



FLORIDA DEPARTMENT OF JUVENILE JUSTICE PROCEDURE

Title: Classification Procedures

Related Policy: FDJJ – 1005P

I. DEFINITIONS

Base Rate of Pay – An employee’s salary excluding any approved pay additive, incentive pay, discretionary or non-discretionary bonus payment, and other legislatively approved agency specific pay additive.

Broadband – The official classification and compensation system of the State of Florida’s State Personnel System as required by section 110.2035, Florida Statutes. The method of grouping like duties and pay while providing a high degree of flexibility to agencies in order to meet the needs and demands of the state workforce.

Broadband Code – An eight-digit number used on all official personnel, payroll, and budget documentation. The number identifies the broadband occupation which the position is assigned.

Budget – Reflects both salary and benefit costs associated with positions.

Budget Entity – The code used to drive agencies budgets.

Career Service – The service designation for all positions not specifically exempted by section 110.205, Florida Statutes, and any other provisions of the Florida Statutes.

Class Code – A four-digit number which must be used on all official personnel, payroll, and budget documents. The number identifies the class to which a position has been assigned.

Class Title – The title used on all official personnel, payroll, and budget documents to indicate the class to which a position has been assigned in accordance with law.

Classification Action – A combination of documents and/or forms required to make a change to an established position.

Classification Request – The form submitted as part of the classification action documenting current and proposed position and budgetary information.

Collective Bargaining Unit (CBU) – The specific designation to identify the collective bargaining unit to which the position’s class has been assigned and is recognized by the Public Employees Relations Commission (PERC) for the purpose of collective bargaining.

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Competitive Area Differential (CAD) – Indicates a class has been approved by the Department of Management Services (DMS) to receive a pay additive which is designed to attract and retain workers so the state can remain competitive in areas where similar jobs in the private sector are paid more than the state pays.

Essential Functions – The fundamental duties of a job. To determine essential functions, consideration must be given to whether employees in the position actually are required to perform the function, and then consider if whether removing that function would fundamentally change the job.

Equal Employment Opportunity (EEO) – As documented on the official position description, this code reflects the job category that identifies the federal job category for all positions within the State Personnel System. There are (8) eight job categories which describe the type of work a position is assigned in terms of affirmative action planning and reporting.

Excluded – A designation of exemption from the overtime provisions of the federal Fair Labor Standards Act (FLSA).

Fair Labor Standards Act (FLSA) – The federal law commonly referred to as the Wage and Hour Law, that establishes a national minimum wage, guaranteed time and a half for overtime in certain jobs, and child labor restrictions.

Included – A designation of coverage under (not exempted from) the overtime provisions of the FLSA. Requires the payment of overtime for hours worked in excess of 40 hours in a workweek or in excess of the established hours in an extended work period.

Incumbent – The employee assigned to a position.

Knowledge, Skills, Abilities (KSA's) – The attributes required to perform a job that are generally demonstrated through qualifying service, education, or training. **Knowledge** is the organized body of information, facts, or principles that an individual must possess for successful job performance; **Skills** is the proficient manual, verbal, or mental manipulation of data or things that an individual must possess for successful job performance, and **Ability** is the capacity to perform an observable behavior or produce a product.

Licensure, Registration and/or Certification – The credentials the incumbent must possess to be eligible to fill a position.

Organization Code – An 11-digit numeric code that designates the organizational structure within the Department.

Other Personnel Services (OPS) – An employee/employer relationship used solely for the completion of short term or intermittent tasks. OPS employees do not fill established positions.

Overlap – A condition in which more than one employee in pay status is placed in the same position number

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for the purpose of training or to perform the duties of an employee on military leave.

Overtime – Hours of work in excess of 40 hours during the established workweek or in excess of the number of full-time contract hours in the established extended work period, for which included employees are paid at the rate of time and one half, in accordance with the FLSA.

Pay Additives – Temporary increase in pay.

Pay Band – The minimum salary, the maximum salary, and intermediate rates which are payable for working in a specific broadband level.

