

CF OPERATING PROCEDURE
NO. 60-20, Chapter 1

STATE OF FLORIDA
DEPARTMENT OF
CHILDREN AND FAMILIES
TALLAHASSEE, August 13, 2025

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 (Department).

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

1-3. References and Authority.

- a. Section 20.19, Florida Statutes (F.S.), Organizational Structure
- b. Section 110.107, F.S. Public Officers, Employees and Records State Employment Definitions.
- c. Section 110.2035, F.S., Classification and compensation program.
- d. Section 110.205, F.S., Career Service; exemptions.
- e. Section 110.403, F.S., Powers and duties of the department.
- f. Section 110.602, F.S., Selected Exempt Service; creation, coverage.
- g. Section 216.251, F.S., Salary appropriations; limitations.
- h. Section 216.262, F.S., Planning and Budgeting for Authorized Positions
- i. Chapters 60L-31, Florida Administrative Code (F.A.C.), Classification Plan.
- j. Chapter 60L-32, F.A.C., Compensation and Benefits.

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. Career Service. State Personnel System executive branch positions which are not specifically exempted by statute.
- c. Classification Plan. A formal description of the concepts, rules, job family definitions, occupational group characteristics, and occupational profiles used in the classification of positions.

This operating procedure supersedes CFOP 60-20, Chapter 1, dated February 13, 2018.

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- d. Established Position. An authorized position which has been classified in accordance with the classification and pay plan as provided by law.
- e. Full-Time-Equivalency (FTE). A position authorized for the entire normally established work period, daily, monthly, annually.
- f. Occupation. All positions which are similar in knowledge, skills, and abilities and sufficiently similar as to kind or subject matter of work.
- g. 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.
- h. Originating Office. The program that prepared the original request for classification or organization changes and has either the budgetary or oversight authority of the position(s) impacted.
- i. Pay Plan. A formal description of the philosophy, methods, procedures, and salary schedules for competitively compensating employees at market-based rates for work performed.
- j. People First. The State of Florida's online, self-service, human resources information system.
- k. Position Number. The unique eight-digit identification number assigned to an established position.
- l. Position Description. Serves as the official record of the duties and responsibilities assigned the position and is used to officially classify the position along with attributes such as supervisory/subordinate relationships, pay plan, classification, job requirements, duties and responsibilities, designators or other key components of the job.
- m. Personnel Amendment Request Form. A budgetary form, available from <https://fldcf.sharepoint.com/sites/asfmb/SitePages/Home.aspx>, 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.
- n. Selected Exempt Service (SES). State Personnel System executive branch positions which are exempt from the Career Service in accordance with the provisions of Section 110.205, F.S.
- o. Senior Management Service (SMS). 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.
- p. Table of Organization. A diagram of an organization or its subunits indicating each position in a block and indicating the supervisory/subordinate relationships among those positions.

1-5. Policy. It is the policy of the Department to classify positions and maintain an organizational structure that most effectively utilizes the Department's workforce to accomplish its mission and responsibilities.

1-6. Classification

a. The Department has the authority to classify positions authorized by the Legislature to meet its organizational needs. In accordance with Section 216.262, F.S., the Department may add positions in lieu of deleted positions, reclassify established positions, and correct errors in classification.

b. All position classification and organizational changes in the Department shall be taken within the classification system established by the Department of Management Services (DMS) in accordance with Chapter 60L-31, F.A.C., and other requirements specified by DMS.

c. All changes to position or organizational funding will be implemented upon the Department's Budget Services approval.

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

e. All classification actions must be approved by the Department's Human Resources and may require additional approval from DMS.

f. Changes to organizational structure, functions, or programs, which occur wholly within one organizational unit reporting to the appropriate Assistant Secretary, General Counsel, Inspector General, or Chief of Staff, must be approved by the appropriate Delegated Authority (Secretary, Deputy Secretary, Assistant Secretaries, Chief of Staff, General Counsel, and Inspector General, or their designee) prior to submission to the Department's Human Resources.

g. The Human Resources Classification and Compensation unit 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 approved positions and organizational units within People First and notify the originating office of the completed action.

(5) Prior to implementation of SES and SMS actions, the originating office shall consult with the Classification and Compensation unit as part of the review and approval process.

h. Prior to the implementation of reclassification or organizational structure changes that include a reduction in pay, demotion or transfer of over 50 miles, the originating office is responsible for consulting with Employee Relations (ER) for proper and timely notification to affected employee(s) in writing.

i. Upon reclassifying any position held by a current employee the originating office for all classification actions, is responsible for:

(1) Completing a close-out performance evaluation for any affected employee prior to effective date of proposed action.

(2) Setting new expectations and confirming employee acknowledgement as applicable within 10 days of effective date of approved action.

j. An employee who is granted a leave of absence with or without pay shall be returned to the same position or different position in the same class and same work location upon termination of the approved leave of absence in accordance with s. 110.219, F.S. Any reclassification that transpired

during the employee's approved absence should be discussed with the employee upon return to duty in accordance with above section.

