

ARTICLE XIII -- CLASSIFICATION PLAN AND POLICIES

Section 1. Statement of Policy

Human Resources shall maintain a uniform Classification Plan. The Plan shall consist of all School Board-approved job classifications, assigned pay grades, and listings of position titles and job codes organized by functional category or occupational groups.

- A. A pay grade will be assigned to each approved job classification.
- B. Each pay grade will be assigned to a specified salary range, which shall consist of a minimum and maximum annual salary.
- C. No recruitment or selection activity may occur until such time as the School Board acts on the recommendations of the Chief Personnel Officer for Human Resources, for establishing and classifying a new job.
- D. Positions are reclassified pursuant to action of the School Board based on the recommendations of the Superintendent.
- E. School Board-approved job classifications and assigned pay grades will be published annually as part of the budget documents which are submitted to the Florida Department of Education.

Section 2. Administration of the Plan

- A. Human Resources shall be responsible for the overall coordination, review, control, and administration of the Classification Plan.
- B. Human Resources shall be responsible for conducting periodic classification surveys to insure that the Classification Plan is current and uniform.
- C. The Chief Personnel Officer for Human Resources may delete a job classification from the plan subject to the approval of the Superintendent and the School Board.

Section 3. Job Description

- A. Job descriptions shall provide a description of the kind of work, the qualification, and the level of responsibility for each position. While the exact duties and responsibilities of the various positions may differ, all positions allocated to a given classification shall be sufficiently similar in nature (e.g., tasks to be performed, level of complexity, extent of job responsibilities, and minimum qualification requirements) to warrant similar treatment for personnel purposes.
- B. Each job description shall be composed of five parts:
 - 1. **Position Title** - The official title given to the classification.

2. **Job Code** - The official number used to identify the classification.
3. **Occupational Summary** - Statement of typical tasks and responsibilities which may be required of the position, but are not restrictive as to duties which may be required of a specific position.
4. **Example of Duties** - Statements as to the principal elements of the classification in terms of the complexity of work responsibilities, supervision received and exercised, and other basic factors which serve to establish the general nature and level of the classification.
5. **Minimum Qualifications**
 - a. Statements of the type and extent of training and/or experience normally required of applicants for the classification, including academic degree level.
 - b. Certification statements which specify the type and level of educational or professional certification which is required at the time of employment in the position.
 - c. Valid state certification is required for all Professional/Technical personnel assigned to positions which, under Florida Statutes, are required to be filled only with holders of a professional certificate or license issued by the appropriate state department or licensing agency.
 - d. Except as otherwise required by Florida Statutes or State Regulations, the Superintendent may waive for cause any or all of the minimum qualifications in the classification specifications upon approval of the School Board. Job descriptions shall be maintained on a current basis in Compensation Administration, Human Resources.

Section 4. Creation of New Positions

DCSAA recognizes the authority of the School Board and/or the Superintendent to create, and where appropriate, designate new positions as managerial or confidential. If such a designation is made, the position shall be excluded from the DCSAA unit until such time as the designation of the School Board or the Superintendent is reversed by PERC. DCSAA further recognizes the authority of the School Board and/or Superintendent to designate persons in an acting capacity for a maximum of one year to fill managerial or confidential positions.

Section 5. Classification of New Positions

Prior to the proposed establishment of any new position, appropriate documentation shall be submitted to Compensation Administration through the following procedures:

- A. The Bureau/Office head submits to the Chief Personnel Officer for Human Resources, a request for classification, setting forth the justification for the new position. Attached to the request shall be a completed job questionnaire, proposed job description, organizational chart showing the proposed placement of the position, and significant related information recorded on the Classification Review Form.
- B. Compensation Administration shall review each request to assure completeness and accuracy.
- C. A recommendation regarding the appropriate classification and pay grade will be forwarded to the Chief Personnel Officer for Human Resources, for review and approval. A copy of the job description for new positions proposed for inclusion in the bargaining unit will be forwarded to the Union for its review.
- D. Human Resources will forward the recommendation to the Superintendent for action and approval by the School Board.

Section 6. Reclassification of Positions

- A. Compensation Administration, Human Resources, is responsible for reviewing requests for reclassification and submitting the findings with advisory recommendations to the Chief Personnel Officer for Human Resources.
- B. An established position, upon the recommendation of the Superintendent and approval by the School Board, may be reclassified and assigned to another pay grade as a result of a significant increase in the duties and responsibilities of that position since the previous classification review.
- C. Reclassification may result from a reorganization and/or redistribution of work assignment which significantly alters the duties and responsibilities of a position.
- D. Request for review of a position classification may be made by any employee or his/her supervisor through the procedures stated below:
 - 1. The employee (or supervisor, where there is no incumbent) completes a job classification questionnaire, a Classification Review Form, a revised job description with addition underlined and deletion struck through, and submits these to his/her immediate supervising administrator.
 - 2. Within 10 work days of receipt, the employee's immediate supervising administrator signs the job classification questionnaire and indicates on the Classification Review Form his/her opinion regarding the merits of the request.
 - 3. The division/office Senior Administrator reviews the material and records his/her opinion regarding the merit of the request. He/she then submits the documents to the appropriate Member of the Executive Staff, or in the case

