

STATE OF FLORIDA  
**POSITION DESCRIPTION**

<b>CAREER SERVICE</b> <input type="checkbox"/> <b>SELECTED EXEMPT SERVICE</b> <input checked="" type="checkbox"/> <b>SENIOR MANAGEMENT SERVICE</b> <input type="checkbox"/> <b>OTHER</b> <input type="checkbox"/>			
<b>POSITION LOCATION INFORMATION</b>		Position Exempt Under 110.205(____)(____), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/>	
<b>NAME OF AGENCY:</b> Department of Business & Professional Regulation		<b>Organization Level:</b> Current: 79-80-03-00-803      Proposed:	
<b>DIVISION/COMPARABLE:</b> Florida Condominiums, Timeshares & Mobile Homes		<b>Position Number:</b> 79011167	<b>FTE:</b> 1.0
<b>BUREAU/COMPARABLE:</b> Arbitration		<b>Current Broadband Level Code:</b> 23-1011-04	<b>Current Class Title:</b> Senior Attorney - SES
<b>SECTION/SUBSECTION:</b>		<b>Proposed Broadband Level Code:</b>	<b>Proposed Class Title:</b>
<b>HEADQUARTERS/COUNTY CODE:</b> Tallahassee/037		<b>Type of Transaction:</b> Update	
<b>INCUMBENT:</b>		<b>APPROVAL AUTHORITY USE ONLY</b>	
<b>POSITION ATTRIBUTES:</b> EEO: 01 <input type="checkbox"/> 02 <input checked="" type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/>  CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/>  11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input checked="" type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> _____  Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		<b>Broadband Level Code:</b>	<b>Class Code:</b>
		<b>Approved By:</b>	
		<b>Effective Date:</b>	
		<b>APPROVED BROADBAND OCCUPATION:</b>	
		<b>APPROVED CLASS TITLE:</b>	
1. This position reports directly to: Position Number <u>79000831</u> Broadband Level Code <u>23-1011-05</u> Broadband Occupation <u>Lawyers</u> Class Code <u>7743</u> Class Title <u>Attorney Supervisor - SES</u>			
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, 719, 720 and 723, Florida Statutes.			
4. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
5. Current budget for which this position is accountable (if applicable):			
_____	_____	_____	_____
Salaries & Benefits	O.P.S.	Expenses	
_____	_____	_____	_____
F.C.O.	Data Processing	TOTAL ALLOTMENT	
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 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 supervisor and fellow attorneys within the program to ensure uniformity of decision-making and correctness under the applicable law. Extensive research may be required in the individual cases and the individual service in this role must have the ability to manage moderately high case loads with a sense of priority and organization.

Other duties as specified by the section supervisor, Deputy Division Director or Division Director may be assigned, including rulemaking, legislative functions or other activities.

7. 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.

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Must be a member of the Florida Bar in good standing.

9. Other job-related requirements for this position:  
N/A

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 <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:

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<b>POSITION LOCATION INFORMATION</b>		Position Exempt Under 110.205(____)(____), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/>	
<b>NAME OF AGENCY:</b> Department of Business & Professional Regulation		<b>Organization Level:</b> Current: 79-80-03-00-803      Proposed:	
<b>DIVISION/COMPARABLE:</b> Florida Condominiums, Timeshares & Mobile Homes		<b>Position Number:</b> 79011166	<b>FTE:</b> 1.0
<b>BUREAU/COMPARABLE:</b> Arbitration		<b>Current Broadband Level Code:</b> 23-1011-04	<b>Current Class Title:</b> Senior Attorney - SES
<b>SECTION/SUBSECTION:</b>		<b>Proposed Broadband Level Code:</b>	<b>Proposed Class Title:</b>
<b>HEADQUARTERS/COUNTY CODE:</b> Tallahassee/037		<b>Type of Transaction:</b> Update	
<b>INCUMBENT:</b>		<b>APPROVAL AUTHORITY USE ONLY</b>	
<b>POSITION ATTRIBUTES:</b> EEO: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input checked="" type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/>  CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/>  11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input checked="" type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> ____  Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		<b>Broadband Level Code:</b>	<b>Class Code:</b>
		<b>Approved By:</b>	
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		<b>APPROVED CLASS TITLE:</b>	
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_____	_____	_____	_____
F.C.O.	Data Processing	TOTAL ALLOTMENT	
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% of Time

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 Fingerprint investigation required  Access to abuse records  Caretaker  Financial  Law enforcement  Management   
 Sensitive  Agency Security Check   
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Incumbent Signature (optional):		Date:
Discussed with Employee: Yes <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:

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<b>POSITION LOCATION INFORMATION</b>		Position Exempt Under 110.205(____)(____), F.S. <b>Managerial</b> <input type="checkbox"/> <b>Confidential</b> <input type="checkbox"/> <b>Supervisory</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/>			
<b>NAME OF AGENCY:</b> Department of Business & Professional Regulation		<b>Organization Level:</b> <b>Current:</b> 79-80-03-00-803 <b>Proposed:</b>			
<b>DIVISION/COMPARABLE:</b> Florida Condominiums, Timeshares & Mobile Homes	<b>Position Number:</b> 79001232	<b>FTE:</b> 1.0	<b>Security Role Code:</b> E		
<b>BUREAU/COMPARABLE:</b> Arbitration	<b>Current Broadband Level Code:</b> 23-1011-04	<b>Current Class Title:</b> Senior Attorney - SES	<b>Current Class Code:</b> 7738		
<b>SECTION/SUBSECTION:</b>	<b>Proposed Broadband Level Code:</b>	<b>Proposed Class Title:</b>	<b>Proposed Class Code:</b>		
<b>HEADQUARTERS/COUNTY CODE:</b> Tallahassee/037		<b>Type of Transaction:</b> Update			
<b>INCUMBENT:</b>		<b>APPROVAL AUTHORITY USE ONLY</b>			
<b>POSITION ATTRIBUTES:</b> EEO: 01 <input type="checkbox"/> 02 <input checked="" type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/>  CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/>  11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input checked="" type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> _____  Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		<b>Broadband Level Code:</b>	<b>Class Code:</b>	<b>Approved By:</b>	<b>Effective Date:</b>
		<b>APPROVED BROADBAND OCCUPATION:</b>			
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_____		_____		_____	
Salaries & Benefits		O.P.S.		Expenses	
_____		_____		_____	
F.C.O.		Data Processing		TOTAL ALLOTMENT	
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<b>POSITION LOCATION INFORMATION</b>		Position Exempt Under 110.205(____)(____), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/>	
<b>NAME OF AGENCY:</b> Department of Business & Professional Regulation		<b>Organization Level:</b> Current: 79-80-03-00-803      Proposed:	
<b>DIVISION/COMPARABLE:</b> Florida Condominiums, Timeshares & Mobile Homes		<b>Position Number:</b> 79001207	<b>FTE:</b> 1.0
<b>BUREAU/COMPARABLE:</b> Arbitration		<b>Current Broadband Level Code:</b> 23-1011-04	<b>Current Class Title:</b> Senior Attorney - SES
<b>SECTION/SUBSECTION:</b>		<b>Proposed Broadband Level Code:</b>	<b>Proposed Class Title:</b>
<b>HEADQUARTERS/COUNTY CODE:</b> Tallahassee/037		<b>Type of Transaction:</b> Update	
<b>INCUMBENT:</b>		<b>APPROVAL AUTHORITY USE ONLY</b>	
<b>POSITION ATTRIBUTES:</b> EEO: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input checked="" type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/>  CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/>  11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input checked="" type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> _____  Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		<b>Broadband Level Code:</b>	<b>Class Code:</b>
		<b>Approved By:</b>	
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F.C.O.	Data Processing	TOTAL ALLOTMENT	
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 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 supervisor and fellow attorneys within the program to ensure uniformity of decision-making and correctness under the applicable law. Extensive research may be required in the individual cases and the individual service in this role must have the ability to manage moderately high case loads with a sense of priority and organization.

Other duties as specified by the section supervisor, Deputy Division Director or Division Director may be assigned, including rulemaking, legislative functions or other activities.

7. 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.

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.

9. Other job-related requirements for this position:  
 N/A

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 <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:

**STATE OF FLORIDA**  
**POSITION DESCRIPTION**

<b>CAREER SERVICE</b> <input checked="" type="checkbox"/> <b>SELECTED EXEMPT SERVICE</b> <input type="checkbox"/> <b>SENIOR MANAGEMENT SERVICE</b> <input type="checkbox"/> <b>OTHER</b> <input type="checkbox"/>			
<b>POSITION LOCATION INFORMATION</b>		Position Exempt Under 110.205(____)(____), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/>	
<b>NAME OF AGENCY:</b> Department of Business & Professional Regulation		<b>Organization Level:</b> Current: 79-80-06-00-800      Proposed:	
<b>DIVISION/COMPARABLE:</b> Florida Condominiums, Timeshares & Mobile Homes		<b>Position Number:</b> 79011100	<b>FTE:</b> 1.0
<b>BUREAU/COMPARABLE:</b> Standards and Registration		<b>Current Broadband Level Code:</b> 13-1199-3	<b>Current Class Title:</b> Real Estate Development Specialist
<b>SECTION/SUBSECTION:</b>		<b>Proposed Broadband Level Code:</b>	<b>Proposed Class Title:</b>
<b>HEADQUARTERS/COUNTY CODE:</b> Tallahassee/037		<b>Type of Transaction:</b> Update	
<b>INCUMBENT:</b>		<b>APPROVAL AUTHORITY USE ONLY</b>	
<b>POSITION ATTRIBUTES:</b> EEO: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input checked="" type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/>  CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input checked="" type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/>  11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> _____  Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		<b>Broadband Level Code:</b>	<b>Class Code:</b>
		<b>Approved By:</b>	
		<b>Effective Date:</b>	
		<b>APPROVED BROADBAND OCCUPATION:</b>	
		<b>APPROVED CLASS TITLE:</b>	
1. This position reports directly to: Position Number <u>79000583</u> Broadband Level Code <u>13-1199-04</u> Broadband Occupation <u>Business Operations Specialist, All Other</u> Class Code <u>4484</u> Class Title <u>Real Estate Development Specialist Supervisor - SES</u>			
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, 719, 720, 721 and 723, Florida Statutes.			
4. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
5. Current budget for which this position is accountable (if applicable):			
Salaries & Benefits	O.P.S.	Expenses	
F.C.O.	Data Processing	TOTAL ALLOTMENT	
If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.			

**DMS 12/16/2009**

Please name this file as follows: 2 digits for Agency # and 6 digit Position # (e.g. 12987654.doc)

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
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, documentation relating to filing rejections, and related correspondence, pursuant to applicable statutes and rules, and bureau procedures.
10%	Inputs deficiency, response, extension, and approval data into database. Performs quality control as to project, developer, managing entity data input by others. Codes documents immediately upon approval to facilitate permanent retention.
10%	Assist in the research, preparation and dissemination of information or statistical data to industry members or agency personnel, including responding to verbal and written inquires for information or documents.
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. 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:

**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 <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:

**STATE OF FLORIDA**  
**POSITION DESCRIPTION**

<b>CAREER SERVICE</b> <input type="checkbox"/> <b>SELECTED EXEMPT SERVICE</b> <input type="checkbox"/> <b>SENIOR MANAGEMENT SERVICE</b> <input type="checkbox"/> <b>OTHER</b> <input type="checkbox"/>			
<b>POSITION LOCATION INFORMATION</b>		Position Exempt Under 110.205(____)(____), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/>	
<b>NAME OF AGENCY:</b> Department of Business and Professional Regulation		<b>Organization Level:</b> Current: 79-80-08-00-803      Proposed:	
<b>DIVISION/COMPARABLE:</b> Florida Condominiums, Timeshares and Mobiel Homes		<b>Position Number:</b> 790011024	<b>FTE:</b> 1.0
<b>BUREAU/COMPARABLE:</b> Bureau of Compliance		<b>Current Broadband Level Code:</b> 13-1041-04	<b>Current Class Title:</b> Investigation Specialist II
<b>SECTION/SUBSECTION:</b>		<b>Proposed Broadband Level Code:</b>	<b>Proposed Class Title:</b>
<b>HEADQUARTERS/COUNTY CODE:</b> Tampa/029		<b>Type of Transaction:</b>	
<b>INCUMBENT:</b>		<b>APPROVAL AUTHORITY USE ONLY</b>	
<b>POSITION ATTRIBUTES:</b> EEO: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/>  CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/>  11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> _____  Special Risk: Yes <input type="checkbox"/> No <input type="checkbox"/> Overtime: Yes <input type="checkbox"/> No <input type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input type="checkbox"/>		<b>Broadband Level Code:</b>	<b>Class Code:</b>
		<b>Approved By:</b>	
		<b>Effective Date:</b>	
		<b>APPROVED BROADBAND OCCUPATION:</b>	
		<b>APPROVED CLASS TITLE:</b>	
1. This position reports directly to: Position Number <u>79001233</u> Broadband Level Code <u>13-1041-04</u> Broadband Occupation <u>Business Operations</u> Class Code <u>8354</u> Class Title <u>Investigator Supervisor - SES</u>			
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 <input type="checkbox"/> No <input checked="" type="checkbox"/>			
5. Current budget for which this position is accountable (if applicable):			
_____		_____	
Salaries & Benefits		O.P.S.	
_____		_____	
F.C.O.		Data Processing	
_____		_____	
Expenses		TOTAL ALLOTMENT	
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
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 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 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 <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:

**STATE OF FLORIDA**  
**POSITION DESCRIPTION**

<b>CAREER SERVICE</b> <input checked="" type="checkbox"/> <b>SELECTED EXEMPT SERVICE</b> <input type="checkbox"/> <b>SENIOR MANAGEMENT SERVICE</b> <input type="checkbox"/> <b>OTHER</b> <input type="checkbox"/>			
<b>POSITION LOCATION INFORMATION</b>		Position Exempt Under 110.205(____)(____), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/>	
<b>NAME OF AGENCY:</b> Department of Business & Professional Regulation		<b>Organization Level:</b> Current: 79-80-08-00-803      Proposed:	
<b>DIVISION/COMPARABLE:</b> Florida Condominiums, Timeshares & Mobile Homes		<b>Position Number:</b> 79001235	<b>FTE:</b> 1.0
<b>BUREAU/COMPARABLE:</b> Compliance		<b>Current Broadband Level Code:</b> 13-2051-03	<b>Current Class Title:</b> Financial Examiner/Analyst II
<b>SECTION/SUBSECTION:</b> Condominiums		<b>Proposed Broadband Level Code:</b>	<b>Proposed Class Title:</b>
<b>HEADQUARTERS/COUNTY CODE:</b> Tallahassee/037		<b>Type of Transaction:</b> Update	
<b>INCUMBENT:</b>		<b>APPROVAL AUTHORITY USE ONLY</b>	
<b>POSITION ATTRIBUTES:</b> EEO: 01 <input type="checkbox"/> 02 <input checked="" type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/>  CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input checked="" type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/>  11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> _____  Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		<b>Broadband Level Code:</b>	<b>Class Code:</b>
		<b>Approved By:</b>	
		<b>Effective Date:</b>	
		<b>APPROVED BROADBAND OCCUPATION:</b>	
		<b>APPROVED CLASS TITLE:</b>	
1. This position reports directly to: Position Number <u>79001241</u> Broadband Level Code <u>13-2051-04</u> Broadband Occupation <u>Financial Analysts</u> Class Code <u>1575</u> Class Title <u>Financial Examiner/Analysts Supervisor - SES</u>			
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? 326, 718, 719, 721 and 723, Florida Statutes.			
4. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
5. Current budget for which this position is accountable (if applicable):			
Salaries & Benefits	O.P.S.	Expenses	
F.C.O.	Data Processing	TOTAL ALLOTMENT	
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
	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 Bureau of Compliance field office staff with reviews of financial disclosures, as requested.
10%	Communicates with and educates the public and non-financial staff on financial issues. Prepares and presents educational materials to the public or staff as needed.
5%	Assists with development of workout plans for financially distressed timeshare plans. Monitors compliance with terms of negotiated settlements.
5%	Performs other related work as required.

