

House Bill No. 1869

An act relating to government; providing a legislative finding; requiring the Department of Management Services to issue an invitation to negotiate for the purpose of establishing a state term contract to conduct a review of certain agency contracts; amending s. 110.107, F.S.; providing definitions; amending s. 110.116, F.S.; authorizing the Department of Management Services to contract with a vendor to provide the personnel information system; amending s. 110.1245, F.S.; revising language regarding employee recognition; deleting a 5-year employment requirement for certain recognition; amending s. 110.152, F.S.; revising payment schedules for adoption benefits for state employees; amending s. 110.191, F.S.; correcting a cross reference; amending s. 110.2035, F.S.; deleting requirement that the Department of Management Services consult with the Executive Office of the Governor and the Legislature with regard to a compensation and classification program; providing requirements for the program; providing duties and responsibilities to the department with respect to employment actions by other agencies; providing rule adoption authority; providing that employing agencies shall have the responsibility for the day-to-day application of such rules; providing additional authority and responsibilities for employing agencies; requiring the Department of Management Services to establish and maintain an equitable pay plan for use by state agencies; providing authority and responsibilities of the department and employing agencies with respect to such plan; amending s. 110.205, F.S.; conforming language; amending s. 110.213, F.S.; providing that agencies shall ensure that candidates for employment are properly licensed, certified, or registered, when required by law; amending s. 110.227, F.S.; providing for a 1-year probationary period for Career Service employees; revising procedures with respect to the employee grievance process; correcting a cross reference; amending ss. 110.406, 110.603, and 110.606, F.S.; conforming language; amending s. 215.92, F.S.; redefining the term "functional owner"; amending s. 215.93, F.S.; authorizing the Department of Management Services to contract with private entities to design, develop, and implement the department's information systems and subsystems; amending s. 215.94, F.S.; providing that the Department of Management Services is the functional owner of the personnel information system; amending s. 216.011, F.S.; correcting a cross reference; repealing s. 110.203, F.S., relating to definitions; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. The Legislature finds that a complete review of state agency service contracts with respect to equipment and capital assets could produce immediate and long-term savings.

Section 2. The Department of Management Services shall issue an invitation to negotiate pursuant to chapter 287, Florida Statutes, by July 1,

2003, for purposes of establishing a state term contract as defined in s. 287.012, Florida Statutes, for a comprehensive review of state agency service contracts for the periodic repair, preventative maintenance, or enhancement of leased or owned equipment, including, but not limited to, office equipment, office systems, and any other capital assets.

Section 3. Subsections (4) through (31) are added to section 110.107, Florida Statutes, to read:

110.107 Definitions.—As used in this chapter, the term:

(4) “State agency” or “agency” means any official, officer, commission, board, authority, council, committee, or department of the executive branch or the judicial branch of state government as defined in chapter 216.

(5) “Position” means the work, consisting of duties and responsibilities, assigned to be performed by an officer or employee.

(6) “Full-time position” means a position authorized for the entire normally established work period, daily, weekly, monthly, or annually.

(7) “Part-time position” means a position authorized for less than the entire normally established work period, daily, weekly, monthly, or annually.

(8) “Occupation” means all positions which are sufficiently similar in knowledge, skills, and abilities, and sufficiently similar as to kind or subject matter of work.

(9) “Occupational group” means 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.

(10) “Classification plan” means a formal description of the concepts, rules, job family definitions, occupational group characteristics, and occupational profiles used in the classification of positions.

(11) “Pay plan” means a formal description of the philosophy, methods, procedures, and salary schedules for competitively compensating employees at market-based rates for work performed.

(12) “Salary schedule” means an official document which contains a complete list of occupation titles, broadband level codes, and pay bands.

(13) “Authorized position” means a position included in an approved budget. In counting the number of authorized positions, part-time positions may be converted to full-time equivalents.

(14) “Established position” means an authorized position which has been classified in accordance with a classification and pay plan as provided by law.

(15) “Position number” means the identification number assigned to an established position.

(16) “Reclassification” means 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.

(17) “Promotion” means changing the classification of an employee to a broadband level having a higher maximum salary; or the changing of the classification of an employee to a broadband level having the same or a lower maximum salary but a higher level of responsibility.

(18) “Demotion” means changing the classification of an employee to a broadband level having a lower maximum salary; or the changing of the classification of an employee to a broadband level having the same or a higher maximum salary but a lower level of responsibility.