of the Superintendent's Staff, to the Superintendent, for sign-off, which serves as an indication that there is agreement that documentation shows review, is warranted. The Executive Staff member or the Superintendent will forward all material for positions recommended for review to the Chief Personnel Officer for the Office of Human Resources (at any time during the fiscal year, but no later than March 1 of the current fiscal year), with a copy to the employee; or the division/office Senior Administrator or supervising administrator shall advise the applicant that review is not warranted. Thereafter, no position may be reclassified within 12 months after the classification level has been initially classified, reviewed, and approved, or more than once during a 12 month period.

The Office of Human Resources will forward notices to employees within 10 working days of receipt of completed reclassification requests.

4. The Chief Personnel Officer shall forward all positions recommended by the above parties to Compensation Administration to review each request to ensure completeness and accuracy. Compensation Administration will ensure completion of the required forms, conduct an on-site job audit, if required, and submit its findings and recommendations to the Chief Personnel Officer for the Office of Human Resources.

Compensation Administration will consider all changes to the position since the job was last reclassified and incorporate that information in the job analysis process.

5. The Chief Personnel Officer will prepare a recommendation for consideration by the Superintendent.
6. Following the Superintendent's review, the Office of Human Resources will forward all recommendations for job reclassification to the School Board for final action.

The Office of Human Resources will provide notification to each affected employee no later than 10 working days after School Board action.

Section 7. Technical Career Path Opportunities

In the information systems and auditing fields, technical personnel are usually assigned duties commensurate with their technical skills. Technical career path opportunities are therefore designed to allow an individual to achieve full potential as a technical professional. In order to provide for professional development within specific jobs, technical career path opportunities and reclassification guidelines are established as follows:

<u>PROGRAMMER</u>	<u>PAY GRADE</u>	<u>JOB CODE</u>
Junior Programmer	32	0923
Programmer I	33	0051
Programmer Analyst I	34	0924
Programmer Analyst II	35	0925
Senior Programmer Analyst I	37	0050
Senior Programmer Analyst II	38	0926
Systems Analyst I	39	0047
Systems Programmer I	39	0927
Data Base Analyst I	39	0928
Project Leader I	39	0937
 <u>AUDITOR</u>		
Staff Auditor II	39	553
Senior Auditor	40	552
Audit Coordinator II	41	541, 545
Audit Coordinator III	42	548

A current employee with at least five years of experience within the appropriate work location, who meets all the qualifications for a higher position in an identified technical career path, and whose past performance meets "acceptable" standards for the previous three years may be considered for reclassification to a higher position, provided that budget requirements are met.

Such consideration shall include, but not be limited to, a review of job qualifications, assignment to and completion of special projects, a review of experience on the job, and an interview by a panel of technical professionals. The opportunity to interview will be made available to qualified candidates annually. Should the employee be deemed qualified and recommended by the panel, the appropriate Superintendent's direct report is then authorized to make a recommendation to the Superintendent through the Chief Personnel Officer for Human Resources for approval. Once approved by the School Board, the employee's position shall be adjudicated as a reclassification. Once the employee's position is vacated, it will revert back to the original job code.

Section 8. Promotion Guidelines

A current employee, within the appropriate work location, who meets all the qualifications for a higher position in an identified technical job family, as specified in Section 6, and whose past performance meets "acceptable" standards shall be given first consideration for that position, should a vacancy occur. In the event the appropriate Superintendent's direct report determines that a vacancy can be filled by a qualified and eligible current employee at the work location, that the supervising administrator is authorized to submit the employee's name to the Superintendent for submission to the School Board as a recommended appointment to the vacancy, waiving the requirement for advertising the position.

Section 9. Use of Position Title

Official position titles and job codes shall be used on all personnel and payroll records and in the preparation of the budget.

Section 10. Position of Authorization Control

Compensation Administration, in conjunction with Financial Affairs, shall maintain a position control number system that identifies each bargaining unit position.

Section 11. Filling of Paygrade 30 - 47 Non-instructional Positions With No Incumbent at Time of Representation Petition.

DCSAA recognizes the authority of the School Board and/or the Superintendent to fill positions, and, where appropriate, designate non-incumbent positions as managerial or confidential. If such a designation is made, the position shall be excluded from the DCSAA unit until such time as the designation of the School Board or the Superintendent is reversed by PERC. DCSAA further recognizes the authority of the School Board and/or Superintendent to designate persons in an acting capacity for a maximum of one year to fill managerial or confidential positions.

Prior to the filling of any non-incumbent position which existed at the time the representation petition was filed, and is proposed for inclusion in the bargaining unit, a copy of the job description will be forwarded to the Union.