7. Knowledge, skills and abilities, including utilization of equipment, required for the position:  
 This position requires a high degree of proficiency with spreadsheets, databases desktop applications and generally accepted accounting principles. The applicant must possess the knowledge required to understand financial and accounting issues related to the regulated industries and perform financial statement analysis.

8. Licensure/registration/certification requirements (If applicable, list the appropriate Florida Statute or federal regulation cite):

9. Other job-related requirements for this position:  
 Bachelor's degree with accounting major preferred. but not required.

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 <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:



**STATE OF FLORIDA**  
**POSITION DESCRIPTION**

<b>CAREER SERVICE</b> <input type="checkbox"/> <b>SELECTED EXEMPT SERVICE</b> <input type="checkbox"/> <b>SENIOR MANAGEMENT SERVICE</b> <input type="checkbox"/> <b>OTHER</b> <input type="checkbox"/>			
<b>POSITION LOCATION INFORMATION</b>		Position Exempt Under 110.205(____)(____), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/>	
NAME OF AGENCY: Department of Business and Professional Regulation		Organization Level: Current: 79-80-08-00-803 Proposed:	
DIVISION/COMPARABLE: Florida Condominiums, Timeshares and Mobil Homes	Position Number: 79001223	FTE: 1.0	Security Role Code: E
BUREAU/COMPARABLE: Bureau of Compliance	Current Broadband Level Code: 13-1041-04	Current Class Title: Investigation Specialist II	Current Class Code: 8318
SECTION/SUBSECTION:	Proposed Broadband Level Code:	Proposed Class Title:	Proposed Class Code:
HEADQUARTERS/COUNTY CODE: Fort Lauderdale/006	Type of Transaction:		
INCUMBENT:	<b>APPROVAL AUTHORITY USE ONLY</b>		
<b>POSITION ATTRIBUTES:</b> EEO: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/>  CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/>  11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> _____  Special Risk: Yes <input type="checkbox"/> No <input type="checkbox"/> Overtime: Yes <input type="checkbox"/> No <input type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input type="checkbox"/>	Broadband Level Code:	Class Code:	Approved By:
	APPROVED BROADBAND OCCUPATION:		
	APPROVED CLASS TITLE:		
1. This position reports directly to: Position Number <u>79001234</u> Broadband Level Code <u>13-1041-04</u> Broadband Occupation <u>Business Operations</u> Class Code <u>8354</u> Class Title <u>Investigator Supervisor - SES</u>			
2. Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position: <u>N/A</u>			
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 <input type="checkbox"/> No <input checked="" type="checkbox"/>			
5. Current budget for which this position is accountable (if applicable):			
Salaries & Benefits	O.P.S.	Expenses	
F.C.O.	Data Processing	TOTAL ALLOTMENT	
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
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 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 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 <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:

**STATE OF FLORIDA**  
**POSITION DESCRIPTION**

<b>CAREER SERVICE</b> <input type="checkbox"/> <b>SELECTED EXEMPT SERVICE</b> <input type="checkbox"/> <b>SENIOR MANAGEMENT SERVICE</b> <input type="checkbox"/> <b>OTHER</b> <input type="checkbox"/>			
<b>POSITION LOCATION INFORMATION</b>		Position Exempt Under 110.205(____)(____), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/>	
<b>NAME OF AGENCY:</b> Department of Business and Professional Regulation		<b>Organization Level:</b> Current: 79-80-08-00-803      Proposed:	
<b>DIVISION/COMPARABLE:</b> Florida Condominiums, Timeshares and Mobile Homes		<b>Position Number:</b> 790001222	<b>FTE:</b> 1.0
<b>BUREAU/COMPARABLE:</b> Bureau of Compliance		<b>Current Broadband Level Code:</b> 13-1041-04	<b>Current Class Title:</b> Investigation Specialist II
<b>SECTION/SUBSECTION:</b>		<b>Proposed Broadband Level Code:</b>	<b>Proposed Class Title:</b>
<b>HEADQUARTERS/COUNTY CODE:</b> Tampa/029		<b>Type of Transaction:</b>	
<b>INCUMBENT:</b>		<b>APPROVAL AUTHORITY USE ONLY</b>	
<b>POSITION ATTRIBUTES:</b> EEO: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/>  CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/>  11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> _____  Special Risk: Yes <input type="checkbox"/> No <input type="checkbox"/> Overtime: Yes <input type="checkbox"/> No <input type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input type="checkbox"/>		<b>Broadband Level Code:</b>	<b>Class Code:</b>
		<b>Approved By:</b>	
		<b>Effective Date:</b>	
		<b>APPROVED BROADBAND OCCUPATION:</b>	
		<b>APPROVED CLASS TITLE:</b>	
1. This position reports directly to: Position Number <u>79001233</u> Broadband Level Code <u>13-1041-04</u> Broadband Occupation <u>Business Operations</u> Class Code <u>8354</u> Class Title <u>Investigator Supervisor - SES</u>			
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 <input type="checkbox"/> No <input checked="" type="checkbox"/>			
5. Current budget for which this position is accountable (if applicable):			
_____	_____	_____	_____
Salaries & Benefits	O.P.S.	Expenses	
_____	_____	_____	_____
F.C.O.	Data Processing	TOTAL ALLOTMENT	
If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.			

**DMS 12/16/2009**

Please name this file as follows: 2 digits for Agency # and 6 digit Position # (e.g. 12987654.doc)

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 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 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 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 <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:

**STATE OF FLORIDA**  
**POSITION DESCRIPTION**

<b>CAREER SERVICE</b> <input checked="" type="checkbox"/> <b>SELECTED EXEMPT SERVICE</b> <input type="checkbox"/> <b>SENIOR MANAGEMENT SERVICE</b> <input type="checkbox"/> <b>OTHER</b> <input type="checkbox"/>			
<b>POSITION LOCATION INFORMATION</b>		Position Exempt Under 110.205(____)(____), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/>	
NAME OF AGENCY:		Organization Level: Current: _____ Proposed: _____	
DIVISION/COMPARABLE:		Position Number:	FTE:
BUREAU/COMPARABLE:		Current Broadband Level Code:	Current Class Title:
SECTION/SUBSECTION:		Proposed Broadband Level Code:	Proposed Class Title:
HEADQUARTERS/COUNTY CODE:		Type of Transaction:	
INCUMBENT:		<b>APPROVAL AUTHORITY USE ONLY</b>	
<b>POSITION ATTRIBUTES:</b> EEO: 01 <input type="checkbox"/> 02 <input checked="" type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/>  CBU: 01 <input checked="" type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/>  11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> _____  Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> CAD: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Broadband Level Code: 43-6011-02	Class Code: 0709
		Approved By: _____	
		Effective Date: _____	
		APPROVED BROADBAND OCCUPATION: EXEC SECRETARIES & EXEC ADMIN ASSISTANTS	
		APPROVED CLASS TITLE: ADMINISTRATIVE ASSISTANT I	
1. This position reports directly to: Position Number _____ Broadband Level Code _____ Broadband Occupation _____ Class Code _____ Class Title _____			
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 accordance with Section 112.3145, F. S.: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
5. Current budget for which this position is accountable (if applicable):			
_____	_____	_____	_____
Salaries & Benefits	O.P.S.	Expenses	_____
_____	_____	_____	_____
F.C.O.	Data Processing	TOTAL ALLOTMENT	_____
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**

7. Knowledge, skills and abilities, including utilization of equipment, required for the position:

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 \_\_\_\_\_ to \_\_\_\_\_ (B) Total hours in workweek \_\_\_\_\_ (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 <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:

**STATE OF FLORIDA**  
**POSITION DESCRIPTION**

<b>CAREER SERVICE</b> <input type="checkbox"/> <b>SELECTED EXEMPT SERVICE</b> <input type="checkbox"/> <b>SENIOR MANAGEMENT SERVICE</b> <input type="checkbox"/> <b>OTHER</b> <input type="checkbox"/>			
<b>POSITION LOCATION INFORMATION</b>		Position Exempt Under 110.205(____)(____), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/>	
<b>NAME OF AGENCY:</b> Department of Business and Professional Regulation		<b>Organization Level:</b> Current: 79-80-08-00-803      Proposed:	
<b>DIVISION/COMPARABLE:</b> Florida Condominiums, Timeshares and Mobile Homes		<b>Position Number:</b> 79000798	<b>FTE:</b> 1.0
<b>BUREAU/COMPARABLE:</b> Bureau of Compliance		<b>Current Broadband Level Code:</b> 13-1041-04	<b>Current Class Title:</b> Investigation Specialist II
<b>SECTION/SUBSECTION:</b>		<b>Proposed Broadband Level Code:</b>	<b>Proposed Class Title:</b>
<b>HEADQUARTERS/COUNTY CODE:</b> Tampa/029		<b>Type of Transaction:</b>	
<b>INCUMBENT:</b>		<b>APPROVAL AUTHORITY USE ONLY</b>	
<b>POSITION ATTRIBUTES:</b> EEO: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/>  CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/>  11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> ____  Special Risk: Yes <input type="checkbox"/> No <input type="checkbox"/> Overtime: Yes <input type="checkbox"/> No <input type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input type="checkbox"/>		<b>Broadband Level Code:</b>	<b>Class Code:</b>
		<b>Approved By:</b>	
		<b>Effective Date:</b>	
		<b>APPROVED BROADBAND OCCUPATION:</b>	
		<b>APPROVED CLASS TITLE:</b>	
1. This position reports directly to: Position Number <u>79001233</u> Broadband Level Code <u>13-1041-04</u> Broadband Occupation <u>Business Operations</u> Class Code <u>8354</u> Class Title <u>Investigator Supervisor - SES</u>			
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 <input type="checkbox"/> No <input checked="" type="checkbox"/>			
5. Current budget for which this position is accountable (if applicable):			
Salaries & Benefits	O.P.S.	Expenses	
F.C.O.	Data Processing	TOTAL ALLOTMENT	
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
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 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 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 <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:



**STATE OF FLORIDA**  
**POSITION DESCRIPTION**

<b>CAREER SERVICE</b> <input checked="" type="checkbox"/> <b>SELECTED EXEMPT SERVICE</b> <input type="checkbox"/> <b>SENIOR MANAGEMENT SERVICE</b> <input type="checkbox"/> <b>OTHER</b> <input type="checkbox"/>			
<b>POSITION LOCATION INFORMATION</b>		Position Exempt Under 110.205(____)(____), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/>	
<b>NAME OF AGENCY:</b> Department of Business & Professional Regulation		<b>Organization Level:</b> Current: 79-80-06-00-800      Proposed:	
<b>DIVISION/COMPARABLE:</b> Florida Condominiums, Timeshares & Mobile Homes		<b>Position Number:</b> 79000788	<b>FTE:</b> 1.0
<b>BUREAU/COMPARABLE:</b> Standards and Registration		<b>Current Broadband Level Code:</b> 13-1199-3	<b>Current Class Title:</b> Real Estate Development Specialist
<b>SECTION/SUBSECTION:</b>		<b>Proposed Broadband Level Code:</b>	<b>Proposed Class Title:</b>
<b>HEADQUARTERS/COUNTY CODE:</b> Tallahassee/037		<b>Type of Transaction:</b> Update	
<b>INCUMBENT:</b>		<b>APPROVAL AUTHORITY USE ONLY</b>	
<b>POSITION ATTRIBUTES:</b> EEO: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input checked="" type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/>  CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input checked="" type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/>  11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> _____  Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		<b>Broadband Level Code:</b>	<b>Class Code:</b>
		<b>Approved By:</b>	
		<b>Effective Date:</b>	
		<b>APPROVED BROADBAND OCCUPATION:</b>	
		<b>APPROVED CLASS TITLE:</b>	
1. This position reports directly to: Position Number <u>79000583</u> Broadband Level Code <u>13-1199-04</u> Broadband Occupation <u>Business Operations Specialist, All Other</u> Class Code <u>4484</u> Class Title <u>Real Estate Development Specialist Supervisor - SES</u>			
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, 719, 720, 721 and 723, Florida Statutes.			
4. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
5. Current budget for which this position is accountable (if applicable):			
_____	_____	_____	_____
Salaries & Benefits	O.P.S.	Expenses	
_____	_____	_____	_____
F.C.O.	Data Processing	TOTAL ALLOTMENT	
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
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, documentation relating to filing rejections, and related correspondence, pursuant to applicable statutes and rules, and bureau procedures.
10%	Inputs deficiency, response, extension, and approval data into database. Performs quality control as to project, developer, managing entity data input by others. Codes documents immediately upon approval to facilitate permanent retention.
10%	Assist in the research, preparation and dissemination of information or statistical data to industry members or agency personnel, including responding to verbal and written inquires for information or documents.
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. 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:**

**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 <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:

**STATE OF FLORIDA**  
**POSITION DESCRIPTION**

<b>CAREER SERVICE</b> <input checked="" type="checkbox"/> <b>SELECTED EXEMPT SERVICE</b> <input type="checkbox"/> <b>SENIOR MANAGEMENT SERVICE</b> <input type="checkbox"/> <b>OTHER</b> <input type="checkbox"/>			
<b>POSITION LOCATION INFORMATION</b>		Position Exempt Under 110.205(____)(____), F.S. <b>Managerial</b> <input type="checkbox"/> <b>Confidential</b> <input type="checkbox"/> <b>Supervisory</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/>	
<b>NAME OF AGENCY:</b> Department of Business & Professional Regulation		<b>Organization Level:</b> Current: 79-80-06-00-800      Proposed:	
<b>DIVISION/COMPARABLE:</b> Florida Condominiums, Timeshares & Mobile Homes		<b>Position Number:</b> 79000768	<b>FTE:</b> 1.0
<b>BUREAU/COMPARABLE:</b> Standards and Registration		<b>Current Broadband Level Code:</b> 13-1199-3	<b>Current Class Title:</b> Real Estate Development Specialist
<b>SECTION/SUBSECTION:</b>		<b>Proposed Broadband Level Code:</b>	<b>Proposed Class Title:</b>
<b>HEADQUARTERS/COUNTY CODE:</b> Tallahassee/037		<b>Type of Transaction:</b> Update	
<b>INCUMBENT:</b>		<b>APPROVAL AUTHORITY USE ONLY</b>	
<b>POSITION ATTRIBUTES:</b> EEO: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input checked="" type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/>  CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input checked="" type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/>  11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> _____  Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		<b>Broadband Level Code:</b>	<b>Class Code:</b>
		<b>Approved By:</b>	
		<b>Effective Date:</b>	
		<b>APPROVED BROADBAND OCCUPATION:</b>	
		<b>APPROVED CLASS TITLE:</b>	
1. This position reports directly to: Position Number <u>79000583</u> Broadband Level Code <u>13-1199-04</u> Broadband Occupation <u>Business Operations Specialist, All Other</u> Class Code <u>4484</u> Class Title <u>Real Estate Development Specialist Supervisor - SES</u>			
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? <u>718, 719, 720, 721 and 723, Florida Statutes.</u>			
4. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
5. Current budget for which this position is accountable (if applicable):			
_____	_____	_____	_____
Salaries & Benefits	O.P.S.	Expenses	
_____	_____	_____	_____
F.C.O.	Data Processing	TOTAL ALLOTMENT	
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.