Pay Grade – The number identifying a specific pay range minimum and maximum.

Pay Plan – A two-digit number which identifies the service in which the class has been assigned.

- 01 - Career Service
- 08 - Selected Exempt Service
- 09 - Senior Management Service

Position Attributes – A characteristic which impacts the treatment of a position and/or incumbent.

Position Description (PD) – The official State of Florida document that lists the assigned job duties and responsibilities, the necessary KSAs, as well as certain position attributes assigned to a position and is used to officially classify the position.

Position Number – An eight-digit sequentially assigned number to identify a position.

Reclassification – The changing of an established position in one broadband level in an occupational group to a higher or lower level in the same occupational group or to a broadband level in a different occupational group.

Security Role Code – Defines the type of access a user has in the People First system.

Selected Exempt Service (SES) – Positions which include, and shall be limited to, those positions which are exempt from Career Service pursuant to section 110.205 (2) and (5), F.S.

Senior Management Service (SMS) – Positions in the executive branch, the duties and responsibilities of which are primarily and essentially policymaking or managerial in nature and are exempt from the Career Service System by section 110.205 (2), F.S. and for which the salaries and benefits are set by the Department in accordance with the rules of the Senior Management Service.

Special Program Component (SPC) – The ten-digit code used to categorize an agency's services into elements and sub-elements from the State Program Structure.

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State Personnel System (SPS) – The employment system comprised of authorized positions within the Career Service, Selected Exempt Service, and Senior Management Service. All state agencies and organizational units thereof with such positions are considered entities of the SPS.

Transfer – Moving an employee from one geographic location of the state to a different geographic location in excess of 50 miles from the employee's current work location.

Workweek – Forty hours in a period of seven consecutive days beginning Friday at 12:01 a.m. and ending on Thursday at midnight.

II. STANDARDS/PROCEDURES

A. General Information

1. The Bureau of Human Resources (HR) has the authority and responsibility to classify positions authorized by the Legislature or authorized pursuant to Chapter 216, F.S., to classify positions added in lieu of positions deleted pursuant to Chapter 216, F.S., to reclassify established positions, and to correct errors in classification.
2. Position descriptions are official documents and may be subpoenaed in a court of law. All required information shall be completed accurately and in accordance with these procedures before submitting to HR for processing.
3. Managers and supervisors reserve the right to assign duties and responsibilities to their direct reports. Positions evolve over time as processes changes, as a result so must their duties and responsibilities. The assignment of new tasks or tasks associated with current responsibilities are to be expected. Documenting those tasks seldom warrant an increase in pay.
4. HR shall maintain the official position description for each established position authorized by the agency.
5. It is the responsibility of the immediate supervisor to review their direct reports position descriptions annually and ensure the duties and responsibilities are current and accurately described.
6. Prior to the advertisement and/or commitment to hire of any Selected Exempt Service (SES) position, the Bureau of Human Resources must review the position description to determine if the position will be reclassified to Career Service (CS). Program areas must email an updated position description to [HR Classification](#) for review.
7. The Department of Management Services (DMS) shall approve all classification actions for positions that move between the various services (Career Service, Selected Exempt Service, and Senior Management Service).
8. The DMS shall assign positions to the Selected Exempt Service and Senior Management Service in accordance with specific designations under section 110.205, F.S.
9. Classification actions shall be submitted via email to [HR Classification](#) for processing.

