



SCDC POLICY/PROCEDURE

NUMBER: ADM-11.31

TITLE: POSITION CLASSIFICATION

ISSUE DATE: June 5, 2014

RESPONSIBLE AUTHORITY: DIVISION OF HUMAN RESOURCES

OPERATIONS MANUAL: ADMINISTRATION

SUPERSEDES: ADM-11.31 (October 1, 2007) (July 1, 2004)

RELEVANT SCDC FORMS/SUPPLIES: 16-119, *16-120, 16-121*

ACA/CAC STANDARDS: 4-ACRS-7D-27, 4-ACRS-7E-07, 4-ACRS-7E-08, 4-4040, 4-4048

**STATE/FEDERAL STATUTES: STATE HUMAN RESOURCE REGULATIONS;
AMERICANS WITH DISABILITIES ACT**

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PURPOSE: To provide for the establishment, maintenance, and administration of a uniform Agency employee classification plan in compliance with applicable regulations established by the State Office of Human Resources.

POLICY STATEMENT: In order to ensure compliance with applicable regulations established by the State Human Resources *Division*, the SCDC Division of Human Resources will serve as the responsible authority for all matters related to the Agency's *classification of positions*. All employee Position Descriptions and actions affecting the same will be forwarded through the Division of Human Resources for appropriate processing and approval(s). No changes will be authorized that would cause the Agency not to maintain its authorized full-time equivalent headcount as approved by the State Legislature and the South Carolina Budget and Control Board.

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SPECIFIC PROCEDURES:

1. GENERAL PROVISIONS:

1.1 The Division of Human Resources will serve as liaison between the South Carolina Department of Corrections (*SCDC*) and the State Human Resources *Division* on all matters involving employee classification and compensation. The Division of Human Resources will work with each manager or supervisor to ensure that:

1.1.1 Positions are properly established for each definable category of work and level of difficulty and responsibility;

1.1.2 Positions are defined by a position description and assigned to an appropriate pay band/level and alpha/numerical class *specification*; (4-ACRS-7D-27, 4-ACRS-7E-07, 4-ACRS-7E-08, 4-4040, 4-4048)

1.1.3 No positions are allocated to a class that has not been approved as part of the State Classification Plan; and

1.1.4 No action is taken to fill or alter any position until it has been classified by the Division of Human Resources or the State Human Resources *Division* in accordance with the State Classification Plan.

1.2 The State Human Resources *Division, in conjunction with the South Carolina Enterprise Information System (SCEIS)* will develop and maintain a position numbering system that will identify each established position utilized by *SCDC*.

1.3 All inquiries concerning positions should be made directly to the Division Director or Assistant Division Director of Human Resources or to the Classification and Compensation Branch *Chief*, Division of Human Resources.

2. POSITION DESCRIPTIONS (GENERAL INFORMATION):

2.1 The Division of Human Resources, Classification and Compensation Branch, will develop standardized position description forms to be used by Agency personnel to properly classify positions. The following standardized position description forms are available:

Blank Position Description - available on *Agency Intranet under forms*.

Blank Managerial Position Description - available on *Agency Intranet under forms*.

Standardized position descriptions for Officer I, Officer II, Corporal I, Corporal II, Sergeant I, Sergeant II, Lieutenant I, and Lieutenant II are available upon request through the Classification and Compensation Branch, Division of Human Resources.

2.2 Requests to establish additional standardized Position Description forms *must be requested through* the Division of Human Resources, Classification and Compensation Branch. Standardized position descriptions must be approved by the Division of Human Resources and the State Human Resources *Division* before implementation.

2.3 Each "Position Description" must include accurate information of specific duties and responsibilities. The job duties must be marked by the appropriate manager or supervisor as "essential" or "marginal" in order to comply with the requirements of the Americans with Disabilities Act (ADA). (4-ACRS-7D-27)

2.4 Each Position Description must reflect the percentage of time spent on each job duty and responsibility. Position Descriptions should be initiated by the immediate supervisor or the incumbent only and must be approved and signed by the *employee (if filled), immediate supervisor and other appropriate supervisor* to ensure accuracy. (4-ACRS-7E-08, 4-4048)

2.5 Each position must reflect the state minimum qualifications *and special requirements* as defined on the state *job classification published by the State Human Resources Division*.

2.6 Approved Position Descriptions are maintained for the Agency in the Classification and Compensation Branch, *Division of Human Resources*. *Additionally, an approved copy of the official position description must be maintained by the Human Resource Manager/Liaison's Office in a separate file by SCEIS position number within job class.*

3. POSITION REQUESTS:

3.1 The Classification and Compensation Branch *Chief*, Division of Human Resources, will *receive and* coordinate all position requests with the Division Director, *Division of Human Resources or designee and the Deputy Director of Administration* to ensure that personal service funds are expended appropriately and that such expenditures reflect the overall Agency needs and priorities.

3.2 Requests for changes in funding source (state, federal, other), work hours, or program code will only be reviewed and approved provided that the Agency can maintain the authorized full-time equivalent (FTE) headcount approved by the State Legislature and the Budget and Control Board.

3.3 Movement of a Position: When a position is moved from one *cost center (budget)/functional area (program code)* to another, *an* SCDC Form 16-87, "Position Description" and a SCDC Form 16-119, "Position Action Request" must be completed *and* signed by the Warden *or* Division Director, and forwarded to the Division of Human Resources. The Division of Human Resources will obtain approvals from the appropriate member(s) of the Director's staff. *The Deputy Director for Administration is the final approving authority on the movement of any position.* The Division of Human Resources will review the Position Description to ensure proper classification of the position based on assigned duties and responsibilities. *Any position description update that requires the review of the State Division of Human Resources will be forwarded for their review/approval.* Any movement of a security position requires the review and approval of the Division Director of Security/*designee* and the *Deputy* Director *for* Operations.

