

State Personnel System



# Classification and Compensation Program Manual

Division of State Human Resource  
Management

Revised May 1, 2023

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## **PURPOSE**

This program manual has been developed to assist State Personnel System (SPS) agencies in administering the SPS classification and compensation program. For any questions concerning the information in this manual, please contact the State Workforce Design and Compensation Team.

## **INTRODUCTION**

The SPS is the primary personnel system for the Executive Branch of state government. It is the largest of the five uniform state personnel systems (the others being the Florida Lottery, the Legislature, the Justice Administration System, and the State Court System) and it is larger than any of the state's university personnel systems. [Per rule 60L-29.003, Florida Administrative Code \(F.A.C.\)](#), the SPS encompasses the various state agencies with positions in its applicable pay plans (the career service, the selected exempt service, and the senior management service).

All Career Service, Selected Exempt Service (SES), Senior Management Service (SMS), and Other Personal Services (OPS) positions and employees within the following entities are included in the SPS and are subject to the provisions of [section 110.2035, Florida Statutes \(F.S.\)](#):

Agency for Health Care Administration	Department of Legal Affairs (Office of the Attorney General)
Agency for Persons with Disabilities	Department of Management Services
Department of Agriculture & Consumer Services	Department of Military Affairs
Department of Business & Professional Regulation	Department of Revenue
Department of Children and Families	Department of State
Department of Citrus	Department of Transportation
Department of Corrections	Department of Veterans' Affairs
Department of Economic Opportunity	Division of Administrative Hearings
Department of Education	Division of Emergency Management
Department of Elder Affairs	Executive Office of the Governor
Department of Environmental Protection	Florida Commission on Human Relations
Department of Financial Services	Florida Commission on Offender Review
Department of Health	Florida Gaming Control Commission
Department of Highway Safety & Motor Vehicles	Florida School for the Deaf & Blind (including non-career service positions)
Department of Juvenile Justice	Fish & Wildlife Conservation Commission
Department of Law Enforcement	Public Service Commission
	Public Employees Relations Commission

[Section 110.2035, F.S.](#), authorizes the SPS classification and compensation program for positions in the Career Service, SES, and SMS. In addition, [rule 60L-31, F.A.C., Classification Plan](#), addresses the management of the classification system, and [rule 60L-32, F.A.C., Compensation and Benefits](#), addresses the management of salary and other benefits.

### **Why Classification and Compensation Matters:**

- A well-defined and properly maintained Classification and Compensation system is the foundation for the administration of effective, uniform, and defensible employment policies. Many personnel policies are based on the proper classification of positions.
- Proper administration of the Classification and Compensation system helps avoid costly state and federal litigation, judgments, fines, and penalties.

The Legislature understands that a well-maintained Classification and Compensation system helps recruit, develop, and retain highly qualified talent while maintaining governmental accountability and good stewardship. As such, they have included the provisions of [section 110.127, F.S.](#) to help maintain the system.

### **Agency Authority/Responsibilities:**

- Maintain an accurate and current position description (PD) for each authorized and established position assigned to the agency as a record of the official assignment of duties to the position.
- Properly apply the classification and compensation statutory requirements and rules promulgated by the Department of Management Services, Division of State Human Resource Management (DMS/HRM).
- Properly classify or reclassify Career Service authorized positions.
- Submit all reorganization requests and reclassification requests that involve positions into or out of the SES or SMS to DMS for review and approval prior to enacting changes.
- When the duties of a position within the SES or SMS are changed significantly enough to require the change of broadband classification or a change in the Career Service exemption criteria, the designation into the SES or SMS that was originally approved by DMS based on the original duties is voided and the agency must submit the reclassification to DMS for review and approval prior to enacting changes.

Please note that it is the agency's responsibility to ensure all classification actions and changes comply with the Fair Labor Standards Act (FLSA). (See FLSA Exemptions on page 17 for more information)

### **DMS/HRM Authority/Responsibilities:**

- Review and approve exemptions to the Career Service, pursuant to [subsection 110.205 \(2\), F.S.](#)
- Designate all positions in the SES as managerial/policymaking, professional, or non-managerial/non-policymaking pursuant to [section 110.602, F.S.](#)
- Designate positions in the SMS, in accordance with the exemptions from the Career Service provided in [section 110.205, F.S.](#). The SMS includes senior-level positions at the highest executive level within an agency.
- Review and approve reclassifications of positions into and out of the SES and SMS pursuant to [subsection 110.205\(2\), F.S.](#). [Rule 60L-31.001\(6\), F.A.C.](#) states, "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." Also, [rule 60L-31.004\(1\), F.A.C.](#), states in part that "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.](#)" When the duties of a position within the SES or SMS are changed significantly enough to require the change of broadband classification or a change in the Career Service exemption criteria, the designation into the SES or SMS that was originally approved by DMS based on the original duties is voided and the reclassification is considered a new designation into the SES. Therefore, DMS also has the responsibility to review and approve these types of reclassifications of positions in the SES or SMS prior to the changes being enacted.

Note: To ensure a uniform system and compliance with the statutes, the Department's authority over reclassification actions into, out of, or within the SES and SMS has not been delegated to the agencies.

- Conduct a post-audit review of the actions taken by an employing agency in classifying or reclassifying positions.
- Effect a classification change on any classification or reclassification action taken by an employing agency if the action was not based on the duties and responsibilities officially assigned to the position as they relate to the official occupation profile and the level definition in the occupational group characteristics.

Based on this authority, prior to enacting changes, agencies shall submit requests for approval to DMS for the following types of reclassifications:

- Reclassifications involving a pay plan change (reclassifying a position from Career Service to SES, for example).
- Reclassifications involving positions in the SES or SMS where the duties have changed enough to necessitate the need for reclassification into a different broadband code or a change in the Career Service exemption, thereby voiding the original designation into the SES or SMS.

Being exempted from the Career Service divests an employee of civil service rights and protections and also impacts collective bargaining rights. Therefore, it is of utmost importance that DMS ensure positions are properly placed within the appropriate pay plan. The position description for all positions assigned to the SES and SMS must include the statutory provision by which it has been exempted from the Career Service. If the career service exemption criteria changes, DMS must approve the change to ensure compliance with statute and rule. NOTE: All requests are reviewed on a case-by-case basis.

## **CLASSIFICATION**

### **Introduction**

In accordance with [subsection 110.2035\(1\), F.S.](#), DMS has established the classification system by which agencies are to properly classify all authorized SPS positions in conjunction with the provisions of [rule 60L-31, F.A.C., Classification Plan](#).

### **Broadband System**

The Broadband Classification and Compensation Program (Broadband System) was implemented in 2002 as the official system for the administration of SPS classification and pay. It is the method of grouping positions that are similar in duties and responsibilities for the purpose of defining organizational and compensation structures. As stated in [section 110.2035, \(F.S\)](#), the Broadband System was intended to:

- 1) Reduce the need to reclassify positions due to work assignments and organizational changes.
- 2) Allow flexibility in organizational structure development.
- 3) Reduce the number of supervisory broadband levels.
- 4) Emphasize pay administration and job evaluation to move employees through the pay bands.

To accomplish the requirements of [section 110.2035, F.S.](#), DMS used the [Federal Standard Occupational Classification System \(SOC\)](#) to create a uniform job categorization system. The SOC is catalog of common occupations that is maintained by the federal Department of Labor Bureau of Labor Statistics (DOL). This method of classifying positions aligns the SPS with federal programs for reporting and funding.

