

EMPLOYMENT APPLICATION



FLAGLER COUNTY
 1769 East Moody Blvd. Bldg 2 Bldg # 2
 Bunnell, Florida 32110
 386-313-4007
<http://www.flaglercounty.org>
 Catalone, Pamela R
 00021 INTERIM COUNTY ADMINISTRATOR

Received: 1/17/19 8:11 PM
 For Official Use Only:
 QUAL: _____
 DNO: _____
 Experience
 Training
 Other: _____

PERSONAL INFORMATION

POSITION TITLE: INTERIM COUNTY ADMINISTRATOR		EXAM ID# : 00021
NAME: (Last, First, Middle) Catalone, Pamela R		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) Palm Coast, Florida		EMAIL ADDRESS: P.Catalone@outlook.com
HOME PHONE:	ALTERNATE PHONE: 3866821961	NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: FL	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

PREFERENCES

MINIMUM COMPENSATION: \$95,000.00 per year
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular, Temporary
TYPES OF WORK YOU WILL ACCEPT: Full Time
SHIFTS YOU WILL ACCEPT: Day, Evening, Night, Weekends, On Call (as needed)
OBJECTIVE: As I have spent the past decade in the legal field as a senior attorney and manager in the areas of Labor Law and Employee Relations, as well as Dependency and Family Law, I am moving forward in my career in public service.

EDUCATION

DATES:	SCHOOL NAME: Millersville University of Pennsylvania	
LOCATION: (City, State) Millersville, Pennsylvania	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Political Science/Sociology	UNITS COMPLETED: 123 - Semester	
DATES:	SCHOOL NAME: St. Thomas University	
LOCATION: (City, State) Miami Gardens, Florida	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Doctorate
MAJOR: Law	UNITS COMPLETED: 91 - Semester	

WORK EXPERIENCE

DATES: From: 1/2017 To: 1/2019	EMPLOYER: Domestic Abuse Council d/b/a Beacon Center	POSITION TITLE: Project Attorney
ADDRESS: (Street, City, State, Zip Code) P.O. Box 142, Daytona Beach, Florida, 32115	COMPANY URL: www.mybeaconcenter.com	
PHONE NUMBER: 3862794841	SUPERVISOR: Rachel Goetzelman - Lead Project Attorney	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$5,858.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: As a Project Attorney, I represent and advocate for the legal rights of victims of domestic violence. Advocacy includes not only the immediate safety of victims and children through an injunction for protection, but also for financial support, child custody and time-sharing arrangements. I also provide legal consultations to victims of domestic violence with their civil and criminal court matters.		
REASON FOR LEAVING: It is imminent that I will be furloughed and the program for which I work will be suspended due to the partial government shutdown. Unable to have any confidence that I will have a position to which to come back, I am actively seeking to continue my commitment to my community and to public service in a more responsible position.		

