



INTEROFFICE MEMORANDUM
Family Services Department

February 28, 2017

To: Mayor Teresa Jacobs
and
Board of County Commissioners

Thru: Lonnie C. Bell, Jr., Director *DC for LCB*
Family Services Department

From: Richard Tyson, Manager
Cooperative Extension Division

SUBJECT: March 21, 2017 Consent Agenda Item
Cooperative Extension Division Employment Agreement

Cooperative Extension in Orange County is administered through, and supported by, the University of Florida in collaboration with Orange County Government. Pursuant to Florida Statutes Section 1004.37(3), recommendations for Extension positions are to be presented for acceptance by the Board of County Commissioners.

The University has conducted a search and recommends JanaFaye Griffin as the new Orange County Extension Agent I, Family and Consumer Sciences. Ms. Griffin will be filling an existing and budgeted vacant position. The funding for this is split between the County (40%) and the University of Florida (60%) in accordance with the existing agreement between the County and the University for this program.

Ms. Griffin will be responsible for providing leadership for the development, implementation and evaluation of Family and Consumer Sciences programs in Orange County in collaboration with a team of County Faculty, UF Specialists and local citizen advisors. Ms. Griffin will also work closely with other community organizations and government entities to provide more sustainable health and wellness practices to the citizens of Orange County which will reduce long term health care costs.

Ms. Griffin has a Bachelor of Science degree in Kinesiology and Exercise Science from Florida State University and has been a nutrition educator since 2004. A copy of the job description and Ms. Griffin's resume, along with the position letter from the University of Florida are attached. Ms. Griffin's anticipated start date is March 27, 2017.

ACTION REQUESTED: Acceptance of University of Florida's appointment of Ms. JanaFaye Griffin as Orange County Extension Agent I, Family and Consumer Sciences. All Districts.

cc: Randy Singh, Assistant County Administrator
Yolanda Brown, Fiscal Manager



Position # 0001-4183

Requisition # 500469

**Family and Consumer Sciences Extension Agent I or II
University of Florida/IFAS Extension, Orange County
Orlando, FL (Central Extension District)**

Closing date: December 4, 2016

Position summary

University of Florida/IFAS Extension and Orange County seek to fill a 12-month, permanent status-accruing Family and Consumer Sciences Extension Agent position with specialties in health, nutrition and wellness, with a focus on using exercise science concepts to lower short and long term health risks. The agent will 1) provide leadership for planning, implementing, evaluating, and reporting on a comprehensive education program in the areas of health, nutrition and wellness; 2) work with UF/IFAS state extension specialists to implement the ServSafe Food Managers and Handlers training and certification and to implement and help coordinate the Family Nutrition Program grant in the county; 3) conduct programs educating target populations and organizations on the positive health effects of proper nutritional choices and physical activity.

The agent will be expected to have the ability to work with the latest program delivery methods including social media and other innovations such as the use of fitness trackers as part of evaluation. The candidate will network with other agencies and groups on cooperative educational programs and will form an advisory committee to assess clientele needs and program direction. The candidate will work closely with Central Extension District colleagues, the County Extension Director, and the District Extension Director, and will assume other duties as assigned by the Directors to meet the responsibilities of the total county extension effort. The agent will create an annual plan of work and report of accomplishment and will submit all required faculty reports. It is expected that the candidate will have excellent organizational skills, good record-keeping techniques and will be able to respond to clients in a timely and efficient manner. The agent will be expected to attain promotion and permanent status per state extension faculty guidelines.

Additional qualities of the successful candidate include:

- A working knowledge of social media and marketing, Facebook, video conferencing, and other similar educational techniques.
- Ability to work with other extension agents as part of a team.
- Ability to write articles and fact sheets; develop multi-media presentations; create posters and exhibits.
- Ability to acquire program enhancement grants, develop collaborations with healthcare providers, and seek extramural funding.

- Ability to develop or assist with 4-H Youth Development activities.
- Participation in professional organizations appropriate for this position.