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B. Position Description

1. Position descriptions shall be updated when there are changes to the position.
2. Updates or changes to an established position shall be made on the [State of Florida Position Description](#).
3. The position description shall include: an accurate description of the duties and responsibilities assigned to the position; the job-related knowledge, skills, and abilities; any licensure, certification, or registration; any position designators and attributes; the reporting structure, working hours, security, location information; and other job-related requirements.
4. Position descriptions must be written in plain language. All acronyms and abbreviations must be defined.
5. An official position description must be signed and approved by the Recruitment and Classification Manager, DMS, or the Chief of Human Resources and assigned an effective date by the approval authority.
6. The most current approved position description shall be used to officially classify the position.
7. Position descriptions are assigned to the position, not the person performing the duties. The name on the position description may reflect the incumbent at the time the document was approved.
8. Position descriptions shall be made available upon request for each established position.
9. People First updates are processed by HR based on the position description's effective date.
10. Other Personnel Service (OPS) positions do not require a position description. Supervisors may use them at their discretion. HR does not maintain OPS position descriptions.
11. Career Service position descriptions must assign a percentage of time to each duty and responsibility. The total percentage of time shall equal one-hundred percent (100%).
12. Selected Exempt Service and Senior Management Service position descriptions do not require percentages.
13. Each position description shall include a statement to show that the position "*performs other related duties.*" This statement shall be included in the duties and responsibilities and not assigned a percentage for Career Service.
14. Each position description shall include the following prompt payment statement. This statement should be added under other job-related requirements for this position (#9 on the position description): "*This position must comply with the requirements set forth in Section 215.422, Florida Statutes, Prompt Payment Compliance Law.*"

C. Classification Action

1. Position classification establishes a logical relationship between:
 - a. The duties and responsibilities of positions;
 - b. The qualifications required to fill them;
 - c. The supervisor and their direct reports;
 - d. The salary range assigned for the type of work; and
 - e. The pay plan to which the position is assigned.

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2. Classification actions are processed on a first-in, first-out basis. Failure to submit correct and complete information will delay the process.
3. Classification actions are known to have a domino effect. One update may require several documents to complete the task. **For example:** When a position is updating the supervisor, three (3) position descriptions are required. A position description (1) for the position, (2) the current supervisor and (3) the proposed supervisor.
4. Classification actions may include one or more of the following:
 - a. Justification Memo – Provides a written explanation of the action.
 - b. [Classification Request](#) form – Documents current and proposed changes.
 - c. [State of Florida Position Description](#) – Official document created by DMS.

D. Type of Transaction

1. **Update**

- a. Position descriptions shall be updated when changes are made to the position, to include:
 - i. Duties and Responsibilities
 - ii. Supervisor
 - iii. Direct Report(s)
 - iv. Job-Related Requirements
 - v. Security Role Code
 - vi. Organization Code/Level (org code) – Must include classification Request form
 - vii. Location and Address – Must include classification request form
- b. Updates must include the justification memo from the HR liaison and the position description.
- c. When updates to the organization code and/or the location address are proposed, the classification request form is required.
- d. The type of transaction(s) shall be reflected on the position description. Multiple transactions can be processed at one time (i.e. Update supervisor, direct reports, and org code).
- e. An updated position description is not required when a new incumbent is placed in the position.

2. **Reclassification**

- a. Reclassifications shall be submitted when there are *significant* changes in the duties and responsibilities that warrant a change in classification or when the position is moving between the various services (Career Service, Selected Exempt Service, and Senior Management Service).
- b. Program areas shall submit the justification memo approved by the Assistant Secretary or director, the classification request form and the position description for the position to be reclassified.
- c. Program areas shall provide an accurate, descriptive and detailed outline of the duties and responsibilities on the official position description.
- d. Program areas may be required to provide an explanation of where the duties and responsibilities

