



ORANGE COUNTY MAYOR

**Jerry L. Demings**

P.O. BOX 1393, 201 SOUTH ROSALIND AVENUE, ORLANDO, FL 32802-1393  
PHONE: 407-836-7370 • FAX: 407-836-7360 • EMAIL: MAYOR@OCFL.NET

March 6, 2023

TO: Commissioner Nicole Wilson, District 1  
Commissioner Christine Moore, District 2  
Commissioner Mayra Uribe, District 3  
Commissioner Maribel Gomez Cordero, District 4  
Commissioner Emily Bonilla, District 5  
Commissioner Michael "Mike" Scott, District 6

FROM: Mayor Jerry L. Demings

SUBJECT: Appointment of Manager of the Professional Services/CCD Division

I am pleased to announce Ms. Amy Hunziker's appointment as the Professional Services/CCD Division manager in the Corrections Department. Subject to confirmation by the Board of County Commissioners, Ms. Hunziker's appointment date will be Sunday, April 2, 2023.

Ms. Hunziker has been employed with the Orange County Corrections Department (OCCD) as the Assistant Manager of the division since September 2021. Prior to her employment with OCCD, Ms. Hunziker served for seven years as the Director of the Probation Department in Chisago County, Minnesota. Her career in Criminal Justice spans 31 years of progressive service and experience.

Ms. Hunziker possesses a bachelor of arts in Criminal Justice degree from the College of St. Catherine and a master of arts in Human Services with a Criminal Justice Leadership concentration from Concordia University. Ms. Hunziker is also a recent graduate of Orange County's Executive Leadership Program.

Ms. Amy Hunziker's annual starting salary will be \$105,892.80; her resume is attached for your review.

**Action Requested:** Confirmation of the Mayor's managerial appointment of Amy Hunziker as Manager I, Professional Services/CCD, Corrections Department

Attachment

cc: Byron W. Brooks, AICP, County Administrator  
Daniel P. Banks, Deputy County Administrator/Public Safety Director  
Yvette M. Best, EdD, CCP, SPHR/SHRM-SCP, HR Director

# Amy P. Chavez-Hunziker

## **QUALIFICATIONS**

I am seeking a challenging position that requires strong effective interpersonal skills and the ability to contribute to a teamwork environment. My diligence and commitment to success contributes to my overall success. Many years of management positions have allowed me to accrue keen analytical, problem solving, communication and research skills.

## **EDUCATION**

*Master of Arts in Human Services: Criminal Justice Leadership (2007) Concordia University*  
*Bachelor of Arts – Criminal Justice (1992) College of St. Catherine*

## **PROFESSIONAL BACKGROUND/SKILLS**

- Create, manage, and evaluate a \$14.2 million dollar budget
- Team Development
- Research, develop, and implement training plans and programs for multiple units
- Collect and prepare multifaceted statistical reports
- Negotiate and manage service contracts
- Monitor and make recommendations based on data trends
- Liaison for County Departments and Elected Officials
- Collaboration with Criminal Justice partners
- Microsoft Excel, PowerPoint, Word, PeopleSoft, Publisher, Security Software, E-mail, Case Management systems and Internet

## **COLLEGE COURSES TAUGHT**

*The following is an undergraduate course taught and designed for traditional classroom setting:*

*Introduction to Criminal Justice*

## **PROFESSIONAL EXPERIENCE**

***September 2021 – Present***

***November 2022 – Present Acting Manager Position***

***Orlando, Florida***

***Orange County Corrections Department: Assistant Manager, Community Corrections Division***

As the Assistant Manager, I performed the following essential duties:

- Manages department in absence of the Manager.
- Ensures department compliance with various policies and procedures and accreditation standards.
- Interprets policies, procedures, rules and regulations and ensures that staff members follow the same.
- Directs and oversees activities of staff in an assigned area of responsibility.
- Assists in formulating goals and objectives for long and short term planning.
- Assists with developing policies and procedures for the department.
- Serves as a liaison with other departments, divisions, outside agencies and community groups.
- Provides oversight, monitoring and evaluation of contracted programs for the support units and Inmate programs.
- Assists with budget preparation and ensures that fiscal responsibility is practiced throughout the department.
- Directs and over sees the activities of supervisory staff in Division. Performs supervisory duties such as instructing, assigning, reviewing and planning work of others, maintaining standards, coordinating activities, allocating personnel, resolving employee issues, selecting new employees, approving disciplinary actions, discharges, transfers, promotions and recommending salary increases.
- Allocates personnel, assists Division Manager in the hiring process, addresses employee concerns, recommends disciplinary actions, discharges, transfers, promotions, and salary increases.
- Plans, designs and develops new community corrections programs to address the needs of the County Judicial System.
- Conducts research and analyzes data such as monthly statistical reports, budget reports, ect. and utilizes such data in planning functions.
- Responsible for handing after-hours emergency calls from offenders, Justice Partners and Law Enforcement agencies.
- Coach and mentor staff.