Qualifications

A bachelor's degree in Sport and Exercise Science or a related field is required. If hired with a bachelor's degree only, at least 50% progress towards obtaining a master's degree is expected within 6 years of employment. Experience in teaching, writing, and developing educational programs is preferred. Demonstrated abilities in organizational skills and written and oral communication are necessary. The agent must be personable and have an astute ability to build strong collaborations with internal and external partners. The candidate must be willing to work irregular hours and weekends. Occasional overnight travel is required. Must be able to obtain a Florida driver's license and be willing to travel using personal transportation. Within 6 months of hire, the agent must obtain the American College of Sports Medicine Certified Personal Trainer (CPT) certification and the ServSafe Food Managers and Handlers certification.

Special requirements

The successful candidate must pass background and drug free workplace tests required by Orange County. The policies established by Orange County government in administering leave shall apply to extension faculty.

Application Instructions

Apply through the online UF application system at <http://explore.jobs.ufl.edu/cw/en-us/job/500469>, and attach your Resume or CV, as well as a cover letter that describes how your experience and qualifications have prepared you for this position.

TO COMPLETE YOUR APPLICATION, PLEASE SUBMIT THE FOLLOWING:

You must submit unofficial copies of all transcripts and/or coursework of your academic degrees. You may attach these as an "other" document, or you may submit to our office as directed below. An unofficial copy is acceptable for the application process, but before you can be hired, IFAS Human Resources must have the official transcript for your highest degree on file.

Also, all applicants must have at least three reference rating forms on file. Reference forms must be less than one year old. If you have not already done so, please contact your professional/academic references and ask that they complete a reference rating form on your behalf. The form is located at http://personnel.ifas.ufl.edu/ref_form.pdf.

Please also complete and submit the Previous Employment Form (located at http://personnel.ifas.ufl.edu/prev_employment.pdf).

With the exception of official transcripts, all items submitted by mail must be postmarked no later than the next business day after the position closing date. All documents submitted by fax

or email must be received no later than the next business day. If your official transcripts will arrive after the closing date, you must also submit unofficial transcripts by the deadline.

Requested reference forms and transcripts should be submitted to:

Ms. Dana LeCuyer
UF IFAS Human Resources
Faculty Recruitment and Hiring
P O Box 110281
Gainesville, FL 32611-0281
dlecuyer@ufl.edu
Fax: (352) 392-3226

Final candidate will be required to provide official transcript to the hiring department upon hire. A transcript will not be considered "official" if a designation of "Issued to Student" is visible. Degrees earned from an education institution outside of the United States are required to be evaluated by a professional credentialing service provider approved by National Association of Credential Evaluation Services (NACES), which can be found at <http://www.naces.org/>.

The University of Florida is an Equal Opportunity Institution dedicated to building a broadly diverse and inclusive faculty and staff. The selection process will be conducted in accord with the provisions of Florida's 'Government in the Sunshine' and Public Records Laws. Persons with disabilities have the right to request and receive reasonable accommodation.

JanaFaye L. Griffin

2139 Golden Oak Lane, Valrico FL 33594
PHONE (813) 943-5776 · E-MAIL janagriffin33@hotmail.com

OBJECTIVE

Seeking employment and leadership opportunities which involve teaching individuals about health and wellness utilizing nutrition counseling and the promotion of physical activity.

EDUCATION

2000-2003

Florida State University

Bachelor of Science/Kinesiology and Exercise Science

1997-2000

Santa Fe Community College

Associate of Arts/ General Education Requirements

WORK EXPERIENCE

2004-present

Hernando Department of Health

Nutrition Educator

- Educates and counsels clients eligible for the women, infant, and children's program (WIC) about nutrition and exercise on an individual basis, taking into consideration medical and nutritional needs, laboratory results, cultural and personal preferences, finances, and clients goals. Interprets laboratory results and anthropometric data. Determines adequacy of diet as compared to state identified standards for that population.