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20%	Prepares deficiency notices, approval letters, documentation relating to filing rejections, and related correspondence, pursuant to applicable statutes and rules, and bureau procedures.
10%	Inputs deficiency, response, extension, and approval data into database. Performs quality control as to project, developer, managing entity data input by others. Codes documents immediately upon approval to facilitate permanent retention.
10%	Assist in the research, preparation and dissemination of information or statistical data to industry members or agency personnel, including responding to verbal and written inquires for information or documents.
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. 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:**

**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 <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:

**STATE OF FLORIDA**  
**POSITION DESCRIPTION**

<b>CAREER SERVICE</b> <input checked="" type="checkbox"/> <b>SELECTED EXEMPT SERVICE</b> <input type="checkbox"/> <b>SENIOR MANAGEMENT SERVICE</b> <input type="checkbox"/> <b>OTHER</b> <input type="checkbox"/>			
<b>POSITION LOCATION INFORMATION</b>		Position Exempt Under 110.205(____)(____), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/>	
<b>NAME OF AGENCY:</b> Department of Business & Professional Regulation		<b>Organization Level:</b> Current: 79-80-06-00-800      Proposed:	
<b>DIVISION/COMPARABLE:</b> Florida Condominiums, Timeshares & Mobile Homes		<b>Position Number:</b> 79000672	<b>FTE:</b> 1.0
<b>BUREAU/COMPARABLE:</b> Standards and Registration		<b>Current Broadband Level Code:</b> 13-1199-3	<b>Current Class Title:</b> Real Estate Development Specialist
<b>SECTION/SUBSECTION:</b>		<b>Proposed Broadband Level Code:</b>	<b>Proposed Class Title:</b>
<b>HEADQUARTERS/COUNTY CODE:</b> Tallahassee/037		<b>Type of Transaction:</b> Update	
<b>INCUMBENT:</b>		<b>APPROVAL AUTHORITY USE ONLY</b>	
<b>POSITION ATTRIBUTES:</b> EEO: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input checked="" type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/>  CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input checked="" type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/>  11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> _____  Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		<b>Broadband Level Code:</b>	<b>Class Code:</b>
		<b>Approved By:</b>	
		<b>Effective Date:</b>	
		<b>APPROVED BROADBAND OCCUPATION:</b>	
		<b>APPROVED CLASS TITLE:</b>	
1. This position reports directly to: Position Number <u>79000583</u> Broadband Level Code <u>13-1199-04</u> Broadband Occupation <u>Business Operations Specialist, All Other</u> Class Code <u>4484</u> Class Title <u>Real Estate Development Specialist Supervisor - SES</u>			
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? <u>718, 719, 720, 721 and 723, Florida Statutes.</u>			
4. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
5. Current budget for which this position is accountable (if applicable):			
Salaries & Benefits	O.P.S.	Expenses	
F.C.O.	Data Processing	TOTAL ALLOTMENT	
If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.			

**DMS 12/16/2009**

Please name this file as follows: 2 digits for Agency # and 6 digit Position # (e.g. **12987654.doc**)

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
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, documentation relating to filing rejections, and related correspondence, pursuant to applicable statutes and rules, and bureau procedures.
10%	Inputs deficiency, response, extension, and approval data into database. Performs quality control as to project, developer, managing entity data input by others. Codes documents immediately upon approval to facilitate permanent retention.
10%	Assist in the research, preparation and dissemination of information or statistical data to industry members or agency personnel, including responding to verbal and written inquires for information or documents.
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. 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:

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 <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:

STATE OF FLORIDA  
**POSITION DESCRIPTION**

<b>CAREER SERVICE</b> <input checked="" type="checkbox"/> <b>SELECTED EXEMPT SERVICE</b> <input type="checkbox"/> <b>SENIOR MANAGEMENT SERVICE</b> <input type="checkbox"/> <b>OTHER</b> <input type="checkbox"/>				
<b>POSITION LOCATION INFORMATION</b>		Position Exempt Under 110.205(____)(____), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/>		
NAME OF AGENCY:		Organization Level: Current: _____ Proposed: _____		
DIVISION/COMPARABLE:		Position Number: _____	FTE: _____	
BUREAU/COMPARABLE:		Current Broadband Level Code: _____	Current Class Title: _____	
SECTION/SUBSECTION:		Proposed Broadband Level Code: _____	Proposed Class Title: _____	
HEADQUARTERS/COUNTY CODE:		Type of Transaction: _____		
INCUMBENT:		<b>APPROVAL AUTHORITY USE ONLY</b>		
<b>POSITION ATTRIBUTES:</b> EEO: 01 <input checked="" type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/>  CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/>  11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> _____  Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Broadband Level Code: _____	Class Code: _____	
		Approved By: _____		Effective Date: _____
		APPROVED BROADBAND OCCUPATION: _____		APPROVED CLASS TITLE: _____
1. This position reports directly to: Position Number <u>79011022</u> Broadband Level Code _____ Broadband Occupation _____ Class Code _____ Class Title _____				
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 accordance with Section 112.3145, F. S.: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
5. Current budget for which this position is accountable (if applicable):				
_____ Salaries & Benefits		_____ O.P.S.		
_____ F.C.O.		_____ Expenses		
_____ Data Processing		_____ TOTAL ALLOTMENT		
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
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.

7. Knowledge, skills and abilities, including utilization of equipment, required for the position:  
 Skilled in the use of available department technology, including hardware, word-processing software and related applications; use and management of database and imaging systems, purchasing software, and use of the Internet. Effective written and oral communication skills in a professional and courteous manner.

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 \_\_\_\_\_ to \_\_\_\_\_ (B) Total hours in workweek \_\_\_\_\_ (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 <input type="checkbox"/> No <input type="checkbox"/>	Title: _____	Date: _____
Supervisor's Signature: _____	Title: _____	Date: _____
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title: _____	Date: _____
Approval of Agency Personnel Officer: _____	Title: _____	Date: _____



STATE OF FLORIDA  
**POSITION DESCRIPTION**

<b>CAREER SERVICE</b> <input type="checkbox"/> <b>SELECTED EXEMPT SERVICE</b> <input type="checkbox"/> <b>SENIOR MANAGEMENT SERVICE</b> <input type="checkbox"/> <b>OTHER</b> <input type="checkbox"/>			
<b>POSITION LOCATION INFORMATION</b>		Position Exempt Under 110.205(____)(____), F.S. <b>Managerial</b> <input type="checkbox"/> <b>Confidential</b> <input type="checkbox"/> <b>Supervisory</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/>	
<b>NAME OF AGENCY:</b> Department of Business and Professional Regulation		<b>Organization Level:</b> Current: 79-80-08-00-805      Proposed:	
<b>DIVISION/COMPARABLE:</b> Florida Condominiums, Timeshares and Mobiel Homes		<b>Position Number:</b> 79000487	<b>FTE:</b> 1.0
<b>BUREAU/COMPARABLE:</b> Bureau of Compliance		<b>Current Broadband Level Code:</b> 13-1041-04	<b>Current Class Title:</b> Investigation Specialist II
<b>SECTION/SUBSECTION:</b>		<b>Proposed Broadband Level Code:</b>	<b>Proposed Class Title:</b>
<b>HEADQUARTERS/COUNTY CODE:</b> Orlando/048		<b>Type of Transaction:</b>	
<b>INCUMBENT:</b>		<b>APPROVAL AUTHORITY USE ONLY</b>	
<b>POSITION ATTRIBUTES:</b> EEO: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/>  CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/>  11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> _____  Special Risk: Yes <input type="checkbox"/> No <input type="checkbox"/> Overtime: Yes <input type="checkbox"/> No <input type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input type="checkbox"/>		<b>Broadband Level Code:</b>	<b>Class Code:</b>
		<b>Approved By:</b>	
		<b>Effective Date:</b>	
		<b>APPROVED BROADBAND OCCUPATION:</b>	
		<b>APPROVED CLASS TITLE:</b>	
1. This position reports directly to: Position Number <u>79000478</u> Broadband Level Code <u>13-1041-04</u> Broadband Occupation <u>Business Operations</u> Class Code <u>8354</u> Class Title <u>Investigator Supervisor - SES</u>			
2. Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position: <u>N/A</u>			
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 <input type="checkbox"/> No <input checked="" type="checkbox"/>			
5. Current budget for which this position is accountable (if applicable):			
_____	_____	_____	_____
Salaries & Benefits	O.P.S.	Expenses	
_____	_____	_____	_____
F.C.O.	Data Processing	TOTAL ALLOTMENT	
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
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 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 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 <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:

STATE OF FLORIDA  
**POSITION DESCRIPTION**

<b>CAREER SERVICE</b> <input type="checkbox"/> <b>SELECTED EXEMPT SERVICE</b> <input type="checkbox"/> <b>SENIOR MANAGEMENT SERVICE</b> <input type="checkbox"/> <b>OTHER</b> <input type="checkbox"/>			
<b>POSITION LOCATION INFORMATION</b>		Position Exempt Under 110.205(____)(____), F.S. <b>Managerial</b> <input type="checkbox"/> <b>Confidential</b> <input type="checkbox"/> <b>Supervisory</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/>	
<b>NAME OF AGENCY:</b> Department of Business and Professional Regulation		<b>Organization Level:</b> <b>Current:</b> 79-80-08-00-803 <b>Proposed:</b>	
<b>DIVISION/COMPARABLE:</b> Florida Condominiums, Timeshares and Mobiel Homes		<b>Position Number:</b> 79000477	<b>FTE:</b> 1.0
<b>BUREAU/COMPARABLE:</b> Bureau of Compliance		<b>Current Broadband Level Code:</b> 13-1041-04	<b>Current Class Title:</b> Investigation Specialist II
<b>SECTION/SUBSECTION:</b>		<b>Proposed Broadband Level Code:</b>	<b>Proposed Class Title:</b>
<b>HEADQUARTERS/COUNTY CODE:</b> Fort Lauderdale/006		<b>Type of Transaction:</b>	
<b>INCUMBENT:</b>		<b>APPROVAL AUTHORITY USE ONLY</b>	
<b>POSITION ATTRIBUTES:</b> EEO: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/>  CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/>  11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> _____  Special Risk: Yes <input type="checkbox"/> No <input type="checkbox"/> Overtime: Yes <input type="checkbox"/> No <input type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input type="checkbox"/>		<b>Broadband Level Code:</b>	<b>Class Code:</b>
		<b>Approved By:</b>	
		<b>Effective Date:</b>	
		<b>APPROVED BROADBAND OCCUPATION:</b>	
		<b>APPROVED CLASS TITLE:</b>	
1. This position reports directly to: Position Number <u>79001234</u> Broadband Level Code <u>13-1041-04</u> Broadband Occupation <u>Business Operations</u> Class Code <u>8354</u> Class Title <u>Investigator Supervisor - SES</u>			
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 <input type="checkbox"/> No <input checked="" type="checkbox"/>			
5. Current budget for which this position is accountable (if applicable):			
_____ Salaries & Benefits		_____ O.P.S.	
_____ F.C.O.		_____ Data Processing	
		_____ Expenses	
		_____ TOTAL ALLOTMENT	
If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.			

**DMS 12/16/2009**

Please name this file as follows: 2 digits for Agency # and 6 digit Position # (e.g. 12987654.doc)

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 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 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 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 <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:

STATE OF FLORIDA  
**POSITION DESCRIPTION**

CAREER SERVICE  SELECTED EXEMPT SERVICE  SENIOR MANAGEMENT SERVICE  OTHER

CAREER SERVICE <input checked="" type="checkbox"/> SELECTED EXEMPT SERVICE <input type="checkbox"/> SENIOR MANAGEMENT SERVICE <input type="checkbox"/> OTHER <input type="checkbox"/>													
<b>POSITION LOCATION INFORMATION</b>	Position Exempt Under 110.205(____)(____), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/>												
NAME OF AGENCY: Department of Business & Professional Regulation	Organization Level: Current: 79-80-06-00-800 Proposed:												
DIVISION/COMPARABLE: Florida Condominiums, Timeshares & Mobile Homes	Position Number: 79000469 FTE: 1.0 Security Role Code:												
BUREAU/COMPARABLE: Bureau of Standards and Registration	Current Broadband Level Code: 43-6011-03 Current Class Title: Administrative Assistant II Current Class Code: 0712												
SECTION/SUBSECTION: Condominiums	Proposed Broadband Level Code: Proposed Class Title: Proposed Class Code:												
HEADQUARTERS/COUNTY CODE: Tallahassee/037	Type of Transaction: Update												
INCUMBENT:	<b>APPROVAL AUTHORITY USE ONLY</b>												
<b>POSITION ATTRIBUTES:</b> EEO: 01 <input checked="" type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/>  CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/>  11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> _____  Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Broadband Level Code:</td> <td style="width: 25%;">Class Code:</td> <td style="width: 25%;">Approved By:</td> <td style="width: 25%;">Effective Date:</td> </tr> <tr> <td colspan="4" style="text-align: center;">APPROVED BROADBAND OCCUPATION:</td> </tr> <tr> <td colspan="4" style="text-align: center;">APPROVED CLASS TITLE:</td> </tr> </table>	Broadband Level Code:	Class Code:	Approved By:	Effective Date:	APPROVED BROADBAND OCCUPATION:				APPROVED CLASS TITLE:			
	Broadband Level Code:	Class Code:	Approved By:	Effective Date:									
	APPROVED BROADBAND OCCUPATION:												
APPROVED CLASS TITLE:													
1. This position reports directly to: Position Number <u>79000792</u> Broadband Level Code <u>13-1199-04</u> Broadband Occupation <u>Business Operation Specialist</u> , Class Code <u>4484</u> Class Title <u>Real Estate Development Specialist Supervisor - SES</u> 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? <u>718, 719, 720, 721, 723, Florida Statutes.</u>  4. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  5. Current budget for which this position is accountable (if applicable):													
Salaries & Benefits	O.P.S.	Expenses											
F.C.O.	Data Processing	TOTAL ALLOTMENT											
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
75%	Inputs filings into database as directed. Examines documents and communicates with industry and supervisors as directed to reconcile inconsistent information in filings. Maintains databases and spreadsheets and makes necessary corrections. Compiles data and prepares reports as requested. Makes recommendations for improvements. 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 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 related work as requested.

