

CF OPERATING PROCEDURE
NO. 60-20, Chapter 1

STATE OF FLORIDA
DEPARTMENT OF
CHILDREN AND FAMILIES
TALLAHASSEE, February 13, 2018

Human Resources

CLASSIFICATION AND ORGANIZATIONAL CHANGES

1-1. Purpose. This operating procedure establishes and implements uniform guidelines for the classification of positions and organizational changes within the Department of Children and Families.

1-2. Scope. This operating procedure applies to all Department employees involved in the position classification and organizational change process.

1-3. References.

- a. Section 110.107, Florida Statutes (F.S.).
- b. Section 110.2035, F.S.
- c. Section 110.205, F.S.
- d. Section 110.403, F.S.
- e. Section 110.602, F.S.
- f. Section 216.251, F.S.
- g. Section 447.203, F.S.
- h. Chapters 60L-31 and 60L-32, Florida Administrative Code (F.A.C.).
- i. CFOP 60-5, Chapter 11, Employee Relationships with Regulated Entities.
- j. DCF Budget and Personnel Amendment Process Guidelines.

1-4. Definitions. For the purposes of this operating procedure, the following definitions shall apply:

- a. Authorized Position. A position included in an approved budget. In counting the number of authorized positions, part-time positions may be converted to full-time equivalents.
- b. Classification Plan. A formal description of the concepts, rules, job family definitions, occupational group characteristics, and occupational profiles used in the classification of positions.
- c. Delegated Authority. The Secretary, Deputy Secretary, Assistant Secretaries, Chief of Staff, General Counsel, Inspector General, Chief Information Officer, Regional Directors, and Hospital Administrators, or their designees.
- d. Department. Department of Children and Families.

This operating procedure supersedes CFOP 60-20, Chapter 1, dated November 1, 2010.

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- e. 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.
- f. Established Position. An authorized position which has been classified in accordance with the classification and pay plan as provided by law.
- g. Full-Time-Equivalency (FTE). A position authorized for the entire normally established work period, daily, monthly, annually.
- h. Job Families, Occupational Group Characteristics, Occupation Profiles. State of Florida's classification database.
- i. Occupation. All positions which are similar in knowledge, skills, and abilities and sufficiently similar as to kind or subject matter of work.
- j. Occupational Group. A group of occupations which are sufficiently similar in kind of work performed to warrant the use of the same performance factors in determining the level of complexity for all occupations in that occupational group.
- k. Organization Code. An 11-digit numeric code that designates the organizational structure within the Department.
- l. Pay Plan. A formal description of the philosophy, methods, procedures, and salary schedules for competitively compensating employees at market-based rates for work performed.
- m. Position Number. The identification number assigned to an established position.
- n. Position Abolishment. A budgetary action taken to eliminate an authorized position due to: a shortage of funds, or work, or a material change in duties, or organization of an agency.
- o. Position Description. The document prepared by the employing agency which describes the essential functions of a position, assigned duties, supervisory relationships, special skills required, and other information necessary to determine the proper classification of each position.
- p. Position Reclassification. Changing an established position in one broadband level in an occupational group to a higher or lower broadband level in the same occupational group or to a broadband level in a different occupational group.
- q. Personnel Request Form. A budgetary form that must be submitted in conjunction with personnel actions involving budgetary actions to provide information on any resulting changes or adjustments in the Department's operating budget.
- r. Table of Organization. A diagram of an organization or its subunits indicating each position in a separate block and indicating the supervisory/subordinate relationships among those positions.

1-5. Policy.

- a. All position classification and organizational changes in the Department shall be taken within the classification system established by the Department of Management Services in accordance with Chapter 60L-31, F.A.C., and other requirements specified by the Department of Management Services.
- b. All changes to position or organizational funding will be implemented upon the Headquarters Budget Office approval.

c. The Department shall not allocate positions to a class which has not been approved as part of the Classification Plan.

d. All classification actions to exempt employees from the Career Service must be approved by the Department of Management Services.

e. Changes to organizational structure, functions, or programs, which occur wholly within one organizational unit reporting to the appropriate Assistant Secretary, General Counsel, Inspector General, Chief of Staff, Chief Information Officer, Regional Director, or Hospital Administrator must be approved by the appropriate Delegated Authority prior to implementation.

f. The Classification and Compensation Center of Excellence (COE) is responsible for the day-to-day administration of the Classification Plan as follows:

(1) Must ensure each position is properly classified according to the duties and responsibilities that are required to perform assigned work.

(2) Shall review and approve position descriptions and shall be responsible for maintaining a uniform position numbering system that will identify each individual position.

(3) Shall maintain the documentation necessary to ensure audit integrity of classification actions and tables of organization.

