

Allison M. Dudley

EXPERIENCE

██████████ Department of Health, ██████████ ██████████

November 2012 to Present

Attorney Manager, Office of the General Counsel - October 2016 to Present

Responsible for managing 16 lawyers engaged in the prosecution of medical doctors for disciplinary violations. Responsibilities include presenting cases before the Board of Medicine and litigating cases before the Division of Administrative Hearings.

Executive Director, Board of Pharmacy - March 2015 to September 2016

Managed a staff of 10 employees engaged in supporting the duties of the board, which included holding public meetings, licensing pharmacists and pharmacies, and public outreach concerning the laws and rules regarding the practice of pharmacy. Also, managed a staff of 7 employees responsible for the licensure of paramedics, emergency medical technicians, and radiologic technologists. Duties included analyzing legislation and meeting with state legislators and their staff.

Bureau Chief, Medical Quality Assurance - September 2014 to February 2015

Managed a staff of 166 employees, including 7 executive directors, responsible for the licensure and regulation of health care practitioners in the State of ██████████. Reviewed and analyzed legislation affecting the regulated health care professions.

Executive Director, Board of Medicine - November 2012 to August 2014

Managed a staff of 37 employees engaged in supporting the duties of the board which included the processing of all licensure applications for medical doctors and physician assistants in the state. Also, responsible for the management of the office surgery inspection program, which included five contracted inspectors.

Office of the Attorney General, ██████████ ██████████

Assistant Attorney General – September 2008 to October 2012

Responsible for the representation of multiple professional licensing boards in matters relating to discipline, licensing, ethics and rulemaking. Responsible for completing and submitting the annual regulatory plan for the boards. Served as hearing officer for student loan hearings for the Department of Education. Managed assignment of cases and defense of the ██████████ in fair hearings.

██████████ Department of Health, ██████████ ██████████

Senior Attorney – May 2006 to August 2008

Responsible for litigating medical malpractice and other disciplinary actions against physicians for the Florida Board of Medicine.

Office of the Public Defender, ██████████ ██████████

Felony Trial Attorney - August 2003 to May 2006

Responsible for a caseload of approximately seventy defendants charged with felonies and violations of probation. Served as primary attorney on ten jury trials.

McConaughay, Duffy, Coonrod, Pope & Weaver, P.A.

Associate - March 2003 to August 2003

Represented various insurance companies in workers' compensation claims in multiple counties in N. Responsibilities included taking depositions, preparing for final hearings, attending mediations, arguing motions at hearings and analyzing medical records.

Law Office of Ribler, Gilmartin and Sanchez,

House Counsel Attorney - June 2001 to March 2003

Represented Liberty Mutual Insurance Company and its policyholders in workers' compensation claims and automobile accident cases in. Responsibilities included conducting depositions, appearing at hearings, drafting memoranda of law and reviewing medical records.

Tolgyesi, Katz, Hankin and Katz, P.A.,

Associate - June 2000 to June 2001

Represented various insurance companies in automobile accident cases in

Public Defender, Judicial Circuit,

Felony Attorney - July 1999 to April 2000

Managed a caseload of approximately one hundred twenty defendants accused of felonies.

Public Defender, Judicial Circuit,

Misdemeanor Attorney - November 1998 to July 1999

Represented indigent defendants in criminal and Baker Act proceedings.

EDUCATION

University of College of Law

Juris Doctor - May 1998

Teaching Assistant, Legal Research and Writing, Spring 1999

Honors, Legal Research and Writing, Fall 1995

University of College of Liberal Arts and Sciences

Bachelor of Arts with honors, Political Science - Summer 1995

Phi Beta Kappa

Adam Mickiewicz University, Poznan,

Study abroad - Summer 1994

INTERESTS

Yoga, Surfing and Travel

Allison Dudley

REFERENCES

Mark Mikhael, PharmD
Former Chair, [REDACTED] Board of Pharmacy

[REDACTED]
mmikhael@prohealthmed.com

Daniel Biggins
Executive Director
Construction Industry Licensing Board

[REDACTED]
daniel.biggins@myfloridalicense.com

Louise Wilhite-St Laurent
Interim General Counsel
[REDACTED] Department of Health

[REDACTED]
louise.stlaurent@flhealth.gov

Matthew Witters
Interim Deputy General Counsel
[REDACTED] Department of Health

[REDACTED] C-65
matthew.witters@flhealth.gov

EXTERNAL CANDIDATE

Dudley, Allison Myers



Status:	New
Country:	United States
Attachments to be included in all Job Submissions:	Submission Attachments 1 attached
Attachments Added After Submission	Submission Attachments 0 attached
Vacancy Source:	People First
Relatives: To your knowledge, do you have any relatives working in this agency?	No
Right To First Interview	Not Applicable
	If you responded yes to the above statement, attach a copy of your official layoff letter when applying for this vacancy.
Veteran Status	None of the Above
ARE YOU CURRENTLY EMPLOYED WITH THE AGENCY TO WHICH YOU ARE CURRENTLY APPLYING?	No
HAVE YOU RECEIVED A PROMOTIONAL APPOINTMENT WITHIN THE CAREER SERVICE, SUBSEQUENT TO ACTIVE MILITARY SERVICE, WITH THE AGENCY TO WHICH YOU ARE APPLYING?	No
People First Initial VP Review	No Selection
People First Eligible VP Category (if different)	No Selection
Agency Final VP Eligibility Review	No Selection
Agency Final VP Category Determination	No Selection

Background Information

Comments

There are no items in this section.

Correspondence

Date: 09/05/2018 User: People First
 Action: Email
 Thank You for Your Interest in Job EXECUTIVE DIREC...

Offer Letter

There are no items in this section.

Application Status Audit Trail

Date: 09/05/2018 User: People First
 Status: New

Tags

There are no items in this section.

More Information

Alternate Phone Number:	
Mailing Address :*	
City*	
State:*	
ZIP Code:*	
Country*	United States
Exemption from public record: Are you a current or	Yes

	A "yes" answer to these questions will not automatically bar you from employment. The nature, job-relatedness, severity, and date of the offense in relation to the position you are applying are considered. [see 112.011, ██████████]	former law enforcement officer, other covered employee** or the spouse or child of one, whose information is exempt from public records disclosure under Section 119.071(4)
Have you ever been convicted of a felony or a first degree misdemeanor ?	No	(d) ██████████ Statutes ██████████
If yes, what were the charges ?		Citizenship: The State of ██████████ Yes
Where ? (City/State)		hires only U.S. citizens and lawfully authorized alien workers. You will be required to provide identification and either proof of citizenship or proof of authorization to work in the U.S. Are you a U.S. citizen or legally authorized to accept employment with the specific hiring authority to which you are applying? *
Date		
Have you ever pled nolo contendere or guilty to a crime which is a felony or a first degree misdemeanor ?	No	
If yes, what were the charges ?		
Where ? (City/State)		
Date		
Have you ever had the adjudication of guilt withheld for a crime which is a felony or first degree misdemeanor ?	No	Selective Service: Section 110.1128, ██████████ Statutes, prohibits employment by the state (including re-hire after a break in service) of any male born on or after October 1, 1962, who failed to register with the Selective Service System, under the provisions of the U.S. Military Selective Service Act, during the person's period of
If yes, what were the charges ?		Not Applicable
Where ? (City/State)		
Date		
	Signature I am aware that any omissions, falsifications, misstatements, or misrepresentations above may disqualify me for employment and, if I am hired, may be grounds for termination at a later date. I understand that any information I give may be investigated as allowed by law. I consent to the release of information about my ability, employment history, and	

fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, human resources staff, and other authorized employees of [REDACTED] state government for employment purposes. The consent shall continue to be effective during my employment if I am hired. I understand that applications submitted for state employment are public records. I certify to the best of my knowledge and belief all of the statements contained herein and on any attachments are true, correct, complete, and made in good faith.
If applicable, Complete Qualifying Questions prior to submitting your application.

eligibility (ages 18 through 25). Additionally, if currently employed by the state, this law prohibits the promotion of such person. You may be required to provide documentation. If you are a male born on or after October 1, 1962, have you registered with the Selective Service or do you have proof of an exemption from this requirement?

*

By checking this box, I certify that I have read and agree with these statements	Yes
Interview Result	
overdueInterviews	

✓ **Screening Details**

This position is located in [REDACTED]. Are you willing to work in [REDACTED]?	YES
The starting salary for this position is between \$80,000 and \$112,000 annually. This position may be hired at the minimum. Are you willing to accept a salary at the minimum of this range if offered the position?	NO
If you answered "No" to the above question, provide the minimum salary you are willing to accept.	\$95,000
Our Agency has a dual employment policy. If hired, the Agency reserves the right to approve or disapprove any new or continuing requests for employment outside of the agency depending on the circumstances. Would this affect your decision to accept employment if offered?	NO
Are you presently a member in good standing with [REDACTED] Bar Association?	Yes
Have you ever been disciplined by the [REDACTED] Bar or another state bar?	No
If yes, please explain the offense and any resulting disciplinary action. If no, please respond N/A.	

