Date:			
	of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:			
Approva	pproval of Agency Personnel Officer: Title: Date:					

CAREER SERVICE  SELECTED EXEMPT SERVICE	SENIOR MANAGEMI	ENT SERV	/ICE OTH	ER 🗍
POSITION LOCATION INFORMATION	Position Exempt Under 110.205()(), F.S.			
NAME OF AGENCY: Department of Business and Professional Reguation	Managerial Confidential Supervisory Other Conganization Level: Current: 79-80-08-00-803 Proposed:			
DIVISION/COMPARABLE: Florida Condominiums, Timeshares and Mobiel Homes	Position Number:   FTE:   Security   790011024   1.0   Code: E			
BUREAU/COMPARABLE: Bureau of Compliance	Current Broadband Level Code: 13-1041-04	Current Class Title: Current		Current Class Code: 8318
SECTION/SUBSECTION:	Proposed Broadband Proposed Class Title: Propose			Proposed Class Code:
HEADQUARTERS/COUNTY CODE: Tampa/029	Type of Transaction:			
INCUMBENT:	APPRO	VAL AUT	HORITY USE ON	ILY
POSITION ATTRIBUTES:	Broadband	Class	Approved By:	Effective Date:
EEO: 01	Level Code:	Code:		
CBU: 01	APPROVED BROADBAN	ID OCCUPA	TION:	
11 🗌 18 🗍 80 🗍 81 🗍 86 🗋 87 🔲 89 🗎 99 🗍 Other 🗌				
Special Risk: Yes ☐ No ☐	APPROVED CLASS TITL	.E:		
Overtime: Yes No No				
CAD: Yes 🗌 No 🗍				
This position reports directly to: Position Number 79001233 Bro	adhaad Laval Oada 40	1011 01		
Broadband Occupation <u>Business Operations</u> Class Code <u>8354</u>				
<ol> <li>Broadband level code, class title, class code, position number, ar position:</li> <li>N/A</li> </ol>	nd headquarters location	of each po	sition which reports	directly to this
3. What statutes establish or define the work performed? Chapters	718, 719, 721 and 723, I	₹.S.		
4. This position has financial disclosure responsibility in accordance	with Section 112.3145, I	F. S.: Yes [	□ No 🖾	
5. Current budget for which this position is accountable (if applicable	);			
Salaries & Benefits O.	P.S.		Expenses	
	rocessing		TOTAL ALLOTM	
If the current budget includes other areas of accountability include ther	m in the TOTAL ALLOTM	IENT and p	provide a brief expla	nation.

l m	ties and Responsibilities - Describe in detail the specific or e for each. Indicate the role of this position in accompl ependent, final policy decisions made and show their effec	lishing the unit and agency mission. If	applicable include examples of			
% of Time	Duties	s and Responsibilities				
60%	Conducts investigations of more complex issues to determine regulated parties compliance with the Florida Statutes and Administrative Code enforced by the program areas of the Division of Florida Land Sales, Condominiums and Mobile Homes, including Chapters 718, 719, 721 and 723, Florida Statutes and the accompanying administrative rules, in accordance with Bureau of Compliance procedures. Reviews and analyzes jurisdictional issues, prepares investigative plans, interviews witnesses, gathers and maintains physical evidence, conducts, authorized travel, maintains investigative files properly (and as public records subject to chapter 119, F.S.), generates investigative reports and accompanying documentation, and makes recommendations for administrative action in appropriate cases.					
25%	25% Provides written and telephonic responses to complaints and inquiries from the public concerning issues regulated by the Division's program areas. Communicates with the public in a timely manner, and is knowledgeable in applying the statutes administrative rules enforced by the division to varying factual scenarios. Generates appropriate documentation and maintagraphy appropriate files in response to complaints and inquiries from the public.					
5%	Prepares cases for administrative action, trial and related	hearings or proceedings. Testifies in pro	ceedings as needed.			
5%	Develops and maintains a network of contacts among morange of general knowledge of Department and other age needed.	embers and representatives of regulated encies' function in order to provide referra	industries. Maintains a wide I information to the public as			
5%	Performs other related work as required.					
Proficie adminis	wledge, skills and abilities, including utilization of equipme ncy with MS Professional Office software and the inte trative rules to specific fact scenarios. Strong oral ar ion is preferred.	ernet. Ability to read, interpret and a	oply statutes and king knowledge of Versa			
8. Lice	nsure/registration/certification requirements (If applicable,	list the appropriate Florida Statute or fede	eral regulation cite):			
9. Othe	er job-related requirements for this position:					
10. Wor	king hours: (A) Daily from <u>8:00 AM</u> to <u>5:00 PM</u> (B) Total ho tion, etc.)	ours in workweek <u>40</u> (C) Explain any varia	ation in work (split shift,			
Che Sect Fing Sens Othe	11. Agency Use Only — Check those that apply: Uniform Allowance  CJIP  Bond Indicator  Drug Screening  Re-screening  Security Check: No security screen required  Background investigation required  Background & fingerprint required  Fingerprint investigation required  Access to abuse records  Caretaker  Financial  Law enforcement  Management  Other:					
The folio	wing have acknowledged that the statements above, to ibilities of the position.	o the best of their knowledge, accurate	ely describe the duties and			
Incumber	nt Signature (optional):	Date:				
Discusse Supervise	d with Employee: Yes ☐ No ☐ or's Signature:	Title:	Date:			
	of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:			
Approval	of Agency Personnel Officer:	Title:	Date:			

NAME OF AGENCY: Department of Business & Professional Regulation  DIVISION/COMPARABLE: Florida Condominiums, Timeshares & Mobile Homes  BUREAU/COMPARABLE: Compliance  Current: 79-80-08-00-803 Proposed:  Position Number: 79001235 FTE: Security R Code: E  Current Broadband Level Code: Financial Examiner/Analyst II  SECTION/SUBSECTION: Condominiums  Proposed Broadband Proposed Class Title: Proposed	3. What statutes establish or define the work performed? 326, 718  4. This position has financial disclosure responsibility in accordance  5. Current budget for which this position is accountable (if applicable Salaries & Benefits  F.C.O. Data I	e with Section 112.3145, Felle):  D.P.S.  Processing	. S.: Yes [	□ No ☑  Expenses	ENT
Managerial   Confidential   Supervisory   Other	3. What statutes establish or define the work performed? 326, 718  4. This position has financial disclosure responsibility in accordance  5. Current budget for which this position is accountable (if applicable Salaries & Benefits)	e with Section 112.3145, Felse:		□ No ⊠	
Managerial   Confidential   Supervisory   Other	<ol> <li>What statutes establish or define the work performed? 326, 718</li> <li>This position has financial disclosure responsibility in accordance</li> <li>Current budget for which this position is accountable (if applicable)</li> </ol>	e with Section 112.3145, F			
Managerial   Confidential   Supervisory   Other	<ul> <li>N/A</li> <li>What statutes establish or define the work performed? 326, 718</li> <li>This position has financial disclosure responsibility in accordance</li> </ul>	e with Section 112.3145, F			·
NAME OF AGENCY: Department of Business & Professional Regulation   Current: 78-80-08-09-80   Proposed:	N/A  3. What statutes establish or define the work performed? 326, 718				
NAME OF AGENCY: Department of Business & Professional Regulation   Organization Level: Organization Level: Current: 79-80-09-00-0803   Proposed: Position Number: 79-80-09-00-0803   Proposed: Position Number: 79-80-09-00-0803   Proposed: Position Number: 79-80-09-00-0803   Proposed: Position Number: 79-80-09-00-0803   Proposed: 1.0   Code: 156-156-156-156-156-156-156-156-156-156-	N/A	3, 719, 721 and 723, Florid	a Statutes.		•
NAME OF AGENCY: Department of Business & Professional Regulation    Division/Comparable: Florida Condominiums, Timeshares & Mobile Homes	•				,
NAME OF AGENCY: Department of Business & Professional Regulation    Division/Comparable: Florida Condominiums, Timeshares & Mobile Homes	•				
NAME OF AGENCY: Department of Business & Professional Regulation    Division/Comparable: Florida Condominiums, Timeshares & Mobile Homes	•				
NAME OF AGENCY: Department of Business & Professional Regulation    Managerial   Confidential   Supervisory   Other					
NAME OF AGENCY: Department of Business & Professional Regulation DiVISION/COMPARABLE: Florida Condominiums, Timeshares & Mobile Homes BUREAU/COMPARABLE: Compliance  Current: 79-80-08-00-803 Proposed: Code: E Current Broadband Level Code: Financial Examiner/Analyst II Code: 156- Code:	2. Broadband level code, class title, class code, position number,	and headquarters location	of each po	sition which reports	directly to this
NAME OF AGENCY: Department of Business & Professional Regulation  Organization Level: Current: 79-80-08-00-803 Proposed:  DIVISION/COMPARABLE: Florida Condominiums, Timeshares & Mobile Homes  BUREAU/COMPARABLE: Compliance  Current Broadband Level Code: 13-2051-03  Proposed Class Title: Financial Examiner/Analyst II Code: 156- Caurent Broadband Level Code: 13-2051-03  Proposed Broadband Level Code:  INCUMBENT:  APPROVAL AUTHORITY USE ONLY  POSITION ATTRIBUTES: EEO: 01	Broadband Occupation Financial Analysts Class Code 1575	Class Title Financial Exam	iner/Analys	sts Supervisor - SES	<b>B</b> ,
NAME OF AGENCY: Department of Business & Professional Regulation  DIVISION/COMPARABLE: Florida Condominiums, Timeshares & Mobile Homes  BUREAU/COMPARABLE: Compliance  Current: 79-80-08-00-803 Proposed:  Position Number: 79-80-08-00-803 Proposed:  1.0 Security R 79-001235 FTE: Security R 79-001235 FTE: Code: E 79-001235 FTE: Security R 79-001235 FTE: Secu		roadband Level Code 13-:	2051-04		
NAME OF AGENCY: Department of Business & Professional Regulation  DIVISION/COMPARABLE: Florida Condominiums, Timeshares & Mobile Homes  BUREAU/COMPARABLE: Compliance  Current: 79-80-08-00-803 Proposed:  Position Number: 79001235  BUREAU/COMPARABLE: Compliance  Current Broadband Level Code: Financial Examiner/Analyst II Code: 13-2051-03  SECTION/SUBSECTION: Condominiums  Proposed Broadband Level Code:  INCUMBENT:  APPROVAL AUTHORITY USE ONLY  POSITION ATTRIBUTES:  EEO: 01					
Managerial ☐ Confidential ☐ Supervisory ☐ Other ☐         Managerial ☐ Confidential ☐ Supervisory ☐ Other ☐         DIVISION/COMPARABLE: Florida Condominiums, Timeshares & Mobile Homes       Position Number: 79-80-08-00-803 Proposed:         BUREAU/COMPARABLE: Compliance       Current Broadband Level Code: 13-2051-03       Current Class Title: Financial Examiner/Analyst III Code: 156-03       Current Broadband Level Code: Financial Examiner/Analyst III Code: 156-03       Proposed Class Title: Proposed Class Code: 156-05       Proposed Class Title: Proposed Class Code: 156-05       Proposed Class Title: Proposed Class Code: 156-05       Proposed Class Code: 156-05       Proposed Class Code: 156-05       Proposed Class Title: Proposed Class Code: 156-05       Proposed Class Code: 156-05       Proposed Class Code: 156-05       Proposed Class Title: Proposed Class Code: 156-05       Proposed C	_	APPROVED CLASS TITL	.E:		
NAME OF AGENCY: Department of Business & Professional Regulation    Division/comparable: Florida Condominiums, Timeshares & Mobile Homes   Position Number: 79001235   1.0   Code: E	11 🗌 18 🗎 80 🔲 81 🗍 86 🗍 87 🗍 89 🗍 99 🗍 Other 🗍				
NAME OF AGENCY: Department of Business & Professional Regulation  DIVISION/COMPARABLE: Florida Condominiums, Timeshares & Mobile Homes  BUREAU/COMPARABLE: Compliance  Current Broadband Level Code: 13-2051-03  Proposed Class Title: Proposed Broadband Level Code: 13-2051-03  Proposed Class Title: Proposed Class Code  HEADQUARTERS/COUNTY CODE: Tallahassee/037  INCUMBENT:  Managerial Confidential Supervisory Other Current: 79-80-08-00-803  Proposed:  FTE: 79001235 1.0  Current Class Title: Financial Examiner/Analyst II Code: 156-03  Proposed Broadband Level Code:  Type of Transaction: Update  APPROVAL AUTHORITY USE ONLY  POSITION ATTRIBUTES:  Broadband Class Approved By: Effective Date	CBU: 01 🗍 02 🗍 03 🗍 04 🗍 05 🖾 06 🗍 07 🗍 08 🗋 09 🗍 10 🗍	APPROVED BROADBAN	ID OCCUPA	TION:	
NAME OF AGENCY: Department of Business & Professional Regulation  DIVISION/COMPARABLE: Florida Condominiums, Timeshares & Mobile Homes  BUREAU/COMPARABLE: Compliance  Current Broadband Level Code: 13-2051-03  Proposed Class Title: Proposed Broadband Level Code: 13-2051-03  Proposed Class Title: Proposed Class Code  HEADQUARTERS/COUNTY CODE: Tallahassee/037  INCUMBENT:  Managerial Confidential Supervisory Other Current: 79-80-08-00-803  Proposed:  FTE: 79001235 1.0  Current Class Title: Financial Examiner/Analyst II Code: 156-03  Proposed Broadband Level Code:  Type of Transaction: Update  APPROVAL AUTHORITY USE ONLY  POSITION ATTRIBUTES:  Broadband Class Approved By: Effective Date	EEO: 01 □ 02 図 03 □ 04 □ 05 □ 06 □ 07 □ 08 □	Level Code:		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	552170 5416.
NAME OF AGENCY: Department of Business & Professional Regulation  DIVISION/COMPARABLE: Florida Condominiums, Timeshares & Mobile Homes  BUREAU/COMPARABLE: Compliance  Current Broadband Level Code: 13-2051-03  Proposed:  Current Class Title: Financial Examiner/Analyst II Code: 156- Class Code Clas	1	POSITION ATTRIBUTES:			
NAME OF AGENCY: Department of Business & Professional Regulation  DIVISION/COMPARABLE: Florida Condominiums, Timeshares & Mobile Homes  BUREAU/COMPARABLE: Compliance  DIVISION/SUBSECTION: Condominiums  Managerial Confidential Supervisory Other Corrent in Supervisory Other Organization Level: Current: 79-80-08-00-803 Proposed:  Position Number: FTE: Supervisory Other Organization Level: Code: E  Current: 79-80-08-00-803 Proposed:  Code: E  Current Broadband Level Code: Financial Examiner/Analyst II Code: 156-03-03-03-03-03-03-03-03-03-03-03-03-03-					
NAME OF AGENCY: Department of Business & Professional Regulation  DIVISION/COMPARABLE: Florida Condominiums, Timeshares & Mobile Homes  BUREAU/COMPARABLE: Compliance  BUREAU/COMPARABLE: Compliance  Current Broadband Level: Current Broadband Current Class Title: Financial Examiner/Analyst II  Code: 156/ SECTION/SUBSECTION: Condominiums  Managerial Confidential Supervisory Other Carrent Class Title: Current: 79-80-08-00-803 Proposed:  Position Number: 79001235 1.0 Code: E  Current Broadband Level Code: 13-2051-03  Proposed Broadband Proposed Class Title: Proposed	HEADQUARTERS/COUNTY CODE: Tallahassee/037		ndata		Class Code:
NAME OF AGENCY: Department of Business & Professional Regulation  DIVISION/COMPARABLE: Florida Condominiums, Timeshares & Mobile Homes  BUREAU/COMPARABLE: Compliance  Managerial Confidential Supervisory Other Corrent: 79-80-08-00-803 Proposed:  Current: 79-80-08-00-803 Proposed:  Position Number: FTE: Security R 79001235 1.0 Code: E  Current Broadband Current Class Title: Current Cl	SECTION/SUBSECTION: Condominiums	13-2051-03			Code: 1564
NAME OF AGENCY: Department of Business & Professional Regulation  DIVISION/COMPARABLE: Florida Condominiums, Timeshares & Mobile  Homes  Managerial Confidential Supervisory Other Corpanization Level: Current: 79-80-08-00-803 Proposed: Position Number: FTE: Security R		Current Broadband	Current Class Title:		Current Class
NAME OF AGENCY: Department of Business & Professional Regulation  Managerial  Confidential  Supervisory  Other  Organization Level:	DIVISION/COMPARABLE: Florida Condominiums, Timeshares & Mobile	Position Number: FTE: Security			
I I OCITICIA LOCATION INFORMATICINI I FOSICION EXEMPT UNGER 770,205( )( ), F.S.		on Organization Level:			
CAREER SERVICE SELECTED EXEMPT SERVICE SENIOR MANAGEMENT SERVICE OTHER Position LOCATION INFORMATION Position Exempt Under 110.205(), F.S.			r 110.205(	)( ), F.S.	

l tim	ties and Responsibilities - Describe in detail the specific du e for each. Indicate the role of this position in accomplis ependent, final policy decisions made and show their effect	shing the unit and agency mission. If a	pplicable, include examples of			
% of						
Time	Duties and Responsibilities  This is a highly responsible position that must, in addition to the duties described below, coordinate with the Licensure and Customer Service Bureaus, as well as the four Compliance Offices to ensure consistent enforcement strategies for Chapters 326, 718, 719, 721 and 723, Florida Statutes, and applicable Rules of the Florida Administrative Code. Specific duties include:					
60%	Investigates alleged violations, related to complex financial issues, of Chapters 718, 719, 721 and 723, Florida Statutes, and related Florida Administrative Code. Prepares investigative report of findings and recommendations and presents testimony at Formal Hearings in support of Administrative Actions (or court proceedings, if necessary).					
20%	Assists the Bureau of Standards and Registration and the disclosures, as requested.	Bureau of Compliance field office staff w	rith reviews of financial			
10%	Communicates with and educates the public and non-finar materials to the public or staff as needed.	ncial staff on financial issues. Prepares a	nd presents educational			
5%	Assists with development of workout plans for financially denegotiated settlements.	istressed timeshare plans. Monitors com	pliance with terms of			
5%	Performs other related work as required.					
This po	owledge, skills and abilities, including utilization of equipmer sition requires a high degree of proficiency with sprea ed accounting principles. The applicant must possess related to the regulated industries and perform financi	idsheets, databases desktop applicat the knowledge required to understar	ions and generally nd financial and accounting			
8. Lice	ensure/registration/certification requirements (If applicable, I	ist the appropriate Florida Statute or fede	ral regulation cite):			
	er job-related requirements for this position: r's degree with accounting major preferred. but not required	l.				
10. Worota	rking hours: (A) Daily from <u>8:00 AM</u> to <u>5:00 PM</u> (B) Total hortion, etc.)	urs in workweek <u>40</u> (C) Explain any varia	tion in work (split shift,			
11. Agency Use Only –  Check those that apply: Uniform Allowance  CJIP  Bond Indicator  Drug Screening  Re-screening  Security Check: No security screen required  Background investigation required  Background & fingerprint required  Fingerprint investigation required  Access to abuse records  Caretaker  Financial  Law enforcement  Management  Sensitive  Agency Security Check   Other:						
respons	owing have acknowledged that the statements above, to sibilities of the position.		ely describe the duties and			
	nt Signature (optional):	Date:				
Supervis	ed with Employee: Yes  No  Signature:	Title:	Date:			
	I of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:			
Approva	l of Agency Personnel Officer:	Title:	Date:			

CAREER SERVICE SELECTED EXEMPT SERVICE	SENIOR MANAGEME	NT CEDV	IICE C OTU	
POSITION LOCATION INFORMATION	Position Exempt Under	110.205(	), F.S.	
NAME OF AGENCY: Department of Business and Professional Reguation	Managerial ☐ Confidential ☐ Supervisory ☐ Other ☐			
	Current: 79-80-08-00-803 Proposed:			
DIVISION/COMPARABLE: Florida Condominiums, Timeshares and Mobiel Homes	Position Number: 79001223	FTE:		Security Role
BUREAU/COMPARABLE: Bureau of Compliance	Current Broadband	1.0 Current C	lass Title:	Code: E Current Class
	Level Code: 13-1041-04	1	on Specialist II	Code: 8318
SECTION/SUBSECTION:	Proposed Broadband	Proposed	Class Title:	Proposed
	Level Code:			Class Code:
HEADQUARTERS/COUNTY CODE: Fort Lauderdale/006	Type of Transaction:			
INCUMBENT:	ADDDC	MAL ALIT	HORITY USE ON	II W
POSITION ATTRIBUTES:		VAL AUT	MORITY USE ON	ILY
EEO: 01	Broadband Level Code:	Class Code:	Approved By:	Effective Date:
	Level Code.	Code.		
CBU: 01 🗌 02 🗍 03 🔲 04 🗍 05 🔲 06 🔲 07 🗋 08 🔲 09 🔲 10 🖂	APPROVED BROADBAN	ID OCCUPA	TION-	
11 🗌 18 🗎 80 🔲 81 🗐 86 🔲 87 🔲 89 📋 99 🔲 Other 🔲				
11				
Special Risk: Yes 🗌 No 🗀	APPROVED CLASS TITL	E:		
Overtime: Yes 🗌 No 🗎				
CAD: Yes ☐ No ☐				
	- II - I - I - I - I - I - I - I - I -			
<ol> <li>This position reports directly to: Position Number 79001234 Broadband Occupation <u>Business Operations</u> Class Code <u>8354</u></li> </ol>	adpand Level Code 13-1	1041-04		
<ol> <li>Broadband level code, class title, class code, position number, an position:</li> <li>N/A</li> </ol>	d fieddydditers foediioff	or each pos	silion which reports	airectly to this
3. What statutes establish or define the work performed? Chapters 7				
4. This position has financial disclosure responsibility in accordance v		. S.: Yes [	☐ No ⊠	
<ol><li>Current budget for which this position is accountable (if applicable)</li></ol>	):			
Salaries & Benefits	P.S		F	
O.F	3.		Expenses	
F.C.O. Data Pro				
Data i i			TOTAL ALLOTME	ENT
f the current budget includes other areas of accountability include them	I IN THE FOTAL ALLOTM	ENT and pr	ovide a brief explar	ation.

tim	6. Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.					
% of Time	Duties a	and Responsibilities				
60%	Conducts investigations of more complex issues to determine regulated parties compliance with the Florida Statutes and Administrative Code enforced by the program areas of the Division of Florida Land Sales, Condominiums and Mobile Homes, including Chapters 718, 719, 721 and 723, Florida Statutes and the accompanying administrative rules, in accordance with Bureau of Compliance procedures. Reviews and analyzes jurisdictional issues, prepares investigative plans, interviews witnesses, gathers and maintains physical evidence, conducts, authorized travel, maintains investigative files properly (and as public records subject to chapter 119, F.S.), generates investigative reports and accompanying documentation, and makes recommendations for administrative action in appropriate cases.					
25%	Provides written and telephonic responses to complaints Division's program areas. Communicates with the public ir administrative rules enforced by the division to varying fact appropriate files in response to complaints and inquiries from	n a timely manner, and is knowledgeable tual scenarios. Generates appropriate do	in applying the statutes and			
5%	Prepares cases for administrative action, trial and related h	nearings or proceedings. Testifies in proce	eedings as needed.			
5%	Develops and maintains a network of contacts among mer range of general knowledge of Department and other agen needed.	mbers and representatives of regulated in cies' function in order to provide referral i	ndustries. Maintains a wide information to the public as			
5%	Performs other related work as required.					
Proficie adminis	bowledge, skills and abilities, including utilization of equipment ency with MS Professional Office software and the inte strative rules to specific fact scenarios. Strong oral and tion is preferred.	rnet. Ability to read, interpret and ap				
8. Lice	ensure/registration/certification requirements (If applicable, li	st the appropriate Florida Statute or feder	ral regulation cite):			
9. Oth	ner job-related requirements for this position:					
	orking hours: (A) Daily from <u>8:00 AM</u> to <u>5:00 PM</u> (B) Total houation, etc.)	urs in workweek <u>40</u> (C) Explain any variat	tion in work (split shift,			
Che Sec Fin Ser Oth	11. Agency Use Only — Check those that apply: Uniform Allowance   CJIP   Bond Indicator   Drug Screening   Re-screening   Security Check: No security screen required   Background investigation required   Background & fingerprint required   Fingerprint investigation required   Access to abuse records   Caretaker   Financial   Law enforcement   Management   Sensitive   Agency Security Check   Other:					
	lowing have acknowledged that the statements above, to sibilities of the position.	the best of their knowledge, accurate	ly describe the duties and			
Incumbe	ent Signature (optional):	Date:				
	sed with Employee: Yes ☐ No ☐ sor's Signature:	Title:	Date:			
	al of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:			
Approva	al of Agency Personnel Officer:	Title:	Date:			