***June 2014-December 2021***

***Chisago County, Minnesota***

***Director, Probation Department Center City, Minnesota***

As the Director of Probation, I performed the following essential duties:

- Direct, manage and lead all operations of the Probation Department.
- Manage all personnel operations in the Department, including hiring, supervision of employees, employee discipline and performance management.
- Conduct employee performance evaluations, caseload audits, train, coach and mentor staff.
- Manage Department's 1.1 million dollar budget with cost savings each year.
- Develop Department goals, establish measurable program outcomes and monitor quality assurance measures.
- Collaborate with other County agencies, law enforcement, community based organizations and the Department of Corrections to maintain open communication and professional working relationships.
- Represent the Department on local, community and state committees.
- Evaluate monthly reports and statistics for the Department.
- Ensure public safety by appropriate supervision of adult and juvenile offenders.

- Oversee all probation services such as investigations, assessments, evaluations, bail evaluations and pre-trial monitoring.
- Promote a healthy, diverse, culturally competent and respectful working environment.
- Manage and direct the Department to be in compliance with all laws, policies and procedures.
- Ensure evidence based practices are utilized to establish appropriate services.
- Monitor and complete reports for State grants and contracted services.
- Create, implement and maintain all department policies.
- Assisted on the development of Veterans Court and created a Veterans specialized caseload.
- Trained in traumatic stress and peer support, focus on management level.
- Developed a pretrial program.

***December 1995–July 2014***

***Ramsey County, Minnesota Community Corrections***

***Supervisor, Predatory Offender Unit from July 2011-June 2014***

As the Predator Unit Supervisor, I performed the following essential duties:

- Assign and supervise the work performance and caseloads of thirteen Probation Officers.
- Participate in hiring and disciplinary decisions in accordance with the law, rules and policies.
- Assign and approve violation reports, pre-sentence investigations, supervised release restructures, sentencing guideline worksheets, Supervised Release and Probation cases.
- Conduct employee performance evaluations, caseload audits, train, coach and mentor staff.
- Collaborate with Judges, attorneys, law enforcement, and court personnel regarding specific cases and general application of the law and rules of criminal procedure.
- Mentor for Ramsey County Human Services-Developing new leaders program.
- Communicate high profile cases to the Director.
- Monitor and assist with “Attic Housing” for Ramsey County Community Corrections.
- Evaluate monthly reports and statistics.
- Attend community notification meetings.

***Supervisor, Intake Unit from July 2008–July 2011***

As the Intake Unit Supervisor, I performed the following essential duties:

- Supervise the work of fourteen multi position staff.
- Direct the operations of the Adult Services Division Intake Unit, the central receiving unit and first point of contact for all cases entering into Ramsey County.
- Assign cases to Probation Officers or the appropriate supervision unit in compliance with Department/Division policies and procedures while meeting the needs of the community, victim, offender and Court.
- Ensure the Intake Unit and employees are consistent with evidence-based practices and adhering to County, Department, Division, state and national policies and procedures.
- Resolve issues or concerns that may occur between the Court, offenders, law enforcement, attorneys, the Department of Corrections and other agencies, as well as, reconcile disputes between employees.
- Develop Department-operating goals; make recommendations concerning policy and procedure, engaged in strategic planning, compile statistics, write reports, policies and procedures.

***Agent (Probation/Supervised Release Officer) from December 1995–July 2008***

As an Agent, I performed the following essential duties:

- Monitored and facilitated offenders' compliance with Court orders and supervision conditions by conducting field contacts, administering breath tests, ordering drug tests, reviewing police and Court records and actively supervising offenders in the community.
- Determined the supervision, the severity of violations, took appropriate actions such as ordering an offender to report or filing a violation and provided recommendations to the Court based on a variety of factors.
- Maintained accurate documentation of case activity, including contacts with offenders, victims, treatment providers, law enforcement and other criminal justice members.
- Collaborated and communicated with Judges, law enforcement, prosecutors, defense attorneys, child protection, treatment providers, and other agencies to ensure public safety.
- Developed and implemented an intensive supervision program for DWI offenders with multiple convictions as well as an accountability and budget program for offenders.
- Developed a comprehensive training manual for Ramsey County Probation/Supervised Release Probation Officers.

***February 1992–December 1995***

***Hennepin County, Community Corrections & Rehabilitation***

***Juvenile Correctional Worker (Officer)***

As a Juvenile Correctional Officer, I performed the following essential duties:

- Supervised youth in the Juvenile Detention Center to ensure the safety and security of the center, clients, guests and staff as well as oriented youth to the institution.
- Admitted and released juveniles according to the law and policy.
- Developed and implemented new policies and procedures.
- Certified as a Field Training Officer (FTO) and conducted various trainings sessions for new staff.

**LICENSES & CERTIFICATIONS**

- Orange County, Mayor's Executive Leadership Program, May 2022
- Minnesota Association of County Probation Offices Executive Board, Chair 2020
- Ramsey County Director's Award 2011
- Ramsey County Leadership Program, 2005
- Mentor for Ramsey County Human Services-Developing new leaders program