

**RULES OF THE
DEPARTMENT OF MANAGEMENT SERVICES
PERSONNEL MANAGEMENT SYSTEM**

**CHAPTER 60L-31
CLASSIFICATION PLAN**

60L-31.001 General Responsibilities

60L-31.002 Job Family Descriptions, Occupational Group Characteristics, and Occupation Profiles

60L-31.003 Position Descriptions

60L-31.004 Exercise of Classification Authority

60L-31.001 General Responsibilities.

(1) The official broadband level code shall be used on all personnel and payroll records and in the preparation of legislative and operating budgets.

(2) Positions shall not be allocated to a broadband level that has not been approved as part of the classification plan.

(3) The Department shall prescribe, and each employing agency shall maintain, a position numbering system that identifies each individual position.

(4) The Department shall assign to each position those designators the Department has established under paragraph 60L-31.002(3)(e), F.A.C.

(5) The Department shall be responsible for the following.:

(a) The overall establishment, coordination, review, and maintenance of the classification plan.

(b) The conducting of periodic studies and surveys to assure that the classification plan is maintained on a current basis.

(c) The post audit of the action taken by an employing agency in classifying or reclassifying positions.

(d) The development of model forms to be used by all agencies in describing essential functions of the position, assigned duties, supervisory relationships, special skills required, and other information necessary to determine the proper classification of each position. When deemed necessary for the maintenance of the classification plan, the Department may require submission of forms or any other related information.

(6) Except as expressly delegated to an agency, the Department shall assign positions to the selected exempt service and senior management service in accordance with the specific designations under Section 110.205, F.S., and the organization structures determined in accordance with Chapters 20 and 216, F.S., or other applicable law. The Department may assign positions that are not so designated by taking into account as a minimum:

- (a) The authority of the position to make final policy decisions, the nature of such decisions, and the effect of such policy decisions on the agency's operation and effectiveness;
- (b) The effect of independently made policy decisions on the public or other agencies;
- (c) The size and nature of the total budget, including the administrative operating budget, for which the position has final responsibility;
- (d) The total number of professional, supervisory, and managerial employees, including salaried, contract, consultant, volunteer, and OPS, for which the position has managerial responsibility;
- (e) The organization level of the position in the agency; and,
- (f) The limit of positions to be included as specified in Section 110.403(1)(a), F.S., is not exceeded.

Rulemaking Authority 110.1055, 110.201(1), 110.2035(1), 110.403(1), 110.605(1) FS. Law Implemented 110.201, 110.2035, 110.403, 110.605 FS. History—New 1-1-02, Amended 4-3-03.

60L-31.002 Job Family Descriptions, Occupational Group Characteristics, and Occupation Profiles.

- (1) The Department shall establish and maintain the job family descriptions, occupational group characteristics, and occupation profiles.
- (2) Each job family description shall include a list of occupational groups within the job family and a list of all occupations within the occupational group.
- (3) For each occupational group, the Department shall establish and maintain:
 - (a) A description of the occupational group;
 - (b) An effective date;
 - (c) The primary performance factors within the occupational group;
 - (d) Performance typically associated with each broadband level; and,
 - (e) Position designators valid within each broadband level.
- (4) For each occupation, the Department shall establish and maintain:
 - (a) A description of the occupation;
 - (b) An effective date;
 - (c) Examples of work;
 - (d) Examples of job characteristics;
 - (e) Examples of knowledge, skills and abilities as established and maintained by the Department for positions that will be allocated to the broadband level (while the exact duties and responsibilities of positions in the broadband level may differ, all positions allocated to

the broadband level shall be sufficiently similar as to kind of work, level of difficulty or responsibility, and qualification requirements to warrant like treatment); and,

(f) Licensure, certification or registration requirements.

Rulemaking Authority 110.1055, 110.201(1), 110.2035(1), 110.403(1), 110.605(1) FS. Law Implemented 110.201, 110.2035, 110.403, 110.605 FS. History–New 1-1-02, Amended 4-3-03.

60L-31.003 Position Descriptions.

(1) The employing agency shall prepare a current position description for each established position authorized for the agency. The position description shall include: an accurate description of the duties and responsibilities assigned to the position; the job related knowledge, skills, and abilities required for the position; any licensure, certification or registration required for the position (including testing); and any position designators. The current position description shall serve as the official record of the duties and responsibilities assigned the position and shall be used to officially classify the position.

(2) When a position description is prepared, it shall be completed and signed by the appropriate authority as determined by the agency to certify that the duties described are accurate and reflect the responsibilities officially assigned to the position.

(3) Each position description and any attached information shall be maintained by the employing agency or by the Department’s designee and a copy shall be made available to each incumbent of the position.

(4) The Department shall have electronic access to the official position description.

(5) Upon good cause shown in writing, the Department may excuse an agency from this rule’s requirement of maintaining records electronically. In assessing good cause, the Department shall consider the agency’s technological capability and whether the records are electronically accessible via the Department’s designee.

Rulemaking Authority 110.1055, 110.201(1), 110.2035(1), 110.403(1), 110.605(1) FS. Law Implemented 110.201, 110.2035, 110.403, 110.605 FS. History–New 1-6-02, Amended 4-3-03.

60L-31.004 Exercise of Classification Authority.

(1) Each employing agency shall have the authority and responsibility to classify positions authorized by the Legislature or authorized pursuant to Chapter 216, F.S., to classify positions that are added in lieu of positions deleted pursuant to Chapter 216, F.S., to reclassify established positions, and to correct errors in classification; provided, that absent an express written delegation of authority by the Department, agencies shall not have authority to reclassify positions between the various services (selected exempt service, senior management service, and career service).

(2) Classification actions taken by an employing agency shall be within the classification system established by the Department, and shall be in accordance with these rules.

(3) Any classification action to be taken by an employing agency shall be initiated by preparation of a current position description.

(a) If Office of Policy and Budget approval is required to effect a classification action, the employing agency shall not effect the classification action until the required approval has been obtained.

(b) An agency requesting a revision of the classification system shall furnish to the Department position descriptions, the proposed changes, and any other material the agency believes justifies the request.

(4) Classification actions of the employing agency shall be subject to post audit review by the Department. If the Department determines that the duties and responsibilities officially assigned to the position are not in accordance with the classification system, the action may be changed as provided in Chapter 110, F.S.

(5) When a position is affected by a classification action, the pay for the employee filling that position shall be determined in accordance with the provisions of Chapter 60L-32, F.A.C.

Rulemaking Authority 110.1055, 110.201(1), 110.2035(1), 110.403(1), 110.605(1) FS. Law Implemented 110.201, 110.403, 110.605 FS. History—New 1-22-02, Amended 4-3-03.