✓ **Periods of Employment**

Name of Employer*	Office of the Public Defender, [REDACTED] Judicial Circuit
Your Job Title*	Assistant Public Defender
Currently Employed*	No
Start Date*	11/02/1998
End Date*	07/02/1999
Hours Per Week*	40
Employer's Address	[REDACTED]
Supervisor's Name	Blaise Trettis
Supervisor's Phone Number	[REDACTED]
Duties and Responsibilities*	Represented indigent defendants in criminal and Baker Act proceedings.
Reason For Leaving*	Wanted to move to [REDACTED].
Your name, if different during employment	

Name of Employer*	Office of the Public Defender [REDACTED] Judicial Circuit
Your Job Title*	Assistant Public Defender
Currently Employed*	No
Start Date*	07/05/1999
End Date*	04/03/2000
Hours Per Week*	40
Employer's Address	[REDACTED]
Supervisor's Name	Retired.
Supervisor's Phone Number	
Duties and Responsibilities*	Managed a caseload of approximately one hundred twenty defendants accused of felonies.
Reason For Leaving*	Moved to [REDACTED]
Your name, if different during employment	

Name of Employer*	Togyesi, Katz, Hankin and Katz, P.A.
Your Job Title*	Associate
Currently Employed*	No
Start Date*	06/05/2000
End Date*	06/04/2001
Hours Per Week*	40

Employer's Address	Firm is no longer in existence.
Supervisor's Name	Rafael Katz
Supervisor's Phone Number	[REDACTED]
Duties and Responsibilities*	Represented various insurance companies in automobile accident cases in [REDACTED] and [REDACTED] Counties.
Reason For Leaving*	Obtained a position at Liberty Mutual.
Your name, if different during employment	

Name of Employer*	Law Office of Ribler, Gilmartin and Sanchez
Your Job Title*	Field Counsel
Currently Employed*	No
Start Date*	06/04/2001
End Date*	03/07/2003
Hours Per Week*	40
Employer's Address	[REDACTED]
Supervisor's Name	Maria Dantes-Sanchez
Supervisor's Phone Number	[REDACTED]
Duties and Responsibilities*	Represented Liberty Mutual Insurance Company and its policyholders in workers' compensation claims and automobile accident cases in [REDACTED]. Responsibilities included conducting depositions, appearing at hearings, drafting memoranda of law and reviewing medical records.
Reason For Leaving*	Moved to [REDACTED]
Your name, if different during employment	

Name of Employer*	McConnaughay, Duffy, Coonrod, Pope and Weaver, P.A.
Your Job Title*	Associate
Currently Employed*	No
Start Date*	04/07/2003
End Date*	08/01/2003
Hours Per Week*	50
Employer's Address	[REDACTED]
Supervisor's Name	R. Stephen Coonrod

Supervisor's Phone Number	[REDACTED]
Duties and Responsibilities*	Represented various insurance companies in workers' compensation claims.
Reason For Leaving*	Accepted a position at the Office of the Public Defender.
Your name, if different during employment	
Name of Employer*	Office of the Public Defender, [REDACTED] Judicial Circuit
Your Job Title*	Assistant Public Defender
Currently Employed*	No
Start Date*	08/04/2003
End Date*	05/04/2006
Hours Per Week*	40
Employer's Address	[REDACTED]
Supervisor's Name	Nancy Daniels
Supervisor's Phone Number	[REDACTED]
Duties and Responsibilities*	Responsible for a caseload of approximately seventy defendants charged with felonies and violations of probation.
Reason For Leaving*	Wanted to move to civil practice and accepted position at the [REDACTED] Department of Health.
Your name, if different during employment	
Name of Employer*	[REDACTED] Department of Health
Your Job Title*	Assistant General Counsel
Currently Employed*	No
Start Date*	05/05/2006
End Date*	08/08/2008
Hours Per Week*	40
Employer's Address	[REDACTED]
Supervisor's Name	Ephraim Livingston
Supervisor's Phone Number	[REDACTED]
Duties and Responsibilities*	Responsible for litigating medical malpractice and other disciplinary cases against physicians for the [REDACTED] Board of Medicine.

Reason For Leaving*	Obtained a position at the Office of the Attorney General.
Your name, if different during employment	
Name of Employer*	Office of the Attorney General
Your Job Title*	Assistant Attorney General
Currently Employed*	No
Start Date*	08/11/2008
End Date*	11/01/2012
Hours Per Week*	40
Employer's Address	[REDACTED]
Supervisor's Name	Edward Tellechea
Supervisor's Phone Number	[REDACTED]
Duties and Responsibilities*	Responsible for the representation of multiple professional licensing boards in matters relating to discipline, licensing, ethics, and rulemaking. Served as hearing officer for student loan hearings for the Department of Education.
Reason For Leaving*	Accepted a position as Executive Director for the [REDACTED] Department of Health.
Your name, if different during employment	
Name of Employer*	Department of Health, Bureau of Health Care Practitioner Regulation
Your Job Title*	Executive Director / Bureau Chief
Currently Employed*	No
Start Date*	11/02/2012
End Date*	10/06/2016
Hours Per Week*	40
Employer's Address	[REDACTED]
Supervisor's Name	Lucy Gee
Supervisor's Phone Number	[REDACTED]
Duties and Responsibilities*	Served as Bureau Chief and Executive Director for the Boards of Medicine and Pharmacy. Managed the employees responsible for processing license applications for medical doctors, pharmacists, pharmacies and emergency medical technicians. Analyzed legislation

	affecting the professions and interacted with legislators and staff. Managed the proceedings of the boards.
Reason For Leaving*	Obtained promotion to the General Counsel's office.
Your name, if different during employment	
Name of Employer*	Department of Health, Office of the General Counsel
Your Job Title*	Attorney Manager
Currently Employed*	Yes
Start Date*	10/07/2016
End Date*	MM/DD/YYYY
Hours Per Week*	40
Employer's Address	
Supervisor's Name	Matthew Witters
Supervisor's Phone Number	
Duties and Responsibilities*	Responsible for the management of 16 lawyers engaged in the disciplinary prosecution of medical doctors and physician assistants.
Reason For Leaving*	Presently employed in this position.
Your name, if different during employment	

✓ **Formal Education**

Name of School*	University of ████████, College of Liberal Arts and Science
Location*	██████████
Start Date*	08/10/1992
End Date	07/21/1995
Course of Study	Political Science
Degree Earned (transcripts may be required)*	Bachelors
Credit Hours – Quarter	124
Credit Hours – Semester	
Name of School*	University of ████████, College of Law
Location*	██████████

Start Date*	08/05/1995
End Date	05/08/1998
Course of Study	Law
Degree Earned (transcripts may be required)*	Other Degree Type
Credit Hours – Quarter	
Credit Hours – Semester	88

✓ Language Skills

There are no items in this section.

✓ License, Registration or Certification

License, Registration or Certification*	Member of the [REDACTED] Bar
Number	159913
State Licensing Agency	[REDACTED] Bar
Received	12/28/1998
Expires	MM/DD/YYYY

✓ Job-Related Training or Course Work

There are no items in this section.

✓ Knowledge, Skills and Abilities

Knowledge, Skills and Abilities	Through working as both a prosecutor and as counsel to various regulatory boards, I have developed a strong background in administrative law. Additionally, I have gained extensive management experience while working at the Department of Health in various rolls, including serving as executive director to two professions.
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Kim M. Fluharty-Denson

SUMMARY: Attorney with 27+ years of experience, 25 years with the State of [REDACTED] licensed in two states with experience litigating in state and federal courts, and before administrative tribunals. I am known for my ability to objectively review issues and make effective and timely decisions. Understanding the importance of maintaining a calm and professional temperament, I confidently manage difficult situations.

SKILLS/CORE COMPETENCIES:

- Attorney/Supervisor
- Strategic Thinking/Analysis
- Conceptual Thinking
- Problem Solving
- Research and Documentation
- Communication -Written/Verbal
- Identify and Report Potential Issues
- Manage Change
- Foster Innovation
- Organized and Proactive
- Judicial Temperament/Decisive
- Ethical and Professional
- Integrity and Legal Courage
- Listening Skills
- Foster Team Attitude with Staff

EXPERIENCE:

State of [REDACTED] **2015 – 2018** [REDACTED]

Department of Financial Services

Executive Senior Attorney

- Supervise, instruct, counsel and evaluate employees, up to six senior attorneys
- Recommend and administer corrective action with supervisor approval
- Recruit and assist with hiring senior attorneys and support staff, and act as a senior mentor to designated attorneys and staff
- Assign work and aid in the distribution and monitoring of assignments of designated attorneys
- Provide counsel to department staff on complex and involved matters affecting the department
- Handle complex in-house opinions in areas under the jurisdiction of the department
- Manage all aspects of complex legislation affecting the department, including drafting, analysis, and research
- Represent the Department in litigation before PERC, the Division of Administrative Hearings, and in state and federal courts
- Assign and oversee informal proceedings held before the Department
- Prepare and oversee the preparation of final and non-final orders
- Advise agency personnel officers and managers regarding all labor and employment matters

Assistant General Counsel **2008 – 2015** [REDACTED]

- Provided counsel to other departmental staff on complex and involved matters affecting the Department
- Represented the department in complex and involved litigation before the Division of Administrative Hearings, and in state and federal courts
- Reviewed proposed legislation and prepared bill analysis, which often required representation before various legislative committees
- Prepared final orders, handled personnel issues and labor and employment issues, including collective bargaining, grievance and arbitration proceedings

Kim Fluharty-Denson
Page 2 of 3

State of [REDACTED] 2003 – 2008 [REDACTED]

[REDACTED] Parole Commission

General Counsel

- Responsible for the administration and supervision of the Commission's legal office and administrative staff
- Served as legal counsel to and for the Commission and participated in upper level management and policy making planning sessions
- Exercised independent judgment predicated upon extensive legal and administrative experience in the implementation of the powers, duties, and functions of the Commission as related to its constitutional jurisdiction and statutory authority
- Represented the Commission in proceedings before the state and federal judiciary, the Governor and Cabinet sitting as the Clemency Board, legislative committees, and before administrative bodies

Administrative Analyst 2000 – 2003 [REDACTED]