(19) “Transfer” means moving an employee from one geographic location of the state to a different geographic location in excess of 50 miles from the employee’s current work location.

(20) “Reassignment” means moving an employee from a position in one broadband level to a different position in the same broadband level or to a different broadband level having the same maximum salary.

(21) “Dismissal” means a disciplinary action taken by an agency pursuant to s. 110.227 against an employee resulting in termination of his or her employment.

(22) “Suspension” means a disciplinary action taken by an agency pursuant to s. 110.227 against an employee to temporarily relieve the employee of his or her duties and place him or her on leave without pay.

(23) “Layoff” means termination of employment due to a shortage of funds or work, or a material change in the duties or organization of an agency, including the outsourcing or privatization of an activity or function previously performed by career service employees.

(24) “Employing agency” means any agency authorized to employ personnel to carry out the responsibilities of the agency under the provisions of chapter 20 or other statutory authority.

(25) “Shared employment” means part-time career employment whereby the duties and responsibilities of a full-time position in the career service are divided among part-time employees who are eligible for the position and who receive career service benefits and wages pro rata. In no case shall “shared employment” include the employment of persons paid from other-personal-services funds.

(26) “Firefighter” means a firefighter certified under chapter 633.

(27) “Law enforcement or correctional officer” means a law enforcement officer, special agent, correctional officer, correctional probation officer, or institutional security specialist required to be certified under chapter 943.

(28) “Professional health care provider” means registered nurses, physician’s assistants, dentists, psychologists, nutritionists or dietitians, pharmacists, psychological specialists, physical therapists, and speech and hearing therapists.

(29) “Job family” means a defined grouping of one or more occupational groups.

(30) “Pay band” means the minimum salary, the maximum salary, and intermediate rates which are payable for work in a specific broadband level.

(31) “Broadband level” means all positions which are sufficiently similar in knowledge, skills, and abilities, and sufficiently similar as to kind or subject matter of work, level of difficulty or responsibilities, and qualification requirements of the work to warrant the same treatment as to title, pay band, and other personnel transactions.

Section 4. Subsection (1) of section 110.116, Florida Statutes, is amended to read:

110.116 Personnel information system; payroll procedures.—

(1) The Department of Management Services shall establish and maintain, in coordination with the payroll system of the Department of Banking and Finance, a complete personnel information system for all authorized and established positions in the state service, with the exception of employees of the Legislature, unless the Legislature chooses to participate. The department may contract with a vendor to provide the personnel information system. The specifications shall be developed in conjunction with the payroll system of the Department of Banking and Finance and in coordination with the Auditor General. The Department of Banking and Finance shall determine that the position occupied by each employee has been authorized and established in accordance with the provisions of s. 216.251. The Department of Management Services shall develop and maintain a position numbering system that will identify each established position, and such information shall be a part of the payroll system of the Department of Banking and Finance. With the exception of employees of the Legislature, unless the Legislature chooses to participate, this system shall include all career service positions and those positions exempted from career service provisions, notwithstanding the funding source of the salary payments, and information regarding persons receiving payments from other sources. Necessary revisions shall be made in the personnel and payroll procedures of the state to avoid duplication insofar as is feasible. A list shall be organized by budget entity to show the employees or vacant positions within each budget entity. This list shall be available to the Speaker of the House of Representatives and the President of the Senate upon request.

Section 5. Paragraph (d) of subsection (1), paragraph (d) of subsection (2), and subsection (4) of section 110.1245, Florida Statutes, are amended to read:

110.1245 Savings sharing program; bonus payments; other awards.—

(1)

(d) The department and the judicial branch shall submit annually to the President of the Senate and the Speaker of the House of Representatives information that outlines each agency's level of participation in the savings sharing program. The information shall include, but is not limited to:

1. The number of proposals made.
2. The number of dollars and awards made to employees or groups for adopted proposals.
3. The actual cost savings realized as a result of implementing employee or group proposals.
4. ~~The number of employees or groups recognized for superior accomplishments.~~

(2) In June of each year, bonuses shall be paid to employees from funds authorized by the Legislature in an appropriation specifically for bonuses. Each agency shall develop a plan for awarding lump-sum bonuses, which plan shall be submitted no later than September 15 of each year and approved by the Office of Policy and Budget in the Executive Office of the Governor. Such plan shall include, at a minimum, but is not limited to:

(d) A process for peer input that is fair, respectful of employees, and affects the outcome of the bonus distribution ~~Peer input to account for at least 40 percent of the bonus award determination.~~

(4) Each department head is authorized to incur expenditures to award suitable framed certificates, pins, or other tokens of recognition to state employees who demonstrate have achieved increments of 5 years of satisfactory service in the agency or to the state, in appreciation and recognition of such service. Such awards may not cost in excess of \$100 each plus applicable taxes.

