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SCS
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HR Handbook Update No. 2017 – 0008

Issue Date: June 22, 2017

To: Head of State Agencies and Personnel Officers

Subject: Update to Chapter 5 – Classification Plan

REASON FOR UPDATE: Process change for submission of job studies; job studies are now called “job assessments.”

EFFECTIVE DATE: June 21, 2017

This update is to advise agencies of the revisions to the process for job studies. State Civil Service has shifted to a more consultative approach regarding requests for Classification Plan changes. As a result, “job studies” will now be referred to as “job assessments” in the HR Handbook. Specific changes to the Handbook are outlined below.

Rule-by-Rule Review:

- Rule 5.1 Adoption of a Classification Plan
 - Amended verbiage in blue note box to refer to job assessment instead of job study.
- Rule 5.7 Job Evaluation
 - Amended verbiage in blue note box to refer to job assessment instead of job study.
- Rule 5.8 Status of Incumbent Affected by a Job Correction
 - Amended verbiage to refer to job assessment instead of job study.

Procedures:

The Procedures section in Chapter 5 of the HR Handbook has been amended to refer to job assessment instead of job study. Outdated documents referring to the old job study process have been removed from the Procedures section of the HR Handbook and a new procedure has been added that explains the new job assessment process. State Civil Service will work closely with agencies in providing the necessary information and forms to affect future changes to the Classification Plan. Documents removed are as follows:

- Preparation at the Agency Level
- Requesting a Job Study

- Job Study Request Form
- Agency 160 Review Process
- Job Study 160 Agency Review Memos
- Allocation Moratorium
- SCS Pay Hearing
- Implementation
- Implementation Charts
- OPB Budget Certification Form

Job Aids and Resources:

The Job Aids and Resources section of the HR Handbook has been amended to remove outdated job study links. Note that Pay Grid Archives may be found in Chapter 6 Job Aids and Resources.

If you have any questions regarding this handbook update, you may contact the Compensation Division at (225) 342-8083.

Sincerely,

s/Byron P. Decoteau, Jr.
Director
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