



FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

Secretary /s/, Interim Secretary Timothy Niermann

Date: 10/15/2018

Subject: Classification

Section: FDJJ - 1005

Originating Office: Administrative Services

Authority: Chapter 110 and Chapter 216, Florida Statutes (F.S.)
Chapter 60L-31, Classification Plan, F.A.C.
Chapter 60L-32, Compensation and Benefits, F.A.C.
Fair Labor Standards Act (FLSA)

Related References: DMS Program Guidelines
DMS Classification and Compensation Guide
State of Florida Position Description
American Federation of State, County and Municipal Employees (AFSCME)
and Florida Nurses Association (FNA) Collective Bargaining Units

Purpose: This policy establishes the Department of Juvenile Justice's uniform classification process in accordance with applicable federal laws, state statutes, and administrative rules.

Offices Affected by the Policy: All offices within the Department of Juvenile Justice.

POLICY STATEMENT:

- Career Service, Selected Exempt Service, and Senior Management Service positions shall be established as authorized by the Legislature or authorized pursuant to Chapter 216, F.S.
- The Bureau of Human Resources shall maintain an official position description for each established position authorized for the Department and has the authority and responsibility to classify, reclassify, and correct errors in classification.
- An official position description must be signed and approved by the Recruitment and Classification Manager, the Department of Management Services (DMS), or the Chief of Human Resources and assigned an effective date by the approval authority.
- The most current approved official position description on file in the Bureau of Human Resources shall be used to officially classify a position.
- It is the responsibility of the supervisor to review their direct report's position descriptions annually and ensure the duties and responsibilities are current and accurately described.
- Position descriptions are official documents and shall include: an accurate description of the duties and responsibilities assigned to the position; the job-related knowledge, skills, and abilities; any

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licensure, certification, or registration; any position designators and attributes; the reporting structure, working hours, security, location information; and other job-related requirements.

- Position descriptions shall be made available upon request for each established position.
- The Department of Management Services shall approve all classification actions for positions that move between the various services and assign positions to the Selected Exempt Service (SES) and Senior Management Service (SMS) in accordance with specific designations.
- Other Personnel Service (OPS) positions do not require a position description. Supervisors may use a position description at their discretion.
- Managers and supervisor shall not inform an employee that their position will be classified or reclassified to a specific class title prior to the approval of the position description.
- Pay additives are temporary increases in salary and shall be removed or adjusted upon a change in the conditions upon which it was granted. A pay additive may only be implemented for a Career Service employee in accordance with applicable provisions of Florida Statutes.

PROCEDURES/MANUALS:

Access procedures for this policy on the Department's policy webpage.