(4) Shall maintain and update all positions and organizational units within the People First System.

(5) Must update the change into the People First System upon receipt of notification of approved position budgetary changes by the Headquarters Budget Office and notify the originating office of the completed action.

(6) Prior to implementation of Selected Exempt Service and Senior Management Services actions, the program office/facilities shall consult with Headquarters' Human Resources/Classification Unit as part of the review and approval process.

1-6. General.

a. The Department shall have the authority and responsibility to classify positions authorized by the Legislature or authorized pursuant to Chapter 216, F.S., to classify positions that are added in lieu of positions deleted, to reclassify established positions, and to correct errors in classification.

b. The classification of state positions focuses on the following pay plans:

(1) Career Service. State Personnel System executive branch positions which are not specifically exempted by statute.

(2) Selected Exempt Service. State Personnel System executive branch positions which are exempt from the Career Service in accordance with the provisions of Section 110.205, F.S.

(3) Senior Management Service. State Personnel System executive branch senior level or the highest executive management level Department positions which are exempt from the Career Service in accordance with the provisions of Section 110.205, F.S.

c. Assigning positions to the Selected Exempt Service and Senior Management Service shall be determined by the specific designations under Section 110.205, F.S., and the organizational structures determined in accordance with Chapters 20 and 216, F.S., or other applicable law.

1-7. Position Description.

a. The State of Florida position description form (available in DCF Forms, entitled "Position Description" with no form number) serves as the official record of duties and responsibilities assigned to the position and shall be used to officially classify the position. Also available is the Other Personal Services (OPS) position description form (CF 745).

b. The position description shall include an accurate description of the duties and responsibilities normally assigned to the position, and the job-related knowledge, skills, and abilities required for the position. The position description should be reviewed with the employee, signed, and a copy maintained on file in the program office/facility.

c. Position descriptions should be reviewed annually by the immediate supervisor to ensure the duties and responsibilities are current and accurately described. Position descriptions may be revised as work needs change.

d. Position descriptions must be updated and submitted by the immediate supervisor to the Classification and Compensation COE when the approved description is no longer an accurate description of duties and responsibilities of the position.

e. Position descriptions must be updated whenever there are changes to the position's supervisory/subordinate relationships, pay plan, classification, job requirements, and designators or other key components of the job.

1-8. Tables of Organization.

a. Display the organization to the lowest entity indicating the class titles, position numbers, functions, and/or programs assigned to each entity. (Refer to Attachment 1 to this chapter for a sample Table of Organization.)

b. A Table of Organization shall be prepared with names and maintained by the originating office for each affected work unit.

c. When required as part of the supporting materials submitted in conjunction with a request for classification action, a table of organization shall provide the Classification and Compensation COE reviewer a precise understanding of the affected position's relationship to the organizational structure as a whole.

d. When requesting an organizational change, a proposed table of organization must be submitted by the originating office to provide the Classification and Compensation COE reviewing authority with an understanding of proposed changes in an existing organization structure.

1-9. Reclassification of a Position. Requests to reclassify an authorized position shall be initiated from the originating office by submission of a classification request form, current and proposed position descriptions, tables of organization, and a letter of justification to the Classification and Compensation COE for review and approval.

1-10. Pay Plan Change.

a. Requests to exempt employees from the Career Service shall be determined in accordance with Section 110.205, F.S., and require appropriate supporting documentation to exempt an employee from the Career Service as confidential. (Refer to Attachment 2 to this chapter for the Department of Management Services' Career Service Exemption Worksheet.)

b. All such requests shall be initiated from the program office/facility by submission of the following supporting documentation to the Classification and Compensation COE:

(1) A current position description for the position for which the request is being made, and a current description for the position of the supervisor's position for which the request is being made.

(2) A letter of justification to the Headquarters Human Resources Office for review and submission to the Department of Management Services for review and approval.

c. Upon receipt of the approval letter from the Department of Management Services, the Headquarters Human Resources Office shall notify the program office/facilities of the approved action(s).

1-11. Abolishment of a Position. Requests for abolishment of a position shall be prepared by the originating office and shall be processed and approved by the Headquarters Budget Office. (Refer to the DCF Budget and Personnel Amendment Process Guidelines located on the DCF Intranet Budget Services Page at <http://eww.dcf.state.fl.us/asb/index.shtml>.)

NOTE: Click on the heading "Personnel" under the Budget Services heading.

1-12. Position Budgetary Changes. Requests to change current position funding codes on a position, to include Other Cost Accumulator, FLAIR Organization Code (Level 2), Budget Entity, State Program Component, and changing the Full-Time-Equivalency of a position, shall be prepared by the originating office, and shall be processed and approved by the Headquarters Budget Office. (Refer to the DCF Budget and Personnel Amendment Process Guidelines located on the DCF Intranet Budget Services Page at <http://eww.dcf.state.fl.us/asb/index.shtml>.)