- Reported directly to Commissioner David (served as Chairman 2003 – 2008), and served as her administrative aide
- Assisted the Commissioner in the coordination of administrative tasks and assignments that were complex in nature and very broad in objective, with the integration of diverse functions
- Reviewed inmate files and other related materials, monitored changes in the law, and Commission rules, policies and procedures
- Made recommendations, contacted public officials, governmental agencies and private concerns to gather pertinent document and information
- Held dual position of Acting Human Resources Administrator from July 2003 through August 2003, handling all employment and labor issues

Assistant General Counsel 1996 – 2000 [REDACTED]

- Conducted litigation from initial complaint/pleading through final appellate order
- Analyzed both civil and criminal matters arising at every level of the state and federal judicial systems, as well as for quasi-judicial entities
- Supervised and trained administrative personnel and Commission staff
- Awarded Employee of the Month for the Central Office in 1998
- Awarded Employee of the Year for the Central Office in 1998

State of Florida 1995 – 1996 [REDACTED]

[REDACTED] Division of Retirement

Assistant Division Attorney

- Supervised and trained administrative personnel
- Managed cases from initial stages to final disposition
- Presented cases to the State Retirement Commission and conducted informal hearings before the Director of the Division of Retirement
- Conducted formal hearings before the Division of Administrative Hearings, handling appellate issues in the appropriate jurisdiction and overseeing and approving the implementation of Qualified Domestic Relations Orders

Kim Fluharty-Denson

Page 3 of 3

State of [REDACTED] 1993 – 1995 [REDACTED]

[REDACTED] Department of Business and Professional Regulation/
Agency for Health Care Administration
Attorney

- Supervised and trained administrative personnel
- Managed cases from initial stages to final action
- Presented cases to probable cause, board meetings and the Division of Administrative Hearings

State of [REDACTED] 1991 – 1993 [REDACTED]

Supreme Court of Appeals of [REDACTED]
Writ Clerk

- Reviewed and presented petitions filed for appeal consideration to the Court, in chambers
- Prepared bench memorandums for the Justices

EDUCATION:

[REDACTED] University College of Law [REDACTED]

- Juris Doctor, May 1991

[REDACTED] University [REDACTED]

- Bachelor of Science – Major: Psychology/ Minor: Political Science, April 1986

LICENSES:

Member, [REDACTED]

- Admitted May 7, 1993

Member, [REDACTED]

- Admitted September 23, 1991

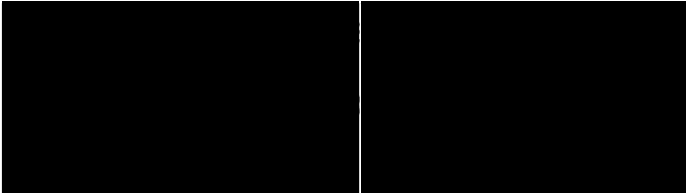
HONORS AND ACTIVITIES:

- Oral Advocacy Competition - [REDACTED] Law School (Volunteer Judge)
- [REDACTED] Women Lawyers
- Lifetime Member [REDACTED] Council on Crime and Delinquency
 - State Board Committee Co-Chair 2003–2010/Co-Legal Counsel for the Board 2003- 2008
 - Distinguished Service Award for Criminal Justice (Chapter and State levels)
 - Bill Bedingfield Scholarship
 - FCCD Task Force
- [REDACTED] Government Bar Association – Treasurer 2000 – 2001, Director 2001 – 2002
- [REDACTED] Attorneys Saving Homes -FASH (pro bono work for [REDACTED] homeowners)
- Guardian Ad Litem (Volunteer Attorney – Former)
- Read-A-Loud Program (Volunteer for elementary school – Former)
- At Risk Program (Volunteer – Former)
- Moot Court Board (Selection based on excellence in brief writing and oral advocacy)
- Legal Clinic (Student Attorney for Indigent Clients)

Kim Fluharty-Denson

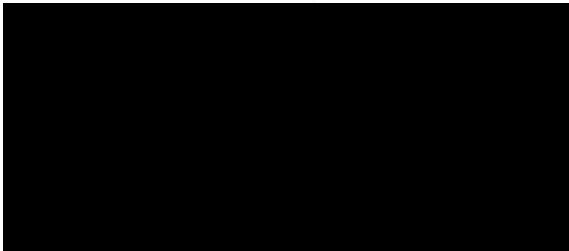
REFERENCES

PK Jameson, Esquire

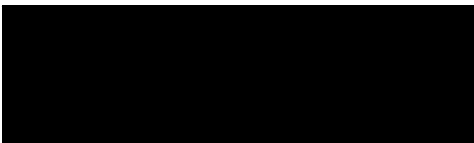


Simon Blank, Director

Division of Investigative and Forensic Services

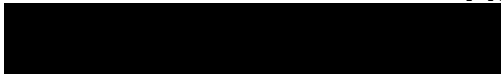


Monica Morris, Chairman/Retired



EXTERNAL CANDIDATE

Fluharty-Denson, Kim M



Status:	New
Country:	United States
Attachments to be included in all Job Submissions:	Submission Attachments 2 attached
Attachments Added After Submission	Submission Attachments 0 attached
Vacancy Source:	People First
Relatives: To your knowledge, do you have any relatives working in this agency?	No
Right To First Interview	Not Applicable
	If you responded yes to the above statement, attach a copy of your official layoff letter when applying for this vacancy.
Veteran Status	None of the Above
ARE YOU CURRENTLY EMPLOYED WITH THE AGENCY TO WHICH YOU ARE CURRENTLY APPLYING?	No
HAVE YOU RECEIVED A PROMOTIONAL APPOINTMENT WITHIN THE CAREER SERVICE, SUBSEQUENT TO ACTIVE MILITARY SERVICE, WITH THE AGENCY TO WHICH YOU ARE APPLYING?	No
People First Initial VP Review	No Selection
People First Eligible VP Category (if different)	No Selection
Agency Final VP Eligibility Review	No Selection
Agency Final VP Category Determination	No Selection

Background Information

∨ **Comments**

There are no items in this section.

∨ **Correspondence**

Date: 08/30/2018 User: People First
 Action: Email
 Thank You for Your Interest in Job EXECUTIVE DIREC...

∨ **Offer Letter**

There are no items in this section.

∨ **Application Status Audit Trail**

Date: 08/30/2018 User: People First
 Status: New

∨ **Tags**

There are no items in this section.

∨ **More Information**

Alternate Phone Number:	
Mailing Address :*	
City*	
State:*	
ZIP Code:*	
Country*	United States
Exemption from public record: Are you a current or former law	Yes

	<p>A "yes" answer to these questions will not automatically bar you from employment. The nature, job-relatedness, severity, and date of the offense in relation to the position you are applying are considered. [see 112.011, ██████].</p>	<p>enforcement officer, other covered employee** or the spouse or child of one, whose information is exempt from public records disclosure under Section 119.071(4)(d), ██████ Statutes ██████ ? *</p>	
<p>Have you ever been convicted of a felony or a first degree misdemeanor ?</p>	<p>No</p>	<p>Citizenship: The State of ██████ hires only U.S. citizens and lawfully authorized alien workers. You will be required to provide identification and either proof of citizenship or proof of authorization to work in the U.S. Are you a U.S. citizen or legally authorized to accept employment with the specific hiring authority to which you are applying? *</p>	<p>Yes</p>
<p>If yes, what were the charges ?</p>		<p>Selective Service: Section 110.1128, ██████ Statutes, prohibits</p>	<p>Not Applicable</p>
<p>Where ? (City/State)</p>		<p>employment by the state (including re-hire after a break in service) of any male born on or after October 1, 1962, who failed to register with the Selective Service System, under the provisions of the U.S. Military Selective Service Act, during the person's period of eligibility (ages 18 through 25). Additionally, if currently employed by the state, this law prohibits the promotion of such</p>	
<p>Date</p>		<p>Signature</p> <p>I am aware that any omissions, falsifications, misstatements, or misrepresentations above may disqualify me for employment and, if I am hired, may be grounds for termination at a later date. I understand that any information I give may be investigated as allowed by law. I consent to the release of information about my ability, employment history, and</p>	
<p>Have you ever pled nolo contendere or guilty to a crime which is a felony or a first degree misdemeanor ?</p>	<p>No</p>		
<p>If yes, what were the charges ?</p>			
<p>Where ? (City/State)</p>			
<p>Date</p>			
<p>Have you ever had the adjudication of guilt withheld for a crime which is a felony or first degree misdemeanor ?</p>	<p>No</p>		
<p>If yes, what were the charges ?</p>			
<p>Where ? (City/State)</p>			
<p>Date</p>			

fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, human resources staff, and other authorized employees of [REDACTED] state government for employment purposes. The consent shall continue to be effective during my employment if I am hired. I understand that applications submitted for state employment are public records. I certify to the best of my knowledge and belief all of the statements contained herein and on any attachments are true, correct, complete, and made in good faith.

If applicable, Complete Qualifying Questions prior to submitting your application.

person. You may be required to provide documentation. If you are a male born on or after October 1, 1962, have you registered with the Selective Service or do you have proof of an exemption from this requirement? *

By checking this box, I certify that I have read and agree with these statements	Yes
Interview Result	
overdueInterviews	

Screening Details

This position is located in [REDACTED]. Are you willing to work in [REDACTED]?	YES
The starting salary for this position is between \$80,000 and \$112,000 annually. This position may be hired at the minimum. Are you willing to accept a salary at the minimum of this range if offered the position?	YES
If you answered "No" to the above question, provide the minimum salary you are willing to accept.	
Our Agency has a dual employment policy. If hired, the Agency reserves the right to approve or disapprove any new or continuing requests for employment outside of the agency depending on the circumstances. Would this affect your decision to accept employment if offered?	NO
Are you presently a member in good standing with the [REDACTED] Bar Association?	Yes
Have you ever been disciplined by the [REDACTED] Bar or another state bar?	No
If yes, please explain the offense and any resulting disciplinary action. If no, please respond N/A.	