7. Knowledge, skills and abilities, including utilization of equipment, required for the position:  
 Proficiency in the use of available department technology, including hardware, word-processing software and related applications; use and management of database and imaging systems, and use of the Internet. Effective written and oral communication skills in a professional and courteous manner.

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 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 <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:

**STATE OF FLORIDA**  
**POSITION DESCRIPTION**

<b>CAREER SERVICE</b> <input type="checkbox"/> <b>SELECTED EXEMPT SERVICE</b> <input type="checkbox"/> <b>SENIOR MANAGEMENT SERVICE</b> <input type="checkbox"/> <b>OTHER</b> <input type="checkbox"/>					
<b>POSITION LOCATION INFORMATION</b>		Position Exempt Under 110.205(____)(____), F.S. <b>Managerial</b> <input type="checkbox"/> <b>Confidential</b> <input type="checkbox"/> <b>Supervisory</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/>			
<b>NAME OF AGENCY:</b> Department of Business and Professional Regulation		<b>Organization Level:</b> <b>Current:</b> 79-80-08-00-803 <b>Proposed:</b>			
<b>DIVISION/COMPARABLE:</b> Florida Condominiums, Timeshares and Mobiel Homes	<b>Position Number:</b> 79000457	<b>FTE:</b> 1.0	<b>Security Role Code:</b> E		
<b>BUREAU/COMPARABLE:</b> Bureau of Compliance	<b>Current Broadband Level Code:</b> 13-1041-04	<b>Current Class Title:</b> Investigation Specialist II	<b>Current Class Code:</b> 8318		
<b>SECTION/SUBSECTION:</b>	<b>Proposed Broadband Level Code:</b>	<b>Proposed Class Title:</b>	<b>Proposed Class Code:</b>		
<b>HEADQUARTERS/COUNTY CODE:</b> Tampa/029		<b>Type of Transaction:</b>			
<b>INCUMBENT:</b>		<b>APPROVAL AUTHORITY USE ONLY</b>			
<b>POSITION ATTRIBUTES:</b> EEO: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/>  CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/>  11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> _____  Special Risk: Yes <input type="checkbox"/> No <input type="checkbox"/> Overtime: Yes <input type="checkbox"/> No <input type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input type="checkbox"/>		<b>Broadband Level Code:</b>	<b>Class Code:</b>	<b>Approved By:</b>	<b>Effective Date:</b>
		<b>APPROVED BROADBAND OCCUPATION:</b>			
		<b>APPROVED CLASS TITLE:</b>			
1. This position reports directly to: Position Number <u>79001233</u> Broadband Level Code <u>13-1041-04</u> Broadband Occupation <u>Business Operations</u> Class Code <u>8354</u> Class Title <u>Investigator Supervisor - SES</u>					
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 <input type="checkbox"/> No <input checked="" type="checkbox"/>					
5. Current budget for which this position is accountable (if applicable):					
_____		_____		_____	
Salaries & Benefits		O.P.S.		Expenses	
_____		_____		_____	
F.C.O.		Data Processing		TOTAL ALLOTMENT	
If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.					

**DMS 12/16/2009**

Please name this file as follows: 2 digits for Agency # and 6 digit Position # (e.g. **12987654.doc**)

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 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 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 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 <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:



**STATE OF FLORIDA**  
**POSITION DESCRIPTION**

<b>CAREER SERVICE</b> <input checked="" type="checkbox"/> <b>SELECTED EXEMPT SERVICE</b> <input type="checkbox"/> <b>SENIOR MANAGEMENT SERVICE</b> <input type="checkbox"/> <b>OTHER</b> <input type="checkbox"/>			
<b>POSITION LOCATION INFORMATION</b>		Position Exempt Under 110.205(____)(____), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/>	
<b>NAME OF AGENCY:</b> Department of Business & Professional Regulation		<b>Organization Level:</b> Current: 79-80-06-00-800      Proposed:	
<b>DIVISION/COMPARABLE:</b> Florida Condominiums, Timeshares & Mobile Homes		<b>Position Number:</b> 79001204	<b>FTE:</b> 1.0
<b>BUREAU/COMPARABLE:</b> Standards and Registration		<b>Current Broadband Level Code:</b> 13-1199-3	<b>Current Class Title:</b> Real Estate Development Specialist
<b>SECTION/SUBSECTION:</b>		<b>Proposed Broadband Level Code:</b>	<b>Proposed Class Title:</b>
<b>HEADQUARTERS/COUNTY CODE:</b> Tallahassee/037		<b>Type of Transaction:</b> Update	
<b>INCUMBENT:</b>		<b>APPROVAL AUTHORITY USE ONLY</b>	
<b>POSITION ATTRIBUTES:</b> EEO: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input checked="" type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/>  CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input checked="" type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/>  11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> _____  Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		<b>Broadband Level Code:</b> 13-1199-03	<b>Class Code:</b> 4482
		<b>Approved By:</b>	
		<b>Effective Date:</b>	
		<b>APPROVED BROADBAND OCCUPATION:</b> BUSINESS OPERATION SPECIALIST, ALL OTHER	
		<b>APPROVED CLASS TITLE:</b> REAL ESTATE DEVELOPMENT SPECIALIST	
1. This position reports directly to: Position Number <u>79011535</u> Broadband Level Code <u>13-1111-04</u> Broadband Occupation <u>Management Analyst</u> Class Code <u>2239</u> Class Title <u>Management Review Specialist - SES</u>			
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, 719, 721 and 723, Florida Statutes.			
4. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
5. Current budget for which this position is accountable (if applicable):			
_____	_____	_____	_____
Salaries & Benefits	O.P.S.	Expenses	
_____	_____	_____	_____
F.C.O.	Data Processing	TOTAL ALLOTMENT	
If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.			

**DMS 12/16/2009**

Please name this file as follows: 2 digits for Agency # and 6 digit Position # (e.g. 12987654.doc)

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
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, documentation relating to filing rejections, and related correspondence, pursuant to applicable statutes and rules, and bureau procedures.
10%	Inputs deficiency, response, extension, and approval data into database. Performs quality control as to project, developer, managing entity data input by others. Codes documents immediately upon approval to facilitate permanent retention.
10%	Assist in the research, preparation and dissemination of information or statistical data to industry members or agency personnel, including responding to verbal and written inquires for information or documents.
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. 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:**

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 <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:



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
	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 employees as required by bureau procedures.
	Conducts bi-weekly section meetings to keep all employees informed of current issues and for training purposes. Creates and updates training materials and examination checklists as needed.
	Provides feedback to employees that include audit results of the review process including accuracy, timeliness, database and paperless system entry. Provides training to employees on all aspects of the job duties in accordance with bureau procedure. Performs staff evaluations in accordance with applicable department policy, statues and rules. Performs recruitment of staff and any necessary disciplinary action with employees.
	Assigns the various types of filings on a reasonable basis between all examiners in the section.
	Works with local, state and federal agencies and industry representatives throughout Florida and responds accordingly to inquiries.
	Assists the Revenue section with regard to annual fee billing, reconciliation of discrepancies in billing, updating the database for billing and delinquent annual fees.
	Communicates issues and concerns to the bureau chief regarding any function of the position.
	Performs related work and special assignments as required.

7. Knowledge, skills and abilities, including utilization of equipment, required for the position:  
 Knowledge of Florida Laws and Adminstrative Rules related to condominiums, timeshares, mobile homes and cooperatives. Knowledge of personnel policies and procedures. Ability to manage and direct subordinates in the examination and understanding of condominium, timeshare, mobile home and cooperative documents. Competence in using division database(s) and imaging software, the internet and standard office software and hardware.

8. Licensure/registration/certification requirements (If applicable, list the appropriate Florida Statute or federal regulation cite):  
 N/A

9. Other job-related requirements for this position:  
 Driver's License

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 <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:

**STATE OF FLORIDA**  
**POSITION DESCRIPTION**

<b>CAREER SERVICE</b> <input checked="" type="checkbox"/> <b>SELECTED EXEMPT SERVICE</b> <input type="checkbox"/> <b>SENIOR MANAGEMENT SERVICE</b> <input type="checkbox"/> <b>OTHER</b> <input type="checkbox"/>			
<b>POSITION LOCATION INFORMATION</b>		Position Exempt Under 110.205(____)(____), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/>	
<b>NAME OF AGENCY:</b> Business and Professional Regulation		<b>Organization Level:</b> Current: 79-80-01-01-803      Proposed:	
<b>DIVISION/COMPARABLE:</b> Condominiums, Timeshares, and Mobile Homes		<b>Position Number:</b> 79011445	<b>FTE:</b> .50
<b>BUREAU/COMPARABLE:</b> Office of the Condominium Ombudsman		<b>Current Broadband Level Code:</b> 43-9022-1	<b>Current Class Title:</b> Clerk Typist
<b>SECTION/SUBSECTION:</b>		<b>Proposed Broadband Level Code:</b>	<b>Proposed Class Title:</b>
<b>HEADQUARTERS/COUNTY CODE:</b> Ft. Lauderdale/006		<b>Type of Transaction:</b>	
<b>INCUMBENT:</b>		<b>APPROVAL AUTHORITY USE ONLY</b>	
<b>POSITION ATTRIBUTES:</b> EEO: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input checked="" type="checkbox"/> 08 <input type="checkbox"/>  CBU: 01 <input checked="" type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/>  11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> _____  Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		<b>Broadband Level Code:</b>	<b>Class Code:</b>
		<b>Approved By:</b>	
		<b>Effective Date:</b>	
		<b>APPROVED BROADBAND OCCUPATION:</b>	
		<b>APPROVED CLASS TITLE:</b>	
1. This position reports directly to: Position Number <u>79011250</u> Broadband Level Code <u>11-1021-4</u> Broadband Occupation <u>General &amp; Operations Managers</u> Class Code <u>8386</u> Class Title <u>Chief Ombudsman-DBPR</u>			
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? <u>718.5011 - 718.5014, Florida Statutes</u>			
4. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
5. Current budget for which this position is accountable (if applicable): <u>NONE</u>			
<hr/> Salaries & Benefits		<hr/> O.P.S.	
<hr/> F.C.O.		<hr/> Data Processing	
		<hr/> Expenses	
		<hr/> TOTAL ALLOTMENT	
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
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, travel documents, reimbursement requests, and other documents as assigned by Ombudsman, Attorney, SMAI, Paralegal Specialist, or Administrative Assistant I.
5%	Order, track, and distribute office supplies, equipment and educational materials as requested by Ombudsman, Attorney, SMAI, or AAI.
5%	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, file records of office activities. Ability to compute, record and proofread data and other information. Knowledge of computer software and applications and operation of general business office equipment. Ability to use available technology to perform duties including computer software, hardware & data systems.

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 TBD to TBD (B) Total hours in workweek 20 (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 <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:

Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
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Approval of Agency Personnel Officer:	Title:	Date:
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**STATE OF FLORIDA**  
**POSITION DESCRIPTION**

<b>CAREER SERVICE</b> <input checked="" type="checkbox"/> <b>SELECTED EXEMPT SERVICE</b> <input type="checkbox"/> <b>SENIOR MANAGEMENT SERVICE</b> <input type="checkbox"/> <b>OTHER</b> <input type="checkbox"/>			
<b>POSITION LOCATION INFORMATION</b>		Position Exempt Under 110.205(____)(____), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/>	
<b>NAME OF AGENCY:</b> Business and Professional Regulation		<b>Organization Level:</b> Current: 79-80-08-01-803      Proposed: 79-80-08-00-800	
<b>DIVISION/COMPARABLE:</b> Florida Land Sales, Condominiums and Mobile Homes		<b>Position Number:</b> 79011387	<b>FTE:</b> 1.0
<b>BUREAU/COMPARABLE:</b> Compliance		<b>Current Broadband Level Code:</b> 43-6011-3	<b>Current Class Title:</b> Administrative Assistant II
<b>SECTION/SUBSECTION:</b> Bureau Chief's Office		<b>Proposed Broadband Level Code:</b>	<b>Proposed Class Title:</b>
<b>HEADQUARTERS/COUNTY CODE:</b> Tallahassee/037		<b>Type of Transaction:</b> Transfer	
<b>INCUMBENT:</b>		<b>APPROVAL AUTHORITY USE ONLY</b>	
<b>POSITION ATTRIBUTES:</b> EEO: 01 <input type="checkbox"/> 02 <input checked="" type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/>  CBU: 01 <input checked="" type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/>  11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> _____  Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		<b>Broadband Level Code:</b>	<b>Class Code:</b>
		<b>Approved By:</b>	
		<b>Effective Date:</b>	
		<b>APPROVED BROADBAND OCCUPATION:</b>	
		<b>APPROVED CLASS TITLE:</b>	
1. This position reports directly to: Position Number <u>79000586</u> Broadband Level Code <u>11-1021-3</u> Broadband Occupation <u>General and Operations Managers</u> Class Code <u>7884</u> Class Title <u>Chief of Compliance-DBPR</u>			
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 accordance with Section 112.3145, F. S.: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
5. Current budget for which this position is accountable (if applicable):			
_____		_____	
Salaries & Benefits		O.P.S.	
_____		_____	
F.C.O.		Data Processing	
_____		_____	
		TOTAL ALLOTMENT	
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
20%	Reviews, assigns, prepares and tracks bureau correspondence.
20%	Reviews complaints and determines the appropriate regional office for handling. Scans complaints to be handled by field offices and electronically transmits them as appropriate.
20%	Conducts daily administrative activities and directs special projects or activities for the Bureau Chief.
20%	Reviews records and reports which require action and recommends solutions or courses of action.
10%	Determines whether correspondence can be handled as an inquiry. Enters inquiries in database and forwards inquiries to the Customer Contact Center for handling.
5%	Plans and coordinates meetings, phone conferences and travel. Handles travel reimbursements for the Bureau Chief's Office.
5%	Performs other duties as necessary.