NOTE: Click on the heading "Personnel" under the Budget Services heading.

1-13. Reorganizations.

a. Requests to change the Department's organizational structure shall be made by seeking recommendation from the Department of Management Services and requesting approval from the Governor's Office of Policy and Budget (OPB), and are described as follows:

(1) Requests for bureau name changes, functions, and number of sections or subsections.

(2) Establishing, deleting, or combining bureaus.

(3) Establishing, deleting, or combining units in a bureau.

b. The Office of Human Resources shall prepare written correspondence along with justification and supporting documentation to the Department of Management Services and OPB, and submit to the Budget Office for entry into the Budget Amendment Processing System for review and approval.

c. Upon receipt of the approval from OPB and the Department of Management Services, the Office of Human Resources shall notify the program office/facilities of the approved action and make appropriate changes to People First.

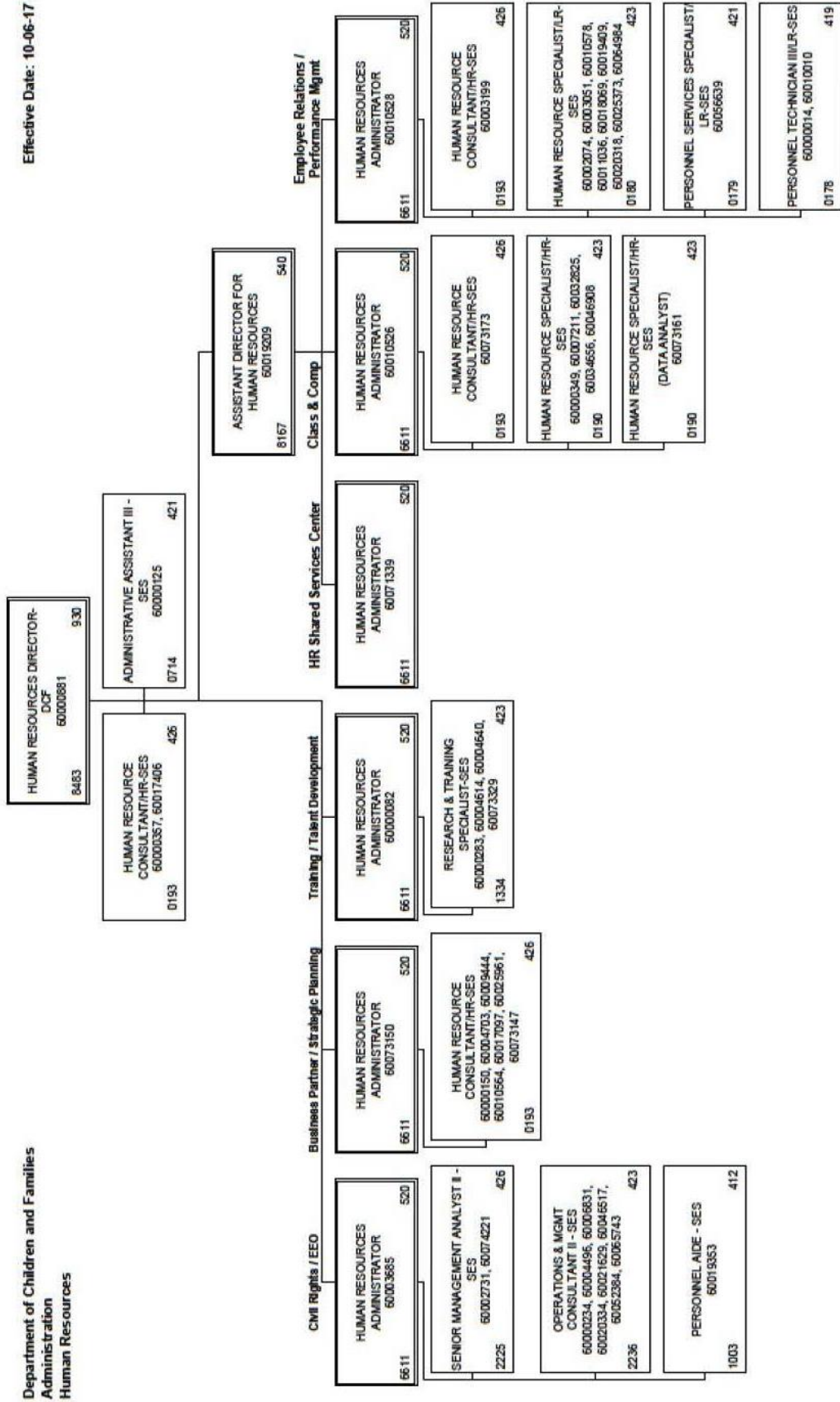
BY DIRECTION OF THE SECRETARY:

(Signed original copy on file)

SHELBY JEFFERSON
Acting Human Resources Director

SUMMARY OF REVISED, ADDED, OR DELETED MATERIAL

This revision updates Department policy including, but not limited to, changing the terminology related to Human Resources Shared Services and other minor updates.