Periods of Employment

Name of Employer*	Department of Business and Professional Regulation
Your Job Title*	Attorney
Currently Employed*	No
Start Date*	02/03/1993
End Date*	08/25/1995
Hours Per Week*	40
Employer's Address	
Supervisor's Name	William Woodyard
Supervisor's Phone Number	
Duties and Responsibilities*	Responsible for managing licensing cases from the initial stages to final agency action.
Reason For Leaving*	Resigned.
Your name, if different during employment	Kim Fluharty

Name of Employer*	██████ Department of Financial Services
Your Job Title*	Executive Senior Attorney
Currently Employed*	No
Start Date*	10/01/2015
End Date*	06/01/2018
Hours Per Week*	40
Employer's Address	████████████████████
Supervisor's Name	LIZ KELLEY(HR)
Supervisor's Phone Number	
Duties and Responsibilities*	Directly responsible for supervising, instructing, counseling, and evaluating nine employees including six senior attorneys. Recommends and administers corrective action with supervisor approval. Recruits and assists with the hiring of senior attorneys and support staff and acts as a senior mentor to designated attorneys and staff. Assigns work and aids in the distribution and monitoring of assignments of designated attorneys. Provides counsel to department staff on complex and involved matters affecting the department. Handles complex in-house opinions in areas under the jurisdiction of the department. Handles all aspects of complex legislation affecting the department, including drafting, analysis, and research. Represents the department in complex

	and involved litigation before PERC, Division of Administrative Hearings, instate, circuit, and federal district courts. Assigns and oversees conduct of informal proceedings. Prepares and oversees preparation of final and non-final orders. Advises agency personnel officers and managers regarding all labor and employment matters.
Reason For Leaving*	Resigned
Your name, if different during employment	KIM FLUHARTY

Name of Employer*	██████████ Department of Financial Services
Your Job Title*	Assistant General Counsel
Currently Employed*	No
Start Date*	12/31/2008
End Date*	09/30/2015
Hours Per Week*	40
Employer's Address	████████████████████
Supervisor's Name	Liz Kelley(HR)
Supervisor's Phone Number	
Duties and Responsibilities*	This position provides counsel to other departmental staff on complex and involved matters affecting the department. Represents the Department in complex and involved litigation before the Division of Administrative Hearings, and in state and federal courts. Reviews proposed legislation and prepares bill analyses which may require representation before various legislative committees. Prepares final orders, handles personnel issues, handles labor and employment issues including collective bargaining, grievance and arbitration proceedings, and reviews contracts and assists in rules review.
Reason For Leaving*	Promoted within Department.
Your name, if different during employment	Kim Fluharty

Name of Employer*	████████████████████ Commission
Your Job Title*	General Counsel
Currently Employed*	No
Start Date*	08/01/2003
End Date*	12/30/2008

Hours Per Week*	40
Employer's Address	██████████
Supervisor's Name	Monica Morris
Supervisor's Phone Number	██████████
Duties and Responsibilities*	This position reports directly to the Chairman of the Commission. Responsible for the administration and supervision of the Commission's legal office and administrative staff, serves as the principal legal counsel to and for the Commission and participates in upper level management and policy making planning sessions. Exercises independent judgment predicated upon extensive legal and administrative experience in the implementation of the powers, duties, and functions of the Commission as related to its constitutional jurisdiction and statutory authority. Represents the Commission in proceedings before the State and Federal Judiciary, before the Governor and Cabinet sitting as the Clemency Board, before legislative committees, and before administrative bodies.
Reason For Leaving*	Accepted position with ██████.
Your name, if different during employment	Kim Fluharty

Name of Employer*	██████████ Commission
Your Job Title*	Administrative Analyst/Acting Human Resources Administrator
Currently Employed*	No
Start Date*	10/01/2000
End Date*	08/01/2003
Hours Per Week*	40
Employer's Address	██████████
Supervisor's Name	Monica Morris
Supervisor's Phone Number	██████████
Duties and Responsibilities*	Administrative Analyst position reports directly to Commissioner David (served as Chairman 2003-2008) and serves as her administrative aide. Assists the Commissioner in the coordination of administrative tasks and/or assignments that are complex in nature and very broad in objective, with the integration of diverse functions. Reviews inmate files and other related materials, monitors

	changes in the law, Commission rules, policies and procedures, analyzes documents and makes recommendations, contacts public officials, governmental agencies and private concerns to gather pertinent documents and/or information. Also held the dual position of Acting Human Resources Administrator from July 2003-August 2003 and handled all employment and labor issues.
Reason For Leaving*	Promoted.
Your name, if different during employment	Kim Fluharty

Name of Employer*	██████████ Commission
Your Job Title*	Assistant General Counsel
Currently Employed*	No
Start Date*	07/01/1996
End Date*	09/29/2000
Hours Per Week*	40
Employer's Address	████████████████████
Supervisor's Name	William Camper
Supervisor's Phone Number	
Duties and Responsibilities*	Responsible for conducting complex and technical litigation from initial complaint or pleading through final appellate order. Responsible for analyzing both civil and criminal matters arising at every level of the State and Federal judicial systems as well as before quasi-judicial entities. Responsible for supervising and training administrative personnel and Commission staff. Awarded Employee of the Month for the Central Office in 1998 and Employee of the Year for the Central Office in 1998.
Reason For Leaving*	Accepted another position at ██████████
Your name, if different during employment	Kim Fluharty

Name of Employer*	██████████ Division of Retirement
Your Job Title*	Assistant Division Attorney
Currently Employed*	No
Start Date*	09/01/1995
End Date*	07/01/1996
Hours Per Week*	40

Employer's Address	██████████
Supervisor's Name	Stanley Danek
Supervisor's Phone Number	
Duties and Responsibilities*	Responsible for supervising and training administrative personnel. Responsible for managing cases, referred to the legal department, from the initial stages to final disposition; including, but not limited to, presenting cases to the State Retirement Commission, conducting informal hearings before the Director of the Division of Retirement, conducting formal hearings before the Division of Administrative Hearings, handling appellate issues in the appropriate jurisdiction and overseeing and approving the implementation of Qualified Domestic Relations Orders ██████████ Department of Business and Professional Regulation/Agency for Health Care Administration - ██████████ ██████████ February 1993 to August 1995. Attorney. Responsible for supervising and training administrative personnel. Responsible for managing cases, referred to the legal department, from the initial stages to final action; including, but not limited to, presenting cases to probable cause, Board meetings and/or Division of Administrative Hearings.
Reason For Leaving*	Accepted position with ██████████
Your name, if different during employment	Kim Fluharty
Name of Employer*	██████████ Court of Appeals of ██████████
Your Job Title*	Writ Clerk
Currently Employed*	No
Start Date*	05/01/1991
End Date*	01/31/1993
Hours Per Week*	40
Employer's Address	████████████████████
Supervisor's Name	Thomas McQuain
Supervisor's Phone Number	
Duties and Responsibilities*	Reviewed and presented petitions filed for appeal consideration to the Court in their chambers. Prepared bench memorandums for the Justices.
Reason For Leaving*	Relocated for new employment opportunity.

Your name, if different during employment	Kim Fluharty
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✓ **Formal Education**

Name of School*	██████████ University
Location*	██████████
Start Date*	08/30/1982
End Date	04/25/1986
Course of Study	
Degree Earned (transcripts may be required)*	Bachelors
Credit Hours – Quarter	
Credit Hours – Semester	

Name of School*	██████████ University College of Law
Location*	████████████████████
Start Date*	08/29/1988
End Date	05/17/1991
Course of Study	Law
Degree Earned (transcripts may be required)*	Doctorate
Credit Hours – Quarter	
Credit Hours – Semester	

✓ **Language Skills**

There are no items in this section.

✓ **License, Registration or Certification**

License, Registration or Certification*	██████████ License
Number	
State Licensing Agency	
Received	MM/DD/YYYY
Expires	MM/DD/YYYY

License, Registration or Certification*	██████████ Bar License
------------------------------------------------	------------------------

Number	
State Licensing Agency	
Received	MM/DD/YYYY
Expires	MM/DD/YYYY

✓ **Job-Related Training or Course Work**

There are no items in this section.

✓ **Knowledge, Skills and Abilities**

There are no items in this section.

ERIC M. LIPMAN**Legal Experience:****[REDACTED] Elections Commission****2009 to Present**

General Counsel: (Assignments have been based on the needs of the office). Prepare written recommendations for Commission's determination of probable cause; Litigate cases having disputed issues of material fact before the Commission and Division of Administrative Hearings; Represent the Commission in appellate proceedings, including two oral arguments resulting in favorable written opinions; Review incoming complaints and make recommendations to the Executive Director regarding legal sufficiency; Assist with interviewing and hiring of new attorneys; Supervise staff paralegal; Provide legal guidance to investigative staff on pending cases.

August 2018 to Present

During the current hiring process for a new Executive Director; I exercise those duties and responsibilities of the Executive Director that are legal in nature; Determine legal sufficiency of new complaints; Review and approve Staff Recommendations prepared by agency attorney; Oversee and coordinate the work of agency attorneys.