CAREER SERVICE SELECTED EXEMPT SERVICE	SENIOR MANAGEMI	FNT SERV	/ICE OTHI	=p [ ]
POSITION LOCATION INFORMATION	Position Exempt Under 110.205( ), F.S.			
NAME OF AGENCY: Department of Business and Professional Reguation	1 3			
DIVISION/COMPARABLE: Florida Condominiums, Timeshares and Mobiel Homes	Current: 79-80-08-00-803   Proposed:			
BUREAU/COMPARABLE: Bureau of Compliance	Current Broadband Level Code: 13-1041-04	Current C	lass Title: on Specialist II	Current Class Code: 8318
SECTION/SUBSECTION:	Proposed Broadband Proposed Class Title: Propos			Proposed Class Code:
HEADQUARTERS/COUNTY CODE: Tampa/029	Type of Transaction:			
INCUMBENT:	APPRO	VAL AUT	HORITY USE ON	ILY
POSITION ATTRIBUTES:	Broadband	Class	Approved By:	Effective Date:
EEO: 01	Level Code:	Code:	.,,	
CBU: 01	APPROVED BROADBAN	ID OCCUPA	TION:	
11 🗌 18 🗍 80 🗍 81 🗎 86 🗍 87 🗍 89 🗍 99 🗍 Other 🗍				
Special Biolo Ves El N. El	APPROVED CLASS TITL	.E:		
Special Risk: Yes No				
Overtime: Yes No C				
CAD: Yes 🗌 No 🗍				
1. This position reports directly to: Position Number 79001233 Broad				
Broadband Occupation <u>Business Operations</u> Class Code <u>8354</u>	Class Title Investigator	Supervisor	- SES	
<ol><li>Broadband level code, class title, class code, position number, an position:</li></ol>	d headquarters location	of each pos	sition which reports	directly to this
N/A				
N/A				
3. What statutes establish or define the work performed? Chapters	740 740 704   1700 -			
<ol><li>What statutes establish or define the work performed? Chapters ?</li></ol>	718, 719, 721 and 723, F	·.S.		
4. This position has financial disclosure responsibility in accordance	with Section 112.3145, F	. S.: Yes [	☐ No ⊠	
5. Current budget for which this position is accountable (if applicable	\.			
and a standard the position is accountable (ii applicable	<i>)</i> .			
Salaries & Benefits O.F	P.S.		Expenses	
	ocessing		TOTAL ALLOTM	
If the current budget includes other areas of accountability include them	n in the TOTAL ALLOTM	ENT and p		
·		р	S Siloi Oxpidi	

tim	6. Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.					
% of Time	Duties	and Responsibilities				
60%	Conducts investigations of more complex issues to determine regulated parties compliance with the Florida Statutes and Administrative Code enforced by the program areas of the Division of Florida Land Sales, Condominiums and Mobile Homes, including Chapters 718, 719, 721 and 723, Florida Statutes and the accompanying administrative rules, in accordance with Bureau of Compliance procedures. Reviews and analyzes jurisdictional issues, prepares investigative plans, interviews witnesses, gathers and maintains physical evidence, conducts, authorized travel, maintains investigative files properly (and as public records subject to chapter 119, F.S.), generates investigative reports and accompanying documentation, and makes recommendations for administrative action in appropriate cases.					
25%	Provides written and telephonic responses to complaint Division's program areas. Communicates with the public administrative rules enforced by the division to varying fac appropriate files in response to complaints and inquiries from the provided suppropriate files in response to complaints.	in a timely manner, and is knowledgeable ctual scenarios. Generates appropriate d	e in applying the statutes and			
5%	Prepares cases for administrative action, trial and related	hearings or proceedings. Testifies in proc	ceedings as needed.			
5%	Develops and maintains a network of contacts among me range of general knowledge of Department and other ageneeded.	embers and representatives of regulated incies' function in order to provide referral	ndustries. Maintains a wide information to the public as			
5%	Performs other related work as required.					
Proficie adminis	owledge, skills and abilities, including utilization of equipment oncy with MS Professional Office software and the inte strative rules to specific fact scenarios. Strong oral ar tion is preferred.	ernet. Ability to read, interpret and ap	oply statutes and king knowledge of Versa			
8. Lice	ensure/registration/certification requirements (If applicable, I	list the appropriate Florida Statute or fede	eral regulation cite):			
9. Oth	er job-related requirements for this position:					
10. Wor	rking hours: (A) Daily from <u>8:00 AM</u> to <u>5:00 PM</u> (B) Total ho tion, etc.)	urs in workweek <u>40</u> (C) Explain any varia	tion in work (split shift,			
Che Sec Fing Sen	11. Agency Use Only – Check those that apply: Uniform Allowance  CJIP  Bond Indicator  Drug Screening  Re-screening  Security Check: No security screen required  Background investigation required  Background & fingerprint required  Fingerprint investigation required  Access to abuse records  Caretaker  Financial  Law enforcement  Management  Sensitive  Agency Security Check  Other:					
The follo	owing have acknowledged that the statements above, to ibilities of the position.	o the best of their knowledge, accurate	ely describe the duties and			
Incumbe	nt Signature (optional):	Date:				
	ed with Employee: Yes  No  O	Title:	Date:			
	of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:			
Approva	of Agency Personnel Officer:	Title:	Date:			

TUSHIUN LULA HUN INIHUNATIAN	SENIOR MANAG	MENT SERV		-K 🗀
POSITION LOCATION INFORMATION	Position Exempt U	nder 110.205( onfidential 🏳 S	)(), F.S. upervisory	·
NAME OF AGENCY:	Organization Level		upervisory [ ] Othe	· L
DIVISION/COMPARABLE:	Current: Position Number:	Proposed: FTE:		Security Role
BUREAU/COMPARABLE:	Current Broadband	Course at Ol		Code: É
	Level Code:	- Carroll Glado Halo.		Current Class Code:
SECTION/SUBSECTION:	Proposed Broadba Level Code:	nd Proposed	Class Title:	Proposed Class Code:
HEADQUARTERS/COUNTY CODE:	Type of Transaction	1:		
INCUMBENT:	APF	PROVAL AUTI	HORITY USE ON	ILY
POSITION ATTRIBUTES:	Broadband	Class	Approved By:	Effective Date:
EEO: 01 🗌 02 🖾 03 🗍 04 🗍 05 🗍 06 🗍 07 🗍 08 🗍	Level Code: 43-6011-02	Code: 0709		
CBU: 01 🛛 02 🗍 03 🗍 04 🗍 05 🗍 06 🗍 07 🗍 08 🗍 09 🗍 10 🗍	APPROVED BROAD EXEC SECRETARIE	BAND OCCUPAT S & EXEC ADMIN	ION: I ASSISTANTS	
11	_			
Special Risk: Yes ☐ No ☒	APPROVED CLASS ADMINISTRATIVE A	TITLE:		
Overtime: Yes ⊠ No □	ADMINIOTIVEA	SSISTANTI		
CAD: Yes ⊠ No □				
This position reports directly to: Position NumberBro	adhand Level Code			
Broadband Occupation Class Code Class Titl  Broadband level code, class title, class code, position number position:		tion of each pos	tion which reports	directly to this
. What statutes establish or define the work performed?				
. What statutes establish or define the work performed?				
What statutes establish or define the work performed?      This position has financial disclosure responsibility in accordance.	nce with Section 112.314	5, F. S.: Yes [	l No ⊠	
This position has financial disclosure responsibility in accorda		5, F. S.: Yes [	No ⊠	
This position has financial disclosure responsibility in accorda		5, F. S.: Yes [	No ⊠  Expenses	

	POSITION NUMBER
6.	Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.

	e for each. Indicate the role of this position in accomplise ependent, final policy decisions made and show their effect					
% of Time						
7. Kno	bwledge, skills and abilities, including utilization of equipmer	nt, required for the position:				
		,				
8. Lice	ensure/registration/certification requirements (If applicable, I	ist the appropriate Florida Statute or fede	eral regulation cite):			
9. Oth	er job-related requirements for this position:					
10. Wo	rking hours: (A) Daily from to (B) Total hours i	n workweek (C) Explain any variat	tion in work (split shift, rotation,			
Che Sec Fing Ser	11. Agency Use Only – Check those that apply: Uniform Allowance  CJIP  Bond Indicator  Drug Screening  Re-screening  Security Check: No security screen required  Background investigation required  Background & fingerprint required  Fingerprint investigation required  Access to abuse records  Caretaker  Financial  Law enforcement  Management  Sensitive  Agency Security Check  Other:					
The foll respons	owing have acknowledged that the statements above, to sibilities of the position.	o the best of their knowledge, accurate	ely describe the duties and			
Incumbe	ent Signature (optional):	Date:				
	ed with Employee: Yes ☐ No ☐ sor's Signature:	Title:	Date:			
Approva	I of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:			
Approva	l of Agency Personnel Officer:	Title:	Date:			

CAREER SERVICE SELECTED EXEMPT SERVICE	SENIOR MANAGEME	NT SERV	ICE OTHE	=p
POSITION LOCATION INFORMATION	Position Exempt Under	110.205(	)( ), F.S.	
NAME OF AGENCY: Department of Business and Professional Reguation	Managerial Confid Organization Level: Current: 79-80-08-00-			or 🔲
<b>DIVISION/COMPARABLE</b> : Florida Condominiums, Timeshares and Mobiel Homes	Position Number: FTE: Security			Security Role Code: E
BUREAU/COMPARABLE: Bureau of Compliance	Current Broadband Level Code: 13-1041-04	Current CI	ass Title: on Specialist II	Current Class Code: 8318
SECTION/SUBSECTION:	Proposed Broadband Level Code:	Proposed	Class Title:	Proposed Class Code:
HEADQUARTERS/COUNTY CODE: Tampa/029	Type of Transaction:	1		
INCUMBENT:	APPRO	VAL AUT	HORITY USE ON	ILY
POSITION ATTRIBUTES:	Broadband	Class	Approved By:	Effective Date:
EEO: 01 🔲 02 🗋 03 🗍 04 🗍 05 🗍 06 🗍 07 🗍 08 🗍	Level Code:	Code:	,	
CBU: 01	APPROVED BROADBAN	ID OCCUPAT	TION:	
11 🗌 18 🗌 80 🗍 81 🗍 86 🗍 87 🗍 89 🗍 99 🗍 Other 🗍				
Special Risk: Yes ☐ No ☐	APPROVED CLASS TITL	.E:		
Overtime: Yes 🗌 No 🗍				
CAD: Yes No				
<ol> <li>This position reports directly to: Position Number <u>79001233</u> Broadband Occupation <u>Business Operations</u> Class Code <u>8354</u></li> </ol>				
<ol> <li>Broadband level code, class title, class code, position number, an position:         N/A     </li> <li>What statutes establish or define the work performed? Chapters</li> <li>This position has financial disclosure responsibility in accordance</li> </ol>	718, 719, 721 and 723, F	<del>-</del> .s.		
		F. S.: Yes [	☐ No 🖾	
<ol> <li>Current budget for which this position is accountable (if applicable</li> </ol>	e):			
Salaries & Benefits O.I	P.S.		Expenses	
F.C.O. Data Pr	ocessing		TOTAL ALLOTM	ENT
If the current budget includes other areas of accountability include then	•	IENT and pr		

tim	<ol> <li>Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.</li> </ol>					
% of Time	Duties	and Responsibilities				
60%	Conducts investigations of more complex issues to determine regulated parties compliance with the Florida Statutes and Administrative Code enforced by the program areas of the Division of Florida Land Sales, Condominiums and Mobile Homes, including Chapters 718, 719, 721 and 723, Florida Statutes and the accompanying administrative rules, in accordance with Bureau of Compliance procedures. Reviews and analyzes jurisdictional issues, prepares investigative plans, interviews witnesses, gathers and maintains physical evidence, conducts, authorized travel, maintains investigative files properly (and as public records subject to chapter 119, F.S.), generates investigative reports and accompanying documentation, and makes recommendations for administrative action in appropriate cases.					
25%	Provides written and telephonic responses to complaints and inquiries from the public concerning issues regulated by the Division's program areas. Communicates with the public in a timely manner, and is knowledgeable in applying the statutes and administrative rules enforced by the division to varying factual scenarios. Generates appropriate documentation and maintains appropriate files in response to complaints and inquiries from the public.					
5%	Prepares cases for administrative action, trial and related h	hearings or proceedings. Testifies in proc	eedings as needed.			
5%	Develops and maintains a network of contacts among mer range of general knowledge of Department and other agen needed.					
5%	% Performs other related work as required.					
7. Knowledge, skills and abilities, including utilization of equipment, required for the position: Proficiency with MS Professional Office software and the internet. Ability to read, interpret and apply statutes and administrative rules to specific fact scenarios. Strong oral and written communication skills. Working knowledge of Versa Regulation is preferred.						
8. Lice	ensure/registration/certification requirements (If applicable, li	ist the appropriate Florida Statute or fede	ral regulation cite):			
9. Oth	ner job-related requirements for this position:					
	rking hours: (A) Daily from <u>8:00 AM</u> to <u>5:00 PM</u> (B) Total hou ation, etc.)	urs in workweek <u>40</u> (C) Explain any variat	tion in work (split shift,			
Che Sec Fing Sen Oth	11. Agency Use Only – Check those that apply: Uniform Allowance  CJIP  Bond Indicator  Drug Screening  Re-screening  Security Check: No security screen required  Background investigation required  Background & fingerprint required  Fingerprint investigation required  Access to abuse records  Caretaker  Financial  Law enforcement  Management  Sensitive  Agency Security Check   Other:					
respons	owing have acknowledged that the statements above, to sibilities of the position.	the best of their knowledge, accurate	ly describe the duties and			
Incumbe	ent Signature (optional):	Date:				
	ed with Employee: Yes  No  Signature:	Title:	Date:			
	al of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:			
Approva	al of Agency Personnel Officer:	Title:	Date:			

CAREER SERVICE   SELECTED EXEMPT SERVICE   □	SENIOR MANAGEMI	NT SERV	ICE OTH	-P 🗆
POSITION LOCATION INFORMATION	Position Exempt Under 110.205( )( ), F.S.			
NAME OF AGENCY: Department of Business & Professional Regulation	Managerial ☐ Confidential ☐ Supervisory ☐ Other ☐ ☐ Organization Level:			
DIVISION/COMPARABLE: Florida Condominiums, Timeshares & Mobile	Current: 79-80-06-00-800 Proposed:			
Homes	Position Number: 79000788	FTE: 1.0		Security Role Code:
BUREAU/COMPARABLE: Standards and Registration	Current Broadband	Current CI		Current Class
	Level Code: 13-1199-3	Real Estate Specialist	e Development	Code: 4482
SECTION/SUBSECTION:	Proposed Broadband		Class Title:	Proposed
	Level Code:			Class Code:
HEADQUARTERS/COUNTY CODE: Tallahassee/037	Type of Transaction: Update			
INCUMBENT:	APPROVAL AUTHORITY USE ONLY			
POSITION ATTRIBUTES:	Broadband	Class	Approved By:	Effective Date:
EEO: 01	Level Code:	Code:		
CBU: 01	APPROVED BROADBAN	ID OCCUPAT	FION:	
11 🗌 18 🗍 80 🗎 81 📋 86 🔲 87 🔲 89 🔲 99 🗍 Other 🗎				
One SIDE V. D. N. D.	APPROVED CLASS TITL	E:		
Special Risk: Yes ☐ No ☒				
Overtime: Yes ☐ No ☒ CAD: Yes ☐ No ☒				
1. This position reports directly to: Position Number 79000583 Bro				
Broadband Occupation <u>Business Operations Specialist, All Othe</u> Supervisor - SES	r Class Code 4484 Clas	ss Title Rea	al Estate Developm	ent Specialist
	ad basedon sets on to set			
are a series to the series and states and states and position framiber, ar	nd neadquarters location	of each pos	sition which reports	directly to this
position:				
N/A				
3. What statutes establish or define the work performed? 718, 719,	720 721 and 722 Florid	lo Ctotutos		
with state of dealing of define the work performed: 716, 719,	720, 721 and 723, Florid	a Statutes.		
<ol> <li>This position has financial disclosure responsibility in accordance</li> </ol>	with Section 112.3145, I	F. S.: Yes [	☐ No 🏻	
<ol><li>Current budget for which this position is accountable (if applicable</li></ol>	7).			
applicable	;).			
Salaries & Benefits O.	P.S.		Expenses	<del></del> ::
F.C.O. Data Pr	rocessing		TOTAL ALLOTM	FNT
f the current budget includes other areas of accountability include ther	<u> </u>	IENT and n		
	The state of the state of the	and pi	. c.nac a biloi expla	nadon.

tim	ties and Responsibilities - Describe in detail the specific du e for each. Indicate the role of this position in accomplis ependent, final policy decisions made and show their effect	shing the unit and agency mission. If a	pplicable, include examples of		
% of					
<b>Time</b> 45%	Examines documents filed with the division for proper form conform to the requirements of applicable statutes and rul statute, rule or bureau procedures. The primary job tasks	es. Conducts such examinations within t	he timeframes required by		
20%	Prepares deficiency notices, approval letters, documentation relating to filling rejections, and related correspondence, pursuant to applicable statutes and rules, and bureau procedures.				
10%	Inputs deficiency, response, extension, and approval data managing entity data input by others. Codes documents i	into database. Performs quality control mmediately upon approval to faclitate per	as to project, developer, manent retention.		
10%	Assist in the research, preparation and dissemination of in including responding to verbal and written inquireies for in	formation or statistical data to industry me formation or documents.	embers or agency personnel,		
5%	Participate in on-going burea training programs and section meetings, especially to promote accuracy in comprehension of applicable laws and rules, and consistency between sections and bureaus. Prepare appropriate documentation, upon request, related to compliance of filed or unfiled documents.				
5%	Adheres to established bureau procedures.				
5%	Performs other related duties as required.				
7. Knowledge, skills and abilities, including utilization of equipment, required for the position: Proficient in the use of technology including software, hardware, and data systems. Knowledge of applicable Florida Statutes. Ability to communicate effectively, orally and in writing. Ability to research and identify essential information. Ability to organize data into logical format for presentation in reports, documents and other written materials. 8. Licensure/registration/certification requirements (If applicable, list the appropriate Florida Statute or federal regulation cite):					
9. Oth	9. Other job-related requirements for this position:				
10. Working hours: (A) Daily from 8:00 AM to 5:00 PM (B) Total hours in workweek 40 (C) Explain any variation in work (split shift, rotation, etc.)					
11. Agency Use Only –  Check those that apply: Uniform Allowance  CJIP  Bond Indicator  Drug Screening  Re-screening  Security Check: No security screen required  Background investigation required  Background & fingerprint required  Fingerprint investigation required  Access to abuse records  Caretaker  Financial  Law enforcement  Management  Sensitive  Agency Security Check  Other:					
respons	owing have acknowledged that the statements above, to sibilities of the position.	o the best of their knowledge, accurate	ly describe the duties and		
	ent Signature (optional):	Date:			
	ed with Employee: Yes ☐ No ☐ sor's Signature:	Title:	Date:		
	I of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:		
Approva	I of Agency Personnel Officer:	Title:	Date:		
			<u> </u>		

N/A									
position: N/A				position:					
<ol><li>Broadband level code, class title, class code, position number</li></ol>	, and headquarters location	on of each po	sition which reports	directly to this					
Broadband Occupation <u>Business Operations Specialist</u> , All O <u>Supervisor - SES</u>	ther Class Code 4484 C	lass Title <u>Re</u>	al Estate Developm	ent Specialist					
This position reports directly to: Position Number 79000583    Proodband Convention Provided Proof 1   1   1   1   1   1   1   1   1   1									
CAD: Yes ☐ No ☒									
Overtime: Yes ☐ No ☒									
Special Risk: Yes ☐ No ⊠	APPROVED CLASS TI	TLE:							
11 🗌 18 🗍 80 🗍 81 🗍 86 🗍 87 🗍 89 🗍 99 🗍 Other 🗍									
CBU: 01	APPROVED BROADB	AND OCCUPA	TION:						
	ADDDOVED DDOVD								
POSITION ATTRIBUTES:         EEO: 01 □ 02 □ 03 □ 04 □ 05 □ 06 □ 07 □ 08 □	Broadband Level Code:	Class Code:	Approved By:	Effective Date:					
INCUMBENT:	APPF	ROVAL AUT	THORITY USE ON	ILY					
HEADQUARTERS/COUNTY CODE: Tallahassee/037	Type of Transaction: Update								
SECTION/SUBSECTION:	Proposed Broadband Level Code:	Proposed Broadband Proposed Class Title: Pr		Proposed Class Code:					
	Level Code: 13-1199-3		te Development	Current Class Code: 4482					
Homes BUREAU/COMPARABLE: Standards and Registration	79000768  Current Broadband	1.0	Class Title:	Security Role Code:					
DIVISION/COMPARABLE: Florida Condominiums, Timeshares & Mobile	Current: 79-80-06-00-800 Proposed:								
NAME OF AGENCY: Department of Business & Professional Regulation  Managerial  Confidential  Supervisory  Other  Organization Level:									
POSITION LOCATION INFORMATION	Position Exempt Und	MENT SER <sup>1</sup> ler 110.205(	)( ), F.S.						

l tim	ties and Responsibilities - Describe in detail the specific du e for each. Indicate the role of this position in accompli- ependent, final policy decisions made and show their effect	shing the unit and agency mission. If a	applicable, include examples of		
% of	F				
<b>Time</b> 45%	Duties  Examines documents filed with the division for proper forr conform to the requirements of applicable statutes and rul statute, rule or bureau procedures. The primary job tasks	es. Conducts such examinations within t	he timeframes required by		
20%	Prepares deficiency notices, approval letters, documentation relating to filling rejections, and related correspondence, pursuant to applicable statutes and rules, and bureau procedures.				
10%	Inputs deficiency, response, extension, and approval data managing entity data input by others. Codes documents i	into database. Performs quality control mmediately upon approval to faclitate per	as to project, developer, manent retention.		
10%	Assist in the research, preparation and dissemination of in including responding to verbal and written inquireles for in	formation or statistical data to industry m formation or documents.	embers or agency personnel,		
5%	Participate in on-going burea training programs and section meetings, especially to promote accuracy in comprehension of applicable laws and rules, and consistency between sections and bureaus. Prepare appropriate documentation, upon request, related to compliance of filed or unfiled documents.				
5%	Adheres to established bureau procedures.				
5%	Performs other related duties as required.				
<ol> <li>Knowledge, skills and abilities, including utilization of equipment, required for the position:</li> <li>Proficient in the use of technology including software, hardware, and data systems. Knowledge of applicable Florida Statutes. Ability to communicate effectively, orally and in writing. Ability to research and identify essential information. Ability to organize data into logical format for presentation in reports, documents and other written materials.</li> <li>Licensure/registration/certification requirements (If applicable, list the appropriate Florida Statute or federal regulation cite):</li> </ol>					
9. Oth	er job-related requirements for this position:				
10. Wor	10. Working hours: (A) Daily from 8:00 AM to 5:00 PM (B) Total hours in workweek 40 (C) Explain any variation in work (split shift, rotation, etc.)				
11. Agency Use Only – Check those that apply: Uniform Allowance ☐ CJIP ☐ Bond Indicator ☐ Drug Screening ☐ Re-screening ☐ Security Check: No security screen required ☐ Background investigation required ☒ Background & fingerprint required ☐ Fingerprint investigation required ☐ Access to abuse records ☐ Caretaker ☐ Financial ☐ Law enforcement ☐ Management ☐ Sensitive ☐ Agency Security Check ☐ Other:					
The folk respons	owing have acknowledged that the statements above, to ibilities of the position.	o the best of their knowledge, accurate	ly describe the duties and		
Incumbe	nt Signature (optional):	Date:			
	ed with Employee: Yes 🗌 No 🗍 or's Signature:	Title:	Date:		
	of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:		
Approval	Approval of Agency Personnel Officer:  Title:  Date:				

anization Level: urrent: 79-80-06-00- ition Number: 00672 rent Broadband al Code: 199-3 posed Broadband al Code: c of Transaction: Up APPRO Broadband evel Code: ROVED BROADBAN	r 110.205( dential  Section Se	in in its property in its pro	Security Role Code: Current Class Code: 4482 Proposed Class Code:  Effective Date:
anization Level: urrent: 79-80-06-00- ition Number: 00672 rent Broadband el Code: 199-3 posed Broadband el Code: roadband evel Code: ROVED BROADBAN ROVED CLASS TITL	Real Estate Specialist Proposed  DVAL AUT  Class Code:  ND OCCUPAT  LE:  1199-04  ss Title Real	Iass Title: e Development  Class Title: HORITY USE ON Approved By:  FION:	Security Role Code: Current Class Code: 4482 Proposed Class Code:  Effective Date:
ition Number: 00672 rent Broadband ol Code: 199-3 posed Broadband ol Code: rent Broadband ol Code: ren	FTE: 1.0 Current Cl Real Estate Specialist Proposed  DVAL AUT  Class Code:  ND OCCUPAT  LE:  1199-04 ss Title Real	lass Title: e Development  Class Title:  HORITY USE ON  Approved By:	Code: Current Class Code: 4482  Proposed Class Code:  ILY  Effective Date:
rent Broadband code: 199-3 posed Broadband code: pof Transaction: Up APPRO croadband evel Code:  ROVED BROADBAN ROVED CLASS TITL d Level Code 13- s Code 4484 Class	1.0 Current Cl Real Estate Specialist Proposed  DVAL AUT  Class Code:  ND OCCUPAT  E:  1199-04 ss Title Real	E Development  Class Title:  HORITY USE ON  Approved By:  FION:	Code: Current Class Code: 4482  Proposed Class Code:  ILY  Effective Date:
al Code: 199-3 posed Broadband of Code: a of Transaction: Up APPRO Groadband evel Code: ROVED BROADBAN ROVED CLASS TITL d Level Code 13- s Code 4484 Class	Real Estate Specialist Proposed  DVAL AUT  Class Code:  ND OCCUPAT  E:  1199-04  ss Title Rea	E Development  Class Title:  HORITY USE ON  Approved By:  FION:	Current Class Code: 4482  Proposed Class Code:  ILY  Effective Date:
199-3 posed Broadband of Code: pof Transaction: Up APPRO Proadband evel Code:  ROVED BROADBAN  ROVED CLASS TITL  d Level Code 13- s Code 4484 Class	Specialist Proposed  DVAL AUT  Class Code:  ND OCCUPAT  E:  1199-04  ss Title Rea	Class Title:  HORITY USE ON Approved By:  FION:	Proposed Class Code:  ILY  Effective Date:
APPRO Proadband Evel Code:  ROVED BROADBAN  ROVED CLASS TITL  d Level Code 13- s Code 4484 Class	Proposed  Proposed  Proposed  OVAL AUT  Class Code:  ND OCCUPAT  LE:  1199-04  ss Title Rea	Approved By:  FION:	Class Code:  ILY  Effective Date:
APPRO  Iroadband evel Code:  ROVED BROADBAN  ROVED CLASS TITL  d Level Code 13- s Code 4484 Class	Class Code: ND OCCUPAT  E:  1199-04 ss Title Rea	Approved By:	Effective Date:
ROVED BROADBAN  ROVED CLASS TITL  d Level Code 13- s Code 4484 Class	Class Code:  ND OCCUPAT  E:  1199-04  ss Title Rea	Approved By:	Effective Date:
ROVED BROADBAN ROVED CLASS TITL d Level Code 13- s Code 4484 Class	Code:  ND OCCUPAT  E:  1199-04  as Title Rea	ΠΟΝ:	ent Specialist
ROVED BROADBAN ROVED CLASS TITL d Level Code 13- s Code 4484 Clas	ID OCCUPAT  E:  1199-04  ss Title Rea	ΠΟΝ:	ent Specialist
ROVED CLASS TITL d Level Code 13- s Code 4484 Clas	.E: 1199-04 ss Title <u>Rea</u>	al Estate Developme	
d Level Code <u>13-</u> s Code <u>4484</u> Clas	1199-04 ss Title <u>Rea</u>		
d Level Code <u>13-</u> s Code <u>4484</u> Clas	1199-04 ss Title <u>Rea</u>		
s Code <u>4484</u> Clas	ss Title Rea		
s Code <u>4484</u> Clas	ss Title Rea		
s Code <u>4484</u> Clas	ss Title Rea		
s Code <u>4484</u> Clas	ss Title Rea		
21 and 723, Florid		illion which reports	directly to this
ection 112.3145, F	F. S.: Yes ☐	] No ⊠	
		Expenses	
ng -		TOTAL ALLOTME	-NT
si.	Section 112.3145, F	sing	Section 112.3145, F. S.: Yes  No  Expenses