DATES: From: 9/2015 To: 1/2017	EMPLOYER: Glugover Law and Mediation	POSITION TITLE: Attorney
ADDRESS: (Street, City, State, Zip Code) 404 N. Halifax Avenue, Daytona Beach, Florida, 32118		COMPANY URL: Glawandmediation.com
PHONE NUMBER: 386-226-9810	SUPERVISOR: Jonathon Glugover - Owner/Attorney	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 30	SALARY: \$2,500.00/month	# OF EMPLOYEES SUPERVISED: 1
DUTIES: Practice included a variety of areas of law including Family and Dependency Law, as well as Labor and Employment. Representation included regular client contact and court appearances, file maintenance and clerical/administrative duties.		
REASON FOR LEAVING: Accepted a position with the Domestic Abuse Council as a full-time attorney in a new program focused on assisting survivors of domestic violence.		
DATES: From: 7/2014 To: 2/2016	EMPLOYER: National Association of Government Employees	POSITION TITLE: Assistant General Counsel
ADDRESS: (Street, City, State, Zip Code) 581 Joseph E. Boone Blvd., Atlanta, Georgia, 30314		COMPANY URL: NAGE.org
PHONE NUMBER: 4045219043	SUPERVISOR: Vincent L. Champion - Director	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$6,700.00/month	# OF EMPLOYEES SUPERVISED: 5
DUTIES: Administrative duties include, but are not limited to, training and supervising in-house personnel and outside counsel, assisting in the transition of new leadership in the southeastern region of NAGE and other various duties as assigned by the Regional Director. Legal duties include, but are not limited to, serving as in-house legal advisor to the Regional Director, representing members in grievances, arbitrations and in labor/management meetings, negotiating labor contracts, appear before local civil service boards representing members, develop and maintain positive relationships with both public and private employers, settling contract disputes through informal processes and mediation and remaining current on national and state labor law, including Florida PERC, NLRB, NLRA, EEOC and FMLA. Also, as the Lead Counsel for Right-to-Work States, I oversaw labor relations for NAGE and its affiliates in Georgia, Florida, Tennessee, North Carolina, South Carolina, Virginia, Alabama and Idaho.		
REASON FOR LEAVING: Still currently employed; however, I am looking for a permanent, not commuter, position in public service.		
DATES: From: 3/2010 To: 8/2014	EMPLOYER: Coastal Florida Police Benevolent Association, Inc.	POSITION TITLE: General Counsel
ADDRESS: (Street, City, State, Zip Code) 810 Fentress Court, Suite 150, Daytona Beach, Florida, 32117		COMPANY URL: cfpba.us
PHONE NUMBER: 386-304-2393	SUPERVISOR: Vincent L. Champion - President	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$4,583.00/month	# OF EMPLOYEES SUPERVISED: 5
DUTIES: Administrative duties included, but were not limited to, assisting in hiring, disciplining and terminating personnel, training legal and non-legal personnel, as well as supervising employees and outside counsel, managing Association's budget, payroll and benefits, approving expenditures, managing payroll and supply vendors and maintain proper Association documents with the State of Florida's Public Employees Relations Commission ("PERC"). Legal duties included, but not limited to, serving as in-house legal advisor to the President, representing employees in grievances and arbitrations and labor/management meetings, negotiating labor contracts, settling contract disputes through informal processes and mediation, appearing before PERC as legal representative of the Association on a variety of issues that concern public employees in the State of Florida and lobbying in Tallahassee for fair working conditions for public employees in the State of Florida.		
REASON FOR LEAVING: Accepted a position with an affiliated labor organization to assist in restructuring its southeastern regional office in Atlanta.		
DATES: From: 5/2008 To: 3/2010	EMPLOYER: Office of Criminal Conflict and Civil Regional Counsel	POSITION TITLE: Assistant Regional Counsel
ADDRESS: (Street, City, State, Zip Code) 224 Beach Street, Suite 201, Daytona Beach, Florida, 32115		COMPANY URL:
PHONE NUMBER: 386-28-4959	SUPERVISOR: Rachel Goetzelman - Supervising Attorney	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$3,000.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: Served as defense counsel for parents in matters related to Dependency Law. This required regular court appearances on a variety of matters as most cases lasted more than a year. Average caseload was 100+ cases.		
REASON FOR LEAVING: After nearly two years of a stressful subject matter (children and families in crisis), I made a decision to step away and steer my career in a new direction.		

CERTIFICATES AND LICENSES

TYPE:
 Florida Bar

LICENSE NUMBER: 722847	ISSUING AGENCY: Florida Supreme Court
TYPE: Pennsylvania Bar	
LICENSE NUMBER: 202056	ISSUING AGENCY: Supreme Court of Pennsylvania

Skills
OFFICE SKILLS: Typing: 60 Data Entry: 0
OTHER SKILLS: Microsoft Word - Expert - 10 years and 0 months Microsoft Excel - Beginner - 2 years and 0 months Microsoft PowerPoint - Intermediate - 3 years and 0 months
LANGUAGE(S): English - <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write

ADDITIONAL INFORMATION
Professional Memberships Member of the Pennsylvania Bar and Florida Bar.