2010 to 2013 (as needed)

Interim Executive Director: Manage day-to-day operations of the Florida Elections Commission's office as requested by the Commission; Supervise all commission staff; Interview and hire office staff; Prepare staff evaluations; Review and determine legal sufficiency of incoming complaints; Oversee management of all agency cases; Prepare written recommendations for probable cause determinations; Litigate cases before the Commission, Division of Administrative Hearings and other [REDACTED] courts.

2001 to 2009

Assistant General Counsel: Prosecuted and litigated election transparency violations before the [REDACTED] Commission, the Division of Administrative Hearings, and other [REDACTED] courts.

[REDACTED] Department of Children & Families**1998 to 2001**

Senior Supervising Attorney - Child Welfare Legal Services: Drafted, filed, and prosecuted Shelter, Dependency, and Termination of Parental Rights actions from commencement to final judgment; Advised and provided guidance to Department caseworkers and supervisors; Coordinated with Department of Revenue to streamline paternity testing for families involved in child welfare system.

Manager and head attorney in [REDACTED] office; Managed and evaluated attorneys, paralegals, and administrative staff; Senior Supervising attorney in [REDACTED] Counties (1999-2001); Supervised paralegal; Mentored and supervised work of legal intern.

Office of the Attorney General - S**1997 to 1998**

Deputy Attorney General: Represented the Department of Human Resources - Division of Child and Family Services; Prosecuted child protection cases, including Termination of Parental Rights actions and cases involving the Indian Child Welfare Act; Represented the Division of Child Support Enforcement; Assisted with establishment and implementation of pilot program to establish paternity through an administrative process; Developed legal forms for child support proceedings; Reviewed and filed Petitions for Establishment of Paternity and Petitions for Establishment of Child Support.

Department of Children & Families**1994 to 1997**

Senior Attorney: Attorney for Department of Children & Families - Child Welfare Legal Services in Marion County. Prosecuted multiple child welfare legal cases; Drafted and prosecuted Shelter Petitions and Dependency Petitions from commencement to final judgment; Advised Department caseworkers and supervisors at internal case meetings.

Other Relevant Experience**Coach****2017 to Present**

University
Undergraduate Mock Trial Team

Regional Director Youth Director**1984 to 1988**

Regional Director of a 1,000- member regional youth organization; Planned, secured all staff, executed, and supervised two five to seven night retreats and five weekend events during school year; Developed and facilitated leadership training and "team building" programs; Planned, implemented and responsible for all aspects of a six-week residential social justice program.

Education**University of School of Law**

J. D. Cum Laude

May 1991**University**

A.B. in Politics

May 1984**Bar Admissions and Certifications**

The Bar (Admitted 1992)
State Bar of (Admitted 1991)
Circuit Court of Appeals

U. S. District Court -
U. S. District Court -
U. S. District Court -

Certified Public Manager
Center for Public Management

Certificate Conferred 2018

References for Eric M. Lipman

1. **Judge Simone Marstiller (Retired), Former [REDACTED] Executive Director**

[REDACTED]

2. **Rosanna Catalano, Former [REDACTED] Executive Director**

[REDACTED]

3. **Tim Holladay, Former [REDACTED] Chair**

[REDACTED]

4. **Alia Faraj-Johnson, Former [REDACTED] Commissioner**

[REDACTED]

5. **Brian Seymour, Former [REDACTED] Commissioner**

[REDACTED]

EXTERNAL CANDIDATE

Lipman, Eric M



Application	
Status:	New
Country:	United States
Attachments to be included in all Job Submissions:	Submission Attachments 1 attached
Attachments Added After Submission	Submission Attachments 0 attached
Vacancy Source:	Other
Relatives: To your knowledge, do you have any relatives working in this agency?	No
Right To First Interview	Not Applicable
	If you responded yes to the above statement, attach a copy of your official layoff letter when applying for this vacancy.
Veteran Status	None of the Above
ARE YOU CURRENTLY EMPLOYED WITH THE AGENCY TO WHICH YOU ARE CURRENTLY APPLYING?	Yes
HAVE YOU RECEIVED A PROMOTIONAL APPOINTMENT WITHIN THE CAREER SERVICE, SUBSEQUENT TO ACTIVE MILITARY SERVICE, WITH THE AGENCY TO WHICH YOU ARE APPLYING?	No
People First Initial VP Review	No Selection
People First Eligible VP Category (if different)	No Selection
Agency Final VP Eligibility Review	No Selection
Agency Final VP Category Determination	No Selection

Background Information

✓ **Comments**

There are no items in this section.

✓ **Correspondence**

Date: 09/05/2018 User: People First
 Action: Email
 Thank You for Your Interest in Job EXECUTIVE DIREC...

✓ **Offer Letter**

There are no items in this section.

✓ **Application Status Audit Trail**

Date: 09/05/2018 User: People First
 Status: New

✓ **Tags**

There are no items in this section.

✓ **More Information**

Alternate Phone Number:	
Mailing Address :*	
City*	
State:*	
ZIP Code:*	
Country*	United States
Exemption from public record: Are you a current or	Yes

	<p>A "yes" answer to these questions will not automatically bar you from employment. The nature, job-relatedness, severity, and date of the offense in relation to the position you are applying are considered. [see 112.011, ██████]</p>		
<p>Have you ever been convicted of a felony or a first degree misdemeanor ?</p>	<p>No</p>	<p>former law enforcement officer, other covered employee** or the spouse or child of one, whose information is exempt from public records disclosure under Section 119.071(4)</p>	
<p>If yes, what were the charges ?</p>		<p>(d) ██████ *</p>	
<p>Where ? (City/State)</p>		<p>Citizenship: The State of ██████</p>	<p>Yes</p>
<p>Date</p>		<p>hires only U.S. citizens and lawfully authorized alien workers. You will be required to provide identification and either proof of citizenship or proof of authorization to work in the U.S.</p>	
<p>Have you ever pled nolo contendere or guilty to a crime which is a felony or a first degree misdemeanor ?</p>	<p>No</p>	<p>Are you a U.S. citizen or legally authorized to accept employment with the specific hiring authority to which you are applying? *</p>	
<p>If yes, what were the charges ?</p>			
<p>Where ? (City/State)</p>			
<p>Date</p>			
<p>Have you ever had the adjudication of guilt withheld for a crime which is a felony or first degree misdemeanor ?</p>	<p>No</p>		
<p>If yes, what were the charges ?</p>		<p>Selective Service: Section 110.1128, ██████, prohibits employment by the state (including re-hire after a break in service) of any male born on or after October 1, 1962, who failed to register with the Selective Service System, under the provisions of the U.S. Military Selective Service Act, during the person's period of</p>	<p>No</p>
<p>Where ? (City/State)</p>			
<p>Date</p>			
	<p>Signature</p> <p>I am aware that any omissions, falsifications, misstatements, or misrepresentations above may disqualify me for employment and, if I am hired, may be grounds for termination at a later date. I understand that any information I give may be investigated as allowed by law. I consent to the release of information about my ability, employment history, and</p>		

fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, human resources staff, and other authorized employees of [REDACTED] state government for employment purposes. The consent shall continue to be effective during my employment if I am hired. I understand that applications submitted for state employment are public records. I certify to the best of my knowledge and belief all of the statements contained herein and on any attachments are true, correct, complete, and made in good faith.
If applicable, Complete Qualifying Questions prior to submitting your application.

eligibility (ages 18 through 25). Additionally, if currently employed by the state, this law prohibits the promotion of such person. You may be required to provide documentation. If you are a male born on or after October 1, 1962, have you registered with the Selective Service or do you have proof of an exemption from this requirement?

By checking this box, I certify that I have read and agree with these statements	Yes
Interview Result	
overdueInterviews	

*

✓ **Screening Details**

This position is located in [REDACTED]. Are you willing to work in [REDACTED]?	YES
The starting salary for this position is between \$80,000 and \$112,000 annually. This position may be hired at the minimum. Are you willing to accept a salary at the minimum of this range if offered the position?	YES
If you answered "No" to the above question, provide the minimum salary you are willing to accept.	
Our Agency has a dual employment policy. If hired, the Agency reserves the right to approve or disapprove any new or continuing requests for employment outside of the agency depending on the circumstances. Would this affect your decision to accept employment if offered?	NO
Are you presently a member in good standing with the [REDACTED] Bar Association?	Yes
Have you ever been disciplined by the [REDACTED] Bar or another state bar?	No
If yes, please explain the offense and any resulting disciplinary action. If no, please respond N/A.	N/A

✓ **Periods of Employment**

Name of Employer*	[REDACTED] Commission
Your Job Title*	General Counsel
Currently Employed*	Yes
Start Date*	12/01/2009
End Date*	MM/DD/YYYY
Hours Per Week*	40+
Employer's Address	[REDACTED]
Supervisor's Name	M. Scott Thomas, [REDACTED] Chair
Supervisor's Phone Number	[REDACTED]
Duties and Responsibilities*	Assignments have been based on the needs of the office. Prepare written recommendations for Commission's determination of probable cause; Litigate cases having disputed issues of material fact before the Commission and Division of Administrative Hearings; Represent the Commission in appellate proceedings, including two oral arguments resulting in favorable written opinions; Review incoming complaints and make recommendations to the Executive Director regarding legal sufficiency; Assist with interviewing and hiring of new attorneys; Supervise staff paralegal; Provide legal guidance to investigative staff on pending cases.
Reason For Leaving*	Applying for Executive Director Position
Your name, if different during employment	

Name of Employer*	[REDACTED] Commission
Your Job Title*	General Counsel
Currently Employed*	Yes
Start Date*	09/04/2018
End Date*	MM/DD/YYYY
Hours Per Week*	40+
Employer's Address	[REDACTED]
Supervisor's Name	M. Scott Thomas, [REDACTED] Chair
Supervisor's Phone Number	[REDACTED]
Duties and Responsibilities*	During the current hiring of a new Executive Director, I exercise those duties and responsibilities of the Executive Director that are legal in nature; Determine legal sufficiency of

	new complaints; Review and approve Staff Recommendations prepared by agency attorneys; Oversee and coordinate the work of agency attorneys.
Reason For Leaving*	Applying for Executive Director position
Your name, if different during employment	