The Broadband System consists of:

- **Job Families:** The SPS utilizes 23 Job Families which are broad groupings of similar occupational groups. With few exceptions, the SPS Job Families align with the Major Groups used in the SOC. Identifying the correct classification for a position should start with determining the correct Job Family.
- **Occupational Groups:** The statute limits the SPS to 38 groups of similar occupations. For example, the Business and Finance job family has two occupational groups: "Business Operations" and "Finance."
- **Occupations:** Specific types of work that are similar in knowledge, skills, and abilities. Occupations generally share a similar career path. DOL provides detailed descriptions of each Occupation in the SOC, market pay data, career projections, training, and other useful data.
- **Broadband Levels:** The statute allows up to six broadband levels for each occupation within an occupational group. A broadband level defines the level of performance for a position within an occupational group. Definitions for each level can be found on the appropriate Occupational Group Characteristics profile.

- **Broadband Code:** Used to identify the job family, occupation and broadband level. Positions within the same broadband code are performing similar work at the same performance level (broadband level) and as such, should be compensated at a similar level. Each Broadband Code is assigned to a specific pay band. The example below shows that positions in Level 1- Business Operations of the broadband are assigned to pay band 03. The occupation profiles contain information on the pay band assigned to each level for positions in that occupation.

Job Family	Occupation Group	Occupation	Broadband Level	Broadband Code	Pay band
BUSINESS AND FINANCE	BUSINESS OPERATIONS	BUSINESS OPERATION SPECIALIST, ALL OTHER	LEVEL 1 - BUSINESS OPERATIONS	13-1199-01	03

- **Pay Bands:** The statute allows up to 25 broad pay bands. Each broadband code is assigned to a specific pay band. Agencies have the authority to compensate a position anywhere within the pay band. While the bands provide the minimum and maximum salary parameters, additional research should be used to determine the appropriate compensation level for the position, taking into consideration market data, internal equity, and KSAs specific to the position.
- **Position/Working Title:** The name used to define a specific position within a broadband code, not to be confused with historical Class Titles.

When classifying a position, it is important to consider the Knowledge, Skills, and Abilities (KSAs) needed to effectively perform the essential duties of a job.

- **Knowledge:** Measures the technical knowledge required to meet performance standards at a particular level.
- **Skills:** Defines how much preparation and learning through experience and training is necessary to perform at a particular level.
- **Abilities:** Defines the capacity to perform an observable behavior or produce a product.

### Former Classification and Pay Plan

The Broadband System is the official method of classification for SPS positions. However, certain components of the old classification system still serve as reference points because of how the state's current budget system administers salary appropriations. Consequently, the classes that were used under the old system have been assigned to occupations within the Broadband System and the pay grades associated with the old system are also embedded in the broad pay bands that are part of the current system.

The Broadband Crosswalk is a tool that was created to align the old classification system with the broadband system. At the time the broadband system was implemented, the assigned class code and pay grade of all existing positions were linked to a broadband code within the broadband system. Since then, new class codes have been created to define a group of positions within a specific broadband code.

- **Class Code:** A four-digit numerical reference to define a group of positions within a broadband code.
- **Class Title:** A generic name assigned to the class code that is used to define a group of positions within a broadband code.
- **Pay Grades:** While the pay grade concept from the old classification and compensation system is not specifically referenced in Chapter 110, F.S., it continues to serve as a reference point for many different administrative processes for the SPS, providing a narrower range than the pay bands. Pay grades are assigned to each class code and must fall within the established pay band. Pay grades can be more useful in determining the appropriate compensation for a position than pay bands.

Agencies often find it helpful to consider the former class codes and titles in analyzing positions for proper classification, even though broadbanding is the official classification and compensation system. However, the class specifications from the former system should not be relied upon because they have not been maintained or updated since broadbanding went into effect in 2002. Additional information is available in the Compensation Section of this manual.

### **Available Online Resources**

- [Classification Plan](#)  
Contains documentation of the former classification system, including the class specifications for some positions in the Career Service and SES. The class specifications have not been updated since the implementation of the broadband system, so they should only be used as examples of the type of work performed and the knowledge, skills, and abilities associated with historical classes. All classifications in the SMS were specific to the position; therefore, there were no specifications for these classes. Since the current system relies on the broadband code, the class titles are only used as a reference point to identify the class code and should not be used to determine the appropriate classification.
- [Definition of Terms Used in the Schedule of Salary Ranges](#)  
A reference that provides the definitions for terms, attributes, and codes used within the Classification and Compensation System.
- [Broadband Crosswalk](#)  
A tool that cross-references the Broadband Classification and Compensation System with the former Classification and Pay Plan. It is used to filter down to the correct Broadband Code and identify the position attributes associated with that code, including existing class codes.

### **Classifying Positions**

Unless otherwise provided by law, the Legislature authorizes positions through the General Appropriations Act. Each agency is then responsible for the establishment of its authorized positions through the classification process (which begins with the appropriate Position Action in the People First system). Classification is the beginning point for many



key HR processes including recruitment, performance management, overtime eligibility, pay, and benefits. As the foundation for these HR processes, classification provides the means to evaluate jobs, determine the nature and complexity of the work being performed, and then categorize that work within the proper service category (Career Service, SES, or SMS) that will determine the level of pay and benefits assigned to the position.

The proper classification of positions also defines accurate reporting relationships, the right talent groups, and minimizes the possibility of grievances related to job duties. The classification system provides a standard and objective way to view positions and identify the expected contribution or value to the agency. Classification also impacts the salary range and benefits assigned to the position, so it is important for positions to be classified properly.

Determining a position's classification is based upon the duties and responsibilities assigned to the position, not the person performing the duties. The duties and responsibilities of the position also determine the KSAs needed to successfully perform in the position.

Position classification establishes a logical relationship between:

- the duties and responsibilities of the position;
- the qualifications required to fill the position;
- the reporting relationships for the position;
- the salary range assigned for the type of work; and
- the pay plan to which the position is assigned.

Consider these factors when classifying a position:

- Nature or type of work performed
- Occupational characteristics
- Level of responsibility
- Impact of position on the section, bureau, division, or agency
- Reporting relationships
- Scope of duties
- Complexity of work
- Supervision received
- Supervision exercised
- KSAs required to perform the duties

Factors that should not be considered in classifying a position:

- Incumbent of the position
- Performance of the incumbent
- Longevity of the incumbent in position
- Qualifications of the incumbent that are not required by the position
- Salary goals or desired pay grade for the position

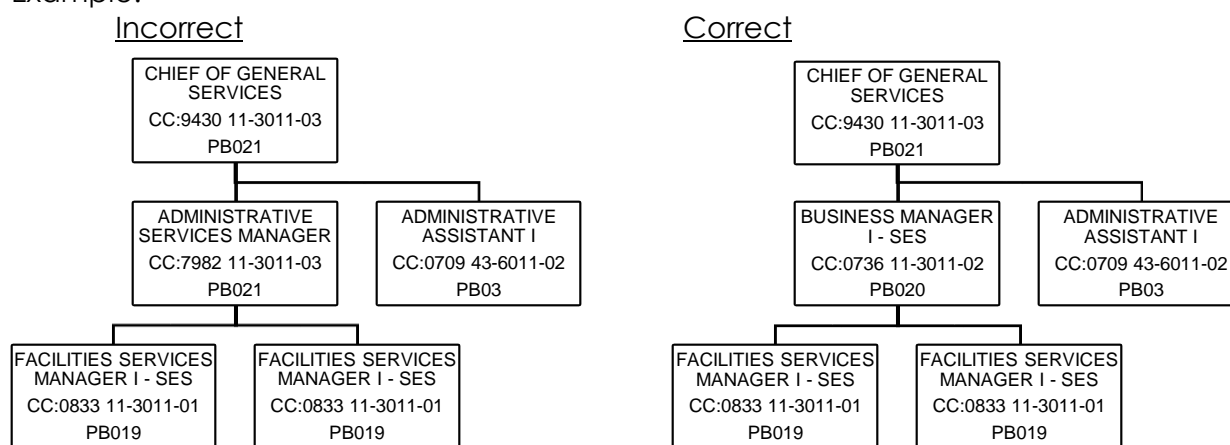
Consult the supervisor or other appropriate authority, if necessary, to obtain their perspective and assessment of the position. In many cases, the supervisor will be the one to prepare the PD based on the duties that are to be performed.