Program Guidelines

**Department of Management Services
Division of Human Resource Management
Career Service Exemption Worksheet**

SUPERVISORY EMPLOYEES

Section 110.205(2)(w), Florida Statutes, provide that:

"Supervisory employees" are those who spend the majority of their time* communicating with, motivating, training, and evaluating employees, and planning and directing employees' work, and who have the authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline subordinate employees or effectively recommend such action, including all employees serving as supervisors, administrators, and directors.

* In accordance with the provisions of the Fair Labor Standards Act, (29CFR541.104) in the State Personnel System a supervisory employee must customarily and regularly direct the work of two or more other full-time employees or their equivalent.

Does this employee meet the above supervisory criteria and are these duties outlined in the position description?

Yes No If no, please explain.

MANAGERIAL EMPLOYEES

Note: A Manager is different than a Supervisor.

As outlined in section 447.203(4), F.S., *Managerial employees* are those employees who perform jobs that are not of a routine, clerical, or ministerial nature and require the exercise of independent judgment in the performance of such jobs **and** to whom one or more of the following applies:

1. **Does this employee formulate or assist in formulating policies which are applicable to bargaining unit employees?** Yes No If yes, please explain.
2. **Is this employee reasonably required on behalf of the employer to assist in the preparation for the conduct of collective bargaining negotiations?** Yes No If yes, please explain.
3. **Does the employee have a role in the administration of agreements resulting from collective bargaining negotiations?** Yes No If yes, please explain.
4. **Does the employee have a significant role in personnel administration?** Yes No If yes, please explain.
5. **Does the employee have a significant role in employee relations?** Yes No If yes, please explain.
6. **Is this position included in the definition of administrative personnel contained in s. 1012.01(3), F.S. (K-20 EDUCATION CODE)?** Yes No If yes, please explain.
7. **Does this employee have a significant role in the preparation or administration of budgets for any public agency or institution or subdivision thereof?** Yes No If yes, please explain.

Program Guidelines

CONFIDENTIAL EMPLOYEES

Section 447.203(5), Florida Statutes, provides that:

"Confidential employees" are persons who act in a confidential capacity to assist or aid managerial employees who perform jobs that are not of a routine, clerical, or ministerial nature and require the exercise of independent judgment in the performance of such jobs and to whom one or more of the following applies: 1. They formulate or assist in formulating policies which are applicable to bargaining unit employees. 2. They may reasonably be required on behalf of the employer to assist in the preparation for the conduct of collective bargaining negotiations. 3. They have a role in the administration of agreements resulting from collective bargaining negotiations. 4. They have a significant role in personnel administration. 5. They have a significant role in employee relations. 6. They are included in the definition of administrative personnel contained in s. 1012.01(3). 7. They have a significant role in the preparation or administration of budgets for any public agency or institution or subdivision thereof.

Note: A Confidential designation deprives an employee of his constitutional right to bargain collectively. The Public Employees Relations Commission *narrowly construes* the confidential definition by applying the "labor nexus" test. Pursuant to the labor nexus test, an employee will be designated as confidential *only if* he or she aids or assists in a confidential capacity a managerial employee who formulates, determines, and effectuates management policies in the field of labor relations, or who regularly has access to confidential information concerning anticipated changes resulting from collective bargaining negotiations.

- 1. **Does this employee assist a managerial employee in formulating policies which are applicable to bargaining unit employees?** Yes No If yes, please explain.
- 2. **Is this employee reasonably required on behalf of the employer to assist in the preparation for the conduct of collective bargaining negotiations?** Yes No If yes, please explain.
- 3. **Does the employee have a role in the administration of agreements resulting from collective bargaining negotiations?** Yes No If yes, please explain.
- 4. **Does the employee have a significant role in personnel administration?** Yes No If yes, please explain.
- 5. **Does the employee have a significant role in employee relations?** Yes No If yes, please explain.
- 6. **Is this position included in the definition of administrative personnel contained in s. 1012.01(3), F.S. (K-20 EDUCATION CODE)?** Yes No If yes, please explain.
- 7. **Does this employee have a significant role in the final preparation or administration of budgets for any public agency or institution or subdivision thereof?** Yes No If yes, please explain.

Immediate Supervisor

Date

Human Resource Manager

Date