Name of Employer*	██████████ Commission
Your Job Title*	Interim Executive Director
Currently Employed*	No
Start Date*	01/01/2010
End Date*	12/31/2013
Hours Per Week*	40+
Employer's Address	████████████████████████████████████████
Supervisor's Name	Tim Holladay
Supervisor's Phone Number	██████████
Duties and Responsibilities*	Manage day-to-day operations of the Commission's 's office as requested by the Commission; Supervise all commission staff; Interview and hire office staff; Prepare staff evaluations; Review and determine legal sufficiency of incoming complaints; Oversee management of all agency cases; Prepare written recommendations for probable cause determinations; Litigate cases before the Commission, Division of A ██████████ F ████████ courts.
Reason For Leaving*	New Executive Director Hired
Your name, if different during employment	

Name of Employer*	██████████ Elections Commission
Your Job Title*	Assistant General Counsel
Currently Employed*	No
Start Date*	04/23/2001
End Date*	12/01/2009
Hours Per Week*	40+
Employer's Address	████████████████████████████████████████
Supervisor's Name	Charles Finkel
Supervisor's Phone Number	██████████

Duties and Responsibilities*	Prosecuted and litigated election transparency violations before the [REDACTED] Commission, the Division of Administrative Hearings, and other [REDACTED] courts.
Reason For Leaving*	Promotion to General Counsel
Your name, if different during employment	
Name of Employer*	[REDACTED]
Your Job Title*	Senior Supervising Attorney - Child Welfare Legal Services
Currently Employed*	No
Start Date*	06/22/1998
End Date*	04/20/2001
Hours Per Week*	40+
Employer's Address	[REDACTED]
Supervisor's Name	Charles Finkel
Supervisor's Phone Number	[REDACTED]
Duties and Responsibilities*	Drafted, filed, and prosecuted Shelter, Dependency, and Termination of Parental Rights actions from commencement to final judgment; Advised and provided guidance to Department caseworkers and supervisors; Coordinated with Department of Revenue to streamline paternity testing for families involved in child welfare system; Lead attorney in [REDACTED] office; Managed and evaluated attorneys, paralegals, and administrative staff; Senior Supervising attorney in [REDACTED] Counties (1999-2001); Supervised paralegal; Mentored and supervised work of legal intern.
Reason For Leaving*	Accepted Position with [REDACTED] Commission
Your name, if different during employment	
Name of Employer*	[REDACTED] Attorney General
Your Job Title*	Deputy Attorney General
Currently Employed*	No
Start Date*	10/20/1997
End Date*	06/10/1998

Hours Per Week*	40+
Employer's Address	[REDACTED]
Supervisor's Name	Nancy Angres
Supervisor's Phone Number	[REDACTED]
Duties and Responsibilities*	Represented the Department of Human Resources - Division of Child and Family Services; Prosecuted child protection cases, including Termination of Parental Rights actions and cases involving the Indian Child Welfare Act; Represented the Division of Child Support Enforcement; Assisted with establishment and implementation of pilot program to establish paternity through an administrative process; Developed legal forms for child support proceedings; Reviewed and filed Petitions for Establishment of Paternity and Petitions for Establishment of Child Support.
Reason For Leaving*	Return to [REDACTED]
Your name, if different during employment	
Name of Employer*	[REDACTED]
Your Job Title*	Senior Attorney
Currently Employed*	No
Start Date*	12/22/1994
End Date*	10/08/1998
Hours Per Week*	40
Employer's Address	[REDACTED]
Supervisor's Name	John Traphofner
Supervisor's Phone Number	[REDACTED]
Duties and Responsibilities*	Attorney for [REDACTED] - Child Welfare Legal Services in [REDACTED] Prosecuted multiple child welfare legal cases; Drafted and prosecuted Shelter Petitions and Dependency Petitions from commencement to final judgment; Advised Department caseworkers and supervisors at internal case meetings.
Reason For Leaving*	Accepted Position with [REDACTED] Attorney General's Office

Your name, if different during employment

✓ **Formal Education**

Name of School*	[REDACTED] School of Law
Location*	[REDACTED]
Start Date*	08/22/1988
End Date	05/12/1991
Course of Study	Law
Degree Earned (transcripts may be required)*	Other Degree Type
Credit Hours – Quarter	
Credit Hours – Semester	88

Name of School*	[REDACTED]
Location*	[REDACTED]
Start Date*	08/20/1981
End Date	05/31/1984
Course of Study	A.B. in Politics
Degree Earned (transcripts may be required)*	Bachelors
Credit Hours – Quarter	
Credit Hours – Semester	128 (including transferred credits)

Name of School*	[REDACTED]
Location*	[REDACTED]
Start Date*	09/15/1980
End Date	06/08/1981
Course of Study	Undecided
Degree Earned (transcripts may be required)*	Not Applicable
Credit Hours – Quarter	12
Credit Hours – Semester	

✓ **Language Skills**

There are no items in this section.

✓ **License, Registration or Certification**

License, Registration or Certification*	The [REDACTED] Bar
Number	958247
State Licensing Agency	The [REDACTED] Bar
Received	10/02/1992
Expires	09/05/2018

License, Registration or Certification*	State Bar of [REDACTED]
Number	4319
State Licensing Agency	The [REDACTED] Bar
Received	09/30/1991
Expires	MM/DD/YYYY

✓ **Job-Related Training or Course Work**

Name of Institution*	[REDACTED] Certified Public Manager Program
Start Date*	09/15/2016
End Date	07/31/2018
Training Course*	Certified Public Manager (CPM) Program: Requirements included 250 classroom hours and completion of assignments. The CPM course is intended to improve the performance of public sector managers and government agencies.
Training Completed*	Yes

✓ **Knowledge, Skills and Abilities**

Knowledge, Skills and Abilities	Specialized Legal Knowledge: Expert in [REDACTED] Election Law with 17 years of experience Supervisory/Management Experience: • Managed and Supervised Commission's office and staff as the Interim Executive Director during hiring process of new Executive Director • Supervised paralegals and legal intern • Responsible for day-to-day operations and supervising attorneys, paralegals, and administrative staff in [REDACTED] County Child Welfare Legal office in [REDACTED] • Managed and directed regional youth program with over 1,000 members Leadership: • Synagogue Youth
----------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Advocate • Previous Member of
synagogue Board of Directors • Coach -
[REDACTED] University Undergraduate
Mock Trial Team

Tim Vaccaro
895 Eagle View Drive
Tallahassee, Florida 32311
(850) 766-0921

EXPERIENCE

Chief Attorney for Motor Vehicles—*Florida Department of Highway Safety and Motor Vehicles*

May 2018-Present

Supervise legal staff and prosecute licensed motor vehicle and mobile home dealers, manufacturers, distributors, and importers for the department. Represent the department in licensure denial challenges and in certificate of title petitions. Draft pleadings and perform legal research. Provide legal advice to department staff.

Deputy Secretary, Professional Regulation—*Florida Department of Business and Professional Regulation*

July 2011-August 2017

Supervised and supported six department divisions that licensed and regulated 27 diverse programs and over 800,000 licensees, including: Certified Public Accounting; the Florida State Boxing Commission; Professions; Real Estate; Regulation; and Drugs, Devices and Cosmetics. Enforced licensee compliance with state statutes and rules, while creating a business-friendly regulatory environment. Supervised contract administration staff and ensured that private vendors complied with applicable statutes and rules. Established and monitored divisions' performance measures. Ensured that Florida's appraisal licensure program complied with federal regulations. Collaborated with a wide variety of internal and external stakeholders on policy and legislation designed to improve Florida's economy. Drafted and analyzed legislation. Made presentations before the Florida Legislature, professional licensing boards, and industry groups. Advised the Secretary on various policy issues.

Director, Division of Professions—*Florida Department of Business and Professional Regulation*

March 2006-July 2011

Provided leadership and guidance to five board offices that supported 12 professional licensing boards, one council, and five department-administered professions serving over 400,000 licensees. Worked with the boards to develop sound policy decisions that promoted economic growth, while protecting Florida's citizens. Supervised contract administration staff and ensured that private vendors complied with applicable statutes and rules. Established and monitored division performance measures. Supervised the Bureau of Education and Testing, which provided examination and continuing education services to the department's professional licensees. Drafted and analyzed legislation. Made presentations before the Florida Legislature, professional licensing boards, and industry groups.

Executive Director, Construction Industry Licensing Board—*Florida Department of Business and Professional Regulation*

January 2003-March 2006

Acted as liaison between the department and the board. Managed board administrative affairs. Addressed questions from contractors, the public, and other department divisions regarding licensing issues. Worked with local government to clarify state and local licensing authority. Analyzed proposed legislation and rulemaking. Provided input to the department on policy issues. Monitored industry trends. Spoke at industry events on behalf of the department and the board.

Legislative Analyst/Attorney—*Florida Senate Committee on Regulated Industries*

April 2001-January 2003

Analyzed and drafted legislation, advised legislators, and researched issues relating to the Department of Business and Professional Regulation, the Florida Public Service Commission, and the Department of State Division of Licensing.

Senior Attorney—*Florida Public Service Commission*

November 1994-April 2001

Represented commission staff and advised commissioners during formal administrative proceedings regarding the regulation of water and wastewater utilities and telecommunications companies. Conducted public meetings with consumers, local government officials, and the media. Researched and analyzed legal issues. Drafted recommendations, orders, and pleadings. Supervised attorneys as acting bureau chief when necessary.