l ann	ties and Responsibilities - Describe in detail the specific de for each. Indicate the role of this position in accomple pendent, final policy decisions made and show their effect	ishing the unit and agency mission. If	applicable include evamples of		
% of					
Time		and Responsibilities			
45%	Examines documents filed with the division for proper for conform to the requirements of applicable statutes and rustatute, rule or bureau procedures. The primary job tasks	iles. Conducts such examinations within	the timeframes required by		
20%	Prepares deficiency notices, approval letters, documenta applicable statutes and rules, and bureau procedures.	tion relating to filling rejections, and relate	ed correspondence, pursuant to		
10%	Inputs deficiency, response, extension, and approval data managing entity data input by others. Codes documents	a into database. Performs quality control immediately upon approval to faclitate pe	l as to project, developer, ermanent retention.		
10%	Assist in the research, preparation and dissemination of in including responding to verbal and written inquireles for in	nformation or statistical data to industry n nformation or documents.	nembers or agency personnel,		
5%	Participate in on-going burea training programs and section meetings, especially to promote accuracy in comprehension of applicable laws and rules, and consistency between sections and bureaus. Prepare appropriate documentation, upon request, related to compliance of filed or unfiled documents.				
5%	Adheres to established bureau procedures.				
5%	Performs other related duties as required.				
Statutes Ability to	wledge, skills and abilities, including utilization of equipment in the use of technology including software, hardware. Ability to communicate effectively, orally and in wronganize data into logical format for presentation in ensure/registration/certification requirements (If applicable, in the content of	are, and data systems. Knowledge of iting. Ability to research and identify reports, documents and other writter	essential information.		
9. Othe	er job-related requirements for this position:				
10. Wor	king hours: (A) Daily from $8:00~\text{AM}$ to $5:00~\text{PM}$ (B) Total ho tion, etc.)	urs in workweek <u>40</u> (C) Explain any varia	ation in work (split shift,		
Che Sector Fing Sens Other		ovestigation required ⊠ Background & fin ☐ Caretaker ☐ Financial ☐ Law enforc	ngerprint required ☐ Dement ☐ Management ☐		
respons	wing have acknowledged that the statements above, to bilities of the position.	o the best of their knowledge, accurate	ely describe the duties and		
Incumbe	nt Signature (optional):	Date:			
Discusse Supervise	d with Employee: Yes ☐ No ☐ or's Signature:	Title:	Date:		
Approval	of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:		
Approval	of Agency Personnel Officer:	Title:	Date:		

Salaries & Benefits  F.C.O.	O.P.S.  Data Processing		Expenses TOTAL ALLOTM			
. Current budget for which this position is account	ranie (ii abblicable):					
		,	🖂			
. This position has financial disclosure responsibil	lity in accordance with Section 112.314	!5, F. S.: Yes ſ	□ No 🏻			
<ul> <li>What statutes establish or define the work perfo</li> </ul>	ormed?					
poduon.						
<ol><li>Broadband level code, class title, class code, position:</li></ol>	osition number, and headquarters loca	tion of each po	sition which reports	directly to this		
Broadband Occupation Class Code	Class Title					
This position reports directly to: Position Numb	per 79011022 Broadband Level Code					
Overtime: Yes □ No ☒ CAD: Yes □ No ☒						
Special Risk: Yes ☐ No ☒	APPROVED CLASS	TITLE:				
11 🗌 18 🗍 80 🗍 81 📋 86 🗍 87 🗍 89 🗍 99 🗍						
CBU: 01 🗌 02 🗍 03 🗍 04 🗍 05 🗍 06 🗍 07 🗍 08 🗍	09 🗆 10 🗆 APPROVED BROAD	BAND OCCUPA	TION:			
EEO: 01 🛛 02 🗌 03 🗍 04 🗍 05 🗍 06 🗍 07 🗍 08 🧍		Code:		Enouve Date.		
POSITION ATTRIBUTES:	Broadband	Class	Approved By:	Effective Date:		
INCUMBENT:			THORITY USE ON	II V		
HEADQUARTERS/COUNTY CODE:	Level Code: Type of Transaction			Proposed Class Code:		
SECTION/SUBSECTION:	Level Code: Proposed Broadba	Co				
BUREAU/COMPARABLE:	Current Broadband	d Current (	Class Title:	Security Rol Code: Current Clas		
DIVISION/COMPARABLE:	Current: Position Number:	Current: Proposed: Position Number: FTE: Se				
	Organization Level	Managerial ☐ Confidential ☐ Supervisory ☐ Other ☐ Organization Level:				
NAME OF AGENCY:		and desired	)(), F.S.	_		

	POSITION NUMBER
tim	ties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of e for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of ependent, final policy decisions made and show their effect on the agency, the public, or other state agencies.
% of Time	Duties and Responsibilities
65%	Profiles all incoming filing, i.e., imputes electronically images filings into database and indexes appropriately to initiate the examination process. Examines filed documents and communicates with industry and supervisors to reconcile apparent inconsistencies between fees paid and fees due. Maintains databases and makes appropriate corrections. Makes recommendations for improvements to the workflow process. Adheres to established bureau procedures.
15%	Researches files and historical data to verify database screens. Responds to inquiries from managing entities and developers regarding filings. Researches annual fee notices that have been returned undeliverable and/or addressee unknown, as requested.
5%	Performs routine clerical duties including phone duties.
5%	Acts as back-up in performing duties of other support staff including scanning of incoming and outgoing documents.
5%	Handles all purchasing for the bureau, including inventory and surplus, and other related duties.
5%	Performs related work as required.
Skilled applica written	owledge, skills and abilities, including utilization of equipment, required for the position: in the use of available department technology, including hardware, word-processing software and related tions; use and management of database and imaging systems, purchasing software, and use of the Internet. Effective and oral communication skills in a professional and courteous manner.
9. Oth	er job-related requirements for this position:

10. Working hours: (A) Daily from \_\_\_\_\_ to \_\_\_\_ (B) Total hours in workweek \_\_\_\_\_ (C) Explain any variation in work (split shift, rotation,

Security Check: No security screen required 

Background investigation required 

Background & fingerprint required 

Fingerprint investigation required 

Access to abuse records 

Caretaker 

Financial 

Law enforcement 

Management

The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and

Title:

Title:

Title:

Date:

Date:

Date:

Date:

Check those that apply: Uniform Allowance ☐ CJIP ☐ Bond Indicator ☐ Drug Screening ☐ Re-screening ☐

etc.)

Other:

Supervisor's Signature:

11. Agency Use Only -

responsibilities of the position.
Incumbent Signature (optional):

Discussed with Employee: Yes No

Approval of Agency Personnel Officer:

Approval of Reviewing Authority: (Div. Director, Agency Head or other)

Sensitive ☐ Agency Security Check ☐

CAREER SERVICE SELECTED EXEMPT SERVICE	SENIOR MANAGEME	NT SERV	/ICE OTHI	ED 🖂
POSITION LOCATION INFORMATION	Position Exempt Under	110.205(	)( ), F.S.	
NAME OF AGENCY: Department of Business and Professional Reguation  Managerial  Confidential  Supervisory  Other  Organization Level:				
DIVISION/COMPARABLE: Florida Condominiums, Timeshares and Mobiel	Current: 79-80-08-00-1		oposed:	
Homes BUREAU/COMPARABLE: Bureau of Compliance	79000487	<b>FTE:</b> 1.0		Security Role Code: E
	Current Broadband Level Code: 13-1041-04		lass Title: on Specialist II	Current Class Code: 8318
SECTION/SUBSECTION:	Proposed Broadband Proposed Class Title: Propo			Proposed Class Code:
HEADQUARTERS/COUNTY CODE: Orlando/048	Type of Transaction:			
INCUMBENT:	APPROVAL AUTHORITY USE ONLY			
POSITION ATTRIBUTES:	Broadband	Class	Approved By:	Effective Date:
EEO: 01	Level Code:	Code:		
CBU: 01 🗌 02 🗍 03 🗍 04 🗍 05 🗍 06 🗍 07 🗍 08 🗍 09 🗍 10 🗍	APPROVED BROADBAN	D OCCUPA	TION:	
11 🗌 18 🗍 80 🗍 81 🗍 86 🔲 87 🔲 89 🗎 99 🗍 Other 🗎				
Special Risk: Yes ☐ No ☐	APPROVED CLASS TITL	E:		
Overtime: Yes 🗌 No 🗌				
CAD: Yes ☐ No ☐				
This position reports directly to: Position Number 79000478 Broad	adhand Loval Code, 40-4	044.04		
Broadband Occupation <u>Business Operations</u> Class Code <u>8354</u>	Olean Title I will 13-1	041-04		
position: N/A				
<ol> <li>What statutes establish or define the work performed? Chapters 7</li> </ol>	718, 719, 721 and 723, F	.S.		
4. This position has financial disclosure responsibility in accordance v	with Section 112.3145, F	. S.: Yes [	] No ⊠	
<ol><li>Current budget for which this position is accountable (if applicable)</li></ol>	:			
Salaries & Benefits O.F	P.S		Expenses	<u></u>
F.C.O. Data Pro	ocessing -		TOTAL ALLOTS	NIT
If the current budget includes other areas of accountability include them		-NIT	TOTAL ALLOTME	:NI
5 State of accountability include them	THE TOTAL ALLOTM	⊒N Ianα pr	ovide a brief explan	iation.

tim	6. Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.					
% of Time	Duties a	and Responsibilities				
60%	Conducts investigations of more complex issues to determine regulated parties compliance with the Florida Statutes and Administrative Code enforced by the program areas of the Division of Florida Land Sales, Condominiums and Mobile Homes, including Chapters 718, 719, 721 and 723, Florida Statutes and the accompanying administrative rules, in accordance with Bureau of Compliance procedures. Reviews and analyzes jurisdictional issues, prepares investigative plans, interviews witnesses, gathers and maintains physical evidence, conducts, authorized travel, maintains investigative files properly (and as public records subject to chapter 119, F.S.), generates investigative reports and accompanying documentation, and makes recommendations for administrative action in appropriate cases.					
25%	Provides written and telephonic responses to complaints and inquiries from the public concerning issues regulated by the Division's program areas. Communicates with the public in a timely manner, and is knowledgeable in applying the statutes and administrative rules enforced by the division to varying factual scenarios. Generates appropriate documentation and maintains appropriate files in response to complaints and inquiries from the public.					
5%	Prepares cases for administrative action, trial and related h	nearings or proceedings. Testifies in proc	eedings as needed.			
5%	Develops and maintains a network of contacts among members and representatives of regulated industries. Maintains a wide range of general knowledge of Department and other agencies' function in order to provide referral information to the public as needed.					
5%	Performs other related work as required.					
Proficie adminis	7. Knowledge, skills and abilities, including utilization of equipment, required for the position: Proficiency with MS Professional Office software and the internet. Ability to read, interpret and apply statutes and administrative rules to specific fact scenarios. Strong oral and written communication skills. Working knowledge of Versa Regulation is preferred.					
8. Lice	ensure/registration/certification requirements (If applicable, li	st the appropriate Florida Statute or fede	ral regulation cite):			
9. Oth	er job-related requirements for this position:					
	rking hours: (A) Daily from $8:00~\text{AM}$ to $5:00~\text{PM}$ (B) Total houstion, etc.)	urs in workweek <u>40</u> (C) Explain any variat	tion in work (split shift,			
11. Agency Use Only –  Check those that apply: Uniform Allowance  CJIP  Bond Indicator  Drug Screening  Re-screening  Security Check: No security screen required  Background investigation required  Background & fingerprint required  Fingerprint investigation required  Access to abuse records  Caretaker  Financial  Law enforcement  Management  Sensitive  Agency Security Check  Other:						
	owing have acknowledged that the statements above, to sibilities of the position.	the best of their knowledge, accurate	ly describe the duties and			
Incumbe	ent Signature (optional):	Date:				
	ed with Employee: Yes  No  sor's Signature:	Title:	Date:			
	al of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:			
Approva	al of Agency Personnel Officer:	Title:	Date:			

CAREER SERVICE  SELECTED EXEMPT SERVICE	SENIOR MANAGEME	NT SERVI	CE OTHE	R		
POSITION LOCATION INFORMATION	Position Exempt Under		_)(), F.S.			
NAME OF AGENCY: Department of Business and Professional Reguation	Managerial Confidential Supervisory Other Corganization Level: Current: 79-80-08-00-803 Proposed:					
DIVISION/COMPARABLE: Florida Condominiums, Timeshares and Mobiel Homes	Position Number: 79000477	FTE: Security Rol		Security Role Code: E		
BUREAU/COMPARABLE: Bureau of Compliance	Current Broadband Level Code: 13-1041-04	Current Class Title: Current Cla		Current Class Code: 8318		
SECTION/SUBSECTION:	Proposed Broadband Level Code:	Proposed Class Title: Proposed Class Code		Proposed Class Code:		
HEADQUARTERS/COUNTY CODE: Fort Lauderdale/006	Type of Transaction:					
INCUMBENT:	APPROVAL AUTHORITY USE ONLY					
POSITION ATTRIBUTES:	Broadband Level Code:	Class Code:	Approved By:	Effective Date:		
EEO: 01	Level Code:	Code:				
CBU: 01	APPROVED BROADBAND OCCUPATION:					
11						
Special Risk: Yes ☐ No ☐	APPROVED CLASS TITLE:					
Overtime: Yes No						
CAD: Yes 🗌 No 🗍						
Broadband Occupation Business Operations Class Code 8354 Class Title Investigator Supervisor - SES  2. Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position:  N/A  3. What statutes establish or define the work performed? Chapters 718, 719, 721 and 723, F.S.						
4. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes ☐ No ☒						
5. Current budget for which this position is accountable (if applicable):						
Salaries & Benefits O.	P.S.		Expenses			
F.C.O. Data P	rocessing		TOTAL ALLOTM	ENT		
If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.						

6. Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.						
% of Time	Duties	Duties and Responsibilities				
60%	Inducts investigations of more complex issues to determine regulated parties compliance with the Florida Statutes and Iministrative Code enforced by the program areas of the Division of Florida Land Sales, Condominiums and Mobile Homes, Eluding Chapters 718, 719, 721 and 723, Florida Statutes and the accompanying administrative rules, in accordance with greau of Compliance procedures. Reviews and analyzes jurisdictional issues, prepares investigative plans, interviews an enesses, gathers and maintains physical evidence, conducts, authorized travel, maintains investigative files properly (and as bolic records subject to chapter 119, F.S.), generates investigative reports and accompanying documentation, and makes commendations for administrative action in appropriate cases.					
25%	Division's program areas. Communicates with the public i	s and inquiries from the public concerning issues regulated by the in a timely manner, and is knowledgeable in applying the statutes and stual scenarios. Generates appropriate documentation and maintains from the public.				
5%	Prepares cases for administrative action, trial and related I	rative action, trial and related hearings or proceedings. Testifies in proceedings as needed.				
5%	Develops and maintains a network of contacts among members and representatives of regulated industries. Maintains a wide range of general knowledge of Department and other agencies' function in order to provide referral information to the public as needed.					
5%	Performs other related work as required.					
7. Knowledge, skills and abilities, including utilization of equipment, required for the position: Proficiency with MS Professional Office software and the internet. Ability to read, interpret and apply statutes and administrative rules to specific fact scenarios. Strong oral and written communication skills. Working knowledge of Versa Regulation is preferred.						
8. Licensure/registration/certification requirements (If applicable, list the appropriate Florida Statute or federal regulation cite):						
9. Other job-related requirements for this position:						
10. Working hours: (A) Daily from <u>8:00 AM</u> to <u>5:00 PM</u> (B) Total hours in workweek <u>40</u> (C) Explain any variation in work (split shift, rotation, etc.)						
11. Agency Use Only – Check those that apply: Uniform Allowance  CJIP  Bond Indicator  Drug Screening  Re-screening  Security Check: No security screen required  Background investigation required  Background & fingerprint required  Fingerprint investigation required  Access to abuse records  Caretaker  Financial  Law enforcement  Management  Sensitive  Agency Security Check  Other:						
The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of the position.						
Incumbe	nbent Signature (optional): Date:					
	scussed with Employee: Yes  No  Title:		Date:			
	of Reviewing Authority: (Div. Director, Agency Head or other)	Title: Date:				
Approva	I of Agency Personnel Officer:	Title:	Date:			

#### **STATE OF FLORIDA**

CA		SENIOR MANAGEME			-K 🗆
	POSITION LOCATION INFORMATION	Position Exempt Under Managerial   Confid	110.205( lential □ S	)(), F.S. upervisorv	er 🗆
	ME OF AGENCY: Department of Business & Professional Regulation	Organization Level: Current: 79-80-06-00-		posed:	
	ISION/COMPARABLE: Florida Condominiums, Timeshares & Mobile nes	Position Number:         FTE:         Securit           79000469         1.0         Code:			Security Rol
	REAU/COMPARABLE: Bureau of Standards and Registration	Current Broadband Level Code: 43-6011-03	Current Cl	ass Title: tive Assistant II	Current Clas Code: 0712
	CTION/SUBSECTION: Condominiums	Proposed Broadband Proposed Class Title: Proposed			Proposed Class Code:
E	ADQUARTERS/COUNTY CODE: Tallahassee/037	Type of Transaction: Update			
NC	UMBENT:	APPRO	VAL AUT	HORITY USE ON	ILY
205	SITION ATTRIBUTES:	Broadband	Class	Approved By:	Effective Date
EC	D: 01 🛮 02 🗌 03 🔲 04 🔲 05 📋 06 🔲 07 🔲 08 🗍	Level Code:	Code:		
Вι	J: 01   02   03   04   05   06   07   08   09   10	APPROVED BROADBAN	ID OCCUPA	ΓΙΟΝ:	
	11   18   80   81   86   87   89   99   Other	10000 7000			
pe	cial Risk: Yes ☐ No ⊠	APPROVED CLASS TITE	.E:		
-	rtime: Yes ☐ No ☒				
	0: Yes ☐ No ⊠				
	This position reports directly to: Position Number 79000792 Bro	adband Level Code 13-	1199-04		
	This position reports directly to: Position Number 79000792 Broadband Occupation Business Operation Specialist, Class CSES	<del>-</del>		evelopment Specia	ist Supervisor -
•	Broadband Occupation <u>Business Operation Specialist</u> , Class Co <u>SES</u>	ode <u>4484</u> Class Title Re	eal Estate D		
•	Broadband Occupation Business Operation Specialist, Class C	ode <u>4484</u> Class Title Re	eal Estate D		
•	Broadband Occupation Business Operation Specialist, Class CosES  Broadband level code, class title, class code, position number, and	ode <u>4484</u> Class Title Re	eal Estate D		
•	Broadband Occupation Business Operation Specialist, Class CosES  Broadband level code, class title, class code, position number, at position:	ode <u>4484</u> Class Title Re	eal Estate D		
•	Broadband Occupation Business Operation Specialist, Class CosES  Broadband level code, class title, class code, position number, at position:	ode <u>4484</u> Class Title Re	eal Estate D		
•	Broadband Occupation Business Operation Specialist, Class CosES  Broadband level code, class title, class code, position number, at position:	ode <u>4484</u> Class Title Re	eal Estate D		
•	Broadband Occupation Business Operation Specialist, Class CosES  Broadband level code, class title, class code, position number, at position:	ode <u>4484</u> Class Title Re	eal Estate D		
•	Broadband Occupation Business Operation Specialist, Class CosES  Broadband level code, class title, class code, position number, at position:	ode <u>4484</u> Class Title Re	eal Estate D		
•	Broadband Occupation Business Operation Specialist, Class CosES  Broadband level code, class title, class code, position number, at position:  N/A	ode <u>4484</u> Class Title <u>Re</u>	eal Estate D		
	Broadband Occupation Business Operation Specialist, Class CosES  Broadband level code, class title, class code, position number, at position:	ode <u>4484</u> Class Title <u>Re</u>	eal Estate D		
2.	Broadband Occupation Business Operation Specialist, Class CosES  Broadband level code, class title, class code, position number, at position:  N/A	ode <u>4484</u> Class Title <u>Re</u>	eal Estate D		
2.	Broadband Occupation Business Operation Specialist, Class CosES  Broadband level code, class title, class code, position number, at position:  N/A	ode <u>4484</u> Class Title <u>Re</u>	eal Estate D		
1.	Broadband Occupation Business Operation Specialist, Class CosES  Broadband level code, class title, class code, position number, at position:  N/A	ode <u>4484</u> Class Title <u>Re</u> nd headquarters location	eal Estate D of each pos	sition which reports	
2.	Broadband Occupation Business Operation Specialist, Class Coses  Broadband level code, class title, class code, position number, at position:  N/A  What statutes establish or define the work performed? 718, 719,	ode <u>4484</u> Class Title <u>Rendered Rendered Render</u>	eal Estate D of each pos	sition which reports	
1. 2. 3.	Broadband Occupation Business Operation Specialist, Class Coses  Broadband level code, class title, class code, position number, at position:  N/A  What statutes establish or define the work performed? 718, 719,  This position has financial disclosure responsibility in accordance	ode <u>4484</u> Class Title <u>Rendered Rendered Render</u>	eal Estate D of each pos	sition which reports	
	Broadband Occupation Business Operation Specialist, Class Coses Broadband level code, class title, class code, position number, at position:  N/A  What statutes establish or define the work performed? 718, 719,  This position has financial disclosure responsibility in accordance  Current budget for which this position is accountable (if applicable	ode <u>4484</u> Class Title <u>Rendered Rendered Render</u>	eal Estate D of each pos	sition which reports	
	Broadband Occupation Business Operation Specialist, Class Coses Broadband level code, class title, class code, position number, at position:  N/A  What statutes establish or define the work performed? 718, 719,  This position has financial disclosure responsibility in accordance  Current budget for which this position is accountable (if applicable Salaries & Benefits	ode <u>4484</u> Class Title Rend headquarters location 720, 721, 723, Florida Sewith Section 112.3145,	eal Estate D of each pos	sition which reports	directly to this

tim	6. Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.				
% of					
<b>Time</b> 75%	·				
15%	Researches files and historical data to verify database scre regarding filings. Researches annual fee notices that have	eens. Responds to inquiries from manag been returned undeliverable and/or add	ing entitites and developers ressee unknown, as directed.		
5%	Performs routine clerical duties including phone duties.				
5%	Acts as back-up in performing duties of other support staff	as directed by a supervisor. Performs re	lated work as requested.		
Proficie applica commu	owledge, skills and abilities, including utilization of equipment ency in the use of available department technology, incitions; use and management of database and imaging inication skills in a professional and courteous manner ensure/registration/certification requirements (If applicable, Ii	cluding hardware, word-processing so systems, and use of the Internet. Eff	fective written and oral		
9. Oth	er job-related requirements for this position:				
	rking hours: (A) Daily from <u>8:00 AM</u> to <u>5:00 PM</u> (B) Total hoution, etc.)	urs in workweek <u>40</u> (C) Explain any varia	tion in work (split shift,		
11. Agency Use Only – Check those that apply: Uniform Allowance  CJIP  Bond Indicator  Drug Screening  Re-screening  Security Check: No security screen required  Background investigation required  Background & fingerprint required  Fingerprint investigation required  Access to abuse records  Caretaker  Financial  Law enforcement  Management  Sensitive  Agency Security Check   Other:					
	owing have acknowledged that the statements above, to sibilities of the position.	the best of their knowledge, accurate	ely describe the duties and		
	ent Signature (optional):	Date:			
	ed with Employee: Yes 🗌 No 🗍 sor's Signature:	Title:	Date:		
	al of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:		
Approval of Agency Personnel Officer: Title: Date:					