Section 6. Paragraph (a) of subsection (1) of section 110.152, Florida Statutes, is amended to read:

110.152 Adoption benefits for state employees; parental leave.—

(1)(a)~~1.~~ Any full-time or part-time employee of the state who is paid from regular salary appropriations and who adopts a special-needs child, as defined in paragraph (b), is eligible to receive a monetary benefit in the amount of \$10,000 per child, ~~\$5,000 of~~ which is payable in equal monthly installments over a 1-year ~~2-year~~ period. Any employee of the state who adopts a child whose permanent custody has been awarded to the Department of Children and Family Services or to a Florida-licensed child-placing agency, other than a special-needs child as defined in paragraph (b), shall be eligible to receive a monetary benefit in the amount of \$5,000 per child, ~~\$2,000 of~~ which is payable in equal monthly installments over a 1-year ~~2-year~~ period. Benefits paid under this subsection to a part-time employee must be prorated based on the employee's full-time-equivalency status at the time of applying for the benefits.

~~2. For the 2002-2003 fiscal year only, the Department of Management Services is authorized to make lump-sum payments for adoption benefits awarded during fiscal years 2000-2001 and 2001-2002. This subparagraph expires July 1, 2003.~~

Section 7. Subsection (1) of section 110.191, Florida Statutes, is amended to read:

110.191 State employee leasing.—

(1) In situations where the Legislature has expressly authorized the state, an agency, or the judicial branch as defined in s. ~~110.107~~ ~~110.203~~ to lease employees, the Executive Office of the Governor for the executive branch or the Chief Justice for the judicial branch may authorize any of the following actions related to such state employee leasing activities, provided that the direct cost of such actions is to be paid or reimbursed within 30 days after payment by the entity or person to whom the employees are leased:

(a) Create a separate budget entity from which leased employees shall be paid and transfer the positions authorized to be leased to that budget entity.

(b) Provide increases in the operating budget entity.

(c) Authorized lump-sum salary bonuses to leased employees; however, any lump-sum salary bonus above the automatic salary increases which may be contained in the General Appropriations Act must be funded from private sources.

(d) Approve increases in salary rate for positions which are leased; however, any salary rate above the automatic salary increases which may be contained in the General Appropriations Act must be funded from private sources.

(e) Waive any requirement for automatic salary increases which may be contained in the General Appropriations Act.

Section 8. Section 110.2035, Florida Statutes, is amended to read:

110.2035 Classification and compensation program.—

(1) ~~The Department of Management Services, in consultation with the Executive Office of the Governor and the Legislature, shall establish and maintain develop a classification and compensation program addressing. This program shall be developed for use by all state agencies and shall address Career Service, Selected Exempt Service, and Senior Management Service positions classes. No action may be taken to fill any position until it has been classified in accordance with the classification plan.~~

(a) The department shall develop occupation profiles necessary for the establishment of new occupations or for the revision of existing occupations and shall adopt the appropriate occupation title and broadband level code for each occupation. Such occupation profiles, titles, and codes shall not constitute rules within the meaning of s. 120.52.

(b) The department shall be responsible for conducting periodic studies and surveys to ensure that the classification plan is maintained on a current basis.

(c) The department may review in a postaudit capacity the action taken by an employing agency in classifying or reclassifying a position.

(d) The department shall effect a classification change on any classification or reclassification action taken by an employing agency if the action taken by the agency was not based on the duties and responsibilities officially assigned the position as they relate to the concepts and description contained in the official occupation profile and the level definition defined in the occupational group characteristics adopted by the department.

(e) In cooperation and consultation with the employing agencies, the department shall adopt rules necessary to govern the administration of the classification plan. Such rules shall be approved by the Administration Commission prior to their adoption by the department.

(2) The program shall consist of the following:

(a) A position classification system using no more than 38 ~~50~~ occupational groups and up to a 6-broadband level ~~6-class series~~ structure for each occupation within an occupational group. Additional occupational groups may be established only by the Executive Office of the Governor after consultation with the Legislature.