Senior Attorney—*Florida Department of Business and Professional Regulation*

April 1991-November 1994

Prosecuted licensed contractors for the department. Presented disciplinary cases at Construction Industry Licensing Board meetings. Reviewed complaints for probable cause and drafted pleadings.

Tim Vaccaro
895 Eagle View Drive
Tallahassee, Florida 32311
(850) 766-0921

EDUCATION

Legal	Florida State University College of Law, Tallahassee, Florida J.D. Degree April 1990
Undergraduate	Florida State University, Tallahassee, Florida B.A. Theater May 1987, magna cum laude

895 Eagle View Drive
Tallahassee, FL 32311
(850) 766-0921

September 5, 2018

Florida Elections Commission
107 West Gaines Street
Collins Building, Suite 224
Tallahassee, FL 32399-1050

Dear Chairman Thomas and Commissioners:

Please accept my application for the position of Executive Director of the Florida Elections Commission.

I have over 26 years of experience working with professional licensing boards, regulatory commissions, and legislative committees, which is why I am interested in this position.

I have served as an attorney, executive director, and senior manager, including six years as Deputy Secretary of Professional Regulation for the Florida Department of Business and Professional Regulation. I believe that my experience makes me especially qualified for the position of Executive Director.

I hope you will consider me for the position and grant me an interview. Thank you, and I look forward to meeting you.

Sincerely,

A handwritten signature in black ink on a light-colored background. The signature is written in a cursive style and reads "Tim Vaccaro".

Tim Vaccaro

Tim Vaccaro Summary of Qualifications

Education and Experience:

- Juris Doctor degree and 14.5 years of public administration experience, including 11 years in senior management.

Strong leadership skills, with the ability to motivate self and others:

- During employment at the Florida Department of Business and Professional Regulation (DBPR), moved from Executive Director of the Construction Industry Licensing Board to Director of Professions to Deputy Secretary of Professional Regulation, taking on greater responsibility with each position.
- Worked with a diverse, highly-educated workforce from various agency business units, local and federal government, and the private sector to effectuate positive change for Florida's regulatory environment and economy, including: educators and psychometricians; attorneys; auditors; PhDs; legislative staff; legislators; lobbyists; and personnel from local, state, and federal government.
- Supervised staff and ensured that they had opportunities to strengthen their skills and were provided opportunities needed to be successful.
- Engaged closely with staff to provide appropriate direction and support.
- Provided regular mentoring sessions to staff looking to develop their skills and improve their careers.
- Promoted many individuals from within the agency.

Strong analytical and problem solving skills:

- Proposed and drafted legislation designed to improve business processes, make long-range improvements to Florida's regulatory environment and economy, and bring Florida into compliance with federal appraisal regulations.
- Analyzed legislation for potential fiscal impact on agency operations and clients.
- Managed a \$42 million annual budget, including long-range planning and legislative budget requests.
- Ensured that agency divisions were fiscally responsible, operated within budget, and lowered costs whenever possible (Insourced certain functions; outsourced others as appropriate).
- Worked with various business units and a diverse range of external stakeholders to solve complex problems on a daily basis, including business process improvements, legislation, and politically sensitive issues.

Experience in personnel management:

- Supervised six DBPR divisions with 336 full-time employees.

Experience providing leadership and direction in programmatic, budgetary, and operational functions:

- Provided leadership and direction to staff administering 27 different programs (including 23 professions), ensured fiscally responsible management of program budgets, and created and implemented various business process improvements over a 14-year period.
- Supervised contract administration staff and ensured that private vendors complied with applicable statutes and rules.

Experience using Microsoft Word, Excel and Outlook:

- Experienced and proficient in these programs.

Organizational skills to set goals, prioritize assignments, monitor performance, and exceed established deadlines:

- Extensive experience managing and prioritizing multiple projects.
- Established and monitored division performance measures.
- Improved division performance in multiple areas, including: streamlined license applications, reduced application deficiencies, improved frequently asked questions and website navigation, reduced call center referrals to business units, amended regulations for applicants and licensees while maintaining operational effectiveness, and reduced the average number of days to complete disciplinary investigations.
- Met deadlines and exceeded them whenever possible.

Strong oral and written communication skills:

- Twenty-six years' experience speaking before licensing boards, legislative bodies, and industry groups.
- Extensive experience drafting legislative analysis and various reports to senior management, the Florida Legislature, and the Governor.
- Ability to achieve consensus with various groups having differing interests and priorities (industry groups, lobbyists, multiple regulatory agencies).

Ability to develop innovative approaches, techniques and procedures to provide more efficient and effective services:

- Reduced applicant, licensee, and building permit fees by \$27 million, while maintaining fiscal solvency.
- Implemented paperless licensing (electronic self-print licenses) to reduce costs and time to obtain a license.
- Transferred license exams to computer-based testing to save applicants travel expenses and time away from work.
- Established worldwide license exam administration at U.S. military bases to assist military personnel, spouses, and government contractors wishing to work in Florida.

- Established exam administration for inmates at correctional institutions to facilitate their transition from incarceration.
- Reduced/amended various regulations to make licensure and compliance easier, while continuing to protect the public and ensure compliance with statutory provisions.
- Educated licensees on rules and statutes to ensure their compliance and success.

Ability to demonstrate critical thinking:

- Analyzed and advised supervisors on complex political issues.
- Created and lobbied for legislation to improve business processes and to bring Florida into compliance with federal appraisal regulations.
- Worked with various professionals to develop solutions to complex problems.

Ability to strategically plan and serve as a catalyst for organizational change:

- Improved staff morale and culture through trust and respect, and by providing necessary resources.
- Set meaningful, achievable goals to ensure staff success.
- Prioritized projects to help ensure staff success.

Ability to manage multiple complex projects and responsibilities at the same time:

- Managed and prioritized many projects simultaneously, based on supervision of six DBPR divisions, encompassing 27 diverse programs.
- Managed projects that included business process improvements, legislation, compliance with federal laws, local regulatory compliance, audits, contract management, and technology improvements.

Ability to work flexible schedule to include some travel:



- Able to work weekends and to travel.

EXTERNAL CANDIDATE

Vaccaro, Tim

(850) 766-0921 timvaccaro@comcast.net

✓ Application

Status:	New
Country:	United States
Attachments to be included in all Job Submissions:	 Submission Attachments 1 attached
Attachments Added After Submission	 Submission Attachments 0 attached
Vacancy Source:	Friend/Relative
Relatives: To your knowledge, do you have any relatives working in this agency?	No
Right To First Interview	Not Applicable
	If you responded yes to the above statement, attach a copy of your official layoff letter when applying for this vacancy.
Veteran Status	None of the Above
ARE YOU CURRENTLY EMPLOYED WITH THE AGENCY TO WHICH YOU ARE CURRENTLY APPLYING?	No
HAVE YOU RECEIVED A PROMOTIONAL APPOINTMENT WITHIN THE CAREER SERVICE, SUBSEQUENT TO ACTIVE MILITARY SERVICE, WITH THE AGENCY TO WHICH YOU ARE APPLYING?	No
People First Initial VP Review	No Selection
People First Eligible VP Category (if different)	No Selection
Agency Final VP Eligibility Review	No Selection
Agency Final VP Category Determination	No Selection

Background Information

✓ Comments

There are no items in this section.

✓ Correspondence

Date: 09/05/2018 User: People First
Action: Email

Thank You for Your Interest in Job EXECUTIVE DIREC...

✓ Offer Letter

There are no items in this section.

✓ Application Status Audit Trail

Date: 09/05/2018
User: People First
Status: New

✓ Tags

There are no items in this section.

✓ More Information

Alternate Phone Number:	(850) 766-0921
Mailing Address :*	895 Eagle View Drive
City*	Tallahassee
State:*	Florida
ZIP Code:*	32311
Country*	United States
Exemption from public record: Are you a current or former law	No

	A "yes" answer to these questions will not automatically bar you from employment. The nature, job-relatedness, severity, and date of the offense in relation to the position you are applying are considered. [see 112.011, F.S.].	enforcement officer, other covered employee** or the spouse or child of one, whose information is exempt from public records disclosure under Section 119.071(4)(d), Florida Statutes (F.S)? *	
Have you ever been convicted of a felony or a first degree misdemeanor ?	No		
If yes, what were the charges ?			
Where ? (City/State)		Citizenship: The State of Florida hires only U.S. citizens and lawfully authorized alien workers. You will be required to provide identification and either proof of citizenship or proof of authorization to work in the U.S. Are you a U.S. citizen or legally authorized to accept employment with the specific hiring authority to which you are applying? *	Yes
Date			
Have you ever pled nolo contendere or guilty to a crime which is a felony or a first degree misdemeanor ?	No		
If yes, what were the charges ?			
Where ? (City/State)			
Date			
Have you ever had the adjudication of guilt withheld for a crime which is a felony or first degree misdemeanor ?	No		
If yes, what were the charges ?			
Where ? (City/State)			
Date			
	Signature I am aware that any omissions, falsifications, misstatements, or misrepresentations above may disqualify me for employment and, if I am hired, may be grounds for termination at a later date. I understand that any information I give may be investigated as allowed by law. I consent to the release of information about my ability, employment history, and	Selective Service: Section 110.1128, Florida Statutes, prohibits employment by the state (including re-hire after a break in service) of any male born on or after October 1, 1962, who failed to register with the Selective Service System, under the provisions of the U.S. Military Selective Service Act, during the person's period of eligibility (ages 18	Yes

fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, human resources staff, and other authorized employees of Florida state government for employment purposes. The consent shall continue to be effective during my employment if I am hired. I understand that applications submitted for state employment are public records. I certify to the best of my knowledge and belief all of the statements contained herein and on any attachments are true, correct, complete, and made in good faith.
If applicable, Complete Qualifying Questions prior to submitting your application.

