

STATE PERSONNEL SYSTEM	
ADVISORY: <i>HRMA #2023-002</i>	DATE: <i>January 3, 2023</i>
SUBJECT: <i>Additional Pay Grades to Support Fiscal Year 2022-2023 Special Pay Issues</i>	
STATUTES/RULES/REGULATIONS/LAWS: <i>General Appropriations Act, Section 8</i>	
FORMS: <i>IT9121 Position Attributes Template Revised 09-11-21.xlsx</i>	
ADDITIONAL REFERENCE MATERIALS: <i>Class Codes with New and Updated Pay Grades.xlsx</i>	

Dear Colleagues,

In addition to the 5.38% increase to employees' base rate of pay, the 2022-2023 General Appropriations Act (GAA) also provided for additional increases to the minimum base rate of pay for certain classifications effective July 1, 2022. While all employees in those classifications received the appropriate salary increase, the pay grade minimums were not adjusted beyond the initial 5.38% increase because many of them shared pay grades with other classifications that were not increased. We have received approval to update the pay grade structure to account for the new minimums outlined in Section 8(2), Special Pay Issues, of the GAA. The anticipated effective date for these updates is February 1, 2023.

New pay grades have been established to align with the minimum base rates of pay established in the GAA. Affected classes that had unique pay grades will also be updated to reflect the new minimum base rate of pay. Agencies will need to process a mass load to update the position attributes for the affected positions that are being assigned to a new pay grade. The attached file "Class Codes with New and Updated Pay Grades" has been provided to assist in processing this task. Please use the information on the "New Pay Grades + Class Info" tab to populate the mass load spreadsheet. For informational purposes, the workbook also contains a list of existing pay grades and class codes that will be updated to align with the new minimum salaries. No action is needed at the agency level to update positions that are remaining in the same pay grade which are represented on the second tab, "Updated Pay Grades + Class Info".

Please use the attached file "IT9121 Position Attributes Template Revised 09-11-21" to identify the positions that will be assigned to a new pay grade for the mass load. **This file must be returned to Cheri.Holiday@dms.fl.gov by January 17, 2023.** The file will be uploaded in People First on February 1, 2023, and bi-weekly agencies will have two business days before the 01/20/2023-02/02/2023 payroll processes to complete any position actions that were on hold for the mass load.

Important Notes for Processing:

- For the IT9121 template, only the following fields should be completed:
 - Column A - State Position (should be the 8-digit position number)
 - Please note that only positions in class codes that have been assigned a new pay grade should be included on this file.
 - Column B - Begin Date (should be 02/01/2023)
 - Column C - End Date (should be 12/31/9999)
 - All other fields should be left blank.
- Actions for positions with an effective date on or before 01/31/2023 that will be assigned a new pay grade must be fully processed (completed) in People First by 7 p.m. on 01/31/2023.

- Actions for positions with an effective date on or after 02/01/2023 that will be assigned a new pay grade must **NOT** be completed in People First **until** you are notified that the position updates have been made. Updates are scheduled to process in People First on 02/01/2023. If actions are completed before the mass load processes, the mas load records for the positions will drop from processing.

If you have any questions, please contact Connie Brock at Constance.Brock@dms.fl.gov.

PREPARER'S INITIALS: clb

FILE PATH: S:\\Workforce\\HRM\\HRM Policy Communication\\HRM Advisories\\Final

Newly Established Pay Grades and Associated C

Positions in these classifications should be added to the IT9121 Position Attributes Template to