CAREER SERVICE  SELECTED EXEMPT SERVICE	SENIOR MANAGEME	NT SERV	ICE OTHE	R
POSITION LOCATION INFORMATION	Position Exempt Under 110.205()(), F.S. Managerial □ Confidential □ Supervisory □ Other □			
NAME OF AGENCY: Department of Business and Professional Reguation	Organization Level: Current: 79-80-08-00-803 Proposed:			
DIVISION/COMPARABLE: Florida Condominiums, Timeshares and Mobiel Homes	Position Number: FTE: Security Ro			Security Role Code: E
BUREAU/COMPARABLE: Bureau of Compliance	Current Broadband Level Code: 13-1041-04	Current Cl	ass Title: n Specialist II	Current Class Code: 8318
SECTION/SUBSECTION:	Proposed Broadband Level Code:	Proposed	Class Title:	Proposed Class Code:
HEADQUARTERS/COUNTY CODE: Tampa/029	Type of Transaction:	40		*
INCUMBENT:	APPRO	VAL AUT	HORITY USE ON	ILY
POSITION ATTRIBUTES:	Broadband	Class	Approved By:	Effective Date:
EEO: 01	Level Code:	Code:		
CBU: 01	APPROVED BROADBAN	ID OCCUPAT	TION:	
11 🗌 18 🗍 80 🗍 81 🗍 86 🗍 87 🗍 89 🗍 99 🗍 Other 🗍				
OUNTED A EN E	APPROVED CLASS TITL	.E:		
Special Risk: Yes No				
Overtime: Yes No				
CAD: Yes \( \subseteq \text{No} \( \subseteq \)				
1. This position reports directly to: Position Number 79001233 Bro	adband Level Code 13-	1041-04		
Broadband Occupation <u>Business Operations</u> Class Code <u>8354</u>	Class Title Investigator	Supervisor -	- SES	
Broadband level code, class title, class code, position number, ar position:     N/A	nd headquarters location	of each pos	sition which reports	directly to this
What statutes establish or define the work performed? Chapters	710, 719, 721 and 725,	1.5.		
4. This position has financial disclosure responsibility in accordance	with Section 112.3145,	F. S.: Yes [	□ No 🏻	
5. Current budget for which this position is accountable (if applicable	e):			
Salaries & Benefits O.	.P.S.		Evnances	
Odianos a Denents			Expenses	
	rocessing		TOTAL ALLOTM	
If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.				

tim	6. Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.				
% of Time	Duties a	and Responsibilities			
60%	Conducts investigations of more complex issues to determ Administrative Code enforced by the program areas of the including Chapters 718, 719, 721 and 723, Florida Statutes Bureau of Compliance procedures. Reviews and analyzes witnesses, gathers and maintains physical evidence, condupublic records subject to chapter 119, F.S.), generates inversecommendations for administrative action in appropriate of	Division of Florida Land Sales, Condomi s and the accompanying administrative ru jurisdictional issues, prepares investigat ucts, authorized travel, maintains investigative reports and accompanying doc	niums and Mobile Homes, ules, in accordance with ive plans, interviews pative files properly (and as		
25%	Provides written and telephonic responses to complaints Division's program areas. Communicates with the public is administrative rules enforced by the division to varying fact appropriate files in response to complaints and inquiries from	n a timely manner, and is knowledgeable rual scenarios. Generates appropriate do	in applying the statutes and		
5%	Prepares cases for administrative action, trial and related h	nearings or proceedings. Testifies in proc	eedings as needed.		
5%	Develops and maintains a network of contacts among mer range of general knowledge of Department and other agen needed.				
5%	Performs other related work as required.		·		
Proficie adminis	bwledge, skills and abilities, including utilization of equipmen ency with MS Professional Office software and the inte strative rules to specific fact scenarios. Strong oral an tion is preferred.	rnet. Ability to read, interpret and ap			
8. Lice	ensure/registration/certification requirements (If applicable, li	st the appropriate Florida Statute or fede	ral regulation cite):		
9. Oth	er job-related requirements for this position:				
	rking hours: (A) Daily from <u>8:00 AM</u> to <u>5:00 PM</u> (B) Total hours, etc.)	urs in workweek <u>40</u> (C) Explain any varia	tion in work (split shift,		
Che Sec Fin Ser Oth	11. Agency Use Only – Check those that apply: Uniform Allowance  CJIP  Bond Indicator  Drug Screening  Re-screening  Security Check: No security screen required  Background investigation required  Background & fingerprint required  Fingerprint investigation required  Access to abuse records  Caretaker  Financial  Law enforcement  Management  Sensitive  Agency Security Check   Other:				
respons	owing have acknowledged that the statements above, to sibilities of the position.		ly describe the duties and		
Incumbe	ent Signature (optional):	Date:			
	ed with Employee: Yes 🗌 No 🗍 sor's Signature:	Title:	Date:		
	al of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:		
Approva	al of Agency Personnel Officer:	Title:	Date:		

CAREER SERVICE SELECTED EXEMPT SERVICE					ER 🗌
POSITION LOCATION INFORMATION	Position Exempt Under 110.205()(), F.S.  Managerial □ Confidential □ Supervisory □ Other □				
NAME OF AGENCY: Department of Business & Professional Regulation	Organization Leve Current: 79-80-0		0 Pr	oposed:	
DIVISION/COMPARABLE: Florida Condominiums, Timeshares & Mobile Homes	Position Number: 79001204				Security Role Code:
BUREAU/COMPARABLE: Standards and Registration	Current Broadban Level Code: 13-1199-3			lass Title: te Development	Current Class Code: 4482
SECTION/SUBSECTION:	Proposed Broadba			Class Title:	Proposed Class Code:
HEADQUARTERS/COUNTY CODE: Tallahassee/037	Type of Transaction: Update				<b>I</b>
INCUMBENT:	AP	PROV	AL AUT	THORITY USE ON	ILY
POSITION ATTRIBUTES:	Broadband	1	Class	Approved By:	Effective Date:
EEO: 01	Level Code: 13-1199-03	4482	Code:		
CBU: 01	APPROVED BROA BUSINESS OPERA				27.
11 🔲 18 🔲 80 🗌 81 🔲 86 🔲 87 🔲 89 🔲 99 🔲 Other 🗌					
Special Risk: Yes ☐ No ⊠	APPROVED CLASS			CIALIST	
Overtime: Yes □ No ☒	THE ESTATE BE	VLLOII	VILITI OI L	OIALIOT	
CAD: Yes ☐ No ☒					
This position reports directly to: Position Number 79011535 B	Iroadhand Level Code	13_1	111-04		
Broadband Occupation Management Analyst Class Code 223  2. Broadband level code, class title, class code, position number,				·/	directly to this
position:		21			
N/A					
3. What statutes establish or define the work performed? 718, 71	9, 721 and 723, Florid	da Stat	utes.		
This position has financial disclosure responsibility in accordance	ce with Section 112.3	3145, F.	S.: Yes	□ No ⊠	
5. Current budget for which this position is accountable (if applical	ble):	_			
Salaries & Benefits	O.P.S.		_	Expenses	
F.C.O. Data	Processing			TOTAL ALLOTN	1ENT
If the current budget includes other areas of accountability include the	nem in the TOTAL AL	LOTM	ENT and I	provide a brief expla	anation.

tim	6. Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.				
% of Time 45%	Duties Examines documents filed with the division for proper form conform to the requirements of applicable statutes and rule statute, rule or bureau procedures. The primary job tasks	es. Conducts such examinations within the	ne timeframes required by		
20%	Prepares deficiency notices, approval letters, documentati applicable statutes and rules, and bureau procedures.	on relating to filling rejections, and related	d correspondence, pursuant to		
10%	Inputs deficiency, response, extension, and approval data managing entity data input by others. Codes documents in				
10%	Assist in the research, preparation and dissemination of in including responding to verbal and written inquireles for interest in the research, preparation and dissemination of including responding to verbal and written inquireles for interest in the research, preparation and dissemination of including responding to the research, preparation and dissemination of including research, preparation and dissemination of including responding to the research of the		embers or agency personnel,		
5%	Participate in on-going burea training programs and section meetings, especially to promote accuracy in comprehension of applicable laws and rules, and consistency between sections and bureaus. Prepare appropriate documentation, upon request, related to compliance of filed or unfiled documents.				
5%	Adheres to established bureau procedures.				
5%	Performs other related duties as required.				
7. Knowledge, skills and abilities, including utilization of equipment, required for the position: Proficient in the use of technology including software, hardware, and data systems. Knowledge of applicable Florida Statutes. Ability to communicate effectively, orally and in writing. Ability to research and identify essential information. Ability to organize data into logical format for presentation in reports, documents and other written materials. 8. Licensure/registration/certification requirements (If applicable, list the appropriate Florida Statute or federal regulation cite):					
9. Oth	er job-related requirements for this position:				
	rking hours: (A) Daily from $\underline{8:00~AM}$ to $\underline{5:00~PM}$ (B) Total ho tition, etc.)	urs in workweek <u>40</u> (C) Explain any varia	tion in work (split shift,		
11. Agency Use Only – Check those that apply: Uniform Allowance  CJIP  Bond Indicator  Drug Screening  Re-screening  Security Check: No security screen required  Background investigation required  Background investigation required  Fingerprint investigation required  Access to abuse records  Caretaker  Financial  Law enforcement  Management  Sensitive  Agency Security Check   Other:					
	owing have acknowledged that the statements above, to sibilities of the position.	o the best of their knowledge, accurate	ely describe the duties and		
Incumbe	ent Signature (optional):	Date:			
	ed with Employee: Yes  No  Sor's Signature:	Title:	Date:		
	al of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:		
Approval of Agency Personnel Officer:  Title:  Date:					

CAREER SERVICE ☐ SELECTED EXEMPT SERVICE ☒	SENIOR MANAGEN	MENT SERV	ICE OTHE	R
POSITION LOCATION INFORMATION	Position Exempt Und	er 110.205(2)(v	<u>w</u> ), F.S.	
NAME OF AGENCY: Department of Business and Professional Regulation	Managerial ☐ Confidential ☐ Supervisory ☒ Other ☐  Organization Level:  Current: Proposed: 79-80-06-00-800			
DIVISION/COMPARABLE: Florida Condominiums, Timeshares and Mobile Homes	Position Number: FTE: Security			Security Role Code: M
BUREAU/COMPARABLE: Bureau of Standards and Registration	Current Broadband Level Code:	Current C	lass Title:	Current Class Code:
SECTION/SUBSECTION: Condominiums	Proposed Broadband Level Code: 13-1111- 04		Class Title: ent Review Specialist -	Proposed Class Code: 2239
HEADQUARTERS/COUNTY CODE: 037/Tallahassee	Type of Transaction:	Establish		
INCUMBENT:	APPF	ROVAL AUT	HORITY USE ON	LY
POSITION ATTRIBUTES:	Broadband	Class	Approved By:	Effective Date:
EEO: 01 🗀 02 🗵 03 🖂 04 🗀 05 🗀 06 🗀 07 🗀 08 🗀	Level Code: 13-1111-04 2	Code: 239		
CBU: 01	APPROVED BROADB MANAGEMENT ANAL		TION:	
11 🗌 18 🗌 80 🔲 81 🔲 86 🔲 87 🔲 89 🖾 99 🔲 Other 🗌				
Special Biole, Vee D No M	APPROVED CLASS T			
Special Risk: Yes ☐ No ☒	Management Review S	pecialist - 5E5		
Overtime: Yes 🗆 No 🖾				
CAD: Yes ☐ No ⊠				
This position reports directly to: Position Number 79000769 Bro	adband Level Code 1	<u>1-1021-03</u>		
Broadband Occupation General and Operations Managers Clas	s Code <u>9868</u> Class T	itle Chief of S	Standards and Regis	tration-DBPR
Broadband level code, class title, class code, position number, ar	nd haadauartore locati	on of each no	sition which reports	directly to this
	iu neauquarters locati	on or each po	sidon which reports o	anechy to this
position:				
3. What statutes establish or define the work performed? Chapter 7	718, 719. 721 and 723	, Florida Statu	tes	
4. This position has financial disclosure responsibility in accordance	with Section 112.314	5, F. S.: Yes	□ No ⊠	
Current budget for which this position is accountable (if applicable)	e):			
The state of the s	-,			
Salaries & Benefits O	.P.S.		Expenses	
F.C.O. Data P	rocessing		TOTAL ALLOTM	ENT
If the current budget includes other areas of accountability include the	_	TMENT and r		
and the second s		arr and	a biloi oxpiai	

tim	6. Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.				
% of					
Time	Duties a	and Responsibilities			
	Examines plans of termination, in accordance with s. 718.117(3)(e), F.S., to determine procedural sufficiency and, within 45 days, provides notice to the association by mail of any procedural deficiencies or provides notice that the filing is accepted and authorized to proceed.				
	Conducts audits of work product and database input of em	ployees as required by bureau procedure	es.		
	Conducts bi-weekly section meetings to keep all employee updates training materials and examination checklists as n		ing purposes. Creates and		
	Provides feedback to employees that include audit results paperless system entry. Provides training to employees or Performs staff evaluations in accordance with applicable dany necessary disciplinary action with employees.	n all aspects of the job duties in accordan	ce with bureau procedure.		
	Assigns the various types of filings on a reasonable basis t	petween all examiners in the section.			
	Works with local, state and federal agencies and industry rinquiries.	epresentatives throughout Florida and re	sponds accordingly to		
	Assists the Revenue section with regard to annual fee billing and delinquent annual fees.	ng, reconciliation of discrepancies in billing	g, updating the database for		
	Communicates issues and concerns to the bureau chief re	garding any function of the position.			
	Performs related work and special assignments as required	d.			
Knowle Knowle unders	owledge, skills and abilities, including utilization of equipmen dge of Florida Laws and Adminstrative Rules related t dge of personnel policies and procedures. Ability to n tanding of condominium, timeshare, mobile home and se(s) and imaging software, the internet and standard	o condominiums, timeshares, mobile nanage and direct subordinates in the cooperative documents. Competent	e examination and		
8. Lice N/A	ensure/registration/certification requirements (If applicable, li	st the appropriate Florida Statute or fede	ral regulation cite):		
Driver's 10. Wo	er job-related requirements for this position: License rking hours: (A) Daily from <u>8:00 AM</u> to <u>5:00 PM</u> (B) Total hou tion, etc.)	urs in workweek <u>40</u> (C) Explain any varia	ution in work (split shift,		
11. Agency Use Only – Check those that apply: Uniform Allowance   CJIP   Bond Indicator   Drug Screening   Re-screening   Security Check: No security screen required   Background investigation required   Background & fingerprint required   Fingerprint investigation required   Access to abuse records   Caretaker   Financial   Law enforcement   Management   Other:					
	owing have acknowledged that the statements above, to sibilities of the position.	the best of their knowledge, accurate	ely describe the duties and		
Incumbe	ent Signature (optional):	Date:			
	ed with Employee: Yes  No  sor's Signature:	Title:	Date:		
	of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:		
Approval of Agency Personnel Officer: Title: Date:					

CAREER SERVICE ⊠ SELECTED EXEMPT SERVICE □	SENIOR MANAGEME	NT SFRVI	CE OTHE	R 🗆
POSITION LOCATION INFORMATION	Position Exempt Under	110.205(	)( ), F.S.	
NAME OF AGENCY: Business and Professional Regulation	Managerial  Confidence  Confid		ipervisory   Othe	r 📙
DIVISION/COMPARABLE: Condominiums, Timeshares, and Mobile Homes	Current: 79-80-01-01-8 Position Number:	B03 Pro	posed:	Security Role
	79011445	.50 Code:		
BUREAU/COMPARABLE: Office of the Condominium Ombudsman	Current Broadband Level Code: 43-9022-1	Current Cla Clerk Typis		Current Class Code: 0073
SECTION/SUBSECTION:	Proposed Broadband Level Code:	Proposed (	Class Title:	Proposed Class Code:
HEADQUARTERS/COUNTY CODE: Ft. Lauderdale/006	Type of Transaction:	13		
INCUMBENT:	APPRO	VAL AUTI	HORITY USE ON	ILY
POSITION ATTRIBUTES:	Broadband Level Code:	Class Code:	Approved By:	Effective Date:
EEO: 01 □ 02 □ 03 □ 04 □ 05 □ 06 ☒ 07 □ 08 □	Level Code.	Code.		
CBU: 01 🖾 02 🗍 03 🗍 04 🗍 05 🗍 06 🗍 07 🗍 08 🗍 09 🗍 10 🗍	APPROVED BROADBAN	ID OCCUPAT	TION:	
11 🗌 18 🗍 80 🗍 81 🗍 86 🗍 87 🗍 89 🗍 99 🗍 Other 🗎				
Special Risk: Yes ☐ No ⊠	APPROVED CLASS TITL	.E:		
Overtime: Yes 🖾 No 🗆				
CAD: Yes ☐ No ☒				
This position reports directly to: Position Number 79011250 Bro	 adband I evel Code 11-	1021-4		
Broadband Occupation General & Operations Managers Class	-		dsman-DRPR	
2. Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position:				
3. What statutes establish or define the work performed? 718.5011	- 718.5014, Florida Stat	utes		
4. This position has financial disclosure responsibility in accordance	with Section 112.3145,	F. S.: Yes [	□ No ⊠	
5. Current budget for which this position is accountable (if applicable	e): NONE			
Salaries & Benefits O	P.S.		Expenses	
F.C.O. Data P	rocessing		TOTAL ALLOTM	<sub>IENT</sub>
If the current budget includes other areas of accountability include the	=	MENT and n		
,		a.i.a p		

time	es and Responsibilities - Describe in detail the specific duti- for each. Indicate the role of this position in accomplish pendent, final policy decisions made and show their effect on	ing the unit and agency mission. If ag	oplicable, include examples of			
% of Time	Duties a	and Responsibilities				
60%	Receive, review, log, route, and track incoming telephone calls, mail (including electronic mail), greet walk-ins and maintain current data on all matters and activities. Place telephone calls to customers as assigned. File, type, photocopy, fax, report production and maintain logs on mail meter and copy machine. Maintain filing system. Assist with validation and facilitation of petitions for appointment of election monitors, maintain log, prepare notices, schedule and notify assigned monitor. Track petition status, notices and reports to ensure timelines are met.					
30%	Prepare correspondence, purchase orders, requisitions, tra- assigned by Ombudsman, Attorney, SMAI, Paralegal Speci		and other documents as			
5%	Order, track, and distribute office supplies, equipment and e AAI.	educational materials as requested by On	nbudsman, Attorney, SMAI, or			
5%	Other related duties as assigned.					
Must be informat	wedge, skills and abilities, including utilization of equipment, rable to compile, copy, sort, file records of office activities ion. Knowledge of computer software and applications ilable technology to perform duties including computer s	es. Ability to compute, record and pros and operation of general business o				
8. Licer	nsure/registration/certification requirements (If applicable, list	the appropriate Florida Statute or federal	regulation cite):			
9. Othe	er job-related requirements for this position:					
10. Work	king hours: (A) Daily from <u>TBD</u> to <u>TBD</u> (B) Total hours in work	week <u>20</u> (C) Explain any variation in work	k (split shift, rotation, etc.)			
11. Agency Use Only – Check those that apply: Uniform Allowance   CJIP   Bond Indicator   Drug Screening   Re-screening   Security Check: No security screen required   Background investigation required   Background & fingerprint required   Fingerprint investigation required   Access to abuse records   Caretaker   Financial   Law enforcement   Management   Other:						
	owing have acknowledged that the statements above, to the biblities of the position.	he best of their knowledge, accurately	describe the duties and			
Incumber	nt Signature (optional):	Date:				
Discusse Supervise	d with Employee: Yes 🗌 No 🗍 or's Signature:	Title:	Date:			
	of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:			
Approval of Agency Personnel Officer: Title: Date:						

CAREER SERVICE   SELECTED EXEMPT SERVICE  SELECTED EXEMPT SERVICE  SERVICE   SELECTED EXEMPT SERVICE  SERVICE   SERVICE   SELECTED EXEMPT SERVICE	CAREER SERVICE ☑ SELECTED EXEMPT SERVICE ☐ SENIOR MANAGEMENT SERVICE ☐ OTHER ☐				R
POSITION LOCATION INFORMATION	Position Exem	Position Exempt Under 110.205(), F.S.  Managerial  Confidential  Supervisory  Other			
NAME OF AGENCY: Business and Professional Regulation	Organization L Current: 79-8	evel:		sed: 79-80-08-00-	
DIVISION/COMPARABLE: Florida Land Sales. Condominiums and Homes		er: F	TE:	<u></u>	Security Role
BUREAU/COMPARABLE: Compliance	Current Broadi Level Code: 43-6011-3	oand Ci			Code: Current Class Code: 0712
SECTION/SUBSECTION: Bureau Chief's Office	Proposed Broa Level Code:	dband Pr	roposed Cla	ass Title:	Proposed Class Code:
HEADQUARTERS/COUNTY CODE: Tallahassee/037	Type of Transa	ction: Transf	er		
INCUMBENT:		APPROVA	AL AUTHO	DRITY USE ON	ILY
POSITION ATTRIBUTES: EEO: 01 ☐ 02 ☑ 03 ☐ 04 ☐ 05 ☐ 06 ☐ 07 ☐ 08 ☐	Broadband Level Code:		lass ode:	Approved By:	Effective Date:
CBU: 01 ☑ 02 ☐ 03 ☐ 04 ☐ 05 ☐ 06 ☐ 07 ☐ 08 ☐ 09 ☐ 10 ☐	APPROVED BR	OADBAND C	CCUPATIO	N:	
11					
Special Risk: Yes ☐ No ☒	APPROVED CL	ASS TITLE:			
Overtime: Yes ⊠ No □					
CAD: Yes ☐ No ☒	1				
1. This position reports directly to: Position Number 79000	586 Broadband Level Co	ode <u>11-102</u>	1-3		
Broadband Occupation General and Operations Managers Class Code 7884 Class Title Chief of Compliance-DBPR  2. Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position:  N/A					
3. What statutes establish or define the work performed? Chapters 326, 498, 718, 719, 721 and 723, Florida Statutes					
4. This position has financial disclosure responsibility in acc		2.3145, F. S 	i.: Yes ∐ ————	No 🔯	
Current budget for which this position is accountable (if applicable)	pplicable):				
Salaries & Benefits	O.P.S.			Expenses	
F.C.O.	Data Processing			TOTAL ALLOTM	ENT
If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.					

6. Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.				
% of Time	Duties a	and Responsibilities		
20%	Reviews, assigns, prepares and tracks bureau corresponde	ence.		
20%	Reviews complaints and determines the appropriate regions and electronically transmits them as appropriate.	al office for handling. Scans complaints t	o be handled by field offices	
20%	Conducts daily administrative activities and directs special p	projects or activities for the Bureau Chief.		
20%	Reviews records and reports which require action and recor	mmends solutions or courses of action.		
10%	Determines whether correspondence can be handled as an Customer Contact Center for handling.	inquiry. Enters inquiries in database and	d forwards inquiries to the	
5%	Plans and coordinates meetings, phone conferences and tra	avel. Handles travel reimbursements for	the Bureau Chief's Office.	
5%	Performs other duties as necessary.			
Reading	 vledge, skills and abilities, including utilization of equipment, r comprehension, information gathering, monitoring, act er operation		and management, and	
8. Licer N/A	nsure/registration/certification requirements (If applicable, list	the appropriate Florida Statute or federal	regulation cite):	
9. Othe N/A	r job-related requirements for this position:			
10. Work etc.)	king hours: (A) Daily from <u>8:00 a.m.</u> to <u>5:00 a.m.</u> (B) Total hou	ırs in workweek <u>40</u> (C) Explain any variati	ion in work (split shift, rotation,	
11. Agency Use Only Check those that apply: Uniform Allowance   CJIP   Bond Indicator   Drug Screening   Re-screening   Security Check: No security screen required   Background investigation required   Background & fingerprint required   Fingerprint investigation required   Access to abuse records   Caretaker   Financial   Law enforcement   Management   Sensitive   Agency Security Check   Other:				
	wing have acknowledged that the statements above, to the bilities of the position.	ne best of their knowledge, accurately	describe the duties and	
Incumber	nt Signature (optional):	Date:		
	d with Employee: Yes ☐ No ☐ or's Signature:	Title:	Date:	
	of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:	
Approval of Agency Personnel Officer: Title: Date:				

CAREER SERVICE ☐ SELECTED EXEMPT SERVICE ☑	SENIOR MANAGEME	NT SERVI	CE OTHE	R 🗌	
POSITION LOCATION INFORMATION	Position Exempt Under Managerial  Confid	110.205( <u>2</u> )( <u>X</u> lential ⊠ Su	), F.S. pervisory 🔲 Othe	r 🗆	
NAME OF AGENCY: Department of Business and Professional Regulation	Organization Level: Current: 79-80-01-01-8	303 Prop	oosed:		
DIVISION/COMPARABLE: Florida Land Sales,Condominiums and Mobile Homes	Position Number: FTE: Security Rol			Security Role Code: E	
BUREAU/COMPARABLE: Office of the Condominium Ombudsman	Current Broadband Level Code: 23-2011-1	Current Cla	iss Title: pecialist - SES	Current Class Code: 7703	
SECTION/SUBSECTION:	Proposed Broadband Level Code:	Proposed 0	Class Title:	Proposed Class Code:	
HEADQUARTERS/COUNTY CODE: Ft. Lauderdale/006	Type of Transaction: Ad	ld			
INCUMBENT:	APPRO	VAL AUTH	IORITY USE ON	ILY	
POSITION ATTRIBUTES:         EEO: 01 □ 02 □ 03 □ 04 □ 05 ☒ 06 □ 07 □ 08 □	Broadband Level Code:	Class Code:	Approved By:	Effective Date:	
CBU: 01	APPROVED BROADBAN	ID OCCUPAT	ION:		
11 🗌 18 🗍 80 📄 81 🔲 86 🗍 87 🔲 89 🔯 99 🗍 Other 🗎					
Special Risk: Yes ☐ No ☒  Overtime: Yes ☒ No ☐	APPROVED CLASS TITLE:				
CAD: Yes ☐ No ⊠					
Broadband Occupation General and Operations Managers Class Code 8386 Class Title Chief Ombudsman - DBPR  2. Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position:  NONE					
3. What statutes establish or define the work performed? 718.5011	- 718.5014, Florida Stat	utes			
4. This position has financial disclosure responsibility in accordance	with Section 112.3145,	F. S.: Yes	] No ⊠		
5. Current budget for which this position is accountable (if applicable): NONE					
Salaries & Benefits O	.P.S.	<del></del>	Expenses		
	rocessing		TOTAL ALLOTM		
If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.					

time	6. Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.				
% of	i de la companya de				
Time	Duties a	and Responsibilities			
60%	Receive, investigate, respond to, resolve and maintain data on all inquiries, complaints and disputes between the division, unit owners, boards of directors, board members, community association managers and other affected parties. Encourage, facilitate and attend as a neutral resource, voluntary meetings with and between unit owners, boards of directors, board members, community association managers and other affected parties to reolve issues in order to avoid submission of the dispute fo a formal or administrative remedy.				
10%	Identify, recommend and develop, as appropriate, policies a members, community association managers, and other affective Chapter 718, Florida Statutes, and the condominium documents	ected parties to understand their rights an	d responsibilities as set forth in		
10%	Monitor and review procedures and disputes concerning co enforcement action to the Division of Florida Land Sales, Cany such recommendations.				
5%	Identify and make recommendations to the Ombudsman for and resolution of complaints filed by unit owners, association		s for the filing, investigation,		
5%	Maintain case files and data on all inquirires, complaints an	d disputes received and processed.			
5%	Develop and implement a system for reporting data on all a	ctivities of the office.			
5% 7. Knov	Assist in the preparation and distribution of educational and by the Ombudsman or Attorney. Other related duties as as viedge, skills and abilities, including utilization of equipment, in	signed.	ft correspondence as directed		
Knowled of the co disputes	ge of Ch. 718, Florida Statutes, and the administrative indominium concept form of ownership; knowledge of F; ability to communicate effectively, both orally and in wake decisions and solve problems based upon evaluati	rules governing condominiums; know Robert's Rules of Order; ability to act riting; ability to gather, document, red	as a neutral third party in cord and analyze data;		
8. Licer	nsure/registration/certification requirements (If applicable, list	the appropriate Florida Statute or federal	regulation cite):		
9. Othe	r job-related requirements for this position:				
10. Work	ring hours: (A) Daily from <u>8:00</u> to <u>5:00</u> (B) Total hours in work	week <u>40</u> (C) Explain any variation in worl	(split shift, rotation, etc.)		
11. Agency Use Only −  Check those that apply: Uniform Allowance □ CJIP □ Bond Indicator □ Drug Screening □ Re-screening □  Security Check: No security screen required □ Background investigation required ☑ Background & fingerprint required □  Fingerprint investigation required □ Access to abuse records □ Caretaker □ Financial □ Law enforcement □ Management □  Sensitive □ Agency Security Check □  Other:					
The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of the position.					
Incumber	nt Signature (optional):	Date:			
	Discussed with Employee: Yes No Title: Date: Supervisor's Signature:				
4.500	of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:		
Approval	of Agency Personnel Officer:	Title:	Date:		

CAREER SERVICE ☐ SELECTED EXEMPT SERVICE ☐ SENIOR MANAGEMENT SERVICE ☐ OTHER ☐					
POSITION LOCATION INFORMATION	Position Exempt Unde	r 110.205(2)(X	), F.S.		
NAME OF AGENCY: Department of Business and Professional Regulation	Managerial Confidence			r ⊔	
DIVISION/COMPARABLE: Florida Land Sales, Condominiums and Mobile Homes	Position Number: FTE: Security Role				
BUREAU/COMPARABLE: Office of the Condominium Ombudsman	Current Broadband Level Code:	.6 Current Cla	iss Title: pecialist - SES	Code: E Current Class Code: 7703	
SECTION/SUBSECTION:	23-2011-1				
SECTION/SUBSECTION:	Proposed Broadband Level Code:	Proposed (	Jass Title:	Proposed Class Code:	
HEADQUARTERS/COUNTY CODE: Ft. Lauderdale/006	Type of Transaction: U	pdate			
INCUMBENT:	APPRO	OVAL AUTH	HORITY USE ON	ILY	
POSITION ATTRIBUTES:	Broadband Level Code:	Class Code:	Approved By:	Effective Date:	
EEO: 01 □ 02 □ 03 □ 04 □ 05 図 06 □ 07 □ 08 □	Lever Code:	Code:			
CBU: 01	APPROVED BROADBAI	ND OCCUPAT	ION:		
11 🗌 18 🗌 80 🗌 81 🗍 86 🔲 87 🔲 89 🖾 99 🗍 Other 🗎					
Special Risk: Yes ☐ No ⊠	APPROVED CLASS TIT	LE:	78 I		
Overtime: Yes 🛮 No 🗌					
CAD: Yes ☐ No ☒	1				
This position reports directly to: Position Number 79011250 Br	nadhand Level Code, 11	1021.04			
<ol> <li>Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position:</li> <li>NONE</li> </ol>					
<ul> <li>3. What statutes establish or define the work performed? 718.5011 - 718.5014, Florida Statutes</li> <li>4. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes □ No ☒</li> </ul>					
5. Current budget for which this position is accountable (if applicable): NONE					
Salaries & Benefits	D.P.S.	=0 ====	Expenses		
F.C.O. Data I	Processing	-	TOTAL ALLOTM	IENT	
If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.					

time	Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.					
% of						
Time	Duties a	and Responsibilities				
60%	Receive, investigate, respond to, resolve and maintain data on all inquiries, complaints and disputes between the division, unit owners, boards of directors, board members, community association managers and other affected parties. Encourage, facilitate and attend as a neutral resource, voluntary meetings with and between unit owners, boards of directors, board members, community association managers and other affected parties to reolve issues in order to avoid submission of the dispute fo a formal or administrative remedy.					
10%	Identify, recommend and develop, as appropriate, policies a members, community association managers, and other affective Chapter 718, Florida Statutes, and the condominium documents.	ected parties to understand their rights an	d responsibilities as set forth in			
10%	Monitor and review procedures and disputes concerning co enforcement action to the Division of Florida Land Sales, C any such recommendations.					
5%	Identify and make recommendations to the Ombudsman for and resolution of complaints filed by unit owners, association		s for the filing, investigation,			
5%	Maintain case files and data on all inquirires, complaints an	d disputes received and processed.				
5%	Develop and implement a system for reporting data on all a	ctivities of the office.				
5%	Assist in the preparation and distribution of educational and by the Ombudsman or Attorney. Other related duties as as	signed.	ft correspondence as directed			
Knowled of the co disputes	vledge, skills and abilities, including utilization of equipment, ge of Ch. 718, Florida Statutes, and the administrative ndominium concept form of ownership; knowledge of F; ability to communicate effectively, both orally and in wake decisions and solve problems based upon evaluati	rules governing condominiums; know Robert's Rules of Order; ability to act writing; ability to gather, document, re	as a neutral third party in cord and analyze data;			
8. Licer	sure/registration/certification requirements (If applicable, list	the appropriate Florida Statute or federal	regulation cite):			
9. Othe	r job-related requirements for this position:					
10. Work	ing hours: (A) Daily from $8:00$ to $5:00$ (B) Total hours in work	week <u>40</u> (C) Explain any variation in worl	k (split shift, rotation, etc.)			
11. Agency Use Only – Check those that apply: Uniform Allowance  CJIP  Bond Indicator  Drug Screening  Re-screening  Security Check: No security screen required  Background investigation required  Background & fingerprint required  Fingerprint investigation required  Access to abuse records  Caretaker  Financial  Law enforcement  Management  Sensitive  Agency Security Check  Other:						
The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of the position.						
Incumber	t Signature (optional):	Date:				
	d with Employee: Yes ☐ No ☐ or's Signature:	Title:	Date:			
	of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:			
Approval	of Agency Personnel Officer:	Title:	Date:			

CAREER SERVICE   SELECTED EXEMPT SERVICE    □	SENIOR MANAGEMI	ENT SERVI	CE OTHE	R	
POSITION LOCATION INFORMATION	Position Exempt Under Managerial  Confid	110.205(	)(), F.S.		
NAME OF AGENCY: Business and Professional Regulation	Organization Level: Current: 79-80-02-00-		posed:	<u> </u>	
DIVISION/COMPARABLE: Florida Condominiums, Timeshares and Mobile Homes	Position Number: 79011330	FTE: 1.0	103 <del>6</del> u.	Security Role Code:	
BUREAU/COMPARABLE: Office of the Condominium Ombudsman	Current Broadband Level Code: 23-2021-1	Current Cla	iss Title: pecialist - SES	Current Class Code: 7703	
SECTION/SUBSECTION:	Proposed Broadband Level Code: 23-2021-1	Proposed C Paralegal Sp		Proposed Class Code: 7703	
HEADQUARTERS/COUNTY CODE: Ft. Lauderdale/006	Type of Transaction: Re	eclassification f	from SES to CS	1	
INCUMBENT:	APPRO	VAL AUTH	ORITY USE ON	ILY	
POSITION ATTRIBUTES:         EEO: 01 □ 02 □ 03 □ 04 □ 05 ☒ 06 □ 07 □ 08 □	Broadband Level Code:	Class Code:	Approved By:	Effective Date:	
CBU: 01 🖾 02 🗍 03 🗍 04 🗍 05 🗍 06 🗍 07 🗍 08 🗍 09 🗍 10 🗍	APPROVED BROADBAN	ND OCCUPATI	ION:		
11 🗌 18 🗌 80 🗍 81 🔲 86 🗎 87 🔲 89 🔯 99 🗍 Other 🗍					
Special Risk: Yes ☐ No ☒  Overtime: Yes ☒ No ☐	APPROVED CLASS TITLE:				
CAD: Yes ☑ No ☐  1. This position reports directly to: Position Number 79011250 Broadband Level Code 11-1021-04					
2. Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position:					
3. What statutes establish or define the work performed? 718.5011	- 718.5014, Florida Stat	tutes			
4. This position has financial disclosure responsibility in accordance	with Section 112.3145,	F. S.: Yes	] No 🖾		
5. Current budget for which this position is accountable (if applicable	»):				
Salaries & Benefits O.	.P.S.		Expenses		
F.C.O. Data P	rocessing		TOTAL ALLOTM	IENT	
If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.					

time	6. Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.						
% of Time	Duties a	nd Responsibilities					
60%	Receive, investigate, respond to, resolve and maintain data on all inquiries, complaints and disputes between the division, unit owners, boards of directors, board members, community association managers and other affected parties. Encourage, facilitate and attend as a neutral resource, voluntary meetings with and between unit owners, boards of directors, board members, community association managers and other affected parties to resolve issues in order to avoid elevation of the dispute to a formal or administrative remedy.						
10%	Identify, recommend and develop as appropriate, policies a members, community association managers, and other affe Chapter 718, Florida Statutes, and the condominium docum	cted parties to understand their rights and	d responsibilities as set forth in				
10%	Monitor and review procedures and disputes concerning concentration to the Division of Florida Condominiums any such recommendations.	ndominium elections and meetings; draft	recommendations for				
5% 5%	Identify and make recommendations to the Ombudsman for and resolution of complaints filed by unit owners, associatio Maintain case files and data on all inquiries, complaints and	ns and managers.	s for the filing, investigation,				
5% 5%	Develop and implement a system for reporting data on all ac Assist in the preparation and distribution of educational and by the Ombudsman or Attorney. Other related duties as as	ctivities of the office. reference materials and resources. Draf	t correspondence as directed				
understa third par analyze accumul	lge of Chapter 718, Florida Statutes, and the administra anding of the condominium concept form of ownership; lety in disputes; ability to communicate effectively, both o data; ability make decisions and solve problems based ated.	knowledge of Robert's Rules of Orde rally and in writing; ability to gather, outpon evaluation and reasoning with	r; ability to act as a neutral document, record and the data and information				
9. Othe	r job-related requirements for this position:						
10. Work etc.)	ring hours: (A) Daily from <u>8:00 a.m.</u> to <u>5:00 p.m.</u> (B) Total hou	rs in workweek <u>40</u> (C) Explain any variati	on in work (split shift, rotation,				
11. Agency Use Only – Check those that apply: Uniform Allowance  CJIP  Bond Indicator  Drug Screening  Re-screening  Security Check: No security screen required  Background investigation required  Background & fingerprint required  Fingerprint investigation required  Access to abuse records  Caretaker  Financial  Law enforcement  Management  Sensitive  Agency Security Check  Other:							
The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of the position.							
	nt Signature (optional):	Date:					
Superviso	d with Employee: Yes ☐ No ☐ or's Signature:	Title:	Date:				
Approval	of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:				
Approval of Agency Personnel Officer: Title: Date:							

CAREER SERVICE   SELECTED EXEMPT SERVICE   □	CAREER SERVICE   SELECTED EXEMPT SERVICE   SENIOR MANAGEMENT SERVICE   OTHER   OTHER □			R 🔲	
POSITION LOCATION INFORMATION	Position Exempt Under 110.205()(), F.S.  Managerial □ Confidential □ Supervisory □ Other □				
NAME OF AGENCY: Business and Professional Regulation	Organization Level: Current: 79-80-02-00-803 Proposed:				
DIVISION/COMPARABLE: Florida Condominiums, Timeshares and Mobile Homes	Position Number: FTE: Security Ro			Security Role Code:	
BUREAU/COMPARABLE: Office of the Condominium Ombudsman	Current Broadband Level Code: 23-2011-1	Current Cla	ss Title: pecialist - SES	Current Class Code: 7703	
SECTION/SUBSECTION:	Proposed Broadband Level Code: 23-2011-1	Proposed C Paralegal Sp		Proposed Class Code: 7703	
HEADQUARTERS/COUNTY CODE: Ft. Lauderdale/006	Type of Transaction: Re	classification			
INCUMBENT:	APPRO	VAL AUTH	ORITY USE ON	ILY	
POSITION ATTRIBUTES:         EEO: 01 □ 02 □ 03 □ 04 □ 05 ☒ 06 □ 07 □ 08 □	Broadband Level Code:	Class Code:	Approved By:	Effective Date:	
CBU: 01 ⊠ 02 ☐ 03 ☐ 04 ☐ 05 ☐ 06 ☐ 07 ☐ 08 ☐ 09 ☐ 10 ☐	APPROVED BROADBAN	ID OCCUPATI	ON:		
11 🗌 18 🗌 80 🗌 81 🔲 86 🔲 87 🔲 89 🔲 99 🔲 Other 🗎					
Special Risk: Yes ☐ No ☒  Overtime: Yes ☒ No ☐	APPROVED CLASS TITLE:				
CAD: Yes ⊠ No □					
This position reports directly to: Position Number 79011250 Broadband Level Code 11-1021-04					
roadband Occupation General & Operations Managers Class Code 8386 Class Title Chief Ombudsman - DBPR  2. Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position:					
3. What statutes establish or define the work performed? 718.5011	- 718.5014, Florida Stat	utes			
4. This position has financial disclosure responsibility in accordance	with Section 112.3145,	F. S.: Yes ☐	] No ⊠		
5. Current budget for which this position is accountable (if applicable)	5. Current budget for which this position is accountable (if applicable):				
Salaries & Benefits O	.P.S.		Expenses	1	
F.C.O. Data F	Processing		TOTAL ALLOTM	IENT	
If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.					

time	es and Responsibilities - Describe in detail the specific dut for each. Indicate the role of this position in accomplish pendent, final policy decisions made and show their effect or	ning the unit and agency mission. If a	pplicable, include examples of
% of Time	Duties :	and Responsibilities	
60%	Receive, investigate, respond to, resolve and maintain data owners, boards of directors, board members, community a and attend as a neutral resource, voluntary meetings with a community association managers and other affected partie formal or administrative remedy.	ssociation managers and other affected pand between unit owners, boards of direc	parties. Encourage, facilitate tors, board members,
10%	Identify, recommend and develop as appropriate, policies a members, community association managers, and other afformation Chapter 718, Florida Statutes, and the condominium docur	ected parties to understand their rights an nents governing their respective associat	d responsibilities as set forth in ion.
10%	Monitor and review procedures and disputes concerning of enforcement action to the Division of Florida Condominium any such recommendations.		
5%	Identify and make recommendations to the Ombudsman for and resolution of complaints filed by unit owners, association	ons and managers.	es for the filing, investigation,
5% 5%	Maintain case files and data on all inquiries, complaints and Develop and implement a system for reporting data on all a		
5%	Assist in the preparation and distribution of educational and by the Ombudsman or Attorney. Other related duties as as	d reference materials and resources. Dra	ft correspondence as directed
third par analyze accumu 8. Lices 9. Other	nsure/registration/certification requirements (If applicable, list er job-related requirements for this position: king hours: (A) Daily from 8:00 a.m. to 5:00 p.m. (B) Total hours	orally and in writing; ability to gather, or all upon evaluation and reasoning with the appropriate Florida Statute or federal	document, record and the data and information regulation cite):
<b>Che</b> Secu Fing	ncy Use Only – ck those that apply: Uniform Allowance ☐ CJIP ☐ Bond In urity Check: No security screen required ☐ Background inve erprint investigation required ☐ Access to abuse records ☐ sitive ☐ Agency Security Check ☐	stigation required X Background & finge	rprint required
	owing have acknowledged that the statements above, to to ibilities of the position.	he best of their knowledge, accurately	describe the duties and
Incumbe	nt Signature (optional):	Date:	
Supervise	d with Employee: Yes 🗌 No 🗍 or's Signature:	Títle:	Date:
Approval	of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval	of Agency Personnel Officer:	Title:	Date:

CAREER SERVICE   SELECTED EXEMPT SERVICE				ER 🗌		
POSITION LOCATION INFORMATION	Position Exempt Under Managerial  Confid	r 110.205( dential □ S	)(), F.S. upervisory	er 🗆		
NAME OF AGENCY:	Organization Level:	Organization Level:				
DIVISION/COMPARABLE:	Position Number:	FTE:		Security Role Code:		
BUREAU/COMPARABLE:	Current Broadband Level Code:	Current Cl	ass Title:	Current Class Code:		
SECTION/SUBSECTION:	Proposed Broadband Level Code:	Proposed	Class Title:	Proposed Class Code:		
HEADQUARTERS/COUNTY CODE:	Type of Transaction:					
INCUMBENT: Troy Jones	APPRO	OVAL AUT	HORITY USE ON	NLY		
POSITION ATTRIBUTES:	Broadband	Class	Approved By:	Effective Date:		
EEO: 01 🗌 02 🖾 03 🗍 04 🗍 05 🗍 06 🗍 07 🗍 08 🗍	Level Code:	Code:				
CBU: 01	APPROVED BROADBAN	ND OCCUPAT	TION:			
11 🗌 18 🗌 80 🗌 81 🔲 86 📋 87 🗍 89 🗍 99 🗍 Other 🗎	-					
Special Risk: Yes ☐ No ☒	APPROVED CLASS TITLE:					
Overtime: Yes 🖾 No 🗌						
CAD: Yes ⊠ No □						
This position reports directly to: Position NumberBroadband Level Code						
2. Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position:						
3. What statutes establish or define the work performed?						
4. This position has financial disclosure responsibility in accorda	ance with Section 112.3145,	F. S.: Yes [	□ No 🖾			
5. Current budget for which this position is accountable (if applic	eable):					
Salaries & Benefits	O.P.S.		Expenses			
F.C.O. Dat	ta Processing		TOTAL ALLOTM	IENT		
If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.						

#### **POSITION NUMBER**

6.	Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.					
	of					
Tim	Duties Duties	and Responsibilities				
7.	Knowledge, skills and abilities, including utilization of equipment,	required for the position:				
		Toquillo a tor and postation				
0	Lineary and the standard lead of the second second of the second		1 1 1 2 2 3			
8.	Licensure/registration/certification requirements (If applicable, list	t the appropriate Florida Statute or federal	regulation cite):			
9.	Other job-related requirements for this position:					
10.	Working hours: (A) Daily from to (B) Total hours in	workweek (C) Explain any variation	n in work (split shift, rotation.			
	etc.)	(-, -, -, -, -, -, -, -, -, -, -, -, -, -	· · · · · · · · · · · · · · · · · · ·			
11.	Agency Use Only –					
	Check those that apply: Uniform Allowance  CJIP  Bond I					
	Security Check: No security screen required   Background inversingerprint investigation required   Access to abuse records	estigation required  Background & finge	rprint required			
	Sensitive Agency Security Check	Caretaker 🔲 Financiai 🔲 Law enforcerr	nent [] Ivianagement []			
	Other:					
The	following have acknowledged that the statements above, to	the best of their knowledge, accurately	describe the duties and			
res	ponsibilities of the position.	,				
Incu	mbent Signature (optional):	Date:				
	sussed with Employee: Yes 🗌 No 🗍	Title:	Date:			
	ervisor's Signature: roval of Reviewing Authority: (Div. Director, Agency Head or other)	Title	Data			
дрр	roval of Reviewing Authority: (DIV. Director, Agency Head or other)	Title:	Date:			
App	roval of Agency Personnel Officer:	Title:	Date:			
	-					

CAREER SERVICE   SELECTED EXEMPT SERVICE   □	E SENIOR MANAGEMENT SERVICE OTHER				
POSITION LOCATION INFORMATION	Position Exempt Under 110.205()(), F.S.  Managerial ☐ Confidential ☐ Supervisory ☐ Other ☐				
NAME OF AGENCY: Department of Business and Professional Regulation	Organization Level: Current: 79-80-08-00-803 Proposed:				
DIVISION/COMPARABLE: Florida Land Sales, Condominiums and Mobile Homes	Position Number: FTE: Security Role			Security Role Code: E	
BUREAU/COMPARABLE: Compliance	Current Broadband Level Code: 13-1041-3	Current Cla	ss Title: Specialist II	Current Class Code: 8318	
SECTION/SUBSECTION: Condominiums	Proposed Broadband Level Code:	Proposed C	Class Title:	Proposed Class Code:	
HEADQUARTERS/COUNTY CODE: Ft. Lauderdale/006	Type of Transaction: Up	date			
INCUMBENT:	APPRO	VAL AUTH	ORITY USE ON	ILY	
POSITION ATTRIBUTES:	Broadband	Class	Approved By:	Effective Date:	
EEO: 01  02  03  04  05  06  07  08  0	Level Code:	Code:			
CBU: 01 ☐ 02 ☐ 03 ☐ 04 ☐ 05 ☒ 06 ☐ 07 ☐ 08 ☐ 09 ☐ 10 ☐	APPROVED BROADBAN	ID OCCUPATI	ON:		
11 🗌 18 🗍 80 🗍 81 🗍 86 🗍 87 🗍 89 🗍 99 🗍 Other 🗎					
Special Risk: Yes ☐ No ⊠	APPROVED CLASS TITL Investigation Specialist II	.E:			
Overtime: Yes ⊠ No □					
CAD: Yes ⊠ No □					
This position reports directly to: Position Number 79001234 Bro	adband Level Code 13-	1041-04			
Broadband Occupation Compliance Officers Class Code 8354			SES		
<ol> <li>Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position:</li> <li>Not applicable</li> </ol>					
What statutes establish or define the work performed? Chapters	326,498, 718, 719, 721	and 723, F.S	i.		
4. This position has financial disclosure responsibility in accordance	with Section 112.3145,	F. S.: Yes	] No ⊠		
5. Current budget for which this position is accountable (if applicable	e):				
Salaries & Benefits O	.P.S.	-: :	Expenses		
F.C.O. Data P	rocessing	. :	TOTAL ALLOTM	IENT	
If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.					

time	6. Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.				
% of	li				
Time		and Responsibilities			
60%	Conducts investigations of more complex issues to determine regulated parties compliance with the Florida Statutes and Administrative Code enforced by the program areas of the Division of Florida Land Sales, Condominiums and Mobile Homes, including Chapters 326, 718, 719, 721 and 723, Florida Statutes and the accompanying administrative rules, in accordance with Bureau of Compliance procedures. Reviews and analyzes jurisdictional issues, prepares investigative plans, interviews witnesses, gathers and maintains physical evidence, conducts, authorized travel, maintains investigative files properly (and as public records subject to chapter 119, F.S.), generates investigative reports and accompanying documentation, and makes recommendations for administrative action in appropriate cases.				
25%	Provides written and telephonic responses to complaints ar Division's program areas. Communicates with the public ir administrative rules enforced by the division to varying fact appropriate files in response to complaints and inquiries fro	n a timely manner, and is knowledgeable i tual scenarios. Generates appropriate do	in applying the statutes and		
5%	Prepares cases for administrative action, trial and related h	earings or proceedings. Testifies in proce	edings as needed.		
5%	Develops and maintains a network of contacts among mem range of general knowledge of Department and other agent needed.	nbers and representatives of regulated inc cies' function in order to provide referral in	dustries. Maintains a wide nformation to the public as		
5%	Performs other related work as required.				
Proficien administ LicenseE	 wledge, skills and abilities, including utilization of equipment, ncy with MS Professional Office software and the intern trative rules to specific fact scenarios. Strong oral and Ease preferred hsure/registration/certification requirements (If applicable, list	net. Ability to read, interpret and apply written communication skills. Working	ng knowledge of		
		tile appropriate i ionida Statute on lederal	regulation Glej.		
9. Other	er job-related requirements for this position:				
10. Work etc.)	king hours: (A) Daily from <u>8:00 a.m.</u> to <u>5:00 p.m.</u> (B) Total hou	urs in workweek <u>40</u> (C) Explain any variat	ion in work (split shift, rotation,		
11. Agency Use Only — Check those that apply: Uniform Allowance ☐ CJIP ☐ Bond Indicator ☐ Drug Screening ☐ Re-screening ☐ Security Check: No security screen required ☐ Background investigation required ☐ Background & fingerprint required ☐ Fingerprint investigation required ☐ Access to abuse records ☐ Caretaker ☐ Financial ☐ Law enforcement ☐ Management ☐ Sensitive ☐ Agency Security Check ☐ Other:					
The follow	wing have acknowledged that the statements above, to the bilities of the position.	he best of their knowledge, accurately	describe the duties and		
Incumben	nt Signature (optional):	Date:			
	d with Employee: Yes 🗌 No 🗍 or's Signature:	Title:	Date:		
Approval	of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:		
Approval	of Agency Personnel Officer:	Title:	Date:		