## Stacking/Layering

As previously stated, one of the statutory requirements of the classification system is to reduce the number of supervisor levels. Also, the concept of broadband level has been defined as a performance level. Considering these two aspects of the classification system, stacking must be avoided except when the constraints of the broadband system do not provide for another option. Stacking occurs when one position within a broadband level reports to another position within the same level. When comparing positions in different occupation groups, the assigned pay band should be used to compare the position level. A supervisor is expected to perform at a higher level than the positions supervised, so placing the two positions in the same broadband level would be inappropriate. (Please see page 6 for definition of broadband level).

In most cases, when considering the scope of work and level of responsibility of the two positions, one of them should be classified at a different level. Sometimes, the problem arises from the placement of the position within the organization rather than the classification of the position. If the scope of work seems to be aligned with the description of the broadband level, consider whether the position is aligned correctly within the structure or if it should report to a different level.

Example:



In the example above, the first chart illustrates an unsuitable reporting relationship within the manager occupational group. A Level 3 Manager (Bureau Chief or comparable) should not be supervising another Level 3 Manager. The second chart depicts a more appropriate reporting relationship; it clearly depicts that each supervisor is assigned to a higher broadband level than its subordinates. It should be noted that this fundamental standard applies to all occupational groups and levels and that the examples above are merely for illustrative purposes and were not copied from an existing or proposed structure.

Broadbanding is the official classification system of the SPS and is used to determine the appropriateness of reporting relationships. Positions of the same Broadband Level should not report to each other. [Rule 60L-31.002, F.A.C.](#), includes the following: "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." Positions in the same broadband level reporting to each other cannot clearly exhibit a

differentiation in the kind of work, level of difficulty or responsibility, or qualification requirements if given like treatment. There should be distinct differences in the Broadband (performance) Level of the positions in order to establish an effective relationship between an employee and supervisor.

### **Steps to Classifying a Position**

The following steps must be taken when considering a classification action:

1. **Review Statutory Requirements:** [Section 20.04, F.S.](#), defines the standard organization structure for the SPS. [Chapter 20, F.S.](#), also contains agency-specific sections that provide additional guidance that applies to the structure of specific agencies. This information should be used to guide all classification decisions to ensure the overall structure is compliant with statute.
2. **Select the Appropriate Job Family:** Compare the duties and responsibilities of the position to the [Job Family Descriptions](#) to determine the most appropriate job family for the position.
3. **Select the Appropriate Occupational Group:** Compare the detailed descriptions for the [Occupational Groups](#) with the duties and responsibilities of the position to determine the appropriate occupational group.
4. **Select the Appropriate Occupation:** Compare the detailed descriptions for the [Occupations](#) within the occupational group with the duties and responsibilities of the position to determine the appropriate occupation.
5. **Select the Appropriate Broadband Level:** Each Occupational Group Characteristics report includes a description of the performance levels associated with each broadband level within that group. Using those descriptions, determine the appropriate broadband level for the position based on the duties and responsibilities of the position.
6. **Identify the Broadband Code and Pay Band:** The broadband code includes three sets of numbers separated by hyphens. The first two-digit number represents the job family. The second four-digit number represents the occupation. The third two-digit number represents the broadband level. Each Occupation Profile will indicate the appropriate broadband code and pay band for each broadband level within the occupation.
7. **Identify the Class Code:** Using the broadband crosswalk, filter down through each element to identify the available class codes associated with the broadband code. The selection of a class title from among the options specific to the broadband code and pay plan to which the position is being placed should be primarily focused on whether the associated class code reflects the appropriate CBU, EEO category, and pay grade to which the position should be allocated. If there is not a class associated with the broadband code assigned to the position, HRM can assist in creating a new class code. However, legislative intent was to minimize the number of times work assignment and organizational changes necessitated a classification change, such as a change of class title. Additionally, the sole purpose of assigning a class title is to ensure that the code associated with

that title reflects all the appropriate position attributes and properties that are still being managed by class code. Therefore, if an existing class title and code accomplishes this but does not meet the agency's need for a specific title, the agency has the ability to create a position specific title and enter it in the Position Title field in the People First system.

Note: while the Broadband Crosswalk is an essential tool in matching the correct broadband code with an associated class code, improper use can result in misclassification of positions. It is important to start the classification process with the job family and finish with the associated class code and title, as per the procedures laid out in this manual.

8. **Confirm Structural Integrity:** Once the proper broadband code has been identified for the position, review the position's location within the organizational structure to ensure that it complies with statute and rule. Ensure that there has not been a stacking situation created with more than one position in the same broadband level reporting to another position in the same level. Ensure that positions designated as Supervisory under [paragraph 110.205\(2\)\(w\), F.S.](#) have at least two direct reports and that the duties and responsibilities include a description of the supervisory responsibilities of the position. Ensure that all the position attributes align with the selected classification.

If you have any questions concerning properly classifying a position, please contact the Workforce Design and Compensation Team for guidance.

## Position Descriptions

The PD is the official document that lists the assigned job duties and responsibilities, the necessary KSAs, as well as certain position attributes assigned to a position. Agencies must use the [Position Description Form](#) found on the DMS website. This site also includes the [Instructions for Completing the Position Description Form](#).

All established full-time equivalent (FTE) positions require a PD. While PDs are not required for Other Personal Services (OPS) positions, agencies are encouraged to use them to support employee accountability and justify the assigned hourly rate of pay.

Basic information included on the PD includes job duties and responsibilities (which may include percentage of time spent on tasks, depending on agency policy); KSAs; work location; organizational level; reporting structure; other job-related requirements; broadbanding information; class codes; and class titles as well as:

- **Service Category:** The pay plan to which the position is assigned, i.e., Career Service, SES, or SMS.
- **Exemptions:** Certain positions are exempt from the Career Service based on statute. [Section 110.205, F.S.](#), contains exemptions from the Career Service. DMS also has guidance on its website concerning [paragraph 110.205\(2\)\(w\): Exempting Employees from the Career Service as Confidential](#). It is important to properly classify Career Service Exemptions to avoid improperly denying an employee their rights and protections under the Career Service and/or a collective bargaining agreement.