(b) A pay plan that shall provide broad-based pay bands ~~broad-based salary ranges~~ for each occupational group and shall consist of no more than 25 pay bands.

(3) The following goals shall be considered in ~~designing and implementing and maintaining~~ the program:

(a) The classification system must significantly reduce the need to reclassify positions due to work assignment and organizational changes by decreasing the number of classification changes required.

(b) The classification system must establish broadband levels ~~broad-based classes~~ allowing flexibility in organizational structure and must reduce the number levels of supervisory broadband levels ~~classes~~.

(c) The classification ~~system~~ and compensation program ~~pay plan~~ must emphasize pay administration and job-performance evaluation by management rather than emphasize use of the classification system to award salary increases.

(d) The pay administration system must contain provisions to allow managers the flexibility to move employees through the pay bands ~~ranges~~ and provide for salary increase additives and lump-sum bonuses.

(4) The classification system shall be structured such that each confidential, managerial, and supervisory employee shall be included in the Selected Exempt Service, in accordance with part V of this chapter.

(5) The employing agency shall be responsible for the day-to-day application of classification rules promulgated by the department. The Department of Management Services shall submit the proposed design of the classification and compensation program to the Executive Office of the Governor, the presiding officers of the Legislature, and the appropriate legislative fiscal and substantive standing committees on or before December 1, 2001.

(a) The employing agency shall maintain on a current basis a position description for each authorized and established position assigned the agency. The position description shall include an accurate description of assigned duties and responsibilities and other pertinent information concerning a position and shall serve as a record of the official assignment of duties to the position. Such description shall be used in the comparison of positions to ensure uniformity of classifications.

(b) The employing agency shall have the authority and responsibility to classify positions authorized by the Legislature or authorized pursuant to s. 216.262; to classify positions that are added in lieu of positions deleted pursuant to s. 216.262; and to reclassify established positions. Classification and reclassification actions taken by an employing agency shall be within the occupations established by the department, shall be funded within the limits of currently authorized appropriations, and shall be in accordance with the uniform procedures adopted by the department.

(6) The department shall establish and maintain an equitable pay plan applicable to all occupations and shall be responsible for the overall review, coordination, and administration of the pay plan.

(a) The department shall provide for broad, market-based pay bands for occupations and shall establish guidelines for the employing agencies to move employees through these pay bands. The employing agencies may determine the appropriate salary within the pay bands and guidelines adopted by the department. Such pay bands, and the assignment of broad-band levels to positions, shall not constitute rules within the meaning of s. 120.52.

(b) The department shall conduct wage and salary surveys as necessary for the purpose of achieving the goal of an equitable, competitive, market-based pay policy.

(c)(6) The department shall establish, by rule, guidelines with respect to, and shall delegate to the employing agencies, where appropriate, the authority to administer the following:

- 1.(a) Shift differentials.
- 2.(b) On-call fees.
- 3.(e) Hazardous-duty pay.
- (d) Advanced appointment rates.
- 4.(e) Salary increase and decrease corrections.

- 5.(f) Lead-worker pay.
- 6.(g) Temporary special duties pay.
- 7.(h) Trainer-additive pay.
- 8.(i) Competitive area differentials.
- ~~9.(j) Coordinator pay.~~
- 9.(k) Critical market pay.

The employing agency must use such pay additives as are appropriate within the guidelines established by the department and shall advise the department in writing of the plan for implementing such pay additives prior to the implementation date. Any action by an employing agency to implement temporary special duties pay, competitive area differentials, or critical market pay may be implemented only after the department has reviewed and recommended such action; however, an employing agency may use temporary special duties pay for up to 3 months without prior review by the department. The department shall annually provide a summary report of the pay additives implemented pursuant to this section.

Section 9. Paragraph (q) of subsection (2), and subsections (4), (5), and (6) of section 110.205, Florida Statutes, are amended to read:

110.205 Career service; exemptions.—

(2) EXEMPT POSITIONS.—The exempt positions that are not covered by this part include the following:

(q) The staff directors, assistant staff directors, district program managers, district program coordinators, district subdistrict administrators, district administrative services directors, district attorneys, and the Deputy Director of Central Operations Services of the Department of Children and Family Services. Unless otherwise fixed by law, the department shall establish the pay band salary range and benefits for these positions in accordance with the rules of the Selected Exempt Service.

(4) DEFINITION OF DEPARTMENT.—When used in this section, the term “department” shall mean all departments and commissions of the executive branch, whether created by the State Constitution or chapter 20; the office of the Governor; and the Public Service Commission; however, the term “department” shall mean the Department of Management Services when used in the context of the authority to establish pay bands salary ranges and benefits.

(5) POSITIONS EXEMPTED BY OTHER STATUTES.—If any position is exempted from the career service by any other statute and the personnel system to which that position is assigned is not specifically included in the statute, the position shall be placed in the Selected Exempt Service, and the department shall establish the pay band salary range and benefits for that position in accordance with the rules of the Selected Exempt Service.

(6) EXEMPTION OF CHIEF INSPECTOR OF BOILER SAFETY PROGRAM, DEPARTMENT OF INSURANCE.—In addition to those positions exempted from this part, there is hereby exempted from the Career Service System the chief inspector of the boiler inspection program of the Department of Insurance. The pay band salary range of this position shall be established by the Department of Management Services in accordance with the classification and pay plan established for the Selected Exempt Service.

Section 10. Section 110.213, Florida Statutes, is amended to read:

110.213 Selection.—

(1) Selection for appointment from among the most qualified candidates shall be the sole responsibility of the employing agency. ~~Effective July 1, 2001,~~ All new employees must successfully complete at least a 1-year probationary period before attainment of permanent status.

(2) Selection shall reflect efficiency and simplicity in hiring procedures. The agency head or his or her designee shall be required to document the qualifications of the selected candidate to ensure that the candidate meets the minimum requirements ~~qualifications as specified by the employing agency, meets the licensure, certification, or registration requirements, if any, as specified by statute,~~ and possesses the requisite knowledge, skills, and abilities for the position. No other documentation or justification shall be required prior to selecting a candidate for a position.

Section 11. Subsections (1), (2), (4), and (5) of section 110.227, Florida Statutes, are amended to read:

110.227 Suspensions, dismissals, reductions in pay, demotions, layoffs, transfers, and grievances.—

(1) Any employee who has satisfactorily completed at least a 1-year probationary period in his or her current position permanent status in the career service may be suspended or dismissed only for cause. Cause shall include, but is not limited to, poor performance, negligence, inefficiency or inability to perform assigned duties, insubordination, violation of the provisions of law or agency rules, conduct unbecoming a public employee, misconduct, habitual drug abuse, or conviction of any crime. The agency head shall ensure that all employees of the agency have reasonable access to the agency's personnel manual.

(2) The department shall establish rules and procedures for the suspension, reduction in pay, transfer, layoff, demotion, and dismissal of employees in the career service. Except with regard to law enforcement or correctional officers, firefighters, or professional health care providers, rules regarding layoff procedures shall not include any system whereby a career service employee with greater seniority has the option of selecting a different position not being eliminated, but either vacant or already occupied by an employee of less seniority, and taking that position, commonly referred to as "bumping." For the implementation of layoffs as defined in s. 110.107 ~~110.203~~, the department shall develop rules requiring that consideration be

given to comparative merit, demonstrated skills, and the employee's experience. Such rules shall be approved by the Administration Commission prior to their adoption by the department.

(4) A grievance process shall be available to ~~permanent~~ career service employees who have satisfactorily completed at least a 1-year probationary period in their current positions. A grievance is defined as the dissatisfaction that occurs when an employee believes that any condition affecting the employee is unjust, inequitable, or a hindrance to effective operation. Claims of discrimination and sexual harassment or claims related to suspensions, reductions in pay, demotions, and dismissals are not subject to the career service grievance process. The following procedures shall apply to any grievance filed pursuant to this subsection, except that all timeframes may be extended in writing by mutual agreement:

(a) Step One.—The employee may submit a signed, written grievance on a form provided by the agency to his or her supervisor within 7 calendar days following the occurrence of the event giving rise to the grievance. The supervisor must meet with the employee to discuss the grievance within and provide a written response to the employee 5 business days following receipt of the grievance.

(b) Step Two.—If the employee is dissatisfied with the response of his or her supervisor, the employee may submit the written grievance to the agency head or his or her designee within 2 business days following receipt of the supervisor's written response ~~the meeting with his or her supervisor.~~ The agency head or his or her designee must meet with the employee to discuss the grievance within 5 business days following receipt of the grievance. The agency head or his or her designee must respond in writing to the employee within 5 business days following the meeting. The written decision of the agency head shall be the final authority for all grievances filed pursuant to this subsection. Such grievances may not be appealed beyond Step Two.

(5)(a) A ~~permanent~~ career service employee who has satisfactorily completed at least a 1-year probationary period in his or her current position and who is subject to a suspension, reduction in pay, demotion, or dismissal shall receive written notice of such action at least 10 days prior to the date such action is to be taken. Subsequent to such notice, and prior to the date the action is to be taken, the affected employee shall be given an opportunity to appear before the agency or official taking the action to answer orally and in writing the charges against him or her. The notice to the employee required by this paragraph may be delivered to the employee personally or may be sent by certified mail with return receipt requested. Such actions shall be appealable to the Public Employees Relations Commission as provided in subsection (6). Written notice of any such appeal shall be filed by the employee with the commission within 14 calendar days after the date on which the notice of suspension, reduction in pay, demotion, or dismissal is received by the employee.

(b) In extraordinary situations such as when the retention of a ~~permanent~~ career service employee who has satisfactorily completed at least a 1-year probationary period in his or her current position would result in

damage to state property, would be detrimental to the best interest of the state, or would result in injury to the employee, a fellow employee, or some other person, such employee may be suspended or dismissed without 10 days' prior notice, provided that written or oral notice of such action, evidence of the reasons therefor, and an opportunity to rebut the charges are furnished to the employee prior to such dismissal or suspension. Such notice may be delivered to the employee personally or may be sent by certified mail with return receipt requested. Agency compliance with the foregoing procedure requiring notice, evidence, and an opportunity for rebuttal must be substantiated. Any employee who is suspended or dismissed pursuant to the provisions of this paragraph may appeal to the Public Employees Relations Commission as provided in subsection (6). Written notice of any such appeal shall be filed with the commission by the employee within 14 days after the date on which the notice of suspension, reduction in pay, demotion, or dismissal is received by the employee.

Section 12. Paragraph (c) of subsection (2) of section 110.406, Florida Statutes, is amended to read:

110.406 Senior Management Service; data collection.—

(2) The data required by this section shall include:

(c) In addition, as needed, the data shall include:

1. A pricing analysis based on a market survey of positions comparable to those included in the Senior Management Service and recommendations with respect to whether, and to what extent, revisions to the pay bands salary ranges for the Senior Management Service classifications should be implemented.

2. An analysis of actual salary levels for each classification within the Senior Management Service, indicating the mean salary for each classification within the Senior Management Service and the deviation from such mean with respect to each agency's salary practice in each classification; a review of the duties and responsibilities in relation to the incumbents' salary levels, credentials, skills, knowledge, and abilities; and an opinion as to whether the salary practices reflected thereby indicate interagency salary inequities among positions within the Senior Management Service.

Section 13. Subsection (1) of section 110.603, Florida Statutes, is amended to read:

110.603 Pay and benefits.—The department shall adopt:

(1) A classification plan and a pay plan consisting of pay bands salary ranges appropriate to the positions included in the Selected Exempt Service and which provides for salary increases based on performance. Such pay bands salary ranges shall be designed to attract and retain qualified personnel for the Selected Exempt Service.

Section 14. Paragraph (c) of subsection (2) of section 110.606, Florida Statutes, is amended to read:

110.606 Selected Exempt Service; data collection.—

(2) The data required by this section shall include:

(c) In addition, as needed:

1. A pricing analysis based on a market survey of positions comparable to those included in the Selected Exempt Service and recommendations with respect to whether, and to what extent, revisions to the pay bands salary ranges for the Selected Exempt Service classifications should be implemented.

2. An analysis of actual salary levels for each classification within the Selected Exempt Service, indicating the mean salary for each classification within the Selected Exempt Service and the deviation from such means with respect to each agency's salary practice in each classification; reviewing the duties and responsibilities in relation to the incumbents' salary levels, credentials, skills, knowledge, and abilities; and discussing whether the salary practices reflected thereby indicate interagency salary inequities among positions within the Selected Exempt Service.

Section 15. Subsection (6) of section 215.92, Florida Statutes, is amended to read:

215.92 Definitions relating to Florida Financial Management Information System Act.—For the purposes of ss. 215.90-215.96:

(6) “Functional owner” means the agency, or ~~the that~~ part of the judicial branch, ~~that which~~ has the legal responsibility to ensure that a subsystem is designed, implemented, and operated in accordance with design, implementation, and operate an information subsystem as provided by ss. 215.90-215.96.

Section 16. Subsections (1) and (2) of section 215.93, Florida Statutes, are amended to read:

215.93 Florida Financial Management Information System.—

(1) To provide the information necessary to carry out the intent of the Legislature, there shall be a Florida Financial Management Information System. The Florida Financial Management Information System shall be fully implemented and shall be upgraded as necessary to ensure the efficient operation of an integrated financial management information system and to provide necessary information for the effective operation of state government. Upon the recommendation of the coordinating council and approval of the board, the Florida Financial Management Information System may require data from any state agency information system or information subsystem or may request data from any judicial branch information system or information subsystem that the coordinating council and board have determined to have statewide financial management significance. Each functional owner information subsystem within the Florida Financial Management Information System shall be developed in such a fashion as to allow for timely, positive, preplanned, and prescribed data transfers between the

Florida Financial Management Information System functional owner information subsystems and from other information systems. The principal unit of the system shall be the functional owner information subsystem, and the system shall include, but shall not be limited to, the following:

- (a) Planning and Budgeting Subsystem.
- (b) Florida Accounting Information Resource Subsystem.
- (c) Cash Management Subsystem.
- (d) Purchasing Subsystem.
- (e) Personnel Information System ~~Cooperative Personnel Employment Subsystem~~.

(2) Each information subsystem shall have a functional owner, who may establish additional functions for the subsystem unless specifically prohibited by ss. 215.90-215.96. However, without the express approval of the board upon recommendation of the coordinating council, no functional owner nor any other agency shall have the authority to establish or maintain additional subsystems which duplicate any of the information subsystems of the Florida Financial Management Information System. Each functional owner shall solicit input and responses from agencies utilizing the information subsystem. Each functional owner may contract with the other functional owners or private sector entities ~~for assistance~~ in the design, development, and implementation of their information systems and subsystems. Each functional owner shall include in its information subsystem functional specifications the data requirements and standards of the Florida Financial Management Information System as approved by the board. Each functional owner shall establish design teams that shall plan and coordinate the design and implementation of its subsystem within the framework established by the board. The design teams shall assist the design and coordination staff in carrying out the duties assigned by the board or the coordinating council. The coordinating council shall review and approve the work plans for these projects.

Section 17. Subsections (5) and (6) of section 215.94, Florida Statutes, are amended to read:

215.94 Designation, duties, and responsibilities of functional owners.—

(5) The Department of Management Services shall be the functional owner of the Personnel Information System ~~Cooperative Personnel Employment Subsystem~~. The department shall ensure that the system is designed, implemented, and operated ~~design, implement, and operate the subsystem~~ in accordance with the provisions of ss. 110.116 and 215.90-215.96. The department may contract with a vendor to provide the system and services required of the Personnel Information System. The subsystem shall include, but shall not be limited to, functions for:

(a) Maintenance of employee and position data, including funding sources and percentages and salary lapse. The employee data shall include,

but not be limited to, information to meet the payroll system requirements of the Department of Banking and Finance and to meet the employee benefit system requirements of the Department of Management Services.

- (b) Recruitment and selection examination.
- (c) Time and leave reporting.
- (d) Collective bargaining.

(6)(a) The Auditor General shall be advised by the functional owner of each information subsystem as to the date that the development or significant modification of its functional system specifications is to begin.

(b) Upon such notification, the Auditor General shall participate with each functional owner to the extent necessary to provide assurance that:

1. The accounting information produced by the information subsystem adheres to generally accepted accounting principles.
2. The information subsystem contains the necessary controls to maintain its integrity, within acceptable limits and at an acceptable cost.
3. The information subsystem is auditable.

(c) The Auditor General shall specify those additional features, characteristics, controls, and internal control measures deemed necessary to carry out the provisions of this subsection. Further, it shall be the responsibility of each functional owner to ensure installation and incorporation of install and incorporate such specified features, characteristics, controls, and internal control measures within each information subsystem.

Section 18. Subsection (2) of section 216.011, Florida Statutes, is amended to read:

216.011 Definitions.—

(2) For purposes of this chapter, terms related to personnel affairs of the state shall be defined as set forth in s. 110.107 ~~110.203~~.

Section 19. Section 110.203, Florida Statutes, is repealed.

Section 20. This act shall take effect July 1, 2003.

Approved by the Governor June 10, 2003.

Filed in Office Secretary of State June 10, 2003.