7. Knowledge, skills and abilities, including utilization of equipment, required for the position:  
 Reading comprehension, information gathering, monitoring, active listening, clerical, administration and management, and computer operation

8. Licensure/registration/certification requirements (If applicable, list the appropriate Florida Statute or federal regulation cite):  
 N/A

9. Other job-related requirements for this position:  
 N/A

10. Working hours: (A) Daily from 8:00 a.m. to 5:00 a.m. (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 <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:



**STATE OF FLORIDA**  
**POSITION DESCRIPTION**

<b>CAREER SERVICE</b> <input type="checkbox"/> <b>SELECTED EXEMPT SERVICE</b> <input checked="" type="checkbox"/> <b>SENIOR MANAGEMENT SERVICE</b> <input type="checkbox"/> <b>OTHER</b> <input type="checkbox"/>			
<b>POSITION LOCATION INFORMATION</b>		Position Exempt Under 110.205(2)(X), F.S. <b>Managerial</b> <input type="checkbox"/> <b>Confidential</b> <input checked="" type="checkbox"/> <b>Supervisory</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/>	
<b>NAME OF AGENCY:</b> Department of Business and Professional Regulation		<b>Organization Level:</b> <b>Current:</b> 79-80-01-01-803 <b>Proposed:</b>	
<b>DIVISION/COMPARABLE:</b> Florida Land Sales, Condominiums and Mobile Homes		<b>Position Number:</b> 79011338	<b>FTE:</b> .4
<b>BUREAU/COMPARABLE:</b> Office of the Condominium Ombudsman		<b>Current Broadband Level Code:</b> 23-2011-1	<b>Current Class Title:</b> Paralegal Specialist - SES <b>Current Class Code:</b> 7703
<b>SECTION/SUBSECTION:</b>		<b>Proposed Broadband Level Code:</b>	<b>Proposed Class Title:</b>  <b>Proposed Class Code:</b>
<b>HEADQUARTERS/COUNTY CODE:</b> Ft. Lauderdale/006		<b>Type of Transaction:</b> Add	
<b>INCUMBENT:</b>		<b>APPROVAL AUTHORITY USE ONLY</b>	
<b>POSITION ATTRIBUTES:</b> EEO: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input checked="" type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/>  CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/>  11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input checked="" type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> _____  Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		<b>Broadband Level Code:</b>	<b>Class Code:</b>
		<b>Approved By:</b>	
		<b>Effective Date:</b>	
		<b>APPROVED BROADBAND OCCUPATION:</b>	
		<b>APPROVED CLASS TITLE:</b>	
1. This position reports directly to: Position Number <u>79011250</u> Broadband Level Code <u>11-1021-04</u> Broadband Occupation <u>General and Operations Managers</u> Class Code <u>8386</u> Class Title <u>Chief Ombudsman - DBPR</u>			
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? <u>718.5011 - 718.5014, Florida Statutes</u>			
4. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
5. Current budget for which this position is accountable (if applicable): NONE			
_____		_____	
Salaries & Benefits	O.P.S.	Expenses	
_____		_____	
F.C.O.	Data Processing	TOTAL ALLOTMENT	
If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.			

**DMS 05/5/04**

Please name this file as follows: 2 digits for Agency # and 6 digit Position # (e.g. **12987654.doc**)

E-mail to: [orgmanagement@convergys.com](mailto:orgmanagement@convergys.com)

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%	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 submission of the dispute to a formal or administrative remedy.
10%	Identify, recommend and develop, as appropriate, policies and procedures to assist unit owners, boards of directors, board members, community association managers, and other affected parties to understand their rights and responsibilities as set forth in Chapter 718, Florida Statutes, and the condominium documents governing their respective association.
10%	Monitor and review procedures and disputes concerning condominium elections and meetings; draft recommendations for enforcement action to the Division of Florida Land Sales, Condominiums and Mobile Homes. Log and track all division action on any such recommendations.
5%	Identify and make recommendations to the Ombudsman for changes in division rules and procedures for the filing, investigation, and resolution of complaints filed by unit owners, associations and managers.
5%	Maintain case files and data on all inquiries, complaints and disputes received and processed.
5%	Develop and implement a system for reporting data on all activities of the office.
5%	Assist in the preparation and distribution of educational and reference materials and resources. Draft correspondence as directed by the Ombudsman or Attorney. Other related duties as assigned.

7. Knowledge, skills and abilities, including utilization of equipment, required for the position:  
 Knowledge of Ch. 718, Florida Statutes, and the administrative rules governing condominiums; knowledge and understanding of the condominium concept form of ownership; knowledge of Robert's Rules of Order; ability to act as a neutral third party in disputes; ability to communicate effectively, both orally and in writing; ability to gather, document, record and analyze data; ability make decisions and solve problems based upon evaluation and reasoning with the data and information accumulated.

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 8:00 to 5:00 (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 <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:

**STATE OF FLORIDA**  
**POSITION DESCRIPTION**

<b>CAREER SERVICE</b> <input type="checkbox"/> <b>SELECTED EXEMPT SERVICE</b> <input checked="" type="checkbox"/> <b>SENIOR MANAGEMENT SERVICE</b> <input type="checkbox"/> <b>OTHER</b> <input type="checkbox"/>			
<b>POSITION LOCATION INFORMATION</b>		Position Exempt Under 110.205(2)(X), F.S. <b>Managerial</b> <input type="checkbox"/> <b>Confidential</b> <input checked="" type="checkbox"/> <b>Supervisory</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/>	
<b>NAME OF AGENCY:</b> Department of Business and Professional Regulation		<b>Organization Level:</b> <b>Current:</b> 79-80-01-01-803 <b>Proposed:</b>	
<b>DIVISION/COMPARABLE:</b> Florida Land Sales, Condominiums and Mobile Homes		<b>Position Number:</b> 79011331	<b>FTE:</b> .6
<b>BUREAU/COMPARABLE:</b> Office of the Condominium Ombudsman		<b>Current Broadband Level Code:</b> 23-2011-1	<b>Current Class Title:</b> Paralegal Specialist - SES
<b>SECTION/SUBSECTION:</b>		<b>Proposed Broadband Level Code:</b>	<b>Proposed Class Title:</b>
<b>HEADQUARTERS/COUNTY CODE:</b> Ft. Lauderdale/006		<b>Type of Transaction:</b> Update	
<b>INCUMBENT:</b>		<b>APPROVAL AUTHORITY USE ONLY</b>	
<b>POSITION ATTRIBUTES:</b> EEO: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input checked="" type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/>  CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/>  11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input checked="" type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> _____  Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		<b>Broadband Level Code:</b>	<b>Class Code:</b>
		<b>Approved By:</b>	
		<b>Effective Date:</b>	
		<b>APPROVED BROADBAND OCCUPATION:</b>	
		<b>APPROVED CLASS TITLE:</b>	
1. This position reports directly to: Position Number <u>79011250</u> Broadband Level Code <u>11-1021-04</u> roadband Occupation <u>General and Operations Managers</u> Class Code <u>8386</u> Class Title <u>Chief Ombudsman - DBPR</u>			
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? <u>718.5011 - 718.5014, Florida Statutes</u>			
4. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
5. Current budget for which this position is accountable (if applicable): NONE			
_____ Salaries & Benefits		_____ O.P.S.	
_____ F.C.O.		_____ Data Processing	
		_____ Expenses	
		_____ TOTAL ALLOTMENT	
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
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 submission of the dispute to a formal or administrative remedy.
10%	Identify, recommend and develop, as appropriate, policies and procedures to assist unit owners, boards of directors, board members, community association managers, and other affected parties to understand their rights and responsibilities as set forth in Chapter 718, Florida Statutes, and the condominium documents governing their respective association.
10%	Monitor and review procedures and disputes concerning condominium elections and meetings; draft recommendations for enforcement action to the Division of Florida Land Sales, Condominiums and Mobile Homes. Log and track all division action on any such recommendations.
5%	Identify and make recommendations to the Ombudsman for changes in division rules and procedures for the filing, investigation, and resolution of complaints filed by unit owners, associations and managers.
5%	Maintain case files and data on all inquiries, complaints and disputes received and processed.
5%	Develop and implement a system for reporting data on all activities of the office.
5%	Assist in the preparation and distribution of educational and reference materials and resources. Draft correspondence as directed by the Ombudsman or Attorney. Other related duties as assigned.

7. Knowledge, skills and abilities, including utilization of equipment, required for the position:  
 Knowledge of Ch. 718, Florida Statutes, and the administrative rules governing condominiums; knowledge and understanding of the condominium concept form of ownership; knowledge of Robert's Rules of Order; ability to act as a neutral third party in disputes; ability to communicate effectively, both orally and in writing; ability to gather, document, record and analyze data; ability make decisions and solve problems based upon evaluation and reasoning with the data and information accumulated.

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 8:00 to 5:00 (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 <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:

**STATE OF FLORIDA**  
**POSITION DESCRIPTION**

<b>CAREER SERVICE</b> <input checked="" type="checkbox"/> <b>SELECTED EXEMPT SERVICE</b> <input type="checkbox"/> <b>SENIOR MANAGEMENT SERVICE</b> <input type="checkbox"/> <b>OTHER</b> <input type="checkbox"/>			
<b>POSITION LOCATION INFORMATION</b>		Position Exempt Under 110.205(____)(____), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/>	
<b>NAME OF AGENCY:</b> Business and Professional Regulation		<b>Organization Level:</b> Current: 79-80-02-00-803      Proposed:	
<b>DIVISION/COMPARABLE:</b> Florida Condominiums, Timeshares and Mobile Homes		<b>Position Number:</b> 79011330	<b>FTE:</b> 1.0
<b>BUREAU/COMPARABLE:</b> Office of the Condominium Ombudsman		<b>Current Broadband Level Code:</b> 23-2021-1	<b>Current Class Title:</b> Paralegal Specialist - SES <b>Current Class Code:</b> 7703
<b>SECTION/SUBSECTION:</b>		<b>Proposed Broadband Level Code:</b> 23-2021-1	<b>Proposed Class Title:</b> Paralegal Specialist <b>Proposed Class Code:</b> 7703
<b>HEADQUARTERS/COUNTY CODE:</b> Ft. Lauderdale/006		<b>Type of Transaction:</b> Reclassification from SES to CS	
<b>INCUMBENT:</b>		<b>APPROVAL AUTHORITY USE ONLY</b>	
<b>POSITION ATTRIBUTES:</b> EEO: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input checked="" type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/>  CBU: 01 <input checked="" type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/>  11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input checked="" type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> _____  Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> CAD: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		<b>Broadband Level Code:</b>	<b>Class Code:</b>
		<b>Approved By:</b>	
		<b>Effective Date:</b>	
		<b>APPROVED BROADBAND OCCUPATION:</b>	
		<b>APPROVED CLASS TITLE:</b>	
1. This position reports directly to: Position Number <u>79011250</u> Broadband Level Code <u>11-1021-04</u> Broadband Occupation <u>General &amp; Operations Managers</u> Class Code <u>8386</u> Class Title <u>Chief Ombudsman - DBPR</u>			
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? <u>718.5011 - 718.5014, Florida Statutes</u>			
4. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
5. Current budget for which this position is accountable (if applicable):			
_____		_____	
Salaries & Benefits	O.P.S.	Expenses	
_____		_____	
F.C.O.	Data Processing	TOTAL ALLOTMENT	
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
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 and procedures to assist unit owners, boards of directors, board members, community association managers, and other affected parties to understand their rights and responsibilities as set forth in Chapter 718, Florida Statutes, and the condominium documents governing their respective association.
10%	Monitor and review procedures and disputes concerning condominium elections and meetings; draft recommendations for enforcement action to the Division of Florida Condominiums, Timeshares and Mobile Homes. Log and track all division action on any such recommendations.
5%	Identify and make recommendations to the Ombudsman for changes in division rules and procedures for the filing, investigation, and resolution of complaints filed by unit owners, associations and managers.
5%	Maintain case files and data on all inquiries, complaints and disputes received and processed.
5%	Develop and implement a system for reporting data on all activities of the office.
5%	Assist in the preparation and distribution of educational and reference materials and resources. Draft correspondence as directed by the Ombudsman or Attorney. Other related duties as assigned.

7. Knowledge, skills and abilities, including utilization of equipment, required for the position: Knowledge of Chapter 718, Florida Statutes, and the administrative rules governing condominiums; knowledge and understanding of the condominium concept form of ownership; knowledge of Robert's Rules of Order; ability to act as a neutral third party in disputes; ability to communicate effectively, both orally and in writing; ability to gather, document, record and analyze data; ability make decisions and solve problems based upon evaluation and reasoning with the data and information accumulated.