1-7. Position Description.

a. The State of Florida position description form (the template is 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 upon hiring, and a signed copy should be maintained on file in the program office/facility.

c. Position descriptions should be reviewed periodically 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 originating office to the Classification and Compensation unit when the approved description is no longer an accurate description of duties and responsibilities of the position or there are changes to the position's supervisory/subordinate relationships, pay plan, classification, job requirements, and designators or other key components of the job.

e. The fundamental duties of the job, that are required to be performed and removal of which would fundamentally change the job, are considered to be essential functions and should be included in the position description.

f. Standardized position description language is available at: [Classification and Compensation - Position Descriptions - All Documents](#). This language must be included in the position description, when applicable, for the following:

- (1) Mandt Adjunct training instructor
- (2) Special Risk position
- (3) SPOC Coordinator (Single Point of Contact)
- (4) Supervisor position

1-8. Tables of Organization.

a. Every table of organization will display the organization to the lowest entity indicating the broadband code, pay band, class titles, position numbers, class code, and pay grade along with functions/programs assigned to each entity. (A sample is provided as Attachment 1 to this chapter).

b. A proposed table of organization may be requested by the Classification and Compensation unit to be provided by the originating office for a precise understanding of the affected position's relationship to the organizational structure as a whole.

1-9. Position Reclassification.

a. Occurs when 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.

b. Requests to reclassify an authorized position shall be initiated from the originating office by submission of the Classification Request Form (CF 753, available in DCF forms), proposed position descriptions, and a detailed justification to the Classification and Compensation unit for review and approval.

c. Reclassifying positions from Career Service to SES or SMS shall be determined by the specific designations under Section 110.205, F.S., and the organizational structures in accordance with Sections 20.19 and 216.262, F.S., or other applicable law.

1-10. Pay Plan Change.

a. Requests to exempt positions from the Career Service shall be determined in accordance with Section 110.205, F.S., and require appropriate supporting documentation.

b. All such requests shall be initiated from the originating office by submission of the following supporting documentation to the Classification and Compensation unit:

(1) A proposed position description for the directly affected position(s)

(2) A proposed position description for the affected position's supervisor.

(3) A detailed justification for review and submission to DMS for review and approval.

c. Upon receipt of the approval notification from DMS, the Classification and Compensation unit shall notify the originating office of the approved action(s) and make appropriate changes in People First.

1-11. Position Establishment and Abolishment.

a. Occurs when a budgetary action is taken to establish or eliminate an authorized position due to change in approved budget; or functions; or significant change in duties; or organization of the Department.

b. Requests for the establishment or abolishment of a position shall be prepared by the originating office and shall be processed and approved by the Headquarters Budget Office by submission of a Personnel Amendment Request Form.

1-12. Position Budgetary Changes. Requests to change current position funding codes shall be prepared by the originating office and shall be processed and approved by the Headquarters Budget Office by submission of a Personnel Amendment Request Form. Position budgetary changes include:

a. Other Cost Accumulator (OCA), which captures the cost of a program's budget/expenditures based on approved Cost Allocation Plans.

b. Florida Accounting Information Resource (FLAIR) Organization Code (Level 2), an 11-digit numeric code that identifies the area and program within the Department. This budgetary action transfers positions between headquarters, regions, and/or facilities. Example: Position 60037000 is being transferred from Northwest Region (6031) to Northeast Region (6032).

c. Budget Entity (BE), the organization and/or function to which appropriations are made.

d. State Program Component (SPC), code used to categorize an agency's services into elements and sub-elements from the State Program Structure.

e. Changes to the Full-Time-Equivalency (FTE) of a position.

Example: 0.50 position changes to a 1.00 position.

1-13. Reorganizations.

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

- (1) Requests for unit name changes, functions, and number of sections or subsections.
- (2) Establishing, deleting, or combining units.
- (3) Establishing, deleting, or combining functions in a unit.

b. The Classification and Compensation unit, in consultation with the originating office, shall prepare written correspondence along with justification and supporting documentation. Once complete, the Classification and Compensation unit will upload all documentation into the Budget Amendment Processing System (BAPS) and notify the Headquarters Budget Office of the request for review and submission in BAPS.

c. Upon receipt of the approval from OPB, the Classification and Compensation unit shall notify the originating office of the approved action and make appropriate changes in People First.

BY DIRECTION OF THE SECRETARY:

(Signed original copy on file)

SHELBY JEFFERSON
Human Resources Director

SUMMARY OF REVISED, ADDED, OR DELETED MATERIAL

This revision updates Department policy including, but not limited to, the following:

1. Revises the references section, including the deletion of out-of-date references and the addition of reference titles.
2. Adds definitions in 1-4 for Career Service, Originating Office, People First, Selected Exempt Service, and Senior Management Service and revises the definition for Position Description.
3. Renames 1-6 from “General” to “Classification” and reorganizes information covered in 1-5, Policy, and 1-6, Classification.
4. Clarifies that all classification actions must be approved by the Department and may require additional approval from the Department of Management Services.
5. Documents the actions to take when implementing a reclassification or organization structure change that includes a reduction in pay, demotion, or transfer of over 50 miles.
6. Adds that when a reclassification transpires during an employee’s approved absence this should be discussed with the employee upon return to duty.
7. Removes the requirement for the originating office to prepare, submit, and maintain a Table of Organization.
8. Addresses actions to be taken when establishing a position.
9. Removes references to the DCF Budget and Personnel Amendment Process Guidelines.
10. Adds additional information to define OCA, FLAIR, Budget Entity, and State Program Components.
11. Removes Attachments 1 and 2 and revises Attachment 2, which is now Attachment 1.

Department of Children and Families
Northeast Region
Economic Self-Sufficiency
Program Office

Effective Date: 02-22-2022
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