CAREER SERVICE   SELECTED EXEMPT SERVICE   □	SENIOR MANAGE	EMENT SERV	ICE OTHE	ER 🗆
POSITION LOCATION INFORMATION	Position Exempt Ur	nder 110.205(	)(), F.S.	
NAME OF AGENCY: Department of Business & Professional Regulation	Organization Level: Current: 79-80-08		oposed: 79-80-08-00-	
DIVISION/COMPARABLE: Florida Condominiums, Timeshares & Mobile Homes	Position Number: 79011261	FTE: 1.0	7p00001 70 00 00 00	Security Role Code: E
BUREAU/COMPARABLE: Compliance	Current Broadband Level Code:  13-1041-3  Current Class Title: Investigation Specialist !!		Current Class Code: 8318	
SECTION/SUBSECTION: Timeshare	Proposed Broadband Proposed Class Title: P		Proposed Class Code:	
HEADQUARTERS/COUNTY CODE: Orlando/048	Type of Transaction	n: Update		
INCUMBENT:	APF	PROVAL AUT	HORITY USE ON	ILY
POSITION ATTRIBUTES:	Broadband	Class	Approved By:	Effective Date:
EEO: 01 🗍 02 🖾 03 🗍 04 🗍 05 🗍 06 📋 07 🗍 08 🗍	Level Code: 13-1041-03	Code: 8318	,	
CBU: 01	APPROVED BROAD COMPLIANCE OFFICE		TION:	
11 🗌 18 🔲 80 🔲 81 🔲 86 🔲 87 🔝 89 🔲 99 🗍 Other 🗀				
Special Risk: Yes ☐ No ⊠	APPROVED CLASS INVESTIGATION SP			
Overtime: Yes ⊠ No □	IIIVEO IIO, IIIO II S.	LUIALIOT II		
CAD: Yes ☐ No ☒				
<ol> <li>This position reports directly to: Position Number 79000478 Bro</li> </ol>	adhand Level Code	12 10/11		
Broadband Occupation Compliance Officers Class Code 8354			- SFS	
<ol> <li>Broadband level code, class title, class code, position number, at position:         Not Applicable     </li> <li>What statutes establish or define the work performed? 326, 718,</li> </ol>				directly to this
This position has financial disclosure responsibility in accordance				
5. Current budget for which this position is accountable (if applicable	e):			
Salaries & Benefits O	o.P.S.		Expenses	
F.C.O. Data P	Processing		TOTAL ALLOTM	IENT
If the current budget includes other areas of accountability include the	m in the TOTAL ALL	OTMENT and p	provide a brief expla	ınation.

tim	ties and Responsibilities - Describe in detail the specific du e for each. Indicate the role of this position in accomplis ependent, final policy decisions made and show their effect	shing the unit and agency mission. If a	pplicable, include examples of		
% of	I				
Time	Duties	and Responsibilities			
50%	Conducts investigations of more complex issues to determ Administrative Code enforced by the program areas of the including Chapters 326, 718, 719, 721 and 723, Florida St Bureau of Compliance procedures. Reviews and analyzes witnesses, gathers and maintains physical evidence, cond public records subject to chapter 119, F.S.), generates invecommendations for administrative action in appropriate of	Division of Florida Land Sales, Condominatutes and the accompanying administration in jurisdictional issues, prepares investigatucts, authorized travel, maintains investigestigative reports and accompanying documents.	iniums and Mobile Homes, tive rules, in accordance with tive plans, interviews gative files properly (and as		
20%	Trains and mentors Investigation Specialists. Reviews and approves all work prior to submission to Investigator Supervisor. Reviews case work and case preparation for completeness and accuacy. Meets with Investigation Specialists to answer questions and resolve problems.				
15%	Provides written and telephonic responses to complaints a Division's program areas. Communicates with the public i administrative rules enforced by the division to varying fact appropriate files in response to complaints and inquiries from	n a timely manner, and is knowledgeable tual scenarios. Generates appropriate do	in applying the statutes and		
5%	Prepares cases for administrative action, trial and related I	nearings or proceedings. Testifies in proc	eedings as needed.		
5%	Develops and maintains a network of contacts among mer range of general knowledge of Department and other ager needed.	nbers and representatives of regulated in ncies' function in order to provide referral	dustries. Maintains a wide information to the public as		
5%	Performs other related work as required.				
Proficie adminis	bwledge, skills and abilities, including utilization of equipmen ency with MS Professional Office software and the inte strative rules to specific fact scenarios. Strong oral an Ease preferred.	rnet. Ability to read, interpret and ap			
8. Lice	ensure/registration/certification requirements (If applicable, li	ist the appropriate Florida Statute or fede	eral regulation cite):		
9. Oth	er job-related requirements for this position:				
	rking hours: (A) Daily from <u>8:00 AM</u> to <u>5:00 PM</u> (B) Total hours, etc.)	urs in workweek <u>40</u> (C) Explain any varia	tion in work (split shift,		
11. Agency Use Only –  Check those that apply: Uniform Allowance  CJIP  Bond Indicator  Drug Screening  Re-screening  Security Check: No security screen required  Background investigation required  Background & fingerprint required  Fingerprint investigation required  Access to abuse records  Caretaker  Financial  Law enforcement  Management  Sensitive  Agency Security Check  Other:					
	owing have acknowledged that the statements above, to sibilities of the position.	o the best of their knowledge, accurate	ely describe the duties and		
Incumbe	ent Signature (optional):	Date:			
	ed with Employee: Yes  No  sor's Signature:	Title:	Date:		
	I of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:		
Approva	l of Agency Personnel Officer:	Title:	Date:		

CAREER SERVICE ☑ SELECTED EXEMPT SERVICE ☐	SENIOR MANAGEM	ENT SERV	ICE OTHE	R
POSITION LOCATION INFORMATION	Position Exempt Unde Managerial  Confi	r 110.205(	)(), F.S.	
NAME OF AGENCY: Business and Professional Regulation	Organization Level: Current: 79-80-08-00		upervisory ☐ Othe posed:	r 📙
<b>DIVISION/COMPARABLE</b> : Florida Condominiums, Timeshares and Mobile Homes	Position Number: 79011259	FTE: 1.0	poecu.	Security Role Code:
BUREAU/COMPARABLE: Compliance	Current Broadband Level Code: 13-2051-2	Current Cla Financial E	ass Title: xaminer/Analyst I	Current Class Code: 1554
SECTION/SUBSECTION: Condominiums	Proposed Broadband Proposed Class Title: Proposed			Proposed Class Code: 1564
HEADQUARTERS/COUNTY CODE: Ft. Lauderdale/006	Type of Transaction: R	eclassification		
NCUMBENT:	APPR	OVAL AUTI	HORITY USE ON	ILY
POSITION ATTRIBUTES:	Broadband Level Code:	Class	Approved By:	Effective Date:
EEO: 01 🗌 02 🔯 03 🗍 04 🗍 05 🗍 06 🗍 07 🗍 08 🗍	Level Code:	Code:		
CBU: 01	APPROVED BROADBA	ND OCCUPAT	TON:	
11 🗌 18 🗍 80 🗍 81 🗍 86 🗍 87 🗍 89 🗍 99 🗍 Other 🗍				
Special Risk: Yes ☐ No ⊠	APPROVED CLASS TIT	LE:		
Overtime: Yes 🛮 No 🔲				
CAD: Yes ⊠ No □				
This position reports directly to: Position Number 79000766 Broad	adhand Level Codo, 13	2051.04		
position:				
3. What statutes establish or define the work performed? Chapters	326,498, 718, 719, 721	and 723, F.S	<b>3</b> .	
1. This position has financial disclosure responsibility in accordance	with Section 112.3145,	F. S.: Yes	] No ⊠	
<ol> <li>Current budget for which this position is accountable (if applicable</li> </ol>	):			
Salaries & Benefits O.I	P.S.	-0.	Expenses	
F.C.O. Data Pr	rocessing	_	TOTAL ALLOTM	ENT
f the current budget includes other areas of accountability include ther	m in the TOTAL ALLOT	MENT and pr		

time	es and Responsibilities - Describe in detail the specific duti for each. Indicate the role of this position in accomplish pendent, final policy decisions made and show their effect on	ning the unit and agency mission. If a	pplicable, include examples of
% of	ĺ		
Time	This is a highly responsible position that must, in addition to Customer Service Bureaus, as well as the four Compliance 498, 718, 719, 721 and 723, Florida Statutes, and applicable	Offices to ensure consistent enforcemen	nt strategies for Chapters 326,
60%	Investigates alleged violations, related to complex financial related Florida Administrative Code. Prepares investigative Formal Hearings in support of Administrative Actions (or co	e report of findings and recommendations	23, Florida Statutes, and and presents testimony at
20%	Assists the Bureau of Standards and Registration and the E disclosures, as requested.	3ureau of Compliance field office staff with	h reviews of financial
10%	Communicates with and educates the public and non-finance materials to the public or staff as needed.	cial staff on financial issues. Prepares an	nd presents educational
5%	Assists with development of workout plans for financially dis negotiated settlements.	stressed timeshare plans. Monitors comp	oliance with terms of
5%	Performs other related work as required.		
This pos accountii industrie Knowled technologe.  8. Licen  9. Other Bachelor's	Medge, skills and abilities, including utilization of equipment, a sition requires a high degree of proficiency with spreads ing principles. Knowledge of and the ability to understates and perform financial statement analysis. Knowledge of investigative techniques. Ability to communicate or gy to perform duties including computer software, hard insure/registration/certification requirements (If applicable, list or job-related requirements for this position: its degree with accounting major preferred.  King hours: (A) Daily from 8:00 AM to 5:00 PM (B) Total hours	sheets, databases, desktop application and financial and accounting issues rele of accounting or auditing methods, perfectively, orally and in writing. Ability lware & data systems.  the appropriate Florida Statute or federal	elated to the regulated principles and procedures. y to use available regulation cite):
Chec Secu Finge Sens Othe		stigation required ⊠ Background & finger Caretaker □ Financial □ Law enforcem	rprint required  nent  Management
responsi	wing have acknowledged that the statements above, to the bilities of the position.		describe the duties and
	nt Signature (optional):	Date:	
Superviso	d with Employee: Yes ☐ No ☐ or's Signature:	Title:	Date:
Approval	of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval	of Agency Personnel Officer:	Title:	Date:

POSITION LOCATION INFORMATION  NAME OF AGENCY: Department of Business and Professional Regulation  DIVISION/COMPARABLE: Florida Land Sales, Condominiums and Mobile Homes  BUREAU/COMPARABLE: Compliance  BECTION/SUBSECTION: Financial Analyst  MEADQUARTERS/COUNTY CODE: Tallahassee/037	Position Exempt Unde Managerial Confi Organization Level: Current: 79-80-08-00- Position Number: 79011258  Current Broadband Level Code: 12-0854-09-	r 110.205(	Y ) FS	
DIVISION/COMPARABLE: Florida Land Sales, Condominiums and Mobile Homes BUREAU/COMPARABLE: Compliance BECTION/SUBSECTION: Financial Analyst	Current: 79-80-08-00- Position Number: 79011258 Current Broadband Level Code:	803 Pr		er 🗆
BUREAU/COMPARABLE: Compliance  BECTION/SUBSECTION: Financial Analyst	Position Number: 79011258 Current Broadband Level Code:	FTE:	oposed:	
BUREAU/COMPARABLE: Compliance  BECTION/SUBSECTION: Financial Analyst	Current Broadband Level Code:	1		Security Rol
SECTION/SUBSECTION: Financial Analyst	Level Code:	79011258 1.0 Co		
·	Level Code: Financial Examiner/Analyst II Cod			Current Clas Code: 1564
IEADQUARTERS/COUNTY CODE: Tallahassee/037	Proposed Broadband Level Code:	Proposed	Class Title:	Proposed Class Code:
	Type of Transaction: A	dd bt		
NCUMBENT:	APPRO	VAL AUT	HORITY USE ON	ILY
OSITION ATTRIBUTES:	Broadband	Class	Approved By:	Effective Date:
EO: 01	Level Code:	Code:	Approved by.	Effective Date:
BU: 01 🔲 02 🗍 03 🗍 04 🗍 05 🖾 06 🗍 07 🗍 08 🗍 09 🗍 10 🗍	APPROVED BROADBAN	ID OCCUPA	TION:	
11 🗌 18 🗎 80 🗍 81 🔲 86 🗎 87 🔲 89 🔲 99 🔲 Other 🗎				
pecial Risk: Yes ☐ No ⊠	APPROVED CLASS TITL	 .E:		
vertime: Yes ⊠ No □				
AD: Yes ☐ No ☐				
This position reports directly to: Position Number 79001241 Broadband Occupation Financial Analysts Class Code 1575 Class	adband Level Code 13-2	2051-4		
position: Not applicable				
What statutes establish or define the work performed? Chapters 3				
This position has financial disclosure responsibility in accordance		. S.: Yes □	] No ⊠	
Current budget for which this position is accountable (if applicable)	:			
Salaries & Benefits O.F	P.S.		Expenses	
F.C.O. Data Pro	ocessina	-	TOTAL ALLOTME	NIT
ne current budget includes other areas of accountability include them	in the TOTAL ALLOTA	ENIT and a	TOTAL ALLOTME	IN I

inc	uties and Responsibilities - Describe in detail the specific ne for each. Indicate the role of this position in accomdependent, final policy decisions made and show their effections.	plishing the unit and agency missic ct on the agency, the public, or other	on. If applicable, include examples of state agencies.
% of Time			
Time	This is a highly responsible position that must, in additional Customer Service Bureaus, as well as the four Complia 498, 718, 719, 721 and 723, Florida Statutes, and appliance of the compliance of the complex of the	ies and Responsibilities on to the duties described below, coo ance Offices to ensure consistent enfo icable Rules of the Florida Administra	ordinate with the Licensure and orcement strategies for Chapters 326, ative Code. Specific duties include:
60%	Investigates alleged violations, related to complex finan related Florida Administrative Code. Prepares investigates Formal Hearings in support of Administrative Actions (o	cial issues, of Chapters 718, 719, 72 ative report of findings and recommer r court proceedings, if necessary).	1 and 723, Florida Statutes, and ndations and presents testimony at
20%	Assists the Bureau of Standards and Registration and the disclosures, as requested.		staff with reviews of financial
10%	Communicates with and educates the public and non-fir materials to the public or staff as needed.	nancial staff on financial issues. Prep	pares and presents educational
5%	Assists with development of workout plans for financially negotiated settlements.	distressed timeshare plans. Monitor	rs compliance with terms of
5%	Performs other related work as required.		
accounti elated to preferred	wledge, skills and abilities, including utilization of equipmer sition requires a high degree of proficiency with spreating principles. The applicant must possess the know to the regulated industries and perform financial stated.  hsure/registration/certification requirements (If applicable, li	idsheets, databases desktop appl ledge required to understand fina ment analysis. Bachelor's degree	e with accounting issues
accounti related to preferred 3. Licer 9. Othe	ing principles. The applicant must possess the know to the regulated industries and perform financial state d.  nsure/registration/certification requirements (If applicable, Ii	idsheets, databases desktop appledge required to understand final ment analysis. Bachelor's degree states the appropriate Florida Statute or f	e with accounting issues e with accounting major  federal regulation cite):
accounti related to preferred 3. Licer 9. Othe	ing principles. The applicant must possess the know to the regulated industries and perform financial state d.  nsure/registration/certification requirements (If applicable, Ii	idsheets, databases desktop appledge required to understand final ment analysis. Bachelor's degree states the appropriate Florida Statute or f	e with accounting issues e with accounting major  federal regulation cite):
accounting	ing principles. The applicant must possess the know to the regulated industries and perform financial state d.  Insure/registration/certification requirements (If applicable, Ii ar job-related requirements for this position:  It is the control of	Idsheets, databases desktop appliedge required to understand final rement analysis. Bachelor's degree at the appropriate Florida Statute or for the state of the	e with accounting major  federal regulation cite):  in work (split shift, rotation, etc.)  screening  fingerprint required  forcement  Management
accountine lated to related to referred.  3. Licer  3. Licer  4. Othe  1. Agen Chec Secun Finge Sensi Other  he followesponsib	ing principles. The applicant must possess the know to the regulated industries and perform financial state d.  Insure/registration/certification requirements (If applicable, Ii ar job-related requirements for this position:  It is ing hours: (A) Daily from 8:00 to 5:00 (B) Total hours in wo have that apply: Uniform Allowance CJIP Bond in the control of the control of the position required Access to abuse records in the control of the position.	Idsheets, databases desktop appliedge required to understand final rement analysis. Bachelor's degree at the appropriate Florida Statute or for the state of the	e with accounting issues e with accounting major  federal regulation cite):  in work (split shift, rotation, etc.)  screening  fingerprint required  orcement  Management
accountine lated to related to referred.  3. Licer  3. Licer  4. Other  1. Agen Chec Secuit Finge Sensi Other  he followesponsib cumbent	ing principles. The applicant must possess the know to the regulated industries and perform financial state d.  Insure/registration/certification requirements (If applicable, Ii applicable, Ii applicated requirements for this position:  It is possible to the position of the position.  It is principled to the position of the position of the position.  It is principled to principled the position of the position.  It is granture (optional):	Idsheets, databases desktop appliedge required to understand final rement analysis. Bachelor's degree at the appropriate Florida Statute or for the state of the	e with accounting issues e with accounting major  federal regulation cite):  in work (split shift, rotation, etc.)  screening  fingerprint required  forcement  Management
accountine lated to related to referred.  3. Licer  3. Licer  4. Other  6. Work  1. Agen Chec Secuit Finge Sensi Other  he follow sponsib cumbent scussed upervisor	ing principles. The applicant must possess the know to the regulated industries and perform financial state d.  Insure/registration/certification requirements (If applicable, Ii ar job-related requirements for this position:  It is those that apply: Uniform Allowance	Indicator    Drug Screening    Re-sestigation required    Background & Caretaker    Financial    Law enformation    Law enforced    Rest of the best of their knowledge, accur	e with accounting issues e with accounting major  federal regulation cite):  in work (split shift, rotation, etc.)  screening  fingerprint required  forcement  Management
accountinelated to preferred.  3. Licer  3. Licer  4. Othe  0. Work  1. Agen Chec Secur Finge Sensi Other cumbent scussed upervisor pproval of	ing principles. The applicant must possess the know to the regulated industries and perform financial state d.  Insure/registration/certification requirements (If applicable, Ii applicable, Ii applicated requirements for this position:  It is possible to the position of the position.  It is principled to the position of the position of the position.  It is principled to the position of the position of the position.  It is principled to principled the position of the position.  It is principled to principled the position of the position.  It is principled to principled the position of the position.	Indicator    Drug Screening    Re-sestigation required    Background & Caretaker    Financial    Law enforces  The best of their knowledge, accur	incial and accounting issues e with accounting major  federal regulation cite):  in work (split shift, rotation, etc.)  screening  fingerprint required  forcement  Management   rately describe the duties and

NAME OF AGENCY: Business & Professional Regulation  Organization Level: Current: 79-80-06-00-800  Proposed:  BUREAU/COMPARABLE: Standards & Registration  Ourient Broadband Level Code: 13-1199-3  Proposed Class Title: Proposed Class Title: Proposed  Position Number: Real Estate Development Specialist Proposed Class Title: Proposed	CAREER SERVICE SELECTED EXEMPT SERVICE POSITION LOCATION INFORMATION	Position Exempt Under	INI SERV		ER 🗌
DIVISION/COMPARABLE: Florida Land Sales, Condominiums and Mobile    Current 78-80-80-80		Managerial  Confid	iential 🔲 S	)(), F.S. Supervisory   Oth	er 🗆
Homes   Home		Organization Level:			
### SURFALI/COMPARABLE: Standards & Registration   Current Broadband Level Code:   Code:   Current Class Title:   Current Class Code	DIVISION/COMPARABLE: Florida Land Sales, Condominiums and Mobile	Position Number:		oposed:	Conveits D
Level Code: 13-1199-3 SPECITION: SPECITION: SPECITION: SPECIFICATION: SPECIFICATI		79011257	1.0		
13-1199.3   Specialist   Proposed Class Title:   Proposed Class Code Code:   Approved By:   Effective Date Class Code Code:	Station Control Control of Contro		Current Class Title: Curr		Current Clas
Proposed Class Title:   Proposed Class Title:   Proposed Class Code Class Code:   Approved By:   Effective Date Class Code:   Approved By:   Effective Date Class Class Code:   Approved By:   Effective Date Class Class Code:   Approved By:   Effective Date Class Class Code:   Approved By:   Effective Date Clas	SECTION/SUBSECTION:	13-1199-3	Specialist		
APPROVAL AUTHORITY USE ONLY		Proposed Broadband Level Code:	Proposed	Class Title:	Proposed Class Code:
POSITION ATTRIBUTES:  EEC: 01	HEADQUARTERS/COUNTY CODE: Tallahassee/037	Type of Transaction:			
EEC: 01   02   03   04   05   06   07   08			VAL AUT	HORITY USE ON	NLY
Level Code:		Broadband	Class	Approved Pvi	Est. II D
APPROVED CLASS TITLE:    APPROVED CLASS TITLE:   APPRO	EEO: 01 🔲 02 🔯 03 🗍 04 🔲 05 🔲 06 📋 07 🔲 08 🗍			Approved By:	Effective Date
APPROVED CLASS TITLE:    APPROVED CLASS TITLE:	CBU: 01	APPROVED BROADBAN	D OCCUPAT	TION:	
CAD: Yes □ No ⊠  CAD: Yes □ No ⊠  This position reports directly to: Position Number 79011022 Broadband Level Code 13-1199-04  Broadband Occupation Business Operation Specialist. All Other Class Code 4484 Class Title Real Estate Development Spec Supv-SES  Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position:  Not applicable  What statutes establish or define the work performed? Chapters 498, 718, 719, 721 and 723, Florida Statutes  This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes □ No ⊠  Current budget for which this position is accountable (if applicable):  Salaries & Benefits  O.P.S. Expenses	11 🔲 18 🗍 80 🗍 81 🔲 86 🗍 87 🗍 89 🗍 99 🗍 Other 🗍				
Distribution Provided Head of the Control of the Work performed? Chapters 498, 718, 719, 721 and 723, Florida Statutes  This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes  No   Current budget for which this position is accountable (if applicable):  Expenses  F.C.O.  Data Processing  TOTAL ALL OTMENT:	pecial Risk: Yes □ No ☑	APPROVED CLASS TITL	E:		
AD: Yes □ No ☒  This position reports directly to: Position Number 79011022 Broadband Level Code 13-1199-04 Broadband Occupation Business Operation Specialist, All Other Class Code 4484 Class Title Real Estate Development Spec Supv-SES  Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position:  Not applicable  What statutes establish or define the work performed? Chapters 498, 718, 719, 721 and 723, Florida Statutes  This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes □ No ☒  Current budget for which this position is accountable (if applicable):  Salaries & Benefits  O.P.S. Expenses					
This position reports directly to: Position Number 79011022 Broadband Level Code 13-1199-04 Broadband Occupation Business Operation Specialist. All Other Class Code 4484 Class Title Real Estate Development Spec Supv-SES Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position:  Not applicable  What statutes establish or define the work performed? Chapters 498, 718, 719, 721 and 723, Florida Statutes  This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes No Current budget for which this position is accountable (if applicable):  Salaries & Benefits  O.P.S. Expenses  F.C.O. Data Processing	— <del>—</del>				
Broadband Occupation Business Operation Specialist. All Other Class Code 4484 Class Title Real Estate Development Spec Supv-SES Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position:  Not applicable  What statutes establish or define the work performed? Chapters 498, 718, 719, 721 and 723, Florida Statutes  This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes No   Current budget for which this position is accountable (if applicable):  Salaries & Benefits  O.P.S.  Expenses  F.C.O.  Data Processing					
Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position:  Not applicable  What statutes establish or define the work performed? Chapters 498, 718, 719, 721 and 723, Florida Statutes  This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes No   Current budget for which this position is accountable (if applicable):  Salaries & Benefits  O.P.S.  Expenses  F.C.O.  Data Processing	Prosition reports directly to: Position Number 79011022 Broad	adband Level Code 13-1	199-04		
Not applicable  What statutes establish or define the work performed? Chapters 498, 718, 719, 721 and 723, Florida Statutes  This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes □ No ☑  Current budget for which this position is accountable (if applicable):  Salaries & Benefits  O.P.S. Expenses  F.C.O. Data Processing	Broadband Occupation <u>Business Operation Specialist</u> , All Other	Class Code 4484 Class	Title Real	Estata Davalonma	.100 0 0
Not applicable  What statutes establish or define the work performed? Chapters 498, 718, 719, 721 and 723, Florida Statutes  This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes □ No ☑  Current budget for which this position is accountable (if applicable):  Salaries & Benefits  O.P.S.  Expenses  F.C.O.  Data Processing					
What statutes establish or define the work performed? Chapters 498, 718, 719, 721 and 723, Florida Statutes  This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes □ No ☑  Current budget for which this position is accountable (if applicable):  Salaries & Benefits  O.P.S. Expenses  F.C.O. Data Processing	Broadband level code, class title, class code, position number, an				
This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes ☐ No ☒  Current budget for which this position is accountable (if applicable):  Salaries & Benefits  O.P.S.  Expenses  F.C.O.  Data Processing	Broadband level code, class title, class code, position number, an position:				
This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes ☐ No ☒  Current budget for which this position is accountable (if applicable):  Salaries & Benefits  O.P.S.  Expenses  F.C.O.  Data Processing	Broadband level code, class title, class code, position number, an position:				
This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes ☐ No ☒  Current budget for which this position is accountable (if applicable):  Salaries & Benefits  O.P.S.  Expenses  F.C.O.  Data Processing	Broadband level code, class title, class code, position number, an position:				
This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes ☐ No ☒  Current budget for which this position is accountable (if applicable):  Salaries & Benefits  O.P.S.  Expenses  F.C.O.  Data Processing	Broadband level code, class title, class code, position number, an position:				
This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes ☐ No ☒  Current budget for which this position is accountable (if applicable):  Salaries & Benefits  O.P.S.  Expenses  F.C.O.  Data Processing	Broadband level code, class title, class code, position number, an position:				
This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes ☐ No ☒  Current budget for which this position is accountable (if applicable):  Salaries & Benefits  O.P.S.  Expenses  F.C.O.  Data Processing	Broadband level code, class title, class code, position number, an position:				
This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes ☐ No ☒  Current budget for which this position is accountable (if applicable):  Salaries & Benefits  O.P.S.  Expenses  F.C.O.  Data Processing	Broadband level code, class title, class code, position number, an position:  Not applicable	d headquarters location	of each pos	ition which reports	
Current budget for which this position is accountable (if applicable):  Salaries & Benefits  O.P.S.  Expenses  F.C.O.  Data Processing  TOTAL ALL OTMENT	Broadband level code, class title, class code, position number, an position:  Not applicable	d headquarters location	of each pos	ition which reports	
Current budget for which this position is accountable (if applicable):  Salaries & Benefits  O.P.S.  Expenses  F.C.O.  Data Processing  TOTAL ALL OTMENT	Broadband level code, class title, class code, position number, an position:  Not applicable	d headquarters location	of each pos	ition which reports	
Current budget for which this position is accountable (if applicable):  Salaries & Benefits  O.P.S.  Expenses  F.C.O.  Data Processing  TOTAL ALL OTMENT	Broadband level code, class title, class code, position number, an position:  Not applicable	d headquarters location	of each pos	ition which reports	
Salaries & Benefits O.P.S. Expenses  F.C.O. Data Processing TOTAL ALL OTMENT	Broadband level code, class title, class code, position number, an position:  Not applicable  What statutes establish or define the work performed? Chapters 4	d headquarters location of the section of the secti	of each pos	ition which reports	
Salaries & Benefits O.P.S. Expenses  F.C.O. Data Processing TOTAL ALL OTMENT	Broadband level code, class title, class code, position number, an position:  Not applicable  What statutes establish or define the work performed? Chapters 4  This position has financial disclosure responsibility in accordance was a second content of the conte	d headquarters location of the section of the section of the section 112.3145, F.	of each pos	ition which reports	
F.C.O. Data Processing TOTAL ALL OTMENT	Broadband level code, class title, class code, position number, an position:  Not applicable  What statutes establish or define the work performed? Chapters 4  This position has financial disclosure responsibility in accordance was a second content of the conte	d headquarters location of the section of the section of the section 112.3145, F.	of each pos	ition which reports	
F.C.O. Data Processing TOTAL ALL OTMENT	Broadband level code, class title, class code, position number, an position:  Not applicable  What statutes establish or define the work performed? Chapters 4  This position has financial disclosure responsibility in accordance was a second content of the conte	d headquarters location of the section of the section of the section 112.3145, F.	of each pos	ition which reports	
Data Hotessing (ATA) AH ATMENT	Broadband level code, class title, class code, position number, an position:  Not applicable  What statutes establish or define the work performed? Chapters 4  This position has financial disclosure responsibility in accordance we current budget for which this position is accountable (if applicable)	d headquarters location of the section of the section of the section 112.3145, F.	of each pos	ition which reports	
he current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief evaluation	Broadband level code, class title, class code, position number, an position:  Not applicable  What statutes establish or define the work performed? Chapters 4  This position has financial disclosure responsibility in accordance vector of the company of the comp	d headquarters location of the section of the section of the section 112.3145, F.	of each pos	ition which reports	
)	Broadband level code, class title, class code, position number, an position:  Not applicable  What statutes establish or define the work performed? Chapters 4  This position has financial disclosure responsibility in accordance vector of the company of the comp	d headquarters location of the section of the section 112.3145, F. secti	of each pos 23, Florida S S.: Yes □	Statutes  Expenses	directly to this