- **Position Attributes:** A position attribute is a characteristic which impacts the treatment of a position and incumbent. Specific information regarding positions and their attributes is also entered into the People First system and the system maintains this information for use in other employment actions. There are many attributes associated with positions. Certain attributes are indicated on the PD, which identify key characteristics associated with the position:
  1. Equal Employment Opportunity (EEO) job category code: Identifies the federal EEO job category for all positions within the SPS. There are eight job categories which describe the type of work a position is assigned in terms of affirmative action planning and reporting. For example, code 01 is listed as Officials and Administrators and represents those positions that have a high level of authority over operations, etc. These federal EEO job categories and their definitions are on the [DMS website](#). It is important to properly assign the EEO code as this information is used to generate federal reports.
  2. Collective Bargaining Unit (CBU) designation: The CBU is used to identify the collective bargaining unit to which a position's class has been assigned. Information on CBUs can be found on the [DMS website](#). If a specific position is excluded from the designated CBU based on unique duties and responsibilities, please contact the HRM Bureau of Labor Relations to determine the appropriate resolution.
  3. Special Risk designation: Indicates that the position has been determined by DMS to be eligible for membership in the Special Risk Retirement class of the Florida Retirement System (FRS) in accordance with [section 121.0515, F.S.](#) The Special Risk designation on the position record is only for certain positions that require law enforcement, firefighting, criminal detention, emergency medical care, and forensic work as one of the essential functions; or for certain Career Service professional healthcare positions that require duties be performed at least 75 percent of time in contact with patients or inmates at a correctional or forensic facility or institution. The PD should capture the duties that support Special Risk eligibility. This designation allows members to retire sooner and accrue retirement credits at a higher rate due to the nature of the work assigned to the position. Additional information is on the [DMS website](#).

NOTE: Special Risk eligibility is position based. The employee record (retirement code) should never be changed to Special Risk unless the Special Risk indicator has been selected on the position, due to the position having been deemed Special Risk eligible. When a position meets the Special Risk criteria and the Special Risk indicator is marked on the position, the position incumbent is eligible for Special Risk retirement enrollment and the employee retirement record will default to Special Risk when an appointment action is processed. The People First default code for Special Risk is HB (Special Risk pension plan). However, the retirement code on the employee record must be manually changed when needed; for example, if the employee elects the Special Risk investment plan, enters DROP, is a renewed member, or a rehired retiree. In such cases, the agency should identify the appropriate FRS retirement code to enter on the employee record. Therefore, it is important to remember that, because Special Risk eligibility is position based, the Special Risk indicator on the position record

must not be changed, as it remains valid even when the Special Risk eligible position is vacant. (This is an attribute of the position and is not dependent on the employee's FRS membership status.) The retirement code on the employee record is what will be reported to the Division of Retirement by the People First system.

4. Overtime (eligibility) designation: Indicates whether a position is excluded (exempt) or included (non-exempt) from the overtime provisions of the FLSA which are addressed in the Compensation Section of this manual. The PD should capture the job duties and responsibilities which support overtime eligibility status. It is important to note that exemptions from FLSA overtime requirements are different from exemptions from the Career Service. A position could be exempt from the Career Service but not exempt from FLSA. Failure to properly designate exemptions from FLSA overtime requirements could result in significant fines and backpay by the agency. Information on FLSA exemptions can be found on [Fact Sheet #17A](#) published by the Department of Labor.
5. Competitive Area Differential (CAD) designation: Indicates that a class has been approved by DMS and the Legislature to receive a pay additive which is designed to attract and retain workers in geographical areas where other employers pay comparatively more for similar jobs. Pay additives are addressed in the Compensation Section of this manual.

## **Organizational Charts**

[Chapter 20, F.S.](#), provides for five successive levels of organization: department, division, bureau, section, and subsection, unless otherwise provided for in statute. Organizational charts serve as an illustration of each agency's official structure and should clearly show each position within the hierarchy as well as reporting relationships, broadband codes, pay bands, pay grades, class titles and position numbers assigned to each entity.

To properly analyze the agency's organizational structure, two types of organizational charts are used. A functional organizational chart demonstrates the alignment of divisions, bureaus, sections, and subsections within an agency. Incumbents, position numbers, and other position specific details are not included on a functional organizational chart. A staffing organizational chart accounts for each specific position within each level and function of the organization. These charts include details such as the incumbent, title, position number, broadband code, pay band, and pay grade.

All classification requests, including those submitted as part of a request to change the service category of a position, and structural reorganization requests must contain both current and proposed detailed staffing organizational charts with proposed changes highlighted. Functional charts must be submitted with a structural reorganization request and may be requested for a classification request to help clarify the location within the organization. The level of detail provided on the charts should accurately reflect the requested classification action or reorganization. At a minimum, the chart must include the position in question, all direct and secondary reports, and the next two levels in the upward reporting structure.

See the [Agency Reorganization Request Program Manual](#) for additional information.

## Career Service, SES, and SMS Designation Changes

By law, all SPS positions are to be classified within the Career Service unless specifically exempted by statute. Agencies should exercise caution when changing position designations so as not to incorrectly or inadvertently deprive employees of rights and protections under the Career Service or the collective bargaining law (see [Chapter 447, Part II, F.S.](#)). [Rule 60L-31, F.A.C., Classification Plan](#), states that "absent an express written delegation of authority by the Department, agencies shall not have the authority to reclassify positions between the various services (selected exempt service, senior management service, and career service." As such, all reclassifications involving a SPS position moving into or out of the SES or SMS must be approved by DMS prior to enacting any classification action. When the duties of a position within the SES or SMS are changed significantly enough to require the change of broadband classification or a change in the Career Service exemption criteria, the designation into the SES or SMS that was originally approved by DMS based on the original duties is voided and the reclassification is considered a new designation into the SES. Therefore, reclassifications involving an SPS position moving within the SES or SMS must also be approved by DMS prior to enacting any classification action.

### Instructions for Requesting Reclassification Approval from DMS:

- Work with the appropriate Hiring Manager to develop a comprehensive list of the duties and responsibilities for the position and the required KSAs. These will be included on the PD.
- Follow the guidance for reclassification on page 9 of this manual to determine the proper classification for the position.
- Review [subsection 110.205\(2\), F.S.](#), to determine whether the position should be exempted from the Career Service and placed in either the SES or the SMS; or whether the position no longer meets the exemption criteria and should be reclassified to the Career Service. Refer to [Exempting Employees from the Career Service as Confidential](#) for more information on Career Service exemptions.
- Prepare the [PD](#).
- Prepare current and proposed organizational charts, marking the affected positions. Highlighting the affected positions will aid in the efficient processing of your request.
- Prepare the transmittal letter explaining requested action(s).
- The submitted package must contain, in order, the cover letter, position descriptions, and the current and proposed organizational charts combined into one PDF document.
- Email requests to the State Workforce Design and Compensation Team at: [ClassificationActionRequests@dms.myflorida.com](mailto:ClassificationActionRequests@dms.myflorida.com).
- See Appendices A through I for specific checklists for designation changes that need to be submitted to DMS.
- See [People First HR Training – Org Management](#) for system processing.

## Reorganizations

Per [subsection 20.04\(7\), F.S.](#), when an agency seeks to change its functional organization, it must seek an approval recommendation from DMS and request final approval from the Governor's Office of Policy and Budget (OPB). Reorganization changes include changes to the functional organization where a division, bureau, section, or subsection (or

comparable units) is established, deleted, or moved within the organization. For reorganizations, the agency should provide a detailed explanation of the purpose and structure of the reorganization in the request to DMS.

An agency initiates the reorganization process by preparing the appropriate documentation as outlined in the Agency Reorganization Request Program Manual. The request to DMS is submitted through the Budget Amendment Processing System (BAPS). DMS reviews the request for compliance with statute, rule, and DMS guidelines for administering the classification and compensation system. Once approved, DMS will forward the request to OPB with a recommendation. OPB's review of the request concludes with an approval or disapproval notification sent to the agency. OPB is not obligated to approve a reorganization request, even if it meets all requirements. No classification action should be taken until OPB has issued final approval for the request.

- Information about the official organizational structure of an agency can be found in [Chapter 20, F.S.](#)
- Information about budget policies and procedures can be found in [Chapter 216, F.S.](#)
- Instructions for completing a reorganization request can be found in the [Agency Reorganization Request Program Manual](#).