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- originated, and the previous position details.
- e. HR shall review the classification action and provide a recommended classification. Program areas may not submit an additional position description after an official recommendation has been provided.
 - f. Managers and supervisors shall not inform an employee that their position will be classified or reclassified to a specific class title prior to the position description being approved.
 - g. The following factors shall be considered when classifying or reclassifying a position:
 - i. Nature or type of work performed
 - ii. Level of responsibility
 - iii. Impact of position on the section, bureau, division, or agency
 - iv. Reporting relationships
 - v. Scope of duties
 - vi. Complexity of work
 - vii. Supervision received
 - viii. Supervision exercised
 - ix. KSAs required to perform the duties
 - h. The following factors shall not be considered when classifying or reclassifying a position:
 - i. Incumbent of the position
 - ii. Performance of the incumbent
 - iii. Longevity of the incumbent in the position
 - iv. Qualification of the incumbent that are not required by the position
 - i. When the official recommendation and the proposed classification are the same, HR shall recommend approval.
 - j. When the official recommendation and the proposed classification are different, HR shall consult with the program area. The program area may choose to:
 - i. Proceed without HR's recommendation; or
 - ii. Proceed with HR's recommended classification.
 - k. Once a recommendation has been provided, the classification action shall be routed to the Chief of Budget.
 - l. The Chief of Budget completes a Salary Rate and Budget Review for the Chief of Staff or designee's approval or disapproval. If necessary, Assistant Secretaries or directors will be requested to discuss the action.
 - m. Approved reclassifications that move between the various services (Career Service, Selected Exempt Service, and Senior Management Service) must also be approved by DMS.
 - n. HR will communicate the final determination to the program area. Determinations shall include the approved position description(s), organizational chart(s), and the effective date of the action.

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3. Increase to Base Rate of Pay – Added Duties and Responsibilities

- a. Career Service and SES employees may only be granted an increase in base rate of pay in accordance with applicable provisions of Florida Statutes, [Chapter 110](#) and [216](#), [Chapter 60L-32](#), Florida Administrative Code (F.A.C.).
- b. An employee may receive only one increase in base rate of pay during any twelve (12) month period. Salary increases associated with appointments, such as promotions and across the board increases authorized by the Legislature are exempted from this section.
- c. To be eligible, the employee must have attained permanent status in their current position (Career Service), have been employed with the Department for at least twelve (12) months and have no pending or documented performance deficiencies or disciplinary actions taken during that period.
- d. Increase to base rate of pay may be granted for added duties and responsibilities based on the following:
 - i. The permanent addition of new tasks and functions to an established position that does not warrant reclassification of the position. *Providing more descriptive details for current duties and responsibilities are not considered added duties and responsibilities.*
 - ii. The added duties must be of a significant nature. *Increase in work volume are not considered added duties and responsibilities.*
- e. Program areas shall submit the justification memo approved by the Assistant Secretary or director, the classification request form and the position description.
- f. Program areas shall provide an accurate, descriptive, and detailed outline of the duties and responsibilities of the position on the official position description.
- g. Program areas may be required to provide an explanation of where the added duties and responsibilities originated, and the previous position details.
- h. HR shall review the classification action and provide a recommendation. Program areas may not submit an additional position description after an official recommendation has been provided.
- i. HR shall route the classification action to the Chief of Budget.
- j. The Chief of Budget completes a Salary Rate and Budget Review for the Chief of Staff or designee's approval or disapproval. If necessary, Assistant Secretaries or directors will be requested to discuss the action.
- k. The Budget Office shall communicate the final determination to the program area and HR.
- l. Personnel Action Requests (PARs) for approved increases to base rate of pay shall be processed by HR.

4. Pay Additives – Career Service

- a. Pay additives are temporary increases in salary and shall be removed or adjusted upon a change in the conditions upon which it was granted. A pay additive may only be implemented for a Career Service employee in accordance with applicable provisions of Florida Statutes, [Chapters 110](#) and [216](#), [Chapter 60L-32](#), F.A.C.
- b. Program areas shall submit the justification memo approved by the Assistant Secretary or director to the Chief of Budget.