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 8:00 a.m. to 5:00 p.m. (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 <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:

STATE OF FLORIDA  
**POSITION DESCRIPTION**

<b>CAREER SERVICE</b> <input checked="" type="checkbox"/> <b>SELECTED EXEMPT SERVICE</b> <input type="checkbox"/> <b>SENIOR MANAGEMENT SERVICE</b> <input type="checkbox"/> <b>OTHER</b> <input type="checkbox"/>			
<b>POSITION LOCATION INFORMATION</b>		Position Exempt Under 110.205(____)(____), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/>	
<b>NAME OF AGENCY:</b> Business and Professional Regulation		<b>Organization Level:</b> Current: 79-80-02-00-803      Proposed:	
<b>DIVISION/COMPARABLE:</b> Florida Condominiums, Timeshares and Mobile Homes		<b>Position Number:</b> 79011329	<b>FTE:</b> 1.0
<b>BUREAU/COMPARABLE:</b> Office of the Condominium Ombudsman		<b>Current Broadband Level Code:</b> 23-2011-1	<b>Current Class Title:</b> Paralegal Specialist - SES
<b>SECTION/SUBSECTION:</b>		<b>Proposed Broadband Level Code:</b> 23-2011-1	<b>Proposed Class Title:</b> Paralegal Specialist
<b>HEADQUARTERS/COUNTY CODE:</b> Ft. Lauderdale/006		<b>Type of Transaction:</b> Reclassification	
<b>INCUMBENT:</b>		<b>APPROVAL AUTHORITY USE ONLY</b>	
<b>POSITION ATTRIBUTES:</b> EEO: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input checked="" type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/>  CBU: 01 <input checked="" type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/>  11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> _____  Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> CAD: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		<b>Broadband Level Code:</b>	<b>Class Code:</b>
		<b>Approved By:</b>	
		<b>Effective Date:</b>	
		<b>APPROVED BROADBAND OCCUPATION:</b>	
		<b>APPROVED CLASS TITLE:</b>	
1. This position reports directly to: Position Number <u>79011250</u> Broadband Level Code <u>11-1021-04</u> roadband Occupation <u>General &amp; Operations Managers</u> Class Code <u>8386</u> Class Title <u>Chief Ombudsman - DBPR</u>			
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? <u>718.5011 - 718.5014, Florida Statutes</u>			
4. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
5. Current budget for which this position is accountable (if applicable):			
_____		_____	
Salaries & Benefits		O.P.S.	
_____		_____	
F.C.O.		Data Processing	
_____		_____	
TOTAL ALLOTMENT		TOTAL ALLOTMENT	
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
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 and procedures to assist unit owners, boards of directors, board members, community association managers, and other affected parties to understand their rights and responsibilities as set forth in Chapter 718, Florida Statutes, and the condominium documents governing their respective association.
10%	Monitor and review procedures and disputes concerning condominium elections and meetings; draft recommendations for enforcement action to the Division of Florida Condominiums, Timeshares and Mobile Homes. Log and track all division action on any such recommendations.
5%	Identify and make recommendations to the Ombudsman for changes in division rules and procedures for the filing, investigation, and resolution of complaints filed by unit owners, associations and managers.
5%	Maintain case files and data on all inquiries, complaints and disputes received and processed.
5%	Develop and implement a system for reporting data on all activities of the office.
5%	Assist in the preparation and distribution of educational and reference materials and resources. Draft correspondence as directed by the Ombudsman or Attorney. Other related duties as assigned.

7. Knowledge, skills and abilities, including utilization of equipment, required for the position:  
 Knowledge of Chapter 718, Florida Statutes, and the administrative rules governing condominiums; knowledge and understanding of the condominium concept form of ownership; knowledge of Robert's Rules of Order; ability to act as a neutral third party in disputes; ability to communicate effectively, both orally and in writing; ability to gather, document, record and analyze data; ability make decisions and solve problems based upon evaluation and reasoning with the data and information accumulated.

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 8:00 a.m. to 5:00 p.m. (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 <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:



**STATE OF FLORIDA**  
**POSITION DESCRIPTION**

<b>CAREER SERVICE</b> <input checked="" type="checkbox"/> <b>SELECTED EXEMPT SERVICE</b> <input type="checkbox"/> <b>SENIOR MANAGEMENT SERVICE</b> <input type="checkbox"/> <b>OTHER</b> <input type="checkbox"/>			
<b>POSITION LOCATION INFORMATION</b>		Position Exempt Under 110.205(____)(____), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/>	
NAME OF AGENCY:		Organization Level: Current: _____ Proposed: _____	
DIVISION/COMPARABLE:		Position Number: _____	FTE: _____
BUREAU/COMPARABLE:		Current Broadband Level Code: _____	Current Class Title: _____
SECTION/SUBSECTION:		Proposed Broadband Level Code: _____	Proposed Class Title: _____
HEADQUARTERS/COUNTY CODE:		Type of Transaction: _____	
INCUMBENT: Troy Jones		<b>APPROVAL AUTHORITY USE ONLY</b>	
<b>POSITION ATTRIBUTES:</b> EEO: 01 <input type="checkbox"/> 02 <input checked="" type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/>  CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input checked="" type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/>  11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> _____  Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> CAD: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Broadband Level Code: _____	Class Code: _____
		Approved By: _____	
		Effective Date: _____	
		APPROVED BROADBAND OCCUPATION: _____	
		APPROVED CLASS TITLE: _____	
1. This position reports directly to: Position Number _____ Broadband Level Code _____ Broadband Occupation _____ Class Code _____ Class Title _____			
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 accordance with Section 112.3145, F. S.: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
5. Current budget for which this position is accountable (if applicable):			
_____		_____	
Salaries & Benefits	O.P.S.	Expenses	
_____		_____	
F.C.O.	Data Processing	TOTAL ALLOTMENT	
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**

7. Knowledge, skills and abilities, including utilization of equipment, required for the position:

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 \_\_\_\_\_ to \_\_\_\_\_ (B) Total hours in workweek \_\_\_\_\_ (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:

STATE OF FLORIDA  
**POSITION DESCRIPTION**

<b>CAREER SERVICE</b> <input checked="" type="checkbox"/> <b>SELECTED EXEMPT SERVICE</b> <input type="checkbox"/> <b>SENIOR MANAGEMENT SERVICE</b> <input type="checkbox"/> <b>OTHER</b> <input type="checkbox"/>			
<b>POSITION LOCATION INFORMATION</b>		Position Exempt Under 110.205(____)(____), F.S. <b>Managerial</b> <input type="checkbox"/> <b>Confidential</b> <input type="checkbox"/> <b>Supervisory</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/>	
<b>NAME OF AGENCY:</b> Department of Business and Professional Regulation		<b>Organization Level:</b> <b>Current:</b> 79-80-08-00-803 <b>Proposed:</b>	
<b>DIVISION/COMPARABLE:</b> Florida Land Sales, Condominiums and Mobile Homes		<b>Position Number:</b> 79011262	<b>FTE:</b> 1.0
<b>BUREAU/COMPARABLE:</b> Compliance		<b>Current Broadband Level Code:</b> 13-1041-3	<b>Current Class Title:</b> Investigation Specialist II
<b>SECTION/SUBSECTION:</b> Condominiums		<b>Proposed Broadband Level Code:</b>	<b>Proposed Class Title:</b>
<b>HEADQUARTERS/COUNTY CODE:</b> Ft. Lauderdale/006		<b>Type of Transaction:</b> Update	
<b>INCUMBENT:</b>		<b>APPROVAL AUTHORITY USE ONLY</b>	
<b>POSITION ATTRIBUTES:</b> EEO: 01 <input type="checkbox"/> 02 <input checked="" type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/>  CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input checked="" type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/>  11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> _____  Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> CAD: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		<b>Broadband Level Code:</b>	<b>Class Code:</b>
		<b>Approved By:</b>	
		<b>Effective Date:</b>	
		<b>APPROVED BROADBAND OCCUPATION:</b>	
		<b>APPROVED CLASS TITLE:</b> Investigation Specialist II	
1. This position reports directly to: Position Number <u>79001234</u> Broadband Level Code <u>13-1041-04</u> Broadband Occupation <u>Compliance Officers</u> Class Code <u>8354</u> Class Title <u>Investigator Supervisor - SES</u>			
2. Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position: Not applicable			
3. What statutes establish or define the work performed? Chapters 326,498, 718, 719, 721 and 723, F.S.			
4. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
5. Current budget for which this position is accountable (if applicable):			
_____ Salaries & Benefits		_____ O.P.S.	
_____ F.C.O.		_____ Data Processing	
		_____ Expenses	
		_____ TOTAL ALLOTMENT	
If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.			

**DMS 05/5/04**

Please name this file as follows: 2 digits for Agency # and 6 digit Position # (e.g. **12987654.doc**)

E-mail to: [orgmanagement@convergys.com](mailto:orgmanagement@convergys.com)

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 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 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 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 LicenseEase 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 8:00 a.m. to 5:00 p.m. (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 <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:

**STATE OF FLORIDA**  
**POSITION DESCRIPTION**

<b>CAREER SERVICE</b> <input checked="" type="checkbox"/> <b>SELECTED EXEMPT SERVICE</b> <input type="checkbox"/> <b>SENIOR MANAGEMENT SERVICE</b> <input type="checkbox"/> <b>OTHER</b> <input type="checkbox"/>			
<b>POSITION LOCATION INFORMATION</b>		Position Exempt Under 110.205(____)(____), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/>	
<b>NAME OF AGENCY:</b> Department of Business & Professional Regulation		<b>Organization Level:</b> Current: 79-80-08-00-803      Proposed: 79-80-08-00-805	
<b>DIVISION/COMPARABLE:</b> Florida Condominiums, Timeshares & Mobile Homes		<b>Position Number:</b> 79011261	<b>FTE:</b> 1.0
<b>BUREAU/COMPARABLE:</b> Compliance		<b>Current Broadband Level Code:</b> 13-1041-3	<b>Current Class Title:</b> Investigation Specialist II
<b>SECTION/SUBSECTION:</b> Timeshare		<b>Proposed Broadband Level Code:</b>	<b>Proposed Class Title:</b>
<b>HEADQUARTERS/COUNTY CODE:</b> Orlando/048		<b>Type of Transaction:</b> Update	
<b>INCUMBENT:</b>		<b>APPROVAL AUTHORITY USE ONLY</b>	
<b>POSITION ATTRIBUTES:</b> EEO: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input checked="" type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/>  CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input checked="" type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/>  11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> _____  Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		<b>Broadband Level Code:</b> 13-1041-03	<b>Class Code:</b> 8318
		<b>Approved By:</b>	
		<b>Effective Date:</b>	
		<b>APPROVED BROADBAND OCCUPATION:</b> COMPLIANCE OFFICERS	
		<b>APPROVED CLASS TITLE:</b> INVESTIGATION SPECIALIST II	
1. This position reports directly to: Position Number <u>79000478</u> Broadband Level Code <u>13-1041-4</u> Broadband Occupation <u>Compliance Officers</u> Class Code <u>8354</u> Class Title <u>Investigator Supervisor - SES</u>			
2. Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position: Not Applicable			
3. What statutes establish or define the work performed? 326, 718, 719, 721, and 723, Florida Statutes.			
4. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
5. Current budget for which this position is accountable (if applicable):			
_____	_____	_____	_____
Salaries & Benefits	O.P.S.	Expenses	
_____	_____	_____	_____
F.C.O.	Data Processing	TOTAL ALLOTMENT	
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
50%	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.
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 accuracy. Meets with Investigation Specialists to answer questions and resolve problems.
15%	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 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 LicenseEase 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 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 <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:

**STATE OF FLORIDA**  
**POSITION DESCRIPTION**

<b>CAREER SERVICE</b> <input checked="" type="checkbox"/> <b>SELECTED EXEMPT SERVICE</b> <input type="checkbox"/> <b>SENIOR MANAGEMENT SERVICE</b> <input type="checkbox"/> <b>OTHER</b> <input type="checkbox"/>			
<b>POSITION LOCATION INFORMATION</b>		Position Exempt Under 110.205(____)(____), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/>	
<b>NAME OF AGENCY:</b> Business and Professional Regulation		<b>Organization Level:</b> Current: 79-80-08-00-803      Proposed:	
<b>DIVISION/COMPARABLE:</b> Florida Condominiums, Timeshares and Mobile Homes		<b>Position Number:</b> 79011259	<b>FTE:</b> 1.0
<b>BUREAU/COMPARABLE:</b> Compliance		<b>Current Broadband Level Code:</b> 13-2051-2	<b>Current Class Title:</b> Financial Examiner/Analyst I
<b>SECTION/SUBSECTION:</b> Condominiums		<b>Proposed Broadband Level Code:</b> 13-2051-3	<b>Proposed Class Title:</b> Financial Examiner/Analyst II
<b>HEADQUARTERS/COUNTY CODE:</b> Ft. Lauderdale/006		<b>Type of Transaction:</b> Reclassification	
<b>INCUMBENT:</b>		<b>APPROVAL AUTHORITY USE ONLY</b>	
<b>POSITION ATTRIBUTES:</b> EEO: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input checked="" type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/>  CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/>  11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> ____  Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> CAD: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		<b>Broadband Level Code:</b>	<b>Class Code:</b>
		<b>Approved By:</b>	
		<b>Effective Date:</b>	
		<b>APPROVED BROADBAND OCCUPATION:</b>	
		<b>APPROVED CLASS TITLE:</b>	
1. This position reports directly to: Position Number <u>79000766</u> Broadband Level Code <u>13-2051-04</u> Broadband Occupation <u>Financial Analysts</u> Class Code <u>1575</u> Class Title <u>Financial Examiner/Analyst Supervisor-SES</u>			
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? Chapters 326,498, 718, 719, 721 and 723, F.S.			
4. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
5. Current budget for which this position is accountable (if applicable):			
_____	_____	_____	_____
Salaries & Benefits	O.P.S.	Expenses	
_____	_____	_____	_____
F.C.O.	Data Processing	TOTAL ALLOTMENT	
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
	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, 498, 718, 719, 721 and 723, Florida Statutes, and applicable Rules of the Florida Administrative Code.
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 Bureau of Compliance field office staff with reviews of financial disclosures, as requested.
10%	Communicates with and educates the public and non-financial staff on financial issues. Prepares and presents educational materials to the public or staff as needed.
5%	Assists with development of workout plans for financially distressed timeshare plans. Monitors compliance with terms of negotiated settlements.
5%	Performs other related work as required.

7. Knowledge, skills and abilities, including utilization of equipment, required for the position:  
 This position requires a high degree of proficiency with spreadsheets, databases, desktop applications and generally accepted accounting principles. Knowledge of and the ability to understand financial and accounting issues related to the regulated industries and perform financial statement analysis. Knowledge of accounting or auditing methods, principles and procedures. Knowledge of investigative techniques. Ability to communicate effectively, orally and in writing. Ability to use available technology to perform duties including computer software, hardware & data systems.

