

**SECTION A**  
**CLASSIFICATION SYSTEM**

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## **SECTION A CLASSIFICATION SYSTEM**

### **A-1 Scope and Purpose**

This section sets forth the rules and regulations for the establishment, maintenance, and administration of the uniform classification system applicable to managerial exempt personnel in Miami-Dade County Public Schools.

### **A-2 Statement of Policy**

The Office of Human Resources, Recruiting, and Performance Management shall maintain a uniform classification system. The system shall consist of Board-approved position classifications with assigned pay grades and a listing of position titles and job codes.

- A. A pay grade shall be established for each position with a numerical job code.
- B. Each pay grade shall be assigned to an appropriate salary range.
- C. Board-approved positions and assigned pay grades will be published annually as part of the budget documents submitted to the Florida Department of Education, if and as required by law.
- D. No action will be taken to fill a position until it has been classified by Office of Human Resources, Recruiting, and Performance Management and approved by The School Board. When a position is deleted by the Board, it shall be removed from the current uniform classification system.

### **A-3 Administration of the Plan**

- A. The Office of Human Resources, Recruiting, and Performance Management shall be responsible for the overall coordination, review, control, and administration of the Manual of Procedures for Managerial Exempt Personnel (MEP Manual).
- B. Positions are reclassified pursuant to official School Board action on recommendations submitted by the Superintendent of Schools. School Board approval must be obtained to create, establish or delete position(s) or effect classification changes.
- C. The Office of Human Resources, Recruiting, and Performance Management shall be responsible for conducting periodic reviews no less than every three years to insure that the classification system is current and uniform.

- D. The job evaluation system shall be administered under the following regulations:
1. A job evaluation system in conjunction with compensation survey data shall be used in recommending the pay grade assignment of new or reclassified positions.
  2. Each position's relative relationship to the fundamental mission of the school district (i.e., the delivery of educational services) will be considered in the classification process.
  3. A review of any position's classification shall be made upon request of the appropriate member of the Superintendent's Cabinet, in accordance with the procedures set forth in this document.
  4. After School Board approval, revisions to this manual will be published in the District's website and distributed as necessary.
- E. Positions may not be eliminated without approval of The School Board upon recommendation by the Superintendent of Schools.

#### **A-4 Job Descriptions**

- A. Job descriptions shall provide a description of the kind of work, the qualification requirements, 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 pay grade 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 the following:
1. **Position Title** -The official title given to the classification.
  2. **Job Code** -The official number used to identify the classification.
  3. **Occupational Summary** - 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.
  4. **Example of Duties** - 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.
  5. **Physical Requirements** -Statement describing the physical activities and working conditions of the position.

**6. 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 managerial exempt 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 Statute or State Regulations, the Superintendent of Schools 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 the Office of Human Resources, Recruiting, and Performance Management.

**A-5 Classification of New Positions**

Except in reorganizations, no less than fifteen work days prior to a Board meeting, appropriate documentation in support of a proposed establishment of any new position shall be submitted to the Office of Human Resources, Recruiting, and Performance Management through the following procedures:

- A. The appropriate Executive Staff Member submits to the Assistant Superintendent, Office of Human Resources, Recruiting, and Performance Management a request for classification, setting forth the justification for the new position. Attached to the request shall be a completed Classification Review Form (<http://forms.dadeschools.net/webpdf/3521.pdf>), proposed job description, organizational chart showing the proposed placement of the position, and significant related information recorded on the Classification Review Form.
- B. Office of Human Resources, Recruiting, and Performance Management shall review each request to assure completeness and accuracy. Compensation Administration is responsible for examining requests for classification and submitting the recommendation to the Assistant Superintendent, Office of Human Resources, Recruiting, and Performance Management.
- C. A recommendation is then prepared for the Superintendent of Schools from Office of Human Resources, Recruiting, and Performance Management.

- D. Before any action can be taken to fill a new position, the position must be established and approved by the School Board, upon the recommendation of the Superintendent of Schools.

### **A-6 Job Classification Review**

Job information is collected for each job through the Classification Review process. When a job is revised, the appropriate Executive Staff Member completes a Classification Review Form and submits it to Office of Human Resources, Recruiting, and Performance Management.

### **A-7 Reclassification of Positions**

- A. Compensation Administration is responsible for examining requests for reclassification and submitting the findings with advisory recommendations to the Reclassification Review Committee.
- B. An established position, upon the recommendation of the Superintendent of Schools and approval by The School Board, may be reclassified and assigned to another pay grade as a result of a significant change (increase or decrease) in the duties and responsibilities of that position since the previous classification review.
- C. Reclassification may result from a reorganization, addition, deletion, alteration 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 member of the Superintendent's Executive Staff:
  - 1. At the request of the appropriate Executive Staff Member, the supervisor for the position in question prepares a Classification Review Form <http://forms.dadeschools.net/webpdf/3521.pdf>), and submits to his/her supervisor.
  - 2. The supervisor signs and records on the Classification Review Form his/her opinion of the merits of the request. He/she then submits all documents to the next supervisory level.
  - 3. The Assistant and/or Associate Superintendent reviews the material and records his/her opinion of the merit of the request. The Superintendent/Executive Staff Member will forward all material for positions recommended for review Compensation Administration during the current fiscal year, but no later than March 1 of the current fiscal year. No position may be reviewed more than once during a 24 month period.

4. Compensation Administration shall review each request to ensure completion of the required forms, conduct an on-site job audit, if necessary, and submit all documentation and preliminary recommendations to the Reclassification Review Committee.
5. The Reclassification Review Committee will review all documentation and will prepare a recommendation for consideration by the Superintendent of Schools. If the Superintendent approves the recommendation, a Board Agenda item shall be prepared for School Board approval.

#### **A-8 Assignment of Administrator on Special Assignment**

Salary grades must be approved for positions of Administrator on Special Assignment. Such positions shall be temporary in nature, include responsibilities for approved special project planning, organization and administration, and require special qualification requirements of training, certification, and experience. The recommended salary grade for each position shall be determined by the criteria and procedures indicated in Section A-5.

#### **A-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. The following link provides a listing of the Managerial Exempt Personnel Job codes <http://salary.dadeschools.net/salhbk/pdf/X7-List.pdf>.

#### **A-10 Position of Authorization Control**

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

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