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- c. The Chief of Budget completes a Salary Rate and Budget Review for the Chief of Staff or designee's approval or disapproval. If necessary, Assistant Secretaries or directors will be requested to discuss the action.
- d. The Budget Office shall communicate the final determination to the program area and HR.
- e. Personnel Action Requests (PARs) for pay additives shall be processed by HR.
- f. The following temporary pay additives are most commonly used by the department:
 - i. **Temporary Special Duties – Absent Coworker** – This additive may be recommended when a position has been assigned additional duties as a result of another employee being absent from work pursuant to the Family Medical Leave Act (excludes Family Supportive Work Program activities) or authorized military leave.
 - ii. **Temporary Special Duties – General** – This additive may be recommended when a position has been assigned temporary duties and responsibilities not customarily assigned to the position for any other reason than what is outlined for a Temporary Special Duties – Absent Coworker additive as provided above. **IMPORTANT SPECIAL NOTE:** Pursuant to Article 21, of the American Federation of State, County and Municipal Employees (AFSCME) and Florida Nurses Association (FNA) collective bargaining units, each time an employee is designated by the appropriate supervisor to act in a position in a higher broadband level than the employee's current broadband level, and performs a major portion of the duties of the higher level position, irrespective of whether the higher level position is funded, for more than 22 workdays within any six consecutive months, the employee shall be eligible to receive a temporary special duty additive in accordance with the Rules of the State Personnel System, beginning with the 23rd day.
 - iii. **Trainer Duties** – This additive may be recommended when an employee is assigned the responsibility to provide on-the-job training to other employees as part of an agency-approved formalized training program provided that such training is not part of the customarily assigned duties of the position. *Trainer duties must be documented on the official position description.*
 - iv. **On-Call** – Employees placed on-call shall be compensated in accordance with applicable collective bargaining agreements when:
 - 1. The employee has been instructed by the appropriate management to remain available to work during an off-duty period.
 - 2. The employee must leave word where the employee may be reached by phone or electronic signaling device
 - 3. The employee is available to return to the work location on short notice to perform assigned duties, notwithstanding that the employee may be in paid or unpaid leave status; and
 - 4. On-call has been documented on the official position description.
 - v. **Competitive Area Differential** – This additive is provided for specific positions with similar duties and responsibilities when it has been determined that recruitment, turnover, or competitive pay problems exist in a defined geographic region or county(ies). Initial establishment or increases to existing levels of Competitive Area Differential additives must be implemented in accordance with the provisions of section 110.2035(7)(c), F.S.

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5. Acting or Interim Appointment – SES/SMS

- a. SES/SMS employees who are required to temporarily perform all or a significant part of the duties of another exempt position assigned to a pay band having a higher maximum salary, resulting in an increased level of responsibility, may be compensated for performing in the higher-level position.
- b. Program areas shall submit the justification memo approved by the Assistant Secretary or director to the Chief of Budget.
- c. The Chief of Budget completes a Salary Rate and Budget Review for the Chief of Staff or designee's approval or disapproval. If necessary, Assistant Secretaries or directors will be requested to discuss the action.
- d. The Budget Office shall communicate the final determination to the program area and HR.
- e. Personnel Action Requests (PARs) for acting or interim appointments shall be processed by HR.

E. Establishing a Position

1. Career Service, Selected Exempt Service, and Senior Management Service positions shall be established as authorized by the Legislature. A position description shall be created to officially classify the position.
2. Other Personnel Services (OPS) positions must be approved by the Chief of Budget. The following information shall be submitted:
 - a. Justification memo approved by the respective Assistant Secretary or director; and
 - b. [OPS Establish/Update Position](#) form.
3. The Budget Office will determine if the OPS position shall be established.
4. The approval shall be forwarded to HR. Disapprovals will be returned to the program area.
5. HR will establish the position and notify the HR Liaison, as appropriate.

III. ATTACHMENTS/HELPFUL LINKS

[HR Website](#)

Attachment I – [Rule 60L-31, F.A.C., Classification Plan](#)

Attachment II – [Instructions for Completing the Position Description Form](#)

Attachment III – [DMS Classification and Compensation Guide](#)

Attachment IV – [DMS Program Guidelines – Exempting Employees from the Career Service as Confidential](#)

Attachment V – [Broadband Classification and Compensation Program](#)

Attachment VI – [Position Description – DMS Policy No. ADMINISTRATION – 08-101](#)

Attachment VII – [Classification Request Form](#)

Attachment VIII – [OPS – Establish/Update Position Form](#)