## **COMPENSATION**

### **Introduction**

[Section 110.2035, F.S.](#), governs both the Classification and Compensation System. In addition, [rule 60L-32, F.A.C.](#), Compensation and Benefits, establishes the policies and procedures applicable to all occupations in the SPS.

The SPS compensation program includes salary and benefit packages that are available to employees based on the service category of their position. These benefits include health and life insurance, retirement, Social Security, Medicare, paid leave, and others. This manual focuses primarily on the salary or pay component of total compensation. However, the consideration of pay must be viewed within the context of total compensation.

### **Pay Bands**

In the Broadband System, pay is determined through a range or pay band. Pay bands have a minimum rate and a maximum rate which establishes the lowest base pay and the highest base pay that a position within that band shall be compensated. Each occupation within a job family is assigned to one of the 25 pay bands which serves as the official pay range for that occupation. Because pay bands are so wide from the minimum rate to the maximum rate, the Legislature and the OPB continue to use the prior pay grade system for budget and salary purposes to provide more specificity.

### **Budget and Rate**

The salary structure for employees requires a fundamental understanding of the terms “budget” and “salary rate.” While interrelated, these two terms are distinctively different in how they are used in managing the compensation program for employees.

- **Budget:** Budget reflects both salary and benefit costs associated with positions.
- **Salary Rate:** Salary rate is assigned on July 1 each year for the new fiscal year. It is the sum of the June 30 salary of all filled positions and the pay grade minimum salary for all vacant positions. Salary rate is not assigned to OPS or contracted positions.

Rate is explained by three distinct terms:

1. **Annual salary rate** is the monetary compensation authorized to be paid to an appropriated position on an annualized basis, including salary additives, but excluding benefits, associated with the position. (Budget minus Benefits)
  2. **Approved rate** is the amount of annual salary rate allotted to each department for the purpose of managing the department's salary rate.
  3. **Actual rate** is salary rate associated with established positions listed in the People First system. This includes the actual salary rate for filled positions and the minimum salary rate of the pay grade for any vacant positions.
- **Effect of Budget and/or Salary Rate Actions**  
Budget dollars can be generated by holding positions vacant. However, salary rate cannot be generated by holding positions vacant.

When a filled position becomes vacant, the salary rate generated equals the difference between the filled position's salary rate and the minimum salary of the pay grade for the vacant position.

Reclassifying a position that was vacant on June 30 to a pay grade with a lower minimum salary generates salary rate equal to the difference between the minimum salary of the pay grade of the former class and the minimum salary of the pay grade of the new class. If a position was filled on June 30 and becomes vacant, reclassifying it to a pay grade with a lower minimum salary will generate salary rate equal to the difference between the filled position's Annual Salary Rate and the minimum salary of the pay grade of the new class.

## **Determining Salary**

Determining an employee's salary upon appointment ([rule 60L-32.001, F.A.C., Determining Salary Upon Appointment](#)) involves the consideration of a number of factors including: the type of appointment, the KSAs required of the position and possessed by the employee, difficulty in recruitment for the position, years of service and experience of the employee, licensure, certification and registration, and the salary of current employees doing similar work with similar skills and experience.

Determining salary is a subjective process. While the salary must be in the pay band range, an agency's actual determination of salary upon appointment of an employee is based on a sound assessment and consideration of the different factors listed above. Each appointment or employment decision may vary because of the variation of impact of these factors from one decision to another. As a result, consistency within each agency in the assessment of these factors is critical to avoid any appearance of unfairness.

[Rule 60L-32.0011, F.A.C., Increases to Base Rate of Pay](#), authorizes agencies to increase an individual employee's base rate of pay within the established pay band at any time, as long as the reason for the increase is justified and documented, funds are available, and there is no specific prohibition in law for the increase.

## **Cohorts**

[Section 216.251, F.S., Salary appropriations; limitations](#) prohibits an agency from providing general salary increases or pay additives for a cohort of positions sharing the same job classification or job occupations which the Legislature has not authorized in the General Appropriations Act or other laws. As such, an agency must have specific approval from the Legislature prior to increasing the salary of a group of positions within the same Occupation.

## **Pay Cycles**

The SPS uses monthly and biweekly pay cycles. The monthly pay cycle is based on 12 months and has 12 pay periods while the biweekly pay cycle is based on 52 weeks and usually has 26 pay periods. NOTE: Due to the rolling nature of the calendar, some years have 27 biweekly pay periods.

All pay is computed based on 2,080 work hours annually, regardless of whether an employee is paid biweekly or monthly. Most OPS employees are paid on an hourly basis based on a 40-hour work week and are included in the overtime provisions of the FLSA.

## **Pay Additives**

Pay Additives, governed by [subsection 110.2035\(7\), F.S.](#), and [rule 60L-32.0012, F.A.C.](#), [Pay Additives and Incentive Pay](#), are temporary increases in pay in addition to an employee's base rate of pay. Pay additives can only be given to Career Service employees and are based on unique circumstances associated with the position.

The following pay additives are authorized:

1. Shift differentials.
2. On call.
3. Hazardous duties.
4. Lead-worker duties.
5. Temporary special duties - general.
6. Temporary special duties - absent coworker.
7. Trainer duties.
8. Competitive area differentials.
9. Critical market pay.

Agencies are authorized to implement these pay additives in accordance with DMS rules, the General Appropriations Act (GAA), and collective bargaining agreements.

However, a new competitive area differential (CAD) or a new critical market pay (CMP) additive may not be implemented unless DMS has reviewed and recommended approval and the Legislature has provided express authority to implement such action. This includes increases in the level of CAD or CMP additives, as well as the initial establishment and implementation of any CAD or CMP additive effective on or after January 1, 2012.

Agencies that do not have a plan for implementing the Temporary Special Duties – General pay additive submitted through its annual legislative budget request and approved by the Legislature must submit requests for each Temporary Special Duties-General pay additive to HRM who will review and submit to the EOG and legislative staff for approval.

As circumstances warrant an additive change, agencies are required to initiate the appropriate action to modify or remove the additive.

Additional guidance on pay additives is provided in the Program Guideline: [Pay Additives](#), [Salary Additives: On-Call and Leave Status](#), and [Salary Additives: On-Call/Call-Back](#).

## **Incentive Pay**

Incentive pay is additional compensation provided to employees who meet the eligibility criteria prescribed in statute. There are two different types of incentive pay: Criminal Justice Incentive Pay (CJIP), which is governed by [section 943.22, F.S.](#), and Firefighter

Supplemental Compensation (formerly Firefighter Incentive Pay (FFIP)), which is governed by [section 633.422, F.S.](#)

Pay additives, incentive pay, plus the base rate of pay equals the regular rate of pay for an employee and are included for the purposes of calculating overtime.

## **Perquisites**

Perquisites are those things, or the use thereof, or services of a kind that confer on the employees receiving them, some benefit in the nature of additional compensation. Perquisites benefit employees because the use of such items reduces the personal expenses of employees. Perquisites are covered in [paragraph 216.262\(1\)\(f\), F.S.](#), and [rule 60L-32.004, F.A.C., Perquisites](#). Perquisites may be provided only when in the best interest of the state due to exceptional or unique circumstances.

Items considered to be perquisites include, but are not limited to: housing, utilities, laundry services, medical service, moving expenses, and the use of state-owned vehicles for other than state purposes.

Agency heads have the authority to grant perquisites utilizing the DMS approved and enumerated categories.

Delegated authority for granting perquisites is contained in the annual letter concerning perquisite reporting.

The value of the perquisite is not used to compute an employee's base rate of pay or regular rate of pay unless required by DMS to meet federal FLSA requirements. Perquisites may have a tax implication.