8. Licensure/registration/certification requirements (If applicable, list the appropriate Florida Statute or federal regulation cite):

9. Other job-related requirements for this position:  
 Bachelor's degree with accounting major preferred.

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 <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:



STATE OF FLORIDA  
**POSITION DESCRIPTION**

<b>CAREER SERVICE</b> <input checked="" type="checkbox"/> <b>SELECTED EXEMPT SERVICE</b> <input type="checkbox"/> <b>SENIOR MANAGEMENT SERVICE</b> <input type="checkbox"/> <b>OTHER</b> <input type="checkbox"/>			
<b>POSITION LOCATION INFORMATION</b>		Position Exempt Under 110.205(____)(____), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/>	
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: 79011258	FTE: 1.0
BUREAU/COMPARABLE: Compliance		Current Broadband Level Code: 13-2051-03	Current Class Title: Financial Examiner/Analyst II
SECTION/SUBSECTION: Financial Analyst		Proposed Broadband Level Code:	Proposed Class Title:
HEADQUARTERS/COUNTY CODE: Tallahassee/037		Type of Transaction: Add	
INCUMBENT:		<b>APPROVAL AUTHORITY USE ONLY</b>	
POSITION ATTRIBUTES: EEO: 01 <input type="checkbox"/> 02 <input checked="" type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/>  CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input checked="" type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/>  11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> _____  Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Broadband Level Code:	Class Code:
		Approved By:	
		Effective Date:	
		APPROVED BROADBAND OCCUPATION:	
		APPROVED CLASS TITLE:	
1. This position reports directly to: Position Number <u>79001241</u> Broadband Level Code <u>13-2051-4</u> Broadband Occupation <u>Financial Analysts</u> Class Code <u>1575</u> Class Title <u>Financial Examiner/Analyst Supervisor-SES</u>			
2. Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position: Not applicable			
3. What statutes establish or define the work performed? Chapters 326,498, 718, 719, 721 and 723, F.S.			
4. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
5. Current budget for which this position is accountable (if applicable):			
_____	_____	_____	_____
Salaries & Benefits	O.P.S.	Expenses	
_____	_____	_____	_____
F.C.O.	Data Processing	TOTAL ALLOTMENT	
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**

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, 498, 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 Bureau of Compliance field office staff with reviews of financial disclosures, as requested.
- 10% Communicates with and educates the public and non-financial staff on financial issues. Prepares and presents educational materials to the public or staff as needed.
- 5% Assists with development of workout plans for financially distressed timeshare plans. Monitors compliance with terms of negotiated settlements.
- 5% Performs other related work as required.

7. Knowledge, skills and abilities, including utilization of equipment, required for the position:  
 This position requires a high degree of proficiency with spreadsheets, databases desktop applications and generally accepted accounting principles. The applicant must possess the knowledge required to understand financial and accounting issues related to the regulated industries and perform financial statement analysis. Bachelor's degree with accounting major 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 8:00 to 5:00 (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 <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:

STATE OF FLORIDA  
**POSITION DESCRIPTION**

<b>CAREER SERVICE</b> <input checked="" type="checkbox"/> <b>SELECTED EXEMPT SERVICE</b> <input type="checkbox"/> <b>SENIOR MANAGEMENT SERVICE</b> <input type="checkbox"/> <b>OTHER</b> <input type="checkbox"/>			
<b>POSITION LOCATION INFORMATION</b>		Position Exempt Under 110.205(____)(____), F.S. <b>Managerial</b> <input type="checkbox"/> <b>Confidential</b> <input type="checkbox"/> <b>Supervisory</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/>	
<b>NAME OF AGENCY:</b> Business & Professional Regulation		<b>Organization Level:</b> Current: 79-80-06-00-800      Proposed:	
<b>DIVISION/COMPARABLE:</b> Florida Land Sales, Condominiums and Mobile Homes		<b>Position Number:</b> 79011257	<b>FTE:</b> 1.0
<b>BUREAU/COMPARABLE:</b> Standards & Registration		<b>Current Broadband Level Code:</b> 13-1199-3	<b>Current Class Title:</b> Real Estate Development Specialist
<b>SECTION/SUBSECTION:</b>		<b>Proposed Broadband Level Code:</b>	<b>Proposed Class Title:</b>
<b>HEADQUARTERS/COUNTY CODE:</b> Tallahassee/037		<b>Type of Transaction:</b>	
<b>INCUMBENT:</b>		<b>APPROVAL AUTHORITY USE ONLY</b>	
<b>POSITION ATTRIBUTES:</b> EEO: 01 <input type="checkbox"/> 02 <input checked="" type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/>  CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input checked="" type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/>  11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> ____  Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		<b>Broadband Level Code:</b>	<b>Class Code:</b>
		<b>Approved By:</b>	
		<b>Effective Date:</b>	
		<b>APPROVED BROADBAND OCCUPATION:</b>	
		<b>APPROVED CLASS TITLE:</b>	
1. This position reports directly to: Position Number <u>79011022</u> Broadband Level Code <u>13-1199-04</u> Broadband Occupation <u>Business Operation Specialist, All Other</u> Class Code <u>4484</u> Class Title <u>Real Estate Development Spec Supv - SES</u>			
2. Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position: Not applicable			
3. What statutes establish or define the work performed? Chapters 498, 718, 719, 721 and 723, Florida Statutes			
4. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
5. Current budget for which this position is accountable (if applicable):			
_____	_____	_____	_____
Salaries & Benefits	O.P.S.	Expenses	
_____	_____	_____	_____
F.C.O.	Data Processing	TOTAL ALLOTMENT	
If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.			

**DMS 05/5/04**

Please name this file as follows: 2 digits for Agency # and 6 digit Position # (e.g. **12987654.doc**)

E-mail to: [orgmanagement@convergys.com](mailto:orgmanagement@convergys.com)

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
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 procedure. The primary job tasks are reading large files, conducting research and writing letters.
25%	Prepares deficiency notices, approval letters, documentation relating to filing rejections, and related correspondence, pursuant to applicable statutes and rules, and bureau procedures.
10%	Inputs deficiency, response, extension, and approval data into database. Performs quality control as to project, developer, managing entity, and filing entity data input by others. Codes documents immediately upon approval to facilitate permanent retention.
10%	Assists in the research, preparation and dissemination of information or statistical data to industry members or agency personnel, including responding to verbal and written inquiries for information or documents. Prepares appropriate documentation, upon request, related to compliance of filed or unfiled documents.
5%	Participates in on-going bureau training programs and section meetings, especially to promote accuracy in comprehension of applicable laws and rules, and consistency between sections and bureaus. Prepares appropriate documentation, upon request, related to compliance of filed or unfiled documents.
5%	Adheres to established bureau procedures. 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 content and the application of applicable Florida Statutes. Ability to perform critical, detailed examination and comparison of documents to determine compliance with Florida Statutes and Florida Administrative Code. Complete form and substantive reviews within required timeframes. Ability to compose clear and concise letters explaining the deficiencies in the submitted documents and to prepare approval letters & various other correspondence.

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 8:00 to 5:00 (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 <input type="checkbox"/> No <input type="checkbox"/> Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:

STATE OF FLORIDA  
**POSITION DESCRIPTION**

**CAREER SERVICE**  **SELECTED EXEMPT SERVICE**  **SENIOR MANAGEMENT SERVICE**  **OTHER**

**POSITION LOCATION INFORMATION**

**NAME OF AGENCY:** Department of Business & Professional Regulation

**DIVISION/COMPARABLE:** Florida Condominiums, Timeshares & Mobile Homes

**BUREAU/COMPARABLE:** Compliance

**SECTION/SUBSECTION:** Condominiums

**HEADQUARTERS/COUNTY CODE:** Miami-Dade/013

**INCUMBENT:**

**POSITION ATTRIBUTES:**

EEO: 01  02  03  04  05  06  07  08

CBU: 01  02  03  04  05  06  07  08  09  10

11  18  80  81  86  87  89  99  Other

Special Risk: Yes  No

Overtime: Yes  No

CAD: Yes  No

Position Exempt Under 110.205(\_\_\_\_)(\_\_\_\_), F.S.

Managerial  Confidential  Supervisory  Other

**Organization Level:**

Current: 79-80-06-00-800 Proposed: 79-80-08-00-803

**Position Number:**  
79011256

**FTE:**  
1.0

**Security Role Code:** E

**Current Broadband Level Code:**  
13-1199-3

**Current Class Title:**  
Real Estate Development Specialist

**Current Class Code:** 4482

**Proposed Broadband Level Code:** 13-2051-03

**Proposed Class Title:**  
Financial Examiner/Analyst II

**Proposed Class Code:**  
1564

**Type of Transaction:** Reclassification

**APPROVAL AUTHORITY USE ONLY**

**Broadband Level Code:**  
13-2051-03

**Class Code:**  
1564

**Approved By:**

**Effective Date:**

**APPROVED BROADBAND OCCUPATION:**  
FINANCIAL ANALYSTS

**APPROVED CLASS TITLE:**  
FINANCIAL EXAMINER/ANALYST II

1. This position reports directly to: Position Number 79000583 Broadband Level Code 13-2051-04  
Broadband Occupation Financial Analysts Class Code 1575 Class Title Financial Examiner/Analyst 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? 718, 719, 720, 721 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 Processing

TOTAL ALLOTMENT

If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.

**DMS 12/16/2009**

Please name this file as follows: 2 digits for Agency # and 6 digit Position # (e.g. **12987654.doc**)

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**

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.

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).

25% Assists the Bureau of Standards and Registration and the Bureau of Compliance field office staff with reviews of financial disclosures, as requested.

5% Communicates with and educates the public and non-financial staff on financial issues. Prepares and presents educational materials to the public or staff as needed.

5% Assists with development of workout plans for financially distressed timeshare plans. Monitors compliance with terms of negotiated settlements.

5% Performs other related work as required.

7. Knowledge, skills and abilities, including utilization of equipment, required for the position:

This position requires a high degree of proficiency with spreadsheets, databases, desktop applications and generally accepted accounting principles. Knowledge of and the ability to understand financial and accounting issues related to the regulated industries and perform financial statement analysis. Knowledge of accounting or auditing methods, principles and procedures. Knowledge of investigative techniques. Ability to communicate effectively, orally and in writing. Ability to use available technology to perform duties including computer software, hardware & data systems.

8. Licensure/registration/certification requirements (If applicable, list the appropriate Florida Statute or federal regulation cite):  
N/A

9. Other job-related requirements for this position:  
N/A

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 <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:

**STATE OF FLORIDA**  
**POSITION DESCRIPTION**

<b>CAREER SERVICE</b> <input type="checkbox"/> <b>SELECTED EXEMPT SERVICE</b> <input checked="" type="checkbox"/> <b>SENIOR MANAGEMENT SERVICE</b> <input type="checkbox"/> <b>OTHER</b> <input type="checkbox"/>			
<b>POSITION LOCATION INFORMATION</b>		Position Exempt Under 110.205(____)(____), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Other <input type="checkbox"/>	
<b>NAME OF AGENCY:</b> Department of Business & Professional Regulation		<b>Organization Level:</b> Current: 79-80-02-00-803      Proposed:	
<b>DIVISION/COMPARABLE:</b> Florida Condominiums, Timeshares & Mobile Homes		<b>Position Number:</b> 79011253	<b>FTE:</b> 1.0
<b>BUREAU/COMPARABLE:</b> Office of the Condominium Ombudsman		<b>Current Broadband Level Code:</b> 13-1111-3	<b>Current Class Title:</b> Senior Management Analyst Supervisor - SES
<b>SECTION/SUBSECTION:</b>		<b>Proposed Broadband Level Code:</b>	<b>Proposed Class Title:</b>  <b>Proposed Class Code:</b>
<b>HEADQUARTERS/COUNTY CODE:</b> Fort Lauderdale/006		<b>Type of Transaction:</b> Update	
<b>INCUMBENT:</b>		<b>APPROVAL AUTHORITY USE ONLY</b>	
<b>POSITION ATTRIBUTES:</b> EEO: 01 <input type="checkbox"/> 02 <input checked="" type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/>  CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/>  11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input checked="" type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> _____  Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		<b>Broadband Level Code:</b> 13-1111-03	<b>Class Code:</b> 2224
		<b>Approved By:</b>	
		<b>Effective Date:</b>	
		<b>APPROVED BROADBAND OCCUPATION:</b> MANAGEMENT ANALYSTS	
		<b>APPROVED CLASS TITLE:</b> SENIOR MANAGEMENT ANALYST SUPERVISOR - SES	
1. This position reports directly to: Position Number <u>79011250</u> Broadband Level Code <u>11-1021-4</u> Broadband Occupation <u>General &amp; Operations Manager</u> Class Code <u>8386</u> Class Title <u>Chief Ombudsman-DBPR</u>			
2. Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position: 43-9011-01, Clerk Typist, 0073, 79011254, Ft. Lauderdale/006 23-2011-01, Paralegal Specialist , 7703, 79011329, 79011330, Ft. Lauderdale/006 23-2011-01, Paralegal Specialist-SES, 7703, 79011331 .5 FTE, 79011338 .5 FTE, Ft. Lauderdale/006 43-6011-02, Administrative Assistant I, 0709, 79011251, Ft. Lauderdale/006			
3. What statutes establish or define the work performed? 7718.5011-718.5014, Florida Statutes			
4. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
5. Current budget for which this position is accountable (if applicable):			
_____	_____	_____	_____
Salaries & Benefits	O.P.S.	Expenses	
_____	_____	_____	_____
F.C.O.	Data Processing	TOTAL ALLOTMENT	
If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.			

**DMS 12/16/2009**

Please name this file as follows: 2 digits for Agency # and 6 digit Position # (e.g. 12987654.doc)

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
	Provide management services and assistance to staff for handling of complaints, inquiries or 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 submission of the dispute to an administrative remedy or court. Provide education and training to all condominium stakeholders on their duties and responsibilities.
	Supervise employees of Ft. Lauderdale office; assure staff assignments are made on an equitable basis with follow up to completion as necessary; maintain staff levels in office through personnel scheduling; keep staff informed a to changes in policies, procedures and laws. Perform all required tasks related to the supervision of employees, including approval of attendance and leave, evaluating employee performance (writing position descriptions, setting expectations and preparing performance evaluations), employee development, and other supervisory duties.
	Oversee and manage election monitor program, including education of unit owners and associations about monitor program. Assist and facilitate review of petitions for appointment of election monitors. Receive monitor reports. Recruit and train election monitors to perform as appointed.
	Act as liaison to associations of condominium owners, directors or managers, related trade shows and government officials with personal appearances as assigned by the Ombudsman.
	Perform other duties as assigned.

7. Knowledge, skills and abilities, including utilization of equipment, required for the position:  
 Knowledge of Chapter 718, Florida Statutes, and the administrative rules governing condominiums; knowledge and understanding of the condominium concept of ownership; knowledge of Roberts Rules of Order; ability to act as a neutral third party in disputes; ability to communicate effectively, both orally and in writing; knowledge of methods of data collection and analysis; ability to gather, document, record and analyze data to develop recommendations, problem solve, document work flow and other activities related to improvement of management practices; ability to plan organize and coordinate work assignments; ability to make decisions and solve problems based upon evaluation and reasoning with the data and information accumulated; ability to establish and maintain effective working relationships with others. Ability to supervise people.