Class Code (4)	Class Title (50)	Pay Plan (2)	Pay Grade (3)
5711	JUVENILE JUSTICE DETENTION OFFICER I		01 034
5712	JUVENILE JUSTICE DETENTION OFFICER II		01 035
1360	FIELD REPR-FIRE FIGHTERS STDS & TRNG		01 036
1362	FIRE COLLEGE INSTRUCTOR		01 036
1364	FIRE COLL INSTR SUPV-FIRE FGTR STDS & TR		01 036
1366	FIELD REPR SUPV-FIRE FIGHTERS STDS & TRN		01 036
5965	JUVENILE PROBATION OFFICER		01 036
6411	FIREFIGHTER		01 036
6412	FIREFIGHTER SUPERVISOR		01 036
6568	MULTI-ENGIN RECIPRCAL AIRCRFT PILOT-FIRE		01 036
6570	SINGLE ENG RECIPROCAL AIRCRFT PILOT-FIRE		01 036
6577	FIREFIGHTER ROTORCRAFT PILOT		01 036
7609	FOREST RANGER		01 036
7610	SENIOR FOREST RANGER		01 036
7622	FOREST AREA SUPERVISOR		01 036
7634	FORESTRY OPERATIONS ADMINISTRATOR		01 036
8003	CORRECTIONAL OFFICER		01 036
8036	CORRECTIONAL PROBATION OFFICER		01 036
8237	INSTITUTIONAL SECURITY SPECIALIST I		01 036
8238	INSTITUTIONAL SECURITY SPECIALIST II		01 036
8240	INSTITUTIONAL SECURITY SPEC SFT SUPV		01 036
8804	FIRE PROTECTION SPECIALIST		01 036
5966	SENIOR JUVENILE PROBATION OFFICER		01 037
8029	INSPECTOR SUPERVISOR - DC		01 193
5713	JUVENILE JUSTICE DETENTION OFF SUPV-SES		08 441
5967	JUVENILE PROBATION OFFICER SUPV - SES		08 444
8039	CORRECTIONAL PROBATION SENIOR OFFICER		01 445
8040	CORRECTIONAL PROBATION SPECIALIST		01 445
8005	CORRECTIONAL OFFICER SERGEANT		01 508
8026	INSPECTOR - DC		01 509
7788	CHIEF OF INVESTIGATIVE SERVICES-DACS		08 531
7858	CHIEF OF UNIFORM SERVICES-DACS		08 531
7957	CHIEF OF WORKERS' COMPENSATION FRAUD		08 531
7958	CHIEF OF GENERAL FRAUD		08 531
8565	LAW ENFORCEMENT MANAGER-FWC		08 531
8630	LAW ENFORCEMENT MAJOR		08 531
8632	LAW ENFORCEMENT CAPTAIN		08 531
8798	LAW ENFORCEMENT PROGRAM ADMIN		08 531
9154	LAW ENFORCEMENT SECTION LEADER		08 531
8011	CORRECTIONAL OFFICER LIEUTENANT		01 532
8028	SENIOR INSPECTOR - DC		01 533
8013	CORRECTIONAL OFFICER CAPTAIN		01 534
8046	CORRECTIONAL PROBATION SENIOR SUPERVISOR		01 534
7949	DIR LE RELATIONS, VCTM SERV&CRIM JUS PRO		09 921
9611	DIRECTOR AND CHIEF JUDGE-DOAH		09 951

Class Codes

update the position information with the new pay grade

Pay Grade Minimum (13)	Pay Grade Maximum (13)
\$39,520.00	\$52,664.33
\$41,288.00	\$55,504.49
\$41,600.00	\$84,836.13
\$41,600.00	\$84,836.13
\$41,600.00	\$84,836.13
\$41,600.00	\$84,836.13
\$41,600.00	\$84,836.13
\$41,600.00	\$84,836.13
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\$41,600.00	\$84,836.13
\$41,600.00	\$84,836.13
\$41,600.00	\$84,836.13
\$41,600.00	\$84,836.13
\$43,576.00	\$71,087.03
\$67,000.00	\$90,648.31
\$43,139.00	\$61,484.96
\$45,635.00	\$74,608.20
\$47,840.00	\$68,497.78
\$47,840.00	\$68,497.78
\$45,760.00	\$59,162.68
\$48,000.00	\$69,323.16
\$50,000.00	\$123,817.60
\$50,000.00	\$123,817.60
\$50,000.00	\$123,817.60
\$50,000.00	\$123,817.60
\$50,000.00	\$123,817.60
\$50,000.00	\$123,817.60
\$50,000.00	\$123,817.60
\$50,000.00	\$123,817.60
\$50,000.00	\$123,817.60
\$50,000.00	\$123,817.60
\$50,000.00	\$123,817.60
\$50,000.00	\$123,817.60
\$52,624.00	\$63,900.00
\$55,000.00	\$85,045.03
\$57,886.00	\$82,903.75
\$57,886.00	\$82,903.75
\$50,000.00	\$123,817.60
\$140,000.00	\$200,320.98

Updated Pay Grades and Associated Clas

This is for informational purposes only. No action is needed

Class Code (4)	Class Title (50)	Pay Plan (2)	Pay Grade (3)
7722	ADMINISTRATIVE LAW JUDGE	01	033
8593	SECURITY AGENT - FDLE	01	046
8580	SPECIAL AGENT TRAINEE	01	047
8596	SECURITY AGENT SUPERVISOR - FDLE	01	048
8581	SPECIAL AGENT	01	048
8515	LAW ENFORCEMENT OFFICER	01	052
8030	FLORIDA HIGHWAY PATROL TROOPER	01	052
8517	LAW ENFORCEMENT CORPORAL	01	053
8532	LAW ENFORCEMENT AIRPLANE PILOT I	01	053
8540	LAW ENFORCEMENT INVESTIGATOR I	01	053
8032	FLORIDA HIGHWAY PATROL PILOT I	01	053
8034	FLORIDA HIGHWAY PATROL CORPORAL	01	053
8519	LAW ENFORCEMENT SERGEANT	01	054
8534	LAW ENFORCEMENT AIRPLANE PILOT II	01	054
8541	LAW ENFORCEMENT INVESTIGATOR II	01	054
8031	FLORIDA HIGHWAY PATROL SERGEANT	01	054
8033	FLORIDA HIGHWAY PATROL PILOT II	01	054
8035	FLORIDA HIGHWAY PATROL INVESTG SERGEANT	01	054
8520	SECURITY AND LAW ENFORCEMENT CHIEF	01	055
8522	LAW ENFORCEMENT LIEUTENANT	01	055
8045	CORRECTIONAL PROBATION SUPERVISOR	01	402
8042	FLORIDA HIGHWAY PATROL LIEUTENANT	01	055

s Codes

l by agency personnel.

Pay Grade Minimum (13)	Pay Grade Maximum (13)
\$140,000.00	\$165,372.12
\$50,000.00	\$70,377.86
\$50,000.00	\$57,565.22
\$50,000.00	\$101,425.37
\$50,000.00	\$101,425.37
\$50,000.00	\$69,349.69
\$50,000.00	\$69,349.69
\$50,000.00	\$75,605.11
\$50,000.00	\$75,605.11
\$50,000.00	\$75,605.11
\$50,000.00	\$75,605.11
\$50,000.00	\$75,605.11
\$50,000.00	\$75,605.11
\$50,000.00	\$90,142.03
\$50,000.00	\$90,142.03
\$50,000.00	\$90,142.03
\$50,000.00	\$90,142.03
\$50,000.00	\$90,142.03
\$50,000.00	\$90,142.03
\$50,000.00	\$90,142.03
\$50,000.00	\$110,345.15
\$50,000.00	\$110,345.15
\$52,624.00	\$78,537.74
\$50,000.00	\$110,345.15

State Position (8)	Begin Date (10)	End Date (10)	Pay Plan(2)	Class Code(4)	CBU(2)	Phys County(3)	HQ County(3)	OCC Group(3)	EE04(2)	Exempt Category(2)(5)	FTE(6)	SES Criteria(1)	Probationary Period(2)	Regulatory Response(2)	Financial Disc(1)	Vendor Invoice(1)	Spec Risk Ind(1)	Supervisor Ind(1)	Shared Ind(1)	Restricted EE Ind(1)	Telework Eligible(1)	Telework Eligible Percentage(6)	Telework Required(1)	Telework Required Percentage(6)
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This template can be used to create a new record.

To create a new record, all fields are required (below).

To update an existing record, only populated fields will be copied from the current value (field will be blank) to the new record.