All perquisites and moving expenses must be reported for each fiscal year to DMS on the Perquisite Reporting Form. DMS sends out a notice in June of each year providing guidance and the due date for the fiscal year report.

Additional information on perquisites is provided on the [DMS website](#).

## **Fair Labor Standards Act (FLSA)**

The FLSA regulates employee overtime status, overtime pay, child labor, minimum wage, and related record-keeping. The Wage and Hour Division of the federal Department of Labor (DOL) is responsible for enforcing the FLSA and provides [compliance guidance](#) for applying provisions of the law.

- **FLSA Exemptions:** The FLSA provides for certain exemptions or exclusions from its overtime and record-keeping requirements. Employees in positions designated as excluded (FLSA exempt) are not eligible for overtime pay. DOL has created a [fact sheet](#) that includes a list of each exemption and the requirements for the exemption. To qualify as excluded, the employee must meet each requirement under the cited exemption.

Each exemption is narrowly construed and the burden of proof is on the agency to document that employees meet the exemption's criterion. Decisions on whether a

position is designated excluded or included must be based on the duties performed as recorded on the employee's PD and should accurately reflect the work done by the incumbent. Class titles or pay band assignments cannot be used as the only basis for making the determination. A position-by-position analysis is required even though historically, a designation may have been made for a particular class title.

The criteria for a position to be exempt from the Career Service is different from the criteria to be exempt from FLSA. Most Career Service, OPS and some SES employees are included (nonexempt) and are covered by the FLSA overtime requirements, but the agency should analyze each position independently. Incorrectly classifying a position as excluded from FLSA overtime could result in legal action, significant fines, and backpay against the agency.

All SMS, most SES and some Career Service employees are excluded (exempt) from FLSA overtime requirements. OPS doctors, lawyers, teachers, and some computer employees paid \$27.63 or more per hour, also may be excluded. Refer to [29 CFR Part 541, Code of Federal Regulations](#), for guidance in this area.

- **Minimum Wage:** Florida has a constitutional provision that creates a Florida minimum wage even though the FLSA provides for a federal minimum wage. This state minimum wage applies to all employees in the state who are covered by the federal minimum wage.

The minimum wage requirements for Florida employers, both private and public sector, are defined in [Article 10, Section 24 of the Florida Constitution](#). The Legislature also has the authority to implement a minimum wage for the SPS that is higher than Florida or federal rate. Agencies are required to pay the greater of the federal, Florida, or SPS minimum wage. As of July 1, 2022, the SPS minimum wage is \$15/hour.

Effective September 30, 2021, the Florida minimum wage increased to \$10 per hour and will increase by \$1 each year until it reaches \$15 per hour on September 30, 2026. On September 30, 2027 and on each following September 30, the minimum wage rate will be calculated by increasing the current minimum wage rate by the rate of inflation during the twelve months prior to each September 1<sup>st</sup> using the consumer price index for urban wage earners and clerical workers, or a successor index as calculated by the United States Department of Labor. Each adjusted minimum wage rate calculated shall be published and take effect on the following January 1<sup>st</sup>.

DMS will notify agencies of any changes to the prevailing minimum wage and the effective date. Agencies will be provided lists of any employees who have hourly rates below the new minimum wage.

[Section 448.109, F.S.](#) require employers who must pay their employees the Florida minimum wage to post a minimum wage notice in a conspicuous and accessible place in each establishment where these employees work. This poster requirement is in addition to the federal requirement to post a notice of the federal minimum wage.

- **Overtime and Pay Periods:** Overtime is not earned until an included employee has worked in excess of 40 hours in the work week or in excess of their approved extended work period as indicated below. Overtime hours are paid at the rate of one and one-

half times the regular hourly rate of pay. Because the FLSA requires that included employees be paid for all hours "suffered" (i.e., worked), each agency should establish procedures for approving overtime before the employee works additional hours in their established FLSA work period.

While the FLSA work period for most included employees is the 40-hour workweek, there are some included employees (specifically law enforcement, correctional officers, and firefighters) who work an approved extended FLSA work period as authorized by DMS in accordance with FLSA provisions. Depending on the extended FLSA work period adopted by each agency, employee overtime is calculated based on working in excess of 160, 168, 192, or 212 hours in a 28-day cycle, or in excess of 80 hours in a 14-day cycle.

Pay period work hours are the number of hours for which the employee is accountable for working or charging leave per pay cycle. For full time employees, they are based on eight hours per workday multiplied by the number of work days in the pay period (biweekly or monthly). All biweekly pay periods have 80 work hours, but work hours for monthly pay periods will vary depending on the number of work days in the month.

In the People First system, a "flex schedule" is an assigned work schedule in which some workdays are more or less than the standard eight hours. The number of work hours in a monthly pay period for which an employee with an established "flex schedule" is accountable in any given month will be driven by the flex schedule and not the standard monthly formula.

For information on docking the pay for excluded employees, see the Policy Clarification: [Allowable Salary Deductions for Excluded Employees Under the Fair Labor Standards Act](#).

- **FLSA Compensatory Leave:** Per [rule 60L-34.0031\(4\), F.A.C., Regular Time and Overtime](#), included employees may choose to earn FLSA Compensatory Leave instead of overtime pay, if offered by the agency. If the employee elects FLSA Compensatory Leave in lieu of being paid for overtime, the employee will be credited with this leave at the rate of one and one-half hours of special compensatory leave for each overtime hour worked. There are limits (usually 80 hours) on the number of hours an employee may accumulate pursuant to the rule. Once the applicable limit is reached, any overtime earned must be paid directly to the employee. In addition, the agency must pay the balance of any FLSA Compensatory Leave hours not taken pursuant to the applicable interval stipulated in the rule.
- **Regular Compensatory Leave:** Excluded Career Service employees, required to work beyond their normal work period to meet an agency need (of a routine business nature) earn regular compensatory leave on an hour-for-hour basis, as provided for in [rule 60L-34.0043\(1\), F.A.C., Regular Compensatory Leave](#), up to a maximum of 240 hours.
- **Regular Compensatory Leave Payment Plan:** In accordance with [rule 60L-34.0043\(5\), F.A.C., Regular Compensatory Leave](#), agencies may establish a Regular Compensatory Leave Payment Plan, to pay excluded Career Service employees who

are directed to work hours in excess of the regular work period due to states of emergency or extraordinary circumstances impacting the agency. These payments are made at the straight time rate of pay and are in lieu of accruing regular compensatory leave. The [Career Service Regular Compensatory Leave Payment Plan - Template](#) is available on the DMS website.

- **SES Extraordinary Payment Plan:** Employees filling excluded SES positions and all SMS positions are expected to work as many hours as required to perform their job and do not earn overtime pay or compensatory leave. However, [rule 60L-32.0071, F.A.C., Selected Exempt Service Extraordinary Payment Plan](#), authorizes agencies to establish plans to compensate excluded SES employees, below the level of bureau chief (or bureau chief comparable), who are directed to work hours in excess of the contracted hours in the regular work period in response to an unforeseen extraordinary event or occurrence to provide agency mission critical services to the public. Under certain conditions, these employees receive payment at the employees' straight time hourly rate of pay on an hour-for-hour basis for hours worked in excess of the contracted hours of work in the regular work period. Employees who work additional hours in accordance with their agency's activated SES Extraordinary Payment Plan will be paid on the supplemental payroll.

The agency must have an established SES Extraordinary Payment Plan approved by DMS. Plan activation requires notice to the Executive Office of the Governor (EOG), President of the Senate, Speaker of the House and DMS and the plan must be activated prior to the work commencing.

