


February 28, 2012  
MEMORANDUM

TO: Senior Staff


FROM: Blake C. Guillory, Executive Director 

SUBJECT: Re-designation of Deputy Agency Clerks

The District is updating the appointment of Deputy Agency Clerks (Deputy Clerks) pursuant to the District's Statement of Agency Organization and Operation prepared in accordance with Section 28-101.001, F.A.C. The Executive Director is the Agency Clerk and has the right to appoint Deputy Clerks. Deputy Clerks will be those positions responsible for receiving official District papers or maintaining official District files. The Statement of Agency Organization and Operation lists several duties of the Agency Clerk and consequently the Deputy Clerks. Many of these duties may not apply to the Deputy Clerk within each department. I anticipate no changes in job responsibilities due to these appointments. By this memo, I appoint the following positions (currently held by employees as shown) to act as Deputy Clerks within each of the specified bureaus or divisions:

Bureau or Division	Deputy Agency Clerk Position/ Alternate	Currently Held By
Board & Executive Services	Administrative Supervisor #0403 Administrative Coordinator #0081	Dianna Brass Luanne Stout
Document Services	Document Services Manager #0472 Office Services Supervisor #0044	Earl Rich Mike Mullarkey
Finance	Procurement Manager #0271	Steve Long
General Counsel	Sr. Legal Assistant #0323 Sr. Legal Assistant #0535 Sr. Legal Assistant #0361	Dianne Lee Jan Kaesemeyer Linda De Jonge
General Counsel-Tampa	Sr. Legal Assistant #0736 Legal Assistant #0732	Barbara Martinez Amissa Smith
Human Resources & Risk Management	Human Resources Supervisor #0079	Janice Cox
Operations	Administrative Supervisor #0414 Sr. Administrative Assistant #0165	Della Haberle Susie Holton
Regulation-Bartow	Regulatory Support Specialist 2 #0292 Regulatory Support Specialist 2 #0680	Dee Wells Ashley Dorminy
Regulation-Brooksville	Regulatory Support Specialist 3 #0502 Regulatory Support Specialist 2 #0622	Jillian Garrage Jennifer LeGrand
Regulation-Sarasota	Regulatory Support Specialist 3 #0548 Regulatory Support Specialist 3 #0741	Mary French Leigh Rogers
Regulation Tampa	Administrative Coordinator #0419 Regulatory Support Specialist 3 #0360	Carol Lynch Donna Porter

BCG/dml

Reviewed and approved by  Laura Jacobs Donaldson General Counsel	Date 2/28/12
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