6. Du			
1 1/10	uties and Responsibilities - Describe in detail the specific ne for each. Indicate the role of this position in accompletenent, final policy decisions made and show their effections.	duties and responsibilities assigned to plishing the unit and agency mission. at on the agency, the public, or other sta	this position and the percentage of this position and the percentage of the specific applicable, include examples of the agencies.
% of	1		
Time	Duti	es and Responsibilities	
45%	Examines documents filed with the division for proper to conform to the requirements of applicable statutes and statute, rule, or bureau procedure. The primary job task	ormat and substantive content and to de	
25%	Prepares deficiency notices, approval letters, document applicable statutes and rules, and bureau procedures.	tation relating to filing rejections, and rel	lated correspondence, pursuant to
10%	Inputs deficiency, response, extension, and approval da managing entity, and filing entity data input by others. C retention.	ita into database. Performs quality contr odes documents immediately upon app	rol as to project, developer, roval to facilitate permanent
10%	Assists in the research, preparation and dissemination of including responding to verbal and written inquiries for in request, related to compliance of filed or unfiled docume		try members or agency personnel, ropriate documentation, upon
5%	Participates in on-going bureau training programs and se applicable laws and rules, and consistency between sec related to compliance of filed or unfiled documents.	ection meetings, especially to promote a tions and bureaus. Prepares appropriate	accuracy in comprehension of e documentation, upon request,
5%	Adheres to established bureau procedures. Performs other	ner related duties as required.	
timefram approva	cable Florida Statutes. Ability to perform critical, deta nce with Florida Statues and Florida Administrative Cnes. Ability to compose clear and concise letters explain letters & various other correspondence.	code. Complete form and substantive aining the deficiencies in the submit	e reviews within required tted documents and to prepare
timefram approva 8. Licer 9. Othe	nes. Ability to compose clear and concise letters explain letters & various other correspondence.  nsure/registration/certification requirements (If applicable, liter job-related requirements for this position:	ined examination and comparison of code. Complete form and substantive aining the deficiencies in the submit st the appropriate Florida Statute or fed	f documents to determine e reviews within required tted documents and to prepare deral regulation cite):
timefram approva 8. Licer 9. Othe	nes. Ability to compose clear and concise letters explain letters & various other correspondence.  nsure/registration/certification requirements (If applicable, li	ined examination and comparison of code. Complete form and substantive aining the deficiencies in the submit st the appropriate Florida Statute or fed	f documents to determine e reviews within required tted documents and to prepare deral regulation cite):
timefram approva 8. Licer 9. Othe 10. Work 11. Agen Chec Secui Finge Sensi Other	nes. Ability to compose clear and concise letters explain letters & various other correspondence.  Insure/registration/certification requirements (If applicable, liter job-related requirements for this position:  Insure/registration/certification requirements (If applicable, liter job-related requirements for this position:  Insure/registration/certification requirements (If applicable, liter job-related requirements for this position:  Insure/registration/certification requirements (If applicable, liter job-related requirements for this position:  Insure/registration/certification requirements (If applicable, liter job-related requirements for this position:  Insure/registration/certification requirements (If applicable, liter job-related requirements for this position:  Insure/registration/certification requirements (If applicable, liter job-related requirements for this position:  Insure/registration/certification requirements (If applicable, liter job-related requirements for this position:  Insure/registration/certification requirements (If applicable, liter job-related requirements for this position:  Insure/registration/certification requirements (If applicable, liter job-related requirements for this position:  Insure/registration/certification requirements (If applicable, liter job-related requirements for this position:  Insure/registration/certification requirements (If applicable, liter job-related requirements for this position:  Insure/registration/certification requirements (If applicable, liter job-related requirements for this position:  Insure/registration/certification requirements (If applicable, liter job-related requirements for this position:  Insure/registration/certification requirements (If applicable, liter job-related requirements for this position:  Insure/registration/certification/certification/certification/certification/certification/certification/certification/certification/certification/certification/certification/certification/certification/certification/certification/certifi	Indicator Drug Screening Re-screestigation required Background & fir Caretaker Financial Law enforce.	f documents to determine e reviews within required tted documents and to prepare deral regulation cite):  work (split shift, rotation, etc.)  eening  ngerprint required  cement  Management
timefram approva  8. Licer  9. Othe  10. Work  11. Agen Chec Securifinge Sensi Other  The followesponsite	nes. Ability to compose clear and concise letters explain letters & various other correspondence.  Insure/registration/certification requirements (If applicable, liter job-related requirements for this position:  Insure/registration/certification requirements (If applicable, liter job-related requirements for this position:  Insure/registration/certification requirements (If applicable, liter job-related requirements for this position:  Insure/registration/certification requirements in working hours:  Insure/registration/certification/certification:  Insure/registration/certification/c	Indicator Drug Screening Re-screestigation required Background & fir Caretaker Financial Law enforce.	f documents to determine e reviews within required tted documents and to prepare deral regulation cite):  work (split shift, rotation, etc.)  eening  ngerprint required  cement  Management
timefram approva 8. Licer 9. Othe 10. Work 11. Agen Chec Secur Finge Sensi Other The follow	nes. Ability to compose clear and concise letters explain letters & various other correspondence.  Insure/registration/certification requirements (If applicable, liter job-related requirements for this position:  Insure/registration/certification requirements (If applicable, liter job-related requirements for this position:  Insure/registration/certification requirements (If applicable, liter job-related requirements for this position:  Insure/registration/certification requirements (If applicable, liter job-related requirements for this position:  Insure/registration/certification requirements for this position:  Insure/registration/certificat	Indicator Drug Screening Re-screestigation required Background & fir Caretaker Financial Law enforce.	f documents to determine e reviews within required tted documents and to prepare deral regulation cite):  work (split shift, rotation, etc.)  eening  ngerprint required  cement  Management
timefram approva 8. Licer 9. Othe 10. Work 11. Agen Chec Secur Finge Sensi Other  The follow responsite ncumbent	nes. Ability to compose clear and concise letters explain letters & various other correspondence.  Insure/registration/certification requirements (If applicable, liter job-related requirements for this position:  Insure/registration/certification requirements (If applicable, liter job-related requirements for this position:  Insure/registration/certification requirements (If applicable, liter job-related requirements for this position:  Insure/registration/certification requirements (If applicable, liter job-related requirements for this position:  Insure/registration/certification requirements for this position:  Insure/registration/certificat	ined examination and comparison of code. Complete form and substantive aining the deficiencies in the submit aining the deficiencies in the submit as the appropriate Florida Statute or fed arkweek 40 (C) Explain any variation in variation and comparison in variation in variatio	f documents to determine e reviews within required tted documents and to prepare deral regulation cite):  work (split shift, rotation, etc.)  eening  ngerprint required  cement  Management
timefram approva 8. Licer 9. Othe 10. Work 11. Agen Chec Securing Sension Other The follow responsibilincumbent Discussed Supervisor	nes. Ability to compose clear and concise letters explain letters & various other correspondence.  Insure/registration/certification requirements (If applicable, liter job-related requirements for this position:  Insure/registration/certification requirements (If applicable, liter job-related requirements for this position:  Insure/registration/certification requirements (If applicable, liter job-related requirements for this position:  Insure/registration/certification requirements (If applicable, liter job-related requirements for this position:  Insure/registration/certification requirements for this position:  Insure/registration/certificat	Indicator  Drug Screening  Re-screestigation required  Background & fir Caretaker  Financial  Law enforce	f documents to determine e reviews within required tted documents and to prepare deral regulation cite):  work (split shift, rotation, etc.)  eening  ngerprint required  cement  Management  ely describe the duties and

CAREER SERVICE   SELECTED EXEMPT SERVICE   POSITION LOCATION INFORMATION	Position Exempt	Under	110 205/	V \ E C	
NAME OF AGENCY: Department of Business & Professional Regulation	Managerial 🗌	Confid	lential 🗌 S	Supervisory Oth	er 🔲
	Organization Lev Current: 79-80-0	el:		posed: 79-80-08-00	
DIVISION/COMPARABLE: Florida Condominiums, Timeshares & Mobile Homes	Position Number:		FTE:	pposed. 79-00-00-00	Security Ro
BUREAU/COMPARABLE: Compliance	79011256 Current Broadbar	nd	1.0 Current CI		Code: E
	Level Code:	Iu	Real Estate	lass Title: e Development	Current Cla Code: 4482
SECTION/SUBSECTION: Condominiums	13-1199-3		Specialist		Code: 4462
	Proposed Broadb Level Code: 13-20	and  51-	Proposed Financial F	Class Title: xaminer/Analyst II	Proposed
HEADQUARTERS/COUNTY CODE: Miami-Dade/013	03	- 1			Class Code 1564
NCUMBENT:	Type of Transaction	on: Re	classification		1,001
NCOMBENI:	AP	PRO	VAL ALITI	HORITY USE OF	W.V.
POSITION ATTRIBUTES:		- 110	TAL AUT	HORITT USE UI	NLY
EEO: 01 🗌 02 🔯 03 🗍 04 🗍 05 🗍 06 🗍 07 🗍 08 🗍	Broadband Level Code:		Class	Approved By:	Effective Date
	13-2051-03	1564	Code:		
CBU: 01 🔲 02 🗍 03 🗍 04 🗍 05 🖾 06 🗍 07 🗍 08 🗍 09 🗍 10 🗍	APPROVED PROM				
	APPROVED BROAD	DBANL STS	OCCUPAT	ION:	
11 🗆 10 🗆 00 🗆 04 🗩 00 🖂 0	1				
11 🗌 18 🗍 80 🗍 81 🔲 86 🔲 87 🗍 89 🗍 99 🗍 Other 🗍	1				
poolel Biele, V. El v. El	APPROVED CLASS	ידודי ד			
pecial Risk: Yes ☐ No ☒ Ivertime: Yes ☒ No ☐	FINANCIAL EXAMIN	VER/AI	 NALYST II		
Wartime: Von M No M	ı				
<del>-</del>					
AD: Yes 🛭 No 🗌					
AD: Yes 🖾 No 🗆  This position reports directly to: Position Number 79000583 Broadband Occupation Financial Analysts Class Code 1575 Class Broadband level code, class title, class code, position number, an position:	ass Title <u>Financial E</u>	Examir	ner/Analyst		directly to this
AD: Yes No T  This position reports directly to: Position Number 79000583 Broadband Occupation Financial Analysts Class Code 1575 Class	ass Title <u>Financial E</u>	Examir	ner/Analyst		directly to this
AD: Yes No This position reports directly to: Position Number 79000583 Broadband Occupation Financial Analysts Class Code 1575 Class Broadband level code, class title, class code, position number, an position:	ass Title <u>Financial E</u> d headquarters loca	Examir ation o	<u>ner/Analyst</u> f each posit		directly to this
AD: Yes No   This position reports directly to: Position Number 79000583 Broadband Occupation Financial Analysts Class Code 1575 Class Broadband level code, class title, class code, position number, an position:  N/A  What statutes establish or define the work performed? 718, 719, 7  This position has financial disclosure responsibility in accordance with the statute of the stat	ass Title Financial E d headquarters loca 720, 721 and 723, FI	Examir ation o	ner/Analyst f each posit	tion which reports	directly to this
AD: Yes No   This position reports directly to: Position Number 79000583 Broadband Occupation Financial Analysts Class Code 1575 Class Broadband level code, class title, class code, position number, an position:  N/A  What statutes establish or define the work performed? 718, 719, 7	ass Title Financial E d headquarters loca 720, 721 and 723, FI	Examir ation o	ner/Analyst f each posit	tion which reports	directly to this
AD: Yes No   This position reports directly to: Position Number 79000583 Broadband Occupation Financial Analysts Class Code 1575 Class Broadband level code, class title, class code, position number, an position:  N/A  What statutes establish or define the work performed? 718, 719, 7  This position has financial disclosure responsibility in accordance with the statute of the stat	ass Title Financial E d headquarters loca 720, 721 and 723, FI	Examir ation o	ner/Analyst f each posit	tion which reports	directly to this
AD: Yes No This position reports directly to: Position Number 79000583 Broadband Occupation Financial Analysts Class Code 1575 Class Broadband level code, class title, class code, position number, an position:  N/A  What statutes establish or define the work performed? 718, 719, 7  This position has financial disclosure responsibility in accordance we Current budget for which this position is accountable (if applicable):	ass Title Financial End of the Adductors Iocal End of the	Examir ation o	ner/Analyst f each posit	tion which reports	directly to this
AD: Yes No This position reports directly to: Position Number 79000583 Broadband Occupation Financial Analysts Class Code 1575 Class Broadband level code, class title, class code, position number, an position:  N/A  What statutes establish or define the work performed? 718, 719, 7  This position has financial disclosure responsibility in accordance we current budget for which this position is accountable (if applicable):	ass Title Financial End of the Adductors Iocal End of the	Examir ation o	ner/Analyst f each posit	tion which reports	directly to this
AD: Yes No This position reports directly to: Position Number 79000583 Broadband Occupation Financial Analysts Class Code 1575 Class Broadband level code, class title, class code, position number, an position:  N/A  What statutes establish or define the work performed? 718, 719, 7  This position has financial disclosure responsibility in accordance we current budget for which this position is accountable (if applicable):  Salaries & Benefits  O.P	ass Title Financial Educates Income decided in the section 112.314 income in the section 112.314	Examir ation o	ner/Analyst f each posit	tion which reports	directly to this
AD: Yes No This position reports directly to: Position Number 79000583 Broadband Occupation Financial Analysts Class Code 1575 Class Broadband level code, class title, class code, position number, an position:  N/A  What statutes establish or define the work performed? 718, 719, 7  This position has financial disclosure responsibility in accordance we Current budget for which this position is accountable (if applicable):	ass Title Financial Education of the Adaptive Financial Education of the Adaptive Financial Education 123, Financial Educ	lorida	ner/Analyst f each posit	No ⊠	

in	Duties and Responsibilities - Describe in detail the specific me for each. Indicate the role of this position in accom ndependent, final policy decisions made and show their eff	duties and responsibilities ass plishing the unit and agency i ect on the agency, the public, o	signed to this position and the percentage or mission. If applicable, include examples or other state agencies.
% of	1		-
Time	This is a bint!	es and Responsibilities	
	Customer Service Bureaus, as well as the four Complia 718, 719, 721 and 723, Florida Statutes, and applicable	on to the duties described below nce Offices to ensure consister Rules of the Florida Administra	nt enforcement strategies for Chapters 326, ative Code.
60%	Investigates alleged violations, related to complex finan related Florida Administrative Code. Prepares investiga Formal Hearings in support of Administrative Actions (or	r court proceedings, if necessar	mmendations and presents testimony at ry).
25%	Assists the Bureau of Standards and Registration and the disclosures, as requested.	ne Bureau of Compliance field o	office staff with reviews of financial
5%	Communicates with and educates the public and non-fin materials to the public or staff as needed.	ancial staff on financial issues.	Prepares and presents educational
5%	Assists with development of workout plans for financially negotiated settlements.	distressed timeshare plans. M	lonitors compliance with terms of
5% 7. Kno	Performs other related work as required. owledge, skills and abilities, including utilization of equipments.	ent. required for the position:	
software 8. Lice N/A 9. Othe	es. Knowledge of and the ability to understand financial ar I statement analysis. Knowledge of accounting or auditing ues. Ability to communicate effectively, orally and in writing a, hardware & data systems. ensure/registration/certification requirements (If applicable, er job-related requirements for this position:	. Ability to use available techno	dures. Knowledge of investigative
19/75	rking hours: (A) Daily from <u>8:00 AM</u> to <u>5:00 PM</u> (B) Total ho tion, etc.)	ours in workweek <u>40</u> (C) Explair	n any variation in work (split shift,
Secu Finge Sens Othe		☐ Caretaker ☐ Financial ☐ L	ound & fingerprint required ☐ .aw enforcement ☐ Management ☐
	wing have acknowledged that the statements above, to bilities of the position.	o the best of their knowledge	, accurately describe the duties and
	nt Signature (optional):	Date:	
	d with Employee: Yes 🗌 No 🗍 or's Signature:	Title:	Date:
uperviso	a o oignature.		
pproval o	of Reviewing Authority: (Div. Director, Agency Head or other) of Agency Personnel Officer:	Title:	Date:

CAREER SERVICE ☐ SELECTED EXEMPT SERVICE ☑			ICE OTHE	£R □
POSITION LOCATION INFORMATION	Position Exempt Un	nder 110.205(	)(), F.S. supervisory 🛛 Othe	.r □
NAME OF AGENCY: Department of Business & Professional Regulation	Organization Level Current: 79-80-02	l:	posed:	
DIVISION/COMPARABLE: Florida Condominiums, Timeshares & Mobile Homes	Position Number: 79011253	FTE: 1.0	pocou.	Security Role Code: M
BUREAU/COMPARABLE: Office of the Condominium Ombudsman	Current Broadband Level Code: 13-1111-3	d Current Cla Senior Man	Current Class Title: Curr Senior Management Analyst Cod Supervisor - SES	
SECTION/SUBSECTION:		Proposed Broadband Proposed Class Title: Prop		Proposed Class Code:
HEADQUARTERS/COUNTY CODE: Fort Lauderdale/006	Type of Transaction: Update			
INCUMBENT:	APF	PROVAL AUT	HORITY USE ON	ILY
POSITION ATTRIBUTES:	Broadband	Class	Approved By:	Effective Date:
EEO: 01	Level Code: 13-1111-03	Code: 2224		
CBU: 01	APPROVED BROAD MANAGEMENT ANA		ΓΙΟΝ:	
11 🗌 18 🗍 80 🗋 81 🔲 86 🗎 87 🔲 89 🖾 99 🗍 Other 🗍				
Special Risk: Yes □ No ⊠	APPROVED CLASS SENIOR MANAGEM		ELIDERVISOR - SES	
	SEIVIOR IVIAIVACEIVI	IENI ANALISI U	UPERVISOR - SES	
Overtime: Yes ☐ No ☒  CAD: Yes ☐ No ☒				
This position reports directly to: Position Number 79011250 Br	nadhand Level Code	11-1021-4		
Broadband Occupation General & Operations Manager Class			teman_DRPR	
<ol> <li>Broadband level code, class title, class code, position number, a position:         <ul> <li>43-9011-01, Clerk Typist, 0073, 79011254, Ft. Lauderdale/006</li> <li>23-2011-01, Paralegal Specialist, 7703, 79011329, 79011330, I 23-2011-01, Paralegal Specialist-SES, 7703, 79011331.5 FTE, 43-6011-02, Administrative Assistant I, 0709, 79011251, Ft. Lauderdale/006</li> </ul> </li> <li>What statutes establish or define the work performed? 7718.50</li> </ol>	Ft. Lauderdale/006 , 79011338 .5 FTE, Ft uderdale/006	t. Lauderdale/00		directly to this
This position has financial disclosure responsibility in accordance     Current budget for which this position is accountable (if applicab)		145, F. S.: Yes [ ———	□ No ⊠ ————————————————————————————————————	
Salaries & Benefits	O.P.S.		Expenses	
F.C.O. Data	Processing		TOTAL ALLOTM	/ENT
If the current budget includes other areas of accountability include the	em in the TOTAL ALL	_OTMENT and p	provide a brief expla	anation.