REFERENCES		
REFERENCE TYPE: Professional	NAME: Mary Huber	POSITION: Attorney
ADDRESS: (Street, City, State, Zip Code) 160 Clairemont Avenue, Suite 200, Decatur, Georgia 30030		
EMAIL ADDRESS: Mary@maryjhuber.com		PHONE NUMBER: 404-378-0333
REFERENCE TYPE: Professional	NAME: Jerrell King	POSITION: Attorney
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS: dayton@victimssafefharbor.org		PHONE NUMBER: 2403777656
REFERENCE TYPE: Personal	NAME: Darrell Butler	POSITION: Deputy Sheriff
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS: dbutler6891@gmail.com		PHONE NUMBER: (386) 338-2298
REFERENCE TYPE: Professional	NAME: Jon Azar	POSITION: Law Enforcement Officer
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS: eastpoint7215@yahoo.com		PHONE NUMBER: 7706164181

Agency-Wide Questions

1. If applying for driver position, do you possess a valid Class B or higher Commercial Driver's License with Passenger Endorsement?
No
2. Are you eligible to work in the United States?
Yes
3. Employment Desired:
Full Time
4. Have you ever worked for this organization?
No
5. Hours of work (per week) desired:
40
6. Date Available:
2/1/2019
7. Desired Salary:
\$85, 000
8. Are you currently in the armed forces?
No
9. Military Branch:
10. Military Start Date:
11. Military Discharge Date:
12. Rank at Discharge:

ALL APPLICANTS MUST ANSWER "YES" OR "NO" TO QUESTION 1 AND SIGN AND DATE THE FORM If you are claiming Veteran's Preference, a copy of your DD214 or comparable document which serves as a certification of release or discharge claim, must be furnished at the time of application. Effective April 8, 1992, Chapter 92-80, Laws of Florida amended the definition of wartime service to include the Persian Gulf War, beginning August 2, 1990, and ending on such a date as may be prescribed by presidential proclamation or by law. The County will give your application every special consideration required by the law (Florida Administrative Code, Chapter 55A-7). If you believe you were not afforded employment preference in accordance with the law, you have the right to file a complaint within twenty-one (21) days of notice of non-selection for the position with the Department of Veteran's Affairs, 11351 Ulmerton Road, Suite 311-K, Largo, Florida 32278-1630 Are you claiming Veteran's Preference?

13. No
 14. Check the appropriate category if you are claiming Veteran's Preference:
-

The following terms were accepted by the applicant upon submitting the online application:

By clicking the Accept & Submit button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying my identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of Flagler County and will not be returned. I understand Flagler County may contact prior employers and others.

This application was submitted by Pamela R Catalone on 1/17/19 8:11 PM

PAMELA R. CATALONE

10 Reybell Lane
Palm Coast, FL 32164
Cell phone: 386-682-1961
Email: p.catalone@outlook.com

EXPERIENCE

BEACON CENTER

PROJECT ATTORNEY

DAYTONA BEACH, FL

JANUARY 2017 – PRESENT

As a Project Attorney, I represent and advocate for the legal rights of victims of domestic violence. Advocacy includes not only the immediate safety of victims and children through an injunction for protection, but also for financial support, child custody and time-sharing arrangements. I also provide legal consultations to victims of domestic violence with their civil and criminal court matters.

GLUGOVER LAW AND MEDIATION

ASSOCIATE

DAYTONA BEACH, FL

JANUARY 2016 – JANUARY 2017

Practice includes a variety of areas of law including Family Law, Civil and Criminal litigation, DCF-related matters as well as Labor and Employment Law.

NATIONAL ASSOCIATION OF GOVERNMENT EMPLOYEES (A NON-PROFIT ORGANIZATION)

ASSISTANT GENERAL COUNSEL,

LEAD COUNSEL FOR RIGHT-TO-WORK STATES

ATLANTA, GA

JULY 2014 – JANUARY 2016

Administrative duties include, but are not limited to, training and supervising in-house personnel and outside counsel, assisting in the transition of new leadership in the southern region of NAGE and other various duties as assigned by the Regional Director.

Legal duties include, but are not limited to, serving as in-house legal advisor to the Regional Director, representing members in grievances, arbitrations and in labor/management meetings, negotiating labor contracts, appear before local civil service boards representing members, develop and maintain positive relationships with both public and private employers, settling contract disputes through informal processes and mediation. Also, as the Lead Counsel for

Right-to-Work States, I currently oversee labor relations for NAGE and its affiliates in Georgia, Florida, Tennessee, North Carolina, South Carolina, Virginia and Idaho.