### **Dual Employment and Dual Compensation**

Pursuant to [paragraph 216.262\(1\)\(e\), F.S.](#), approval of dual employment or dual compensation is required by "state agencies" for: 1.) Employment in more than a total of one full-time established position; or 2.) Compensation of an employee simultaneously from any appropriation other than appropriations for salaries (example: OPS appropriations); or 3.) Compensation of an employee simultaneously by more than one "state agency". [Rule 60L- 32.003, F.A.C., Dual Employment and Dual Compensation](#), governs dual employment and dual compensation.

Dual employment and dual compensation create the potential for overtime; therefore, the hours worked should be tracked to ensure any liability for overtime is appropriately handled.

Dual employment and dual compensation are different from outside employment because the outside employment has no ties to the SPS. For example, an employee working a second job in the private sector, at a state university, or other non-SPS entity is not considered to be in a dual employment or dual compensation situation. Review the [Dual Employment and Dual Compensation Guidelines and Procedures](#) for additional information. Additionally, the [Dual Employment and Dual Compensation Request Form](#) is on the DMS website.

## APPENDIX A – CAREER SERVICE TO SES CHECKLIST

- Fill out PD ensuring all necessary fields are completed, based on the Instructions for [Completing the Position Description Form](#) found on the DMS website.
- Use the Broadband Crosswalk as a resource of information where appropriate.
- Select box for SES.
- List the appropriate exemption for section 110.205, Florida Statutes.
- If the exemption is from paragraph 110.205 (2)(w), Florida Statutes, select Managerial, Supervisory, or Confidential based on Chapter 447, Florida Statutes.
- If the position is exempted as supervisory, verify that the position supervises at least two FTE or equivalent and that the duties and responsibilities include a description of the supervisory responsibilities of the position.
- List information for current position in "Current" fields.
- List information for proposed position in "Proposed" fields.
- Select appropriate SES CBU code using the [CBU Designation Guide](#):
  - 80 – SES Physicians Unit
  - 81 – Selected Exempt Service Attorneys Unit
  - 86 – SES Supervisory Non-Professional Unit
  - 87 – Supervisory Unit – Not Represented
  - 89 – Other Selected Exempt Service Unit – Not Represented
- If percentages are used make sure they equal 100%.
- Make sure the duties assigned align with those in the Occupation Profile for the Occupation selected.
- Make sure the level of work is appropriate for the occupational level selected.
- The position should be classified based on broadband criteria.
- Make sure the "Approval of Agency Personnel Officer" line on the last page of the position description is signed and dated.
- Submit current and proposed organizational charts for all affected charts with all changes highlighted.
- Prepare letter to HRM explaining the request and include the exemption being used. Submit with all supporting documents to the State Workforce Design and Compensation Team via email to [ClassificationActionRequests@dms.fl.gov](mailto:ClassificationActionRequests@dms.fl.gov).



## APPENDIX B – SES TO SES CHECKLIST

- Fill out PD ensuring all necessary fields are completed, based on the Instructions for [Completing the Position Description Form](#) found on the DMS website.
- Use the Broadband Crosswalk as a resource of information where appropriate.
- Select box for SES.
- List the appropriate exemption for section 110.205, Florida Statutes.  
*Note: If the exemption is from paragraph 110.205 (2)(w), Florida Statutes, select Managerial, Supervisory, or Confidential based on Chapter 447, Florida Statutes.*
- If the position is exempted as supervisory, verify that the position supervises at least two FTE or equivalent and that the duties and responsibilities include a description of the supervisory responsibilities of the position.
- List information for current position in “Current” fields.
- List information for proposed position in “Proposed” fields.
- Select appropriate SES CBU code:
  - 80 – SES Physicians Unit
  - 81 – Selected Exempt Service Attorneys Unit
  - 86 – SES Supervisory Non-Professional Unit
  - 87 – Supervisory Unit – Not Represented
  - 89 – Other Selected Exempt Service Unit – Not Represented
- If percentages are used make sure they equal 100%.
- Make sure the duties assigned align with those in the Occupation Profile for the Occupation selected.
- Make sure the level of work is appropriate for the occupational level selected.
- The position should be classified based on broadband criteria.
- Make sure the “Approval of Agency Personnel Officer” line on the last page of the position description is signed and dated.
- Submit current and proposed organizational charts for all affected charts involved in the request with all changes highlighted.
- Prepare letter to HRM explaining the request and include the exemption being used. Submit with all supporting documents to the State Workforce Design and Compensation Team via email to [ClassificationActionRequests@dms.fl.gov](mailto:ClassificationActionRequests@dms.fl.gov).

**APPENDIX C – SES TO CAREER SERVICE CHECKLIST**

- Fill out PD ensuring all necessary fields are completed, based on the Instructions for [Completing the Position Description Form](#) found on the DMS website.
- Use the Broadband Crosswalk as a resource of information where appropriate.
- Select box for Career Service.
- List information for current position in “Current” fields.
- List information for proposed position in “Proposed” fields.
- Select appropriate Career Service CBU code, using the [CBU Designation Guide](#):

<p>Career Service Represented:</p> <ul style="list-style-type: none"> <li>01 - Administrative and Clerical Unit</li> <li>02 - Operational Services Unit</li> <li>03 - Human Services Unit</li> <li>04 - Professional Health Care Unit</li> <li>05 - Professional Unit</li> <li>06 - Law Enforcement Unit</li> <li>08 - Security Services Unit</li> <li>10 - Special Agent Unit</li> <li>11 - Fire Service Unit</li> <li>12 - Florida Highway Patrol Unit</li> </ul>	<p>Career Service Non-Represented:</p> <ul style="list-style-type: none"> <li>07 - Supervisory Unit</li> <li>09 - Managerial/Confidential Unit</li> <li>18 - DACS Managerial/Confidential</li> </ul>
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- If percentages are used make sure they equal 100%.
- Make sure the duties assigned align with those in the Occupation Profile for the Occupation selected.
- Make sure that any duties that made the position SES have been removed from the PD.
- Make sure the level of work is appropriate for the occupational level selected.
- The position should be classified based on broadband criteria.
- Make sure the “Approval of Agency Personnel Officer” line on the last page of the PD is signed and dated.
- Submit current and proposed organizational charts for all affected charts involved in the request with all changes highlighted.
  - Prepare letter to HRM explaining the request. In the letter give the reason the position is being removed from the SES. Submit with all supporting documents to the State Workforce Design and Compensation Team via email to [ClassificationActionRequests@dms.fl.gov](mailto:ClassificationActionRequests@dms.fl.gov).

## APPENDIX D – SES TO SMS CHECKLIST

- Fill out PD ensuring all necessary fields are completed, based on the Instructions for [Completing the Position Description Form](#) found on the DMS website.
- Use the Broadband Crosswalk as a resource of information where appropriate.
- Select box for SMS.
- List the appropriate exemption for section 110.205, Florida Statutes.
- List information for current position in “Current” fields.
- List information for proposed position in “Proposed” fields.
- Select SMS CBU code 99.
- If percentages are used make sure they equal 100% (frequently not on SMS PD).
- Make sure the duties assigned align with those in the Occupation Profile for the Occupation selected.
- Make sure the level of work is appropriate for the occupational level selected.
- The position should be classified based on broadband criteria.
- Make sure the “Approval of Agency Personnel Officer” line on the last page of the PD is signed and dated.
- Submit current and proposed organizational charts for all affected charts involved in the request with all changes highlighted.
- Prepare letter to HRM explaining the request and include the exemption being used. Submit with all supporting documents to the State Workforce Design and Compensation Team via email to [ClassificationActionRequests@dms.fl.gov](mailto:ClassificationActionRequests@dms.fl.gov).

