

THIS POSITION IS LOCATED IN TALLAHASSEE.

IN ADDITION TO THIS SUPPLEMENTAL APPLICATION ATTACHED HERE, INTERESTED APPLICANTS *MUST* ALSO COMPLETE A STATE OF FLORIDA APPLICATION FOR THIS SPECIFIC POSITION THROUGH THE STATE OF FLORIDA PEOPLE FIRST SYSTEM, <https://jobs.myflorida.com/>.

The Parole Qualifications Committee, appointed by the Governor and Cabinet, pursuant to Chapter 947, Florida Statutes, announces it is currently accepting applications for one (1) Commissioner vacancy on the Florida Commission on Offender Review.

The incumbent in this position will be a candidate nominated to the Governor and Cabinet by the Parole Qualifications Committee, selected by the Governor and Cabinet to fill the vacancy, and confirmed by the Senate. The position is full-time, for a six (6) year term, beginning July 1, 2018, with an annual salary of \$91,724.

The Florida Commission on Offender Review, formerly known as the Florida Parole Commission (“the Commission”), is responsible for determining what persons shall be placed on parole and conditional medical release, setting the terms and conditions of parole and conditional medical release, determining whether an individual has violated the terms of parole and conditional medical release, and taking action with respect to such violations. The Commission is responsible for setting the terms and conditions of conditional release supervision, addiction recovery supervision, and control release supervision, determining whether an individual has violated the terms of these forms of release, and taking action with respect to such violations. The Commission makes recommendations to the Board of Executive Clemency, consisting of the Governor and Cabinet, concerning applications for various forms of clemency relief.

The Parole Qualifications Committee (“the Committee”) has established the following qualifications for applicants to the Commissioner position: (1) Florida residency; (2) willing to subject himself or herself to an extensive background investigation done, in part, by the Florida Department of Law Enforcement; (3) Bachelor’s degree from an accredited college or university; (4) five years experience in the criminal justice field; and (5) proficiency in the English language.

*Interested persons must submit BOTH the online State of Florida employment application through the People First system, located at [https://jobs.myflorida.com](https://jobs.myflorida.com/), to include any reference letters submitted as attachments, AND this supplemental application located here, on the Commission’s public website, [www.fcor.state.fl.us](http://www.fcor.state.fl.us). The completed supplemental application should be emailed to Nicole Cain, Human Resources Administrator, Commission on Offender Review, at [nicolecain@fcor.state.fl.us](mailto:nicolecain@fcor.state.fl.us), and to [fcorlegal@fcor.state.fl.us](mailto:fcorlegal@fcor.state.fl.us). A complete application MUST include all necessary contact information, including telephone number(s), a mailing address, an email address, and references concerning character, integrity, training, experience, and education. Additionally, an application that does not include BOTH a completed People First application AND the supplemental application will not be accepted or forwarded to the Parole Qualifications Committee for review.*

The Committee will evaluate each complete application. Following the evaluation, the Committee will interview those persons deemed to be most highly qualified for the Commissioner position. After completion of the interviews and pursuant to section 947.02(3), Florida Statutes, the Committee will present a list of three eligible candidates to the Governor and Cabinet. The Governor and the Cabinet may choose an individual nominated by the Committee or may reject the list and direct the Committee to reinitiate the nomination process.

ALL COMPLETED APPLICATIONS MUST BE RECEIVED BY 5:00 P.M., ON THE LAST DATE OF THE ADVERTISEMENT PERIOD, AS DETAILED IN THE PEOPLE FIRST ADVERTISEMENT. NO LATE APPLICATIONS WILL BE ACCEPTED OR FORWARDED TO THE COMMITTEE FOR CONSIDERATION. EARLY APPLICATIONS ARE ENCOURAGED.

APPLICANTS ARE STRONGLY DISCOURAGED FROM DIRECTLY CONTACTING OR HAVING OTHERS DIRECTLY CONTACT THE COMMITTEE MEMBERS ON HIS OR HER BEHALF. Instead, letters of support should be provided with the application. References may be verified by the Committee.

If you have any questions as to the application or application procedure, please contact Nicole Cain, Human Resources Administrator, Commission on Offender Review, at (850) 488-3417 or [nicolecain@fcor.state.fl.us](mailto:nicolecain@fcor.state.fl.us).

**BACKGROUND SCREENING REQUIREMENT:** It is the policy of the Florida Commission on Offender Review that any applicant being considered for employment must successfully complete a state and national criminal history check as a condition of employment before beginning employment, and also be screened in accordance with the requirements of Chapter 435, Florida Statutes, and, if applicable, Chapter 408, Florida Statutes. No applicant may begin employment until the background investigation results are received, reviewed, and approved by the Commission. Background investigations shall include, but not be limited to, fingerprinting for state and federal criminal records checks through the Florida Department of Law Enforcement and Federal Bureau of Investigation and may include local criminal history checks through local law enforcement agencies. Also, employees are subject to background re-screening.

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

Candidates requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority and/or People First Service Center (1-866-663-4735). Notification to the hiring authority must be made in advance to allow sufficient time to provide the accommodation.

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