C D.	V		10 10 10 10 10 10 10 10 10 10 10 10 10 1
tim	ties and Responsibilities - Describe in detail the specific du e for each. Indicate the role of this position in accomplis ependent, final policy decisions made and show their effect	shing the unit and agency mission. If a	pplicable, include examples of
% of Time	Puties	and Bassansibilities	
Time	Provide management services and assistance to staff for I owners, boards of directors, board members, community a and attend as a neutral resource, voluntary meetings with community association managers and other affected partial administrative remedy or court. Provide education and train responsibilities.	association managers and other affected and between unit owners, boards of directed es to resolve issues in order to avoid sub-	parties. Encourage, facilitate ctors, board members, mission of the dispute to an
	Supervise employees of Ft. Lauderdale office; assure staff completion as necessary; maintain staff levels in office thropolicies, procedures and laws. Perform all required tasks attendance and leave, evaluating employee performance (performance evaluations), employee development, and other staff contents are contents.	ough personnel scheduling; keep staff inf related to the supervision of employees, i writing position descriptions, setting expe	ormed a to changes in including approval of
	Oversee and manage election monitor program, including Assist and facilitate review of petitions for appointment of emonitors to perform as appointed.		
	Act as liaison to associations of condominium owners, dire personal appearances as assigned by the Ombudsman.	ectors or managers, related trade shows a	and government officials with
	Perform other duties as assigned.		
Knowled underso third para and and work flor assignment of the control of the con	owledge, skills and abilities, including utilization of equipment dge of Chapter 718, Florida Statutes, and the adminstanding of the condominium concept of ownership; known the introduction of the condominium concept of ownership; known the condominium concept of ownership; known the condominium concept of ownership; known the condominium communicate effectively, both allows; ability to gather, document, record and analyzed own and other activities related to improvement of managements; ability to make decisions and solve problems battion accumulated; ability to establish and maintain effects of the condomination of the condominati	trative rules governing condominiums owledge of Roberts Rules of Order; as a crally and in writing; knowledge of redata to develop recommendations, pagement practices; ability to plan organised upon evaluation and reasoning vective working relationships with other	ability to act as a neutral methods of data collection problem solve, document anize and coordinate work with the data and ers. Ability to supervise
9. Oth	er job-related requirements for this position:		
	rking hours: (A) Daily from $8:00~AM$ to $5:00~PM$ (B) Total horition, etc.)	urs in workweek <u>40</u> (C) Explain any varia	tion in work (split shift,
Che Sec Fing	ency Use Only – eck those that apply: Uniform Allowance  CJIP  Bond Bourity Check: No security screen required  Background in Gerprint investigation required  Access to abuse records Sitive  Agency Security Check  Er:	vestigation required  Background & fin	gerprint required
	owing have acknowledged that the statements above, to sibilities of the position.	o the best of their knowledge, accurate	ly describe the duties and
Incumbe	ent Signature (optional):	Date:	
	ed with Employee: Yes  No  Signature:	Title:	Date:
	I of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approva	l of Agency Personnel Officer:	Title:	Date:

CAREER SERVICE   SELECTED EXEMPT SERVICE   □	SENIOR MANAGE	MENT SERV	ICE OTHE	R 🗌
POSITION LOCATION INFORMATION	Position Exempt Under 110.205( )( ), F.S.			
NAME OF AGENCY: Department of Business & Professional Regulation	Managerial ☐ Confidential ☐ Supervisory ☐ Other ☐ Organization Level: Current: 79-80-02-00-803 Proposed:			
DIVISION/COMPARABLE: Florida Condominiums, Timeshares & Mobile Homes	Position Number: FTE: Sec		Security Role Code: E	
BUREAU/COMPARABLE: Office of the Condominium Ombudsman	Current Broadband Level Code: 43-9022-01	Current CI Part Time C	<b>ass Title:</b> Clerk Typist	Current Class Code: 0073
SECTION/SUBSECTION:	Proposed Broadban Level Code: 43-9022 01		Class Title: t	Proposed Class Code: 0073
HEADQUARTERS/COUNTY CODE: Ft. Lauderdale/006	Type of Transaction	: Reclassification	1	
INCUMBENT:	APP	ROVAL AUT	HORITY USE ON	ILY
POSITION ATTRIBUTES:	Broadband	Class	Approved By:	Effective Date:
EEO: 01 □ 02 □ 03 □ 04 □ 05 □ 06 ☒ 07 □ 08 □	Level Code: 43-9022-01	Code: 0073		
CBU: 01 🛛 02 🗌 03 🗍 04 🔲 05 🗍 06 📄 07 🔲 08 🗍 09 🗍 10 🗍	APPROVED BROADI WORD PROCESSOR			
11 🗌 18 🗌 80 🗎 81 🔲 86 📄 87 🔲 89 🔲 99 🗍 Other 🗌				
Special Risk: Yes ☐ No ⊠	APPROVED CLASS	TITLE:		
	Oleik Typist			
Overtime: Yes 🖾 No 🗆				
CAD: Yes 🗆 No 🗆	and the state of t	40 4444 00		
This position reports directly to: Position Number 79011253 Br				
Broadband Occupation Management Analysts Class Code 2224 Class Title Senior Management Analyst I - SES  2. Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position:  N/A  3. What statutes establish or define the work performed? 718.5011 - 718.5014, Florida Statutes.  4. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes □ No ☑  5. Current budget for which this position is accountable (if applicable):				
Salaries & Benefits	D.P.S.		Expenses	
F.C.O. Data	Processing		TOTAL ALLOT	MENT
If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.				

6. Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.				
% of				
<b>Time</b> 75%	Receive, review, log, route and track incoming telephone of current data on all matters and activities. Place telephone production and maintain logs on mail meter and copy macl petitions for appointment of election monitors, maintain log status, notices and reports to ensure timelines are met.	calls to customers as assigned. File, typhine. Maintain filing system. Assist with	e, photocopy, fax, report validation of	
10%	Prepare correspondence, purchase orders, requisitions, transsigned by the Ombudsman, Attorney, Senior Management	avel documents, reimbursement requests ent Analysts, Paralegal Specialist or Admi	and other documents as inistrative Assistant I.	
10%	Order, track and distribute office supplies, equipment and e Management Analysts, Paralegal Specialist or Administrati		nbudsman, Attorney, Senior	
5%	Perform other related duties as assigned.			
7. Knowledge, skills and abilities, including utilization of equipment, required for the position:  Must be able to compile, copy, sort and file records of office activities. Ability to computer, record and proofread data and other information. Knowledge of computer software, applications and operation of general business office equipment. Ability to use available technology to perform duties including computer software, hardware and data systems.				
<ol> <li>Licensure/registration/certification requirements (If applicable, list the appropriate Florida Statute or federal regulation cite):</li> <li>N/A</li> </ol>				
9. Other job-related requirements for this position: N/A				
10. Working hours: (A) Daily from TBD to TBD (B) Total hours in workweek 40 (C) Explain any variation in work (split shift, rotation, etc.)				
11. Agency Use Only − Check those that apply: Uniform Allowance □ CJIP □ Bond Indicator □ Drug Screening □ Re-screening □ Security Check: No security screen required □ Background investigation required □ Background & fingerprint required □ Fingerprint investigation required □ Access to abuse records □ Caretaker □ Financial □ Law enforcement □ Management □ Sensitive □ Agency Security Check □ Other:				
The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of the position.				
Incumbent Signature (optional): Date:				
	ed with Employee: Yes  No  sor's Signature:	Title:	Date:	
	al of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:	
Approva	Approval of Agency Personnel Officer: Title: Date:			

CAREER SERVICE  SELECTED EXEMPT SERVICE  SENIOR MANAGEMENT SERVICE  OTHER  OTHER				
POSITION LOCATION INFORMATION  Position Exempt Under 110.205(2)(m), F.S.  Managerial ☑ Confidential ☐ Supervisory ☐ Other ☐				rП
NAME OF AGENCY: Department of Business & Professional Regulation	Organization Level: Current: 79-80-01-00-800 Proposed:			
DIVISION/COMPARABLE: FL Condominiums, Timeshares & Mobile Homes	Position Number: 79001206	FTE: Security R		Security Role Code: M
BUREAU/COMPARABLE: Director's Office	Current Broadband	Current Cla		Current Class
	Level Code: 13-9141-4		FL Condominiums, & MH-DBPR	Code: 7775
SECTION/SUBSECTION:	Proposed Broadband	Proposed (		Proposed
	Level Code:			Class Code:
HEADQUARTERS/COUNTY CODE:	Type of Transaction:			
INCUMBENT:	APPROVAL AUTHORITY USE ONLY			
POSITION ATTRIBUTES:	Broadband Level Code:	Class Code:	Approved By:	Effective Date:
EEO: 01 🖾 02 🗌 03 🗍 04 🗍 05 🗍 06 🗍 07 🗍 08 🗍	13-9141-04 77			
CBU: 01	APPROVED BROADBA PROPERTY AND REAL			
11 🗌 18 🗍 80 🔲 81 🗎 86 🗍 87 🗍 89 🖄 99 🗎 Other 🗎				
Constal Birlin Man Cl No C	APPROVED CLASS TIT ASST DIR FL CONDOS		& MHs-DRPP	
Special Risk: Yes No 🗵	ASST DIR FL CONDOS	, HIMESTARE	& IVINS-DDFK	
Overtime: Yes ☐ No ☒ CAD: Yes ☐ No ☒				
This position reports directly to: Position Number 79000451 Brown Provided Prov	adhand Level Code, 10	-01/1-/		
			El Condominiums	Timeshares &
Broadband Occupation Property & Real Estate Managers Class Code 9655 Class Title Director of FL Condominiums, Timeshares & MH-DBPR				
2. Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this				
position:				
13-1111-04, Government Analyst II, 2236, 79000758, Tallahass				
13-1111-03, Government Analyst I, 2224, 79000468, Tallahassee				
11-1021-03, Chief of Compliance-DBPR, 7884, 79000586 Tallahassee				
11-1021-03, Chief of Standards and Registration-DBPR, 9868, 79000769 Tallahasse				
11-1021-04, Chief of Standards and Registration-DBFR, 9000, 79000709 Talianasse				
3. What statutes establish or define the work performed? Chapters	326, 718, 719, 720, 72	1, and 723, F	lorida Statutes	
			_	
4. This position has financial disclosure responsibility in accordance	e with Section 112.3145	, F. S.: Yes	⊠ No □	
5. Current budget for which this position is accountable (if applicable)	e):			
Salaries & Benefits	).P.S.		Expenses	
F.C.O. Data I	Processing		TOTAL ALLOT	MENT
If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.				

6. Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.				
% of	ş			
Time	Duties a	nd Responsibilities		
	The incumbent will communicate with the Director, the Statinstructed by the Division Director.	f, the Secretary's office, the public and ot	her interested parties as	
	When The incumbent for this position will assist the Division Director in all aspects of operations of the division as defined by the Division Director. instructed by the Division Director, assignments may include, but are not limited to, technology issues, employee security, records security, contract monitoring, outreach, operational improvement, troubleshooting and awards submissions.			
	Reports and makes recommendations to the Division Direct agency's purpose as mandated by the Legislature. Testified	ctor as to additional program needs nece s before legislative committees on propo	ssary to carry out the sed legislation.	
	Works with state and federal agencies, regulated parties, a agency procedures to plan for efficient and effective operat		regulated industries and	
	The incumbent will handle special projects as designated l	by the Division Director.		
7. Knowledge, skills and abilities, including utilization of equipment, required for the position: Knowledge of principles and processes involved in business and organizational planning, coordination, and execution. Knowledge of and ability to apply applicable Florida Statutes, rules, policies and procedures. Ability to research and identify essential information. Ability to use available information to identify problems and recommend solutions. Ability to communicate effectively orally and in writing. Ability to supervise people.				
8. Lic	ensure/registration/certification requirements (If applicable, li	st the appropriate Florida Statute or fede	ral regulation cite):	
9. Other job-related requirements for this position:				
10. Working hours: (A) Daily from 8:00 AM to <u>5:00 PM</u> (B) Total hours in workweek <u>40</u> (C) Explain any variation in work (split shift, rotation, etc.)				
11. Agency Use Only − Check those that apply: Uniform Allowance □ CJIP □ Bond Indicator □ Drug Screening □ Re-screening □ Security Check: No security screen required □ Background investigation required □ Background & fingerprint required □ Fingerprint investigation required □ Access to abuse records □ Caretaker □ Financial □ Law enforcement □ Management □ Sensitive □ Agency Security Check □ Other:				
The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of the position.				
Incumbent Signature (optional): Date:				
Discuss	sed with Employee: Yes 🗌 No 🔲 sor's Signature:	Title:	Date:	
	al of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:	
Approv	al of Agency Personnel Officer:	Title:	Date:	

CAREER SERVICE ☐ SELECTED EXEMPT SERVICE ☑	SENIOR MANAGEM	ENT SERV	ICE OTHE	R
POSITION LOCATION INFORMATION	Position Exempt Unde	r 110.205(2)(r	), F.S.	
NAME OF AGENCY: Department of Business & Professional Regulation	Managerial ☐ Confidential ☐ Supervisory ☐ Other ☒  Organization Level:			
DIVISION/COMPARABLE: Florida Condominiums, Timeshares & Mobile Homes			Security Role Code: M	
BUREAU/COMPARABLE: Arbitration	Current Broadband	Current C		Current Class
	Level Code: 23-1011-05	-	upervisor - SES	Code: 7743
SECTION/SUBSECTION:	Proposed Broadband Level Code:			Proposed Class Code:
HEADQUARTERS/COUNTY CODE: Tallahassee/037	Type of Transaction: ∪	pdate		1
INCUMBENT:	APPRO	OVAL AUT	HORITY USE ON	ILY
POSITION ATTRIBUTES:	Broadband	Class	Approved By:	Effective Date:
EEO: 01 □ 02 ☑ 03 □ 04 □ 05 □ 06 □ 07 □ 08 □	Level Code: 23-1011-05 77-	Code: 43		
CBU: 01	APPROVED BROADBA LAWYERS	ND OCCUPA	TION:	
11 ☐ 18 ☐ 80 ☐ 81 ☐ 86 ☐ 87 ☐ 89 ⊠ 99 ☐ Other ☐				
Special Rick: Vec 🗆 No 🖾	APPROVED CLASS TIT ATTORNEY SUPERVIS			
Special Risk: Yes No 🗵	ATTORNET SUPERVIS	UK - 3E3		
Overtime: Yes ☐ No ☒ CAD: Yes ☐ No ☒				
This position reports directly to: Position Number 79010058 Br	l roadband Level Code 11	-9199-03 P	Iroadband Occupati	on Managers
Class Code <u>7741</u> Class Title <u>Chief Legal Counsel</u>		0.00 00, 0		<u>managoro</u>
2. Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this				
position: 23-1011-4, 79000466, 79001207, 790001232, 79011166 and 79011167 (Tallahassee) 13-1111-4, Government Analyst II, 79000973 (Tallahassee) 13-1111-3, Government Analyst I, 79000801 (Tallahassee) 43-6011-3, Administrative Assistant II, 79000646				
3. What statutes establish or define the work performed? 718, 719, 720 and 723, Florida Statutes.				
4. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes ⊠ No □				
5. Current budget for which this position is accountable (if applicable):				
Salaries & Benefits O	.P.S.	<del></del>	Expenses	
F.C.O. Data P	rocessing	57	TOTAL ALLOTN	MENT
If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.				

6. Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.				
% of Time	Duties :	and Responsibilities		
	The individual in this position is responsible for the overall to sections 718.1255, 719.1255, 720.311 and 723.1255 Fladdition to personnel functions, the incumbent reviews pet arbitrators/mediators and supervisors the arbitratiors, med work products which is technically correct and in accordan Responsible for updating final order index and publishing f	orida Statutes and the related administrat itions for arbitration and mediation, assig iators and administrative personnel withir ce with applicable law. Updates rules an	tive rules. Specifically, in ns petitions to the various n the section to ensure timely	
	In addition to the supervisory duties set forth above, the individual in this position acts as an arbitrator for petitions filed with the Division of Florida Condominiums, Timeshares and Mobile Homes. This position may require travel to formal hearings to resolve those disputes described by the statute and rules.			
	Analyzes proposed legislative bills and drafts impact states	ments. Reviews proposed declaratory sta	atements and provides input.	
	Offers day-to-day legal guidance for the standards and registration and compliance bureaus. Represents the division at stakeholder meetings and educational seminars. Performs monthly and quarterly audits of case files for performance based budgeting purposes.			
	Other duties as specified by the Supervisor or General Coother activities.	unsel, may be assigned including rulemal	king, legislative functions or	
7. Knowledge, skills and abilities, including utilization of equipment, required for the position: Must have a thorough knowledge of Chapter 718, 719 720 and 723, Florida Statutes and the related administrative rules. Must have managerial responsibility and the ability to motivate and manage a professional and administrative staff. Must be familiar with arbitration and mediation techniques and procedures.  Must have at least two years professional experience in the practice of law, legal research, legal writing, teaching law or in administrative or judicial proceedings.  8. Licensure/registration/certification requirements (If applicable, list the appropriate Florida Statute or federal regulation cite):				
	e a member of the Florida Bar in good standing.			
9. Oth	er job-related requirements for this position:			
10. Working hours: (A) Daily from 8:00 AM to 5:00 PM (B) Total hours in workweek 40 (C) Explain any variation in work (split shift, rotation, etc.)				
11. Agency Use Only – Check those that apply: Uniform Allowance ☐ CJIP ☐ Bond Indicator ☐ Drug Screening ☐ Re-screening ☐ Security Check: No security screen required ☐ Background investigation required ☐ Background & fingerprint required ☐ Fingerprint investigation required ☐ Access to abuse records ☐ Caretaker ☐ Financial ☐ Law enforcement ☐ Management ☐ Sensitive ☐ Agency Security Check ☐ Other:				
The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of the position.				
Incumbent Signature (optional): Date:				
	Discussed with Employee: Yes No Title: Date:		Date:	
	of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:	
Approva	l of Agency Personnel Officer:	Title:	Date:	

CAREER SERVICE  SELECTED EXEMPT SERVICE	SENIOR MANAGEM			R 🗌
POSITION LOCATION INFORMATION	Position Exempt Unde	r 110.205( <u>2</u> )( <u>r</u> ),	F.S.	r 🖂
NAME OF AGENCY: Department of Business & Professional Regulation	Managerial ☐ Confidential ☐ Supervisory ☐ Other ☒ Organization Level:			
DIVISION/COMPARABLE: Florida Condominiums, Timeshares & Mobile	Current: 79-80-03-00-803 Proposed: Position Number: FTE: Security Role			Security Role
Homes	79000461	1.0		Code: É
BUREAU/COMPARABLE: Arbitration	Current Broadband	Current Cla	ss Title:	Current Class
	Level Code: 23-1011-04	Senior Attor	ney - SES	Code: 7738
SECTION/SUBSECTION:	Proposed Broadband	Proposed C	lass Title:	Proposed
	Level Code: 23-1011- 03	Attorney		Class Code: 7736
HEADQUARTERS/COUNTY CODE: Tallahassee/037	Type of Transaction: U	Jpdate		
INCUMBENT:	APPR	OVAL AUTH	IORITY USE ON	ILY
POSITION ATTRIBUTES:	Broadband	Class	Approved By:	Effective Date:
EEO: 01 □ 02 ⊠ 03 □ 04 □ 05 □ 06 □ 07 □ 08 □	Level Code:	Code:		
220. 01 - 02 23 00 - 04 - 05 00		'36 		
CBU: 01   02   03   04   05   06   07   08   09   10	APPROVED BROADBA Lawyers	ND OCCUPAT	ION:	
11 🗌 18 🔲 80 🗍 81 🖾 86 🔲 87 🗍 89 🗍 99 🗍 Other 🗎				
	APPROVED CLASS TI	TLE:		
Special Risk: Yes ☐ No ⊠	Attorney			
Overtime: Yes ☐ No ☒				
CAD: Yes ☐ No ⊠				
This position reports directly to: Position Number 79000771 Broad-	adband Level Code 23	3-1000-04		
Broadband Occupation <u>Lawyers</u> Class Code <u>7738</u> Class Title	Senior Attorney			
			10 de tala	ulius uthi da dhia
2. Broadband level code, class title, class code, position number, a	adband level code, class title, class code, position number, and headquarters location of each position which reports directly to this			
position:				
N/A				
What statutes establish or define the work performed? <u>Chapters</u>	en se on op 120 30	26 455 468 7	718 719 720 721	and 723. Florida
<ol> <li>What statutes establish or define the work performed? <u>Chapters</u></li> <li>Statutes, all applicable rules within the Florida Administrative Co</li> </ol>	de, and the U.S. Bankr	uptcy Code.	10, 110, 120, 121	and 120,1 londa
			a =	
4. This position has financial disclosure responsibility in accordance	e with Section 112.314	5, F. S.: Yes [	⊠ No ∐	
Current budget for which this position is accountable (if applicable)	e):			
5. Carrone budget for while the position to decountable (in applicable	-,-			
Salaries & Benefits	).P.S.		Expenses	
		()	TOTAL 411 CT	ACNIT
	Processing		TOTAL ALLOTI	
If the current budget includes other areas of accountability include the	em in the TOTAL ALLC	TMENT and p	provide a brief expl	anation.

6. Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.

#### % of Time

#### **Duties and Responsibilities**

The Junior Attorney position is primarily responsible for performing administrative prosecution of violations for assigned professions under the jurisdiction of the department including Chapters 326, 455, 468, 718, 719, 720, 721, and 723 Florida Statutes, and all applicable practice acts. Responsible for analyzing assigned cases as determined by the Attorney Supervisor or Deputy Chief Attorney, timely resolution of cases through effective case management, and self-monitoring quality of work product. Provides guidance to any assigned law clerks regarding the law, strategic approach, and prioritization regarding assigned cases.

The Junior Attorney in this position is supervised by the Deputy Chief Attorney and is required to function with minimal guidance while keeping the Deputy Chief Attorney informed of case management issues, project updates, schedule changes, and matters of significant interest. Work is reviewed through supervisor conferences and review of written material. The Junior Attorney is expected to foster a positive attitude in the workplace through demonstration of the agency's values including accountability, innovation, integrity, ownership, responsiveness, respect, and teamwork.

The Junior Attorney must have the ability to perform the following duties for any assigned profession(s): (1) analyze violations of statutes or administrative rules for regulated professions or program areas; (2) recommend appropriate action, including finding of probable cause; (3) draft administrative complaints, closing orders, and emergency action documents; (4) present recommendations to probable cause panels; (5) identify cases where emergency action (including licensure suspension or restriction or remedy in circuit court) may be appropriate; (6) prosecute administrative complaints at the Division of Administrative Hearings or before the department's designated hearing officer or board; (7) conduct other civil and administrative litigation on behalf of the department in all judicial forums as requested and required by law. Litigation includes but is not limited to preparing pleadings, motions, memoranda, legal research, settlement negotiations, letters of guidance, declaratory statements, and all preand post-hearing (or trial) filings.

The Junior Attorney must have a thorough working knowledge of substantive law, civil procedure, evidence, and applicable appellate law, and be able to apply the appropriate laws and procedures to the resolution of the assigned caseload. The Junior Attorney must have the ability to personally perform the following: (1) participate in meetings for non-board matters, probable cause panels, final agency action, board rule workshops, attend and participate in training pertaining to regulated professions or program areas; (2) provide timely and quality legal advice on department matters to management, other divisions, and general staff as needed; (3) timely respond to questions from the public and other branches of government; (4) prepare correspondence applicable to the particular case or complaint as appropriate, and on behalf of the department; (5) respond to public records requests; (6) prepare legislative analyses as assigned.

The Junior Attorney is required to execute, independently and in cooperation with others, the goals and plans of the agency as communicated by management and the Deputy Chief Attorney. Coordination with other department offices such as the Office of the Secretary, other department divisions, other Office of the General Counsel units, boards and councils, and Office of the Attorney General is required.

The Junior Attorney is required to perform any other duties as specified by the Office of the General Counsel, upper management, or the Director's Office, including rulemaking, legislative functions, or other activities.

7. Knowledge, skills and abilities, including utilization of equipment, required for the position: Knowledge of the Administrative Procedure Act. Working knowledge of chapters 60, 86, 90, 92, 120, 326, 455, 468, 718, 719, 720, 721, and 723, F.S., and the related rules within the Florida Administrative Code. Skill in drafting legal documents and trying cases; managing multiple complex cases; setting priorities; and working independently. Ability to persuasively and concisely communicate points of law and regulatory policy to DOAH, the state courts, federal courts, division staff, and regulated parties. Ability to meet deadlines. Advising. Knowledge of the law described above. Skill in researching legal issues, drafting legal documents, drafting correspondence in plain language, and concisely and persuasively presenting a legal summary of the findings. Ability to conduct legal research using both legal research materials and electronic search engines, use correct legal citations based on Florida Rules of Civil Procedure, DOAH Rules of Procedure, and the Bluebook, to communicate verbally, and to make oral presentations in court and in groups. Ability to work both independently and in a team environment, sometimes under adverse conditions, in order to meet projected deadlines and agency goals and objectives. Implementing DBPR programs and policies. Knowledge of DBPR policies and procedures, and the laws described above. Skill in effective oral and written communication and listening. Ability to write persuasive legal documents with correct legal citations, to write correspondence in plain language, and to give clear, concise, and persuasive oral presentations. Ability to communicate orally and in writing with outside agency personnel, division personnel, and upper management within and outside of department. Ability to train division and department personnel on legal issues affecting the Division of Florida Condominiums, Timeshare and Mobile Homes, the Community Association Management Section, and/or the department as a whole. Skill in verbal communication, in writing persuasive proposed recommended orders and stipulation justifications, as well as orally presenting facts and cases at trial or at deposition. Ability to prepare and give oral argument.

8. Licensure/registration/certification requirements (If applicable, list the appropriate Florida Statute or federal regulation cite): Must be a member of the Florida Bar in good standing. Membership in the Northern, Middle, and Southern U.S. District Courts and the 11th Circuit Court of Appeal and professional experience in the practice of law, legal, research, teaching law, or in administrative or judicial hearings is desirable.				
<ol> <li>Other job-related requirements for this position:</li> <li>Travel is required both in and out of state. Must maintain license to practice law as required by The Florida Bar, including continuing education requirements. Other duties as assigned.</li> </ol>				
10. Working hours: (A) Daily from 8:00 AM to 5:00 PM (B) Total hours in workweek 40 (C) Explain any variation in work (split shift, rotation, etc.)				
11. Agency Use Only – Check those that apply: Uniform Allowance  CJIP  Bond Indicator  Drug Screening  Re-screening  Security Check: No security screen required  Background investigation required  Background & fingerprint required  Fingerprint investigation required  Access to abuse records  Caretaker  Financial  Law enforcement  Management  Sensitive  Agency Security Check  Other:				
The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of the position.				
Incumbent Signature (optional):	Date:			
Discussed with Employee: Yes ☐ No ☐ Supervisor's Signature:	Title:	Date:		
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:		
Approval of Agency Personnel Officer:	Title:	Date:		