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 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 <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:



**STATE OF FLORIDA**  
**POSITION DESCRIPTION**

<b>CAREER SERVICE</b> <input checked="" type="checkbox"/> <b>SELECTED EXEMPT SERVICE</b> <input type="checkbox"/> <b>SENIOR MANAGEMENT SERVICE</b> <input type="checkbox"/> <b>OTHER</b> <input type="checkbox"/>			
<b>POSITION LOCATION INFORMATION</b>		Position Exempt Under 110.205(____)(____), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/>	
<b>NAME OF AGENCY:</b> Department of Business & Professional Regulation		<b>Organization Level:</b> Current: 79-80-02-00-803      Proposed:	
<b>DIVISION/COMPARABLE:</b> Florida Condominiums, Timeshares & Mobile Homes		<b>Position Number:</b> 79011254	<b>FTE:</b> 1.0
<b>BUREAU/COMPARABLE:</b> Office of the Condominium Ombudsman		<b>Current Broadband Level Code:</b> 43-9022-01	<b>Current Class Title:</b> Part Time Clerk Typist
<b>SECTION/SUBSECTION:</b>		<b>Proposed Broadband Level Code:</b> 43-9022-01	<b>Proposed Class Title:</b> Clerk Typist
<b>HEADQUARTERS/COUNTY CODE:</b> Ft. Lauderdale/006		<b>Type of Transaction:</b> Reclassification	
<b>INCUMBENT:</b>		<b>APPROVAL AUTHORITY USE ONLY</b>	
<b>POSITION ATTRIBUTES:</b> EEO: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input checked="" type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/>  CBU: 01 <input checked="" type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/>  11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> _____  Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> CAD: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		<b>Broadband Level Code:</b> 43-9022-01	<b>Class Code:</b> 0073
		<b>Approved By:</b>	
		<b>Effective Date:</b>	
		<b>APPROVED BROADBAND OCCUPATION:</b> WORD PROCESSORS AND TYPISTS	
		<b>APPROVED CLASS TITLE:</b> Clerk Typist	
1. This position reports directly to: Position Number <u>79011253</u> Broadband Level Code <u>13-1111-03</u> Broadband Occupation <u>Management Analysts</u> Class Code <u>2224</u> Class Title <u>Senior Management Analyst I - SES</u>			
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 <input type="checkbox"/> No <input checked="" type="checkbox"/>			
5. Current budget for which this position is accountable (if applicable):			
_____	_____	_____	_____
Salaries & Benefits	O.P.S.	Expenses	
_____	_____	_____	_____
F.C.O.	Data Processing	TOTAL ALLOTMENT	
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
75%	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.
10%	Prepare correspondence, purchase orders, requisitions, travel documents, reimbursement requests and other documents as assigned by the Ombudsman, Attorney, Senior Management Analysts, Paralegal Specialist or Administrative Assistant I.
10%	Order, track and distribute office supplies, equipment and educational materials as requested by Ombudsman, Attorney, Senior Management Analysts, Paralegal Specialist or Administrative Assistant I.
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.

8. Licensure/registration/certification requirements (If applicable, list the appropriate Florida Statute or federal regulation cite):  
 N/A

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:
Discussed with Employee: Yes <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:

**STATE OF FLORIDA**  
**POSITION DESCRIPTION**

<b>CAREER SERVICE</b> <input type="checkbox"/> <b>SELECTED EXEMPT SERVICE</b> <input checked="" type="checkbox"/> <b>SENIOR MANAGEMENT SERVICE</b> <input type="checkbox"/> <b>OTHER</b> <input type="checkbox"/>													
<b>POSITION LOCATION INFORMATION</b>													
Position Exempt Under 110.205(2)(m), F.S. Managerial <input checked="" type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/>													
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												
BUREAU/COMPARABLE: Director's Office	FTE: 1.0												
SECTION/SUBSECTION:	Current Broadband Level Code: 13-9141-4												
HEADQUARTERS/COUNTY CODE:	Proposed Broadband Level Code:												
INCUMBENT:	Type of Transaction:												
<b>APPROVAL AUTHORITY USE ONLY</b>													
POSITION ATTRIBUTES: EEO: 01 <input checked="" type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/>  CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/>  11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input checked="" type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> _____  Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>													
Broadband Level Code: 13-9141-04													
Class Code: 7775													
Approved By:													
Effective Date:													
APPROVED BROADBAND OCCUPATION: PROPERTY AND REAL ESTATE MANAGERS													
APPROVED CLASS TITLE: ASST DIR FL CONDOS, TIMESHARE & MHs-DBPR													
<p>1. This position reports directly to: Position Number <u>79000451</u> Broadband Level Code <u>10-9141-4</u> Broadband Occupation <u>Property &amp; Real Estate Managers</u> Class Code <u>9655</u> Class Title <u>Director of FL Condominiums, Timeshares &amp; MH-DBPR</u></p> <p>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, Tallahassee 13-1111-03, Government Analyst I, 2224, 79000468, Tallahassee 11-1021-03, Chief of Compliance-DBPR, 7884, 79000586 Tallahassee 11-1021-04, Chief of Standards and Registration-DBPR, 9868, 79000769 Tallahassee</p> <p>3. What statutes establish or define the work performed? Chapters 326, 718, 719, 720, 721, and 723, Florida Statutes</p> <p>4. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>5. Current budget for which this position is accountable (if applicable):</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">_____</td> <td style="width: 33%; border: none;">_____</td> <td style="width: 33%; border: none;">_____</td> </tr> <tr> <td style="text-align: center; border: none;">Salaries &amp; Benefits</td> <td style="text-align: center; border: none;">O.P.S.</td> <td style="text-align: center; border: none;">Expenses</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="text-align: center; border: none;">F.C.O.</td> <td style="text-align: center; border: none;">Data Processing</td> <td style="text-align: center; border: none;">TOTAL ALLOTMENT</td> </tr> </table> <p>If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.</p>		_____	_____	_____	Salaries & Benefits	O.P.S.	Expenses	_____	_____	_____	F.C.O.	Data Processing	TOTAL ALLOTMENT
_____	_____	_____											
Salaries & Benefits	O.P.S.	Expenses											
_____	_____	_____											
F.C.O.	Data Processing	TOTAL ALLOTMENT											

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 will communicate with the Director, the Staff, the Secretary's office, the public and other interested parties as instructed by the Division Director.
	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 Director as to additional program needs necessary to carry out the agency's purpose as mandated by the Legislature. Testifies before legislative committees on proposed legislation.
	Works with state and federal agencies, regulated parties, and other interested parties regarding the regulated industries and agency procedures to plan for efficient and effective operation of the Division.
	The incumbent will handle special projects as designated 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. Licensure/registration/certification requirements (If applicable, list the appropriate Florida Statute or federal regulation cite):  
 NA

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:**

**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 <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:

**STATE OF FLORIDA**  
**POSITION DESCRIPTION**

<b>CAREER SERVICE</b> <input type="checkbox"/> <b>SELECTED EXEMPT SERVICE</b> <input checked="" type="checkbox"/> <b>SENIOR MANAGEMENT SERVICE</b> <input type="checkbox"/> <b>OTHER</b> <input type="checkbox"/>													
<b>POSITION LOCATION INFORMATION</b>													
<b>NAME OF AGENCY:</b> Department of Business & Professional Regulation <b>Position Exempt Under 110.205(2)(r), F.S.</b> <b>Managerial</b> <input type="checkbox"/> <b>Confidential</b> <input type="checkbox"/> <b>Supervisory</b> <input type="checkbox"/> <b>Other</b> <input checked="" type="checkbox"/>													
<b>DIVISION/COMPARABLE:</b> Florida Condominiums, Timeshares & Mobile Homes <b>Organization Level:</b> <b>Current:</b> 79-80-03-00-803 <b>Proposed:</b>													
<b>BUREAU/COMPARABLE:</b> Arbitration	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><b>Position Number:</b> 79000831</td> <td><b>FTE:</b> 1.0</td> <td><b>Security Role Code:</b> M</td> </tr> <tr> <td><b>Current Broadband Level Code:</b> 23-1011-05</td> <td><b>Current Class Title:</b> Attorney Supervisor - SES</td> <td><b>Current Class Code:</b> 7743</td> </tr> <tr> <td><b>Proposed Broadband Level Code:</b></td> <td><b>Proposed Class Title:</b></td> <td><b>Proposed Class Code:</b></td> </tr> </table>	<b>Position Number:</b> 79000831	<b>FTE:</b> 1.0	<b>Security Role Code:</b> M	<b>Current Broadband Level Code:</b> 23-1011-05	<b>Current Class Title:</b> Attorney Supervisor - SES	<b>Current Class Code:</b> 7743	<b>Proposed Broadband Level Code:</b>	<b>Proposed Class Title:</b>	<b>Proposed Class Code:</b>			
<b>Position Number:</b> 79000831	<b>FTE:</b> 1.0	<b>Security Role Code:</b> M											
<b>Current Broadband Level Code:</b> 23-1011-05	<b>Current Class Title:</b> Attorney Supervisor - SES	<b>Current Class Code:</b> 7743											
<b>Proposed Broadband Level Code:</b>	<b>Proposed Class Title:</b>	<b>Proposed Class Code:</b>											
<b>SECTION/SUBSECTION:</b>	<b>Type of Transaction:</b> Update												
<b>HEADQUARTERS/COUNTY CODE:</b> Tallahassee/037	<b>APPROVAL AUTHORITY USE ONLY</b>												
<b>INCUMBENT:</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><b>Broadband Level Code:</b> 23-1011-05</td> <td><b>Class Code:</b> 7743</td> <td><b>Approved By:</b></td> <td><b>Effective Date:</b></td> </tr> <tr> <td colspan="4"> <b>APPROVED BROADBAND OCCUPATION:</b> LAWYERS           </td> </tr> <tr> <td colspan="4"> <b>APPROVED CLASS TITLE:</b> ATTORNEY SUPERVISOR - SES           </td> </tr> </table>	<b>Broadband Level Code:</b> 23-1011-05	<b>Class Code:</b> 7743	<b>Approved By:</b>	<b>Effective Date:</b>	<b>APPROVED BROADBAND OCCUPATION:</b> LAWYERS				<b>APPROVED CLASS TITLE:</b> ATTORNEY SUPERVISOR - SES			
<b>Broadband Level Code:</b> 23-1011-05	<b>Class Code:</b> 7743	<b>Approved By:</b>	<b>Effective Date:</b>										
<b>APPROVED BROADBAND OCCUPATION:</b> LAWYERS													
<b>APPROVED CLASS TITLE:</b> ATTORNEY SUPERVISOR - SES													
<b>POSITION ATTRIBUTES:</b> EEO: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input checked="" type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/>  CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/>  11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input checked="" type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> _____  Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>													
1. This position reports directly to: Position Number <u>79010058</u> Broadband Level Code <u>11-9199-03</u> , Broadband Occupation <u>Managers</u> Class Code <u>7741</u> Class Title <u>Chief Legal Counsel</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 <input checked="" type="checkbox"/> No <input type="checkbox"/>													
5. Current budget for which this position is accountable (if applicable):													
_____	_____	_____											
Salaries & Benefits	O.P.S.	Expenses											
_____	_____	_____											
F.C.O.	Data Processing	TOTAL ALLOTMENT											
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
	<p>The individual in this position is responsible for the overall coordination of the arbitration/mediation programs conducted pursuant to sections 718.1255, 719.1255, 720.311 and 723.1255 Florida Statutes and the related administrative rules. Specifically, in addition to personnel functions, the incumbent reviews petitions for arbitration and mediation, assigns petitions to the various arbitrators/mediators and supervisors the arbitrators, mediators and administrative personnel within the section to ensure timely work products which is technically correct and in accordance with applicable law. Updates rules and forms as appropriate. Responsible for updating final order index and publishing final orders on the website monthly.</p> <p>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.</p> <p>Analyzes proposed legislative bills and drafts impact statements. Reviews proposed declaratory statements and provides input.</p> <p>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.</p> <p>Other duties as specified by the Supervisor or General Counsel, may be assigned including rulemaking, legislative functions or other activities.</p>

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):  
 Must be a member of the Florida Bar in good standing.

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:**

**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 <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
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Supervisor's Signature:	Title:	Date:
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Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
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Approval of Agency Personnel Officer:	Title:	Date:
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**STATE OF FLORIDA  
POSITION DESCRIPTION**

<b>CAREER SERVICE</b> <input type="checkbox"/> <b>SELECTED EXEMPT SERVICE</b> <input checked="" type="checkbox"/> <b>SENIOR MANAGEMENT SERVICE</b> <input type="checkbox"/> <b>OTHER</b> <input type="checkbox"/>			
<b>POSITION LOCATION INFORMATION</b>		Position Exempt Under 110.205(2)(r), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input checked="" type="checkbox"/>	
<b>NAME OF AGENCY:</b> Department of Business & Professional Regulation		<b>Organization Level:</b> Current: 79-80-03-00-803      Proposed:	
<b>DIVISION/COMPARABLE:</b> Florida Condominiums, Timeshares & Mobile Homes		<b>Position Number:</b> 79000461	<b>FTE:</b> 1.0
<b>BUREAU/COMPARABLE:</b> Arbitration		<b>Current Broadband Level Code:</b> 23-1011-04	<b>Current Class Title:</b> Senior Attorney - SES
<b>SECTION/SUBSECTION:</b>		<b>Proposed Broadband Level Code:</b> 23-1011-03	<b>Proposed Class Title:</b> Attorney
<b>HEADQUARTERS/COUNTY CODE:</b> Tallahassee/037		<b>Type of Transaction:</b> Update	
<b>INCUMBENT:</b>		<b>APPROVAL AUTHORITY USE ONLY</b>	
<b>POSITION ATTRIBUTES:</b> EEO: 01 <input type="checkbox"/> 02 <input checked="" type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/>  CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/>  11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input checked="" type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> _____  Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		<b>Broadband Level Code:</b> 23-1011-03	<b>Class Code:</b> 7736
		<b>Approved By:</b>	
		<b>Effective Date:</b>	
		<b>APPROVED BROADBAND OCCUPATION:</b> Lawyers	
		<b>APPROVED CLASS TITLE:</b> Attorney	
1. This position reports directly to: Position Number <u>79000771</u> Broadband Level Code <u>23-1000-04</u> Broadband Occupation <u>Lawyers</u> Class Code <u>7738</u> Class Title <u>Senior Attorney</u>			
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? <u>Chapters 60, 86, 90, 92, 120, 326, 455, 468, 718, 719, 720, 721, and 723, Florida Statutes, all applicable rules within the Florida Administrative Code, and the U.S. Bankruptcy Code.</u>			
4. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
5. Current budget for which this position is accountable (if applicable):			
_____		_____	
Salaries & Benefits	O.P.S.	Expenses	
_____		_____	
F.C.O.	Data Processing	TOTAL ALLOTMENT	
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
	<p>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.</p> <p>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.</p> <p>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 pre- and post-hearing (or trial) filings.</p> <p>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.</p> <p>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.</p> <p>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.</p>

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.

9. Other job-related requirements for this position:  
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.

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: