

<b>SUBJECT POSITION CLASSIFICATION</b>	<b>POLICY NUMBER 5.12</b>	
<b>POLICY MAINTENANCE ADMINISTRATOR:</b> Chief, Bureau of Personnel Services		
<b>PURPOSE/SCOPE:</b> To establish department policy and procedures to uniformly organize, account for and appropriately classify all authorized positions.		

**I. AUTHORITY**

[Chapter 20.05](#), Florida Statutes, Heads of Departments; Powers and Duties

[Chapter 20.24](#), Florida Statutes, Department of Highway Safety and Motor Vehicles

[Chapter 110.2035](#), Florida Statutes, Classification and Compensation

[Chapter 60L-31](#), Florida Administrative Code, Classification Plan

**II. POLICY**

The Department will maintain an official and accurate record of each authorized position. These records include, but are not limited to, position descriptions, organizational charts, and explanatory narrative summaries, correspondence or other documentation. All positions will be classified and organized to best support the Department's statutory mission and provide effective customer service.

**III. PROCEDURES**

A manual entitled "Position Classification Procedure Guide" is available at the Bureau of Personnel Services' Staffing Office website.

<b>Executive Director</b> SIGNED ORIGINAL ON FILE	<b>Effective Date</b> 07/01/83
<b>Page</b> 1 of 1	<b>Revision Date</b> 11/30/2011