**through 25).
 Additionally, if currently employed by the state, this law prohibits the promotion of such person. You may be required to provide documentation. If you are a male born on or after October 1, 1962, have you registered with the Selective Service or do you have proof of an exemption from this requirement?

By checking this box, I certify that I have read and agree with these statements	Yes
Interview Result	
overdueInterviews	

Screening Details

This position is located in Tallahassee, Florida. Are you willing to work in Tallahassee, Florida?	YES
The starting salary for this position is between \$80,000 and \$112,000 annually. This position may be hired at the minimum. Are you willing to accept a salary at the minimum of this range if offered the position?	YES
If you answered "No" to the above question, provide the minimum salary you are willing to accept.	I would consider the salary at the minimum. However, I would hope we could discuss something in the middle of the range.
Our Agency has a dual employment policy. If hired, the Agency reserves the right to approve or disapprove any new or continuing requests for employment outside of the agency depending on the circumstances. Would this affect your decision to accept employment if offered?	NO
Are you presently a member in good standing with the Florida Bar Association?	Yes

Have you ever been disciplined by the Florida Bar or another state bar?	No
If yes, please explain the offense and any resulting disciplinary action. If no, please respond N/A.	

✓ Periods of Employment

Name of Employer*	Florida Department of Highway Safety and Motor Vehicles
Your Job Title*	Chief Attorney for Motor Vehicles
Currently Employed*	Yes
Start Date*	05/15/2018
End Date*	MM/DD/YYYY
Hours Per Week*	40
Employer's Address	2900 Apalachee Parkway, Tallahassee, FL 32399
Supervisor's Name	Christie Utt
Supervisor's Phone Number	8506173101
Duties and Responsibilities*	Supervise legal staff and prosecute licensed motor vehicle and mobile home dealers, manufacturers, distributors, and importers for the department. Represent the department in licensure denial challenges and in certificate of title petitions. Draft pleadings and perform legal research. Provide legal advice to department staff.
Reason For Leaving*	Interested in Department of Health position.
Your name, if different during employment	

Name of Employer*	Florida Department of Business and Professional Regulation
Your Job Title*	Deputy Secretary, Professional Regulation
Currently Employed*	No
Start Date*	07/08/2011
End Date*	08/03/2017
Hours Per Week*	40
Employer's Address	2601 Blair Stone Road, Tallahassee, FL 32399
Supervisor's Name	Jonathan Zachem
Supervisor's Phone Number	850.413.0755

Duties and Responsibilities*	Supervised and supported six department divisions that licensed and regulated 27 diverse programs and over 800,000 licensees, including: Certified Public Accounting; the Florida State Boxing Commission; Professions; Real Estate; Regulation; and Drugs, Devices and Cosmetics. Enforced licensee compliance with state statutes and rules, while creating a business-friendly regulatory environment. Supervised contract administration staff and ensured that private vendors complied with applicable statutes and rules. Established and monitored divisions' performance measures. Ensured that Florida's appraisal licensure program complied with federal regulations. Collaborated with a wide variety of internal and external stakeholders on policy and legislation designed to improve Florida's economy. Drafted and analyzed legislation. Made presentations before the Florida Legislature, professional licensing boards, and industry groups. Advised the Secretary on various policy issues.
Reason For Leaving*	Change in department leadership. I worked for Secretary Ken Lawson for the majority of my employment.
Your name, if different during employment	
Name of Employer*	Florida Department of Business and Professional Regulation
Your Job Title*	Director, Division of Professions
Currently Employed*	No
Start Date*	03/15/2006
End Date*	07/07/2011
Hours Per Week*	40
Employer's Address	1940 N. Monroe Street, Tallahassee, FL 32399
Supervisor's Name	Maureen Olson
Supervisor's Phone Number	850.413.0755
Duties and Responsibilities*	Provided leadership and guidance to five board offices that supported 12 professional licensing boards, one council, and five department-administered professions serving over 400,000 licensees. Worked with the boards to develop sound policy decisions

	that promoted economic growth, while protecting Florida's citizens. Supervised contract administration staff and ensured that private vendors complied with applicable statutes and rules. Established and monitored division performance measures. Supervised the Bureau of Education and Testing, which provided examination and continuing education services to the department's professional licensees. Drafted and analyzed legislation. Made presentations before the Florida Legislature, professional licensing boards, and industry groups.
Reason For Leaving*	Promoted to Deputy Secretary.
Your name, if different during employment	
Name of Employer*	Florida Department of Business and Professional Regulation
Your Job Title*	Executive Director, Construction Industry Licensing Board
Currently Employed*	No
Start Date*	01/23/2003
End Date*	03/14/2006
Hours Per Week*	40
Employer's Address	1940 N. Monroe Street, Tallahassee, FL 32399
Supervisor's Name	Jerald Wilson
Supervisor's Phone Number	850.443.8857
Duties and Responsibilities*	Acted as liaison between the department and the board. Managed board administrative affairs. Addressed questions from contractors, the public, and other department divisions regarding licensing issues. Worked with local government to clarify state and local licensing authority. Analyzed proposed legislation and rulemaking. Provided input to the department on policy issues. Monitored industry trends. Spoke at industry events on behalf of the department and the board.
Reason For Leaving*	Promoted to Division Director.
Your name, if different during employment	
Name of Employer*	Florida Senate Committee on Regulated Industries

Your Job Title*	Legislative Analyst/Attorney
Currently Employed*	No
Start Date*	04/09/2001
End Date*	01/22/2003
Hours Per Week*	40
Employer's Address	404 S. Monroe Street, Tallahassee, FL 32399
Supervisor's Name	Diana Caldwell
Supervisor's Phone Number	850.487.5957
Duties and Responsibilities*	Analyzed and drafted legislation, advised legislators, and researched issues relating to the Department of Business and Professional Regulation, the Florida Public Service Commission, and the Department of State Division of Licensing.
Reason For Leaving*	Employment opportunity at Florida Department of Business and Professional Regulation.
Your name, if different during employment	
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Name of Employer*	Florida Public Service Commission
Your Job Title*	Senior Attorney
Currently Employed*	No
Start Date*	11/02/1994
End Date*	04/06/2001
Hours Per Week*	40
Employer's Address	2540 Shumard Oak Boulevard, Tallahassee, FL 32311
Supervisor's Name	Beth Keating
Supervisor's Phone Number	850.413.6100
Duties and Responsibilities*	Represented commission staff and advised commissioners during formal administrative proceedings regarding the regulation of water and wastewater utilities and telecommunications companies. Conducted public meetings with consumers, local government officials, and the media. Researched and analyzed legal issues. Drafted recommendations, orders, and pleadings. Supervised attorneys as acting bureau chief when necessary.
Reason For Leaving*	Employment opportunity at Florida Senate.

Your name, if different during employment	
Name of Employer*	Florida Department of Business and Professional Regulation
Your Job Title*	Senior Attorney
Currently Employed*	No
Start Date*	04/01/1991
End Date*	11/01/1994
Hours Per Week*	40
Employer's Address	1940 N. Monroe Street, Tallahassee, FL 32399
Supervisor's Name	Wellington Meffert
Supervisor's Phone Number	850.488.0062
Duties and Responsibilities*	Prosecuted licensed contractors for the department. Presented disciplinary cases at Construction Industry Licensing Board meetings. Reviewed complaints for probable cause and drafted pleadings.
Reason For Leaving*	Employment opportunity at Public Service Commission.
Your name, if different during employment	

✓ **Formal Education**

Name of School*	Florida State University College of Law, Tallahassee, Florida
Location*	Tallahassee, Florida
Start Date*	08/10/1987
End Date	04/30/1990
Course of Study	Legal
Degree Earned (transcripts may be required)*	Doctorate
Credit Hours – Quarter	
Credit Hours – Semester	
Name of School*	Florida State University School of Theatre, Tallahassee, Florida
Location*	Tallahassee, Florida
Start Date*	01/04/1985
End Date	05/01/1987

Course of Study	Theater
Degree Earned (transcripts may be required)*	Bachelors
Credit Hours – Quarter	
Credit Hours – Semester	

✓ **Language Skills**

There are no items in this section.

✓ **License, Registration or Certification**

License, Registration or Certification*	Florida Drivers License
Number	[REDACTED]
State Licensing Agency	Florida Department of Highway Safety and Mootor Vehicles
Received	02/25/2011
Expires	02/25/2019

License, Registration or Certification*	Florida Bar License
Number	880582
State Licensing Agency	Florida Bar
Received	04/23/1991
Expires	07/31/2018

✓ **Job-Related Training or Course Work**

There are no items in this section.

✓ **Knowledge, Skills and Abilities**

Knowledge, Skills and Abilities	Over 26 years of experience working with professional licensing boards, regulatory commissions, and legislative committees. Over 14 years of management experience, including policy making, business process improvements and implementation, performance measures, drafting reports and manuals, long-range budget planning, and managing multiple projects. Experience responding to audits and ensuring compliance with
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state and federal statutes, rules, and policies. Experience supervising contract management staff. Over 16 years of experience drafting, researching, and analyzing legislation. Excellent leadership, team building, and problem solving abilities. Experience working with various public and private groups to achieve consensus on policy issues and legislation. Excellent oral and written communication skills. Extensive experience interpreting and applying statutes and rules.

Knowledge, Skills and Abilities	
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