

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF FLORIDA

ADMINISTRATIVE ORDER NO. 96-54

**IN RE: Delegation of the Court Personnel System
Classification, Compensation, and Job
Qualification Authorities**

UPON the unanimous vote of the Executive Committee of the United States District Court, Southern District of Florida, it is

ORDERED AND ADJUDGED that delegation of the Court Personnel System's Classification, Compensation, and Job Qualification Authorities are hereby delegated to the Court Administrator/Clerk of Court, Chief United States Probation Officer, and Chief United States Pretrial Services Officer, respectively, and each shall comply with the requirements of the Court Personnel System as stated in Court Personnel System Human Resources Manual and the Guide to Judiciary Policies and Procedures, Volume I, Chapter X, "Personnel Policies and Procedures."

In keeping with the above delegation and CPS policies, Unit Executives will approve and administer the routine Human Resource activities, such as: hiring and appointment (within statutory authorities), promotions, evaluation and granting of performance/longevity increases, rewards and recognition, imposition of saved grade/saved pay policies, and determination of other insignificant classification, compensation and job qualification issues.

The Executive Committee will exercise authority and fiscal review of strategic human resource plans and associated personnel related budget issues, major unit restructuring and/or reorganizations, and classification of significant new positions or reclassification of significant existing positions. Further, the unit executives will establish an intra-district CPS Committee to ensure consistency of application of the CPS authorities granted hereunder between the units. The Executive Committee will review and approve recommendations of said Committee regarding significant classification/reclassification issues and other such matters which may come before them.

This Order will become effective on the first day of the first pay period on or following the day on which the Director of the Administrative Office of the United States Courts approves the Request for Delegation of Court Personnel System Authority, attached hereto.

DONE and ORDERED at the United States Courthouse, 301 North Miami Avenue, Miami, Florida, this 22 day of November, 1996.


NORMAN C. ROETTGER
CHIEF UNITED STATES DISTRICT COURT JUDGE

c: All Southern District Judges and Magistrate Judges
Carlos Juenke, Court Administrator/Clerk of Court
Ben Frazier, Chief Pretrial Services Officer
Frank Schwartz, Chief Probation Officer

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CLERK OF DISTRICT COURT
S.D. OF FLORIDA
Clerk