## APPENDIX E – CAREER SERVICE TO SMS CHECKLIST

- Fill out PD ensuring all necessary fields are completed, based on the Instructions for [Completing the Position Description Form](#) found on the DMS website.
- Use the Broadband Crosswalk as a resource of information where appropriate.
- Select box for SMS.
- List the appropriate exemption for section 110.205, Florida Statutes.
- List information for current position in "Current" fields.
- List information for proposed position in "Proposed" fields.
- Select SMS CBU code 99.
- If percentages are used make sure they equal 100% (frequently not on SMS PD).
- Make sure the duties assigned align with those in the Occupation Profile for the Occupation selected.
- Make sure the level of work is appropriate for the occupational level selected.
- The position should be classified based on broadband criteria.
- Make sure the "Approval of Agency Personnel Officer" line on the last page of the PD is signed and dated.
- Submit current and proposed organizational charts for all affected charts involved in the request with all changes highlighted.
- Prepare letter to HRM explaining the request and include the exemption being used. Submit with all supporting documents to the State Workforce Design and Compensation Team via email to [ClassificationActionRequests@dms.fl.gov](mailto:ClassificationActionRequests@dms.fl.gov).

## APPENDIX F – SMS TO SES CHECKLIST

- Fill out PD ensuring all necessary fields are completed, based on the Instructions for [Completing the Position Description Form](#) found on the DMS website.
- Use the Broadband Crosswalk as a resource of information where appropriate.
- Select box for SES.
- List the appropriate exemption for section 110.205, Florida Statutes.
- List information for current position in “Current” fields.
- List information for proposed position in “Proposed” fields.
- If the exemption is from paragraph 110.205 (2)(w), Florida Statutes, select Managerial, Supervisory, or Confidential based on Chapter 447, Florida Statutes.
- If the position is exempted as supervisory, verify that the position supervises at least two FTE or equivalent and that the duties and responsibilities include a description of the supervisory responsibilities of the position.
- Select appropriate SES CBU code:
  - 80 – SES Physicians Unit
  - 81 – Selected Exempt Service Attorneys Unit
  - 86 – SES Supervisory Non-Professional Unit
  - 87 – Supervisory Unit – Not Represented
  - 89 – Other Selected Exempt Service Unit – Not Represented
- If percentages are used make sure they equal 100%.
- Make sure the duties assigned align with those in the Occupation Profile for the Occupation selected.
- Make sure the level of work is appropriate for the occupational level selected.
- The position should be classified based on broadband criteria.
- Make sure the “Approval of Agency Personnel Officer” line on the last page of the PD is signed and dated.
- Submit current and proposed organizational charts for all affected charts involved in the request with all changes highlighted.
- Prepare letter to HRM explaining the request and include the exemption being used. Submit with all supporting documents to the State Workforce Design and Compensation Team via email to [ClassificationActionRequests@dms.fl.gov](mailto:ClassificationActionRequests@dms.fl.gov).

## **APPENDIX G – SMS TO SMS CHECKLIST**

- Fill out PD ensuring all necessary fields are completed, based on the Instructions for [Completing the Position Description Form](#) found on the DMS website.
- Use the Broadband Crosswalk as a resource of information where appropriate.
- Select box for SMS.
- List the appropriate exemption for section 110.205, Florida Statutes.
- List information for current position in "Current" fields.
- List information for proposed position in "Proposed" fields.
- Select SMS CBU code 99.
- If percentages are used make sure they equal 100% (frequently not on SMS PD).
- Make sure the duties assigned align with those in the Occupation Profile for the Occupation selected.
- Make sure the level of work is appropriate for the occupational level selected.
- The position should be classified based on broadband criteria.
- Make sure the "Approval of Agency Personnel Officer" line on the last page of the PD is signed and dated.
- Submit current and proposed organizational charts for all affected charts involved in the request with all changes highlighted.
- Prepare letter to HRM explaining the request and include the exemption being used. Submit with all supporting documents to the State Workforce Design and Compensation Team via email to [ClassificationActionRequests@dms.fl.gov](mailto:ClassificationActionRequests@dms.fl.gov).

**APPENDIX H – SMS TO CAREER SERVICE CHECKLIST**

- Fill out PD ensuring all necessary fields are completed, based on the Instructions for [Completing the Position Description Form](#) found on the DMS website.
- Use the Broadband Crosswalk as a resource of information where appropriate.
- Select box for Career Service.
- List information for current position in “Current” fields.
- List information for proposed position in “Proposed” fields.
- Select appropriate Career Service CBU code:

<p>Career Service Represented:</p> <ul style="list-style-type: none"> <li>01 - Administrative and Clerical Unit</li> <li>02 - Operational Services Unit</li> <li>03 - Human Services Unit</li> <li>04 - Professional Health Care Unit</li> <li>05 - Professional Unit</li> <li>06 - Law Enforcement Unit</li> <li>08 - Security Services Unit</li> <li>10 - Special Agent Unit</li> <li>11 - Fire Service Unit</li> <li>12 - Florida Highway Patrol Unit</li> </ul>	<p>Career Service Non-Represented:</p> <ul style="list-style-type: none"> <li>07 - Supervisory Unit</li> <li>09 - Managerial/Confidential Unit</li> <li>18 - DACS Managerial/Confidential</li> </ul>
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- If percentages are used make sure they equal 100%.
- Make sure the duties assigned align with those in the Occupation Profile for the Occupation selected.
- Make sure that any duties that made the position SMS have been removed from the position description.
- Make sure the level of work is appropriate for the occupational level selected.
- The position should be classified based on broadband criteria.
- Make sure the “Approval of Agency Personnel Officer” line on the last page of the PD is signed and dated.
- Submit current and proposed organizational charts for all affected charts involved in the request with all changes highlighted.
- Prepare letter to HRM explaining the request. In the letter give the reason the position is being removed from the SMS. Submit with all supporting documents to the State Workforce Design and Compensation Team via email to [ClassificationActionRequests@dms.fl.gov](mailto:ClassificationActionRequests@dms.fl.gov).

## **APPENDIX I – ABOLISHMENT OF SES OR SMS POSITIONS CHECKLIST**

- Submit the current PD for the position.
- For Type of Transaction put "Abolish."
- Make sure the "Approval of Agency Personnel Officer" line on the last page of the position description is signed and dated.
- Submit current and proposed organizational charts for all affected charts involved in the request with all changes highlighted.
- Prepare letter to HRM explaining the request. Submit with all supporting documents to the State Workforce Design and Compensation Team via email to [ClassificationActionRequests@dms.fl.gov](mailto:ClassificationActionRequests@dms.fl.gov).



### **Appendix J-HRM Reclassification Package Checklist**

- Do the supporting documents accurately describe the request being made?
- Does the request align with relevant statutes, rules, and program guidelines?
- If exempt from Career Service, is the proper exemption statute included?
- Are all affected PDs included?
- Do the Duties and Responsibilities listed on the PD support the service plan, broadband code, and position attributes?
- Is the Type of Transaction listed accurately?
- If the position is listed as Supervisory, does it include at least two direct reports and include a description of the supervisory responsibilities of the position in the duties and responsibilities?
- Are the details listed on the PD reflected on the proposed organizational chart?
- If percentages of time are included, do the functions add up to 100%?
- Is the PD signed and dated by the Agency Personnel Officer?
- Do the current and proposed organizational charts include stacking issues?
- Does the information on the proposed organizational chart clearly show the changes from the current organizational chart with all positions represented?
- Do the current and proposed organizational charts contain accurate titles, position numbers, broadband codes, class codes, pay bands, and pay grades?