2012-present

Clerical Supervisor

- Responsible for hiring and developing subordinates by doing quarterly audits and yearly performance evaluation reviews. Gathers information and analyzes different points of data to assist with daily operations of the WIC program.

2000-2003

Florida State University

Transcript Assistant

- Assisted Transcript Coordinator with processing and mailing of student transcripts. Responsible for meeting the needs of University clientele in regards to academic records and transcripts.

VOLUNTEER EXPERIENCE

**Summer 2001 Tallahassee Orthopedic Sports and Physical
Therapy Clinic**

- Observed the Physical Therapist with patients and assisted with therapeutic modalities.

Fall 2002 Thagard Student Health Center

- Assisted and Observed Physical Therapist with exercises and modalities with the patients.

COMMUNITY ACTIVITIES

Summer 2003-2004 Bethlehem Community Center

- Assisted Registered Dietitian with nutrition concerns and taught aerobics three nights a week.

Spring of 2012-2014 Bethlehem Community Center

- Co-Director of 5K Race for Enrichment

REFERECES

- References available upon request.



UF/IFAS Extension
Central District

1052 McCarty Hall D
PO Box 110220
Gainesville, FL 32611-0220
352-392-1781
352-392-5259 Fax
tmomol@ufl.edu

February 7, 2017

Ms. JanaFaye L. Griffin
2139 Golden Oak Lane
Valrico, FL 33594

Dear Ms. JanaFaye,

I am pleased to offer you the positions of Orange County Extension Agent I, Family and Consumer Science, position #0001-4183, beginning Monday, March 27, 2017. The salary will be \$47,696.00 with a 40%/60% split in funding source between Orange County, \$19,078.40/40% and the University of Florida, \$28,617.60/60%. Please note your employment is contingent upon your passing the county's prescreening process and approval of the Orange County Board of County Commissioners. This offer is also contingent on a successful pre-employment screening, which includes a review of criminal records, reference checks, and verification of education by the University of Florida.

As an Extension Agent I, Family and Consumer Sciences, you will work under the direction of Dr. Richard Tyson, Orange County Extension Director, (CED) and Dr. Tim Momol, the Central District Extension Director (DED). As with all County Extension Faculty your plan of work, report of accomplishments, and annual performance reviews will be under the supervision of the Central District Extension Director.

Your appointment is subject to the constitution and laws of the State of Florida and the rules and regulations of the Board of Trustees of the University of Florida.

Special conditions of your employment:

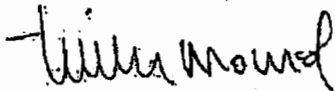
1. If you propose to engage in any outside activity or have a potential conflict of interest, you shall notify your supervisor in writing (using the proper University of Florida forms) prior to engaging in these activities. Such notification must be done annually (effective July 1 for future academic years) for as long as you continue to engage in such activity or have such conflict of interest.
2. There is also considerable travel with evening and weekend meetings, which may or may not be by personal vehicle.

February 7, 2017
JanaFaye L. Griffin
Page Two

We are impressed with your skills and believe you will find your new position to be challenging, interesting, and rewarding.

Please sign below and return the signed copy to me via email (scan) or fax (352)392-5259 as soon as you can.

Sincerely,

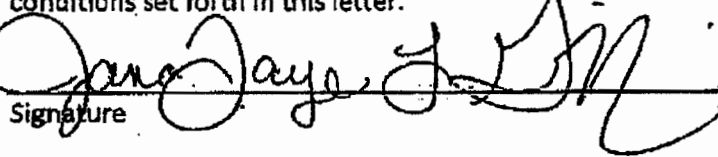


Tim Momol, Ph.D.
Professor and
Central District Extension Director

TM/nw

cc: Melanie Edmondson
Richard Tyson

I, JanaFaye L. Griffin, do accept the position as described above and agree to the salary and all conditions set forth in this letter.


Signature

2/8/17
Date