Column A	State Position
Column B	Begin Date
Column C	End Date
Column D	Pay Plan
Column E	Class Code
Column F	CBU
Column G	Phys County
Column H	HQ County
Column I	OCC Group
Column J	EEO4
Column K	Exempt Category2
Column L	FTE
Column M	SES Criteria
Column N	Probationary Period
Column O	Regulatory Response
Column P	Financial Discl
Column Q	Vendor Invoice
Column R	Spec Risk Ret Ind
Column S	Supervisor Ind
Column T	Shared Ind
Column U	Restricted EE Ind

Column V	Telework Eligible
Column W	Telework Eligible Percentage
Column X	Telework Required
Column Y	Telework Required Percentage

For DM:
- Validate BB Code and Class Code combination

Complete the Template as follows:

ew record for a position and/or to update an existing record.

quired to be completed unless indicated as not required (see individual field requirements

late the fields that need to be changed on the record. The value for the fields that are not
n the current (existing) record. Note: Use the tilde symbol (~) to delete data without copying the
new record.

Enter the Position Number - must be 8 digits (e.g., 76000001).

Enter the effective date (mm/dd/yyyy).

Only enter date of 12/31/9999.

Enter 2 digit Pay Plan. **Field should not be populated (leave blank) for OPS positions.**

Enter 4 digit Class Code. **Field should not be populated (leave blank) for OPS positions.**

Enter 2 digit CBU. **Field should not be populated (leave blank) for OPS positions.**

Enter 3 digit physical county code.

Field is not required. Enter 3 digit headquarter county code.

Enter 3 digit Occupational Group. **Field should not be populated (leave blank) for OPS positions.**

Enter two digit EEO-4 code.

Enter exempt category code. **Field should not be populated (leave blank) for Career Service or OPS positions.**

Enter FTE. Must be entered with decimal (e.g., 1.00, .50, .75).

Field must be populated with one of the following codes (codes are in bold) if Exempt Category2 field is "2W";
otherwise field should not be populated (leave blank).

C = Confidential

M = Managerial

S = Supervisor

Field must be populated with one of the following probationary period codes (codes are in bold) for pay plans 01,
04, 06 and 07. **Field should not be populated (leave blank) for all other pay plans and OPS positions.**

12 = 12 Months

13 = 13 Months

14 = 14 Months

15 = 15 Months

16 = 16 Months

17 = 17 Months

18 = 18 Months

Field is not required. Enter regulatory response code (alpha value).

Field is not required. Enter "X" (**must be upper case - "X" not "x"**) if applicable for the position. If not, leave field blank.

Field is not required. Enter "X" (**must be upper case - "X" not "x"**) if applicable for the position. If not, leave field blank.

Field is not required. Enter "X" (**must be upper case - "X" not "x"**) if position is considered Special Risk. If not, leave field blank. **Field should not be populated (leave blank) for OPS positions.**

Field is not required. Enter "X" (**must be upper case - "X" not "x"**) if applicable for the position. If not, leave field blank.

Field is not required. Enter "X" (**must be upper case - "X" not "x"**) if applicable for the position. If not, leave field blank. **Field should not be populated (leave blank) for OPS positions.**

Field is not required. Enter "X" (**must be upper case - "X" not "x"**) if position is considered Restricted. If not, leave field blank.

Enter "X" (**must be upper case - "X" not "x"**) if position is eligible to telework (telecommute). An "X" must be entered in this field if "X" is entered in the Telework Required field.

Required field if "X" is entered in the Telework Eligible field, otherwise leave field blank. If value is entered, it must be a number that is greater than 0. The hundredth and tenth place must be populated and a decimal must be used (e.g., enter 100% as 100.00; enter 95.5% as 95.50; enter 85% as 85.00). The % symbol should not be used.

Enter "X" (**must be upper case - "X" not "x"**) if position is required to telework (telecommute). If "X" is entered in this field, then a "X" must also be entered in the Telework Eligible field.

Required field if "X" is entered in the Telework Required field, otherwise leave field blank. If value is entered, it must be a number that is greater than 0. The hundredth and tenth place must be populated and a decimal must be used (e.g., enter 100% as 100.00; enter 95.5% as 95.50; enter 85% as 85.00). The % symbol should not be used.

Note: If a value is entered in this field, then a value that is the same or greater must also be entered in the Telework Eligible Percentage field.

S/People First Reference Only (Used to Validate Mass Load File) - NOT FOR AGENCY USE

n, Occ Group and CBU is what's on BB CW