COASTAL FLORIDA POLICE BENEVOLENT ASSOCIATION, INC. (A NON-PROFIT ORGANIZATION)

GENERAL COUNSEL

DAYTONA BEACH, FL

MARCH 2010 - JULY 2014

Administrative duties included, but were not limited to, assisting in hiring, disciplining and terminating personnel, training legal and non-legal personnel, as well as supervising employees and outside counsel, managing Association's budget, payroll and benefits, approving expenditures, managing payroll and supply vendors and maintain proper Association documents with the State of Florida's Public Employees Relations Commission ("PERC").

Legal duties included, but not limited to, serving as in-house legal advisor to the President, representing employees in grievances and arbitrations and labor/management meetings, negotiating labor contracts, settling contract disputes through informal processes and mediation, appearing before PERC as legal representative of the Association on a variety of issues that concern public employees in the State of Florida and lobbying in Tallahassee for fair working conditions for public employees in the State of Florida.

STATE OF FLORIDA

OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL

ASSISTANT REGIONAL COUNSEL

DAYTONA BEACH, FL

MAY 2008 – MARCH 2010

Practiced mostly in the area of Dependency law. Daily activities included court appearances for a multitude of hearings, ranging from shelter hearings to trial and post-disposition hearings. Further duties included negotiating settlement agreements, mediations and counseling/case management. In addition to dependency cases, I also represented clients in a variety of civil cases including, but not limited to, Marchman (involuntary admission to chemical dependency facilities), child support and judicial waiver hearings.

PRINCIPLE LEGAL OFFICES, P.A.

ASSOCIATE

ENTERPRISE, FL

SEPTEMBER 2007 – MAY 2008

Represented clients in a wide variety of legal issues, including, but not limited to, Dissolution of Marriage, Civil Litigation, Estate Planning and Real Estate transactions.

COMMONWEALTH OF PENNSYLVANIA

BUREAU OF WORKERS' COMPENSATION BOARD OF APPEALS

LAW CLERK

HARRISBURG, PA

MAY 2007 – AUGUST 2007

Prepared draft quality decisions of cases appealed from the Workers' Compensation Judge level for consideration and/or issuance by the Workers' Compensation Appeal Board Commissioners.

AFSCME, DISTRICT COUNCIL 90

ADMINISTRATIVE ASSISTANT

HARRISBURG, PA

NOVEMBER 2004- MAY 2006

Provided administrative support to five staff representatives. Processed grievances from initial filing through arbitration, settlement and/or withdrawal. Created new member database and billing system.

- Organized schedules, processed correspondence, updated/printed labor contracts, maintained time/records, and handled a variety of other administrative tasks. Regularly referenced and interpreted AFSCME Master Agreement for Commonwealth of Pennsylvania, as well as local municipal labor agreements.
- Initiated a document control program to prevent identity theft of members' personal information.
- Was the "go-to" person for technical questions regarding Internet searches, office equipment, and office software.

AFSCME/ABEL PERSONNEL, COUNCIL 13

TEMPORARY CLERK

HARRISBURG, PA

OCTOBER 2004 – FEBRUARY 2005

Provided administrative support to the Director of Public Relations. Processed new hire information for state and non-state employees for union membership and handled a variety of other administrative duties.

- Maintained member database and inventory and managed the Director's calendar.
- Eliminated a severe backlog in processing new member information with minimal training; received positive commendation.

EDUCATION

ST. THOMAS UNIVERSITY SCHOOL OF LAW

JURIS DOCTOR

MIAMI GARDENS, FL

AUGUST 2000 - MAY 2003

Fully accredited by the ABA

Member of the AALS

- Third-year research project involved an in-depth look at trial consultants and their effects on the American legal system.
- Elective courses include: Sales/UCC, Contracts, Debtor/Creditor Rights, International Law, European Union Law, Alternative Dispute Resolution and Interviewing, Counseling and Negotiation.

MILLERSVILLE UNIVERSITY OF PENNSYLVANIA

BACHELOR OF ARTS – SOCIOLOGY

MINOR – POLITICAL SCIENCE

MILLERSVILLE, PA

MAY 2000

BAR MEMBERSHIPS/AFFILIATIONS

Licensed to practice law in the State of Florida and the Commonwealth of Pennsylvania (currently on a voluntary inactive status in PA)