3.4 Establishment of New Position(s):

3.4.1 When the need for the establishment of a position becomes evident, the responsible official for the specific area must complete SCDC Form 16-119, "Position Action Request," along with *a* "Position Description" signed by the *immediate supervisor and other appropriate authority, if applicable*. The Position Action Request must be *signed by the Warden or Division Director* and forwarded to the *Classification and Compensation Branch*, Division of Human Resources. *Written justification must be provided with the new position request.*

3.4.2 Upon receipt, the Division of Human Resources will coordinate with the *Deputy Director for Administration* the availability of funds. The Classification and Compensation Branch, Division of Human Resources, will take necessary action to have the position officially established through the State Human Resources *Division*.

3.4.3 The Division of Human Resources may require the submission of an updated organizational chart or other related information and may require an audit of the position as necessary for maintenance of the Classification Plan.

3.4.4 The Division of Human Resources will review and test any new position for appropriate FLSA exemption status by applying the applicable test, and marking the position description with the approved

exemption status.

3.4.5 A new position normally has to be requested through the budget process and authorized by the legislative body and State Budget and Control Board. If a new position is being requested outside the budget process, the Division of Human Resources will coordinate with the appropriate authorities to determine if there is an existing FTE that may be utilized rather than requesting a new FTE.

3.5 Establishment of Temporary Position(s):

3.5.1 Temporary positions may be requested to meet a “temporary” need in a specific location/area of SCDC.

3.5.2 Temporary position requests should not exceed more than a twelve (12) month period.

3.5.3 Temporary positions may be requested by preparing a position description defining the duties and responsibilities of the position and should be signed by the immediate supervisor and other appropriate supervisor, if applicable. An SCDC Form 16-119, Position Action Request, must be completed with written documentation attached providing detailed information justifying the need for the temporary position including a projected expiration date for the position to be eliminated.

3.5.4 Any position needed beyond the projected expiration date requires a written request to be submitted to the Division of Human Resources at least thirty (30) days prior to the expiration date. The Division of Human Resources will submit the extension request to the Deputy Director for Administration who will coordinate with the appropriate Deputy Director/Director to determine funds availability and whether the position should be extended.

3.5.5 Any exception to the guidelines for temporary positions must be requested in writing to the Division of Human Resources who will obtain the approval/disapproval for the policy exception.

3.5.6 When requesting a new temporary position or requesting any changes on a temporary position, sections 3.3 and 3.4.1 above must be followed.

3.6 Reclassifications/In-Band Level Increases/Decreases: *Should the Warden or Division Director determine a position is not properly classified (class/band/level), SCDC Form 16-119, Position Action Request, must be completed and signed by the Warden or Division Director with an updated position description reflecting job duties for the requested classification/band/level attached. The position description must be signed by employee, if filled, immediate supervisor and other appropriate authority, if applicable. Detailed written justification must be provided for any reclassification/in-band increase/decrease. The request should then be forwarded to the Classification and Compensation Branch, Division of Human Resources. The Division of Human Resources will review the request for proper classification and band/level assignment and refer to appropriate Director’s Staff member with a recommendation as it pertains to approval/disapproval. If approved by the appropriate Deputy Director, the request should then be submitted to the Deputy Director for Administration and to the Agency Director for final review and approval/disapproval. Guidelines for reclassifications or in-band increases for existing positions are as follow:*

3.6.1 An established position may be requested to be reclassified from one class to a different class or an in-band level adjustment may be requested from one level to a different level as a result of a substantial change in job duties and responsibilities of the position. The **Warden or Division Director** must provide written justification as to how the duties and responsibilities have changed to warrant reclassification/level adjustment.

3.6.2 Reclassifications or in-band adjustments may result in either a change in the duties and responsibilities in the same functional area or a redistribution of work assignments that significantly alters the duties and responsibilities of a position, but are still in the same functional area. Reclassifications/in-band adjustments normally are not based upon the volume of work.

3.6.3 Reclassifications or in-band adjustments do not apply to and cannot result from the assignment of new duties and responsibilities outside of the original functional area that have the effect of creating a new position.

3.6.4 *Any request involving a security position, i.e., cadet, correctional officer, sergeant, lieutenant, captain, or major, requires the review and approval of the Division Director of Security/designee.* The reclassification of a correctional officer to a cadet or vice versa *does not require the review and/or approval of the Division Director of Security/designee.*

3.6.5 *Once all approvals have been obtained within the Agency the Division of Human Resources has the authority to reclassify a position upward/downward (band/level) based on the delegated authority as approved by the State Human Resources Division.*

3.6.6 When a filled position is requested for an upward reclassification or in-band pay level *adjustment*, the Applicant Referral System will be utilized to determine the incumbent's qualification. In the absence of an active application, the incumbent must submit an updated application or resume.

3.6.7 Once a reclassification or in-band adjustment is approved/disapproved, the appropriate Warden/Division Director, Central Office Division Director, if applicable, *and Human Resources Manager/Liaison* will be notified by the Division of Human Resources, Classification and Compensation Branch. *The* notification of approval/disapproval will be accomplished by returning copies of the *Position* Action Request and the approved Position Description. *The employee, if applicable, will be notified in writing of the approval/disapproval.*

3.6.8 Should a reclassification or in-band adjustment request be denied, the requesting official may appeal the decision by submitting justification for the appeal in writing to the *Director, Division of Human Resources.*

3.6.9 The Division of Human Resources may require the submission of an updated organizational chart or other related information and may require an audit of the position as necessary for maintenance of the Classification Plan.

3.6.10 Positions submitted for reclassification/in-band level increase/decrease will be tested for the appropriate exemption status in accordance to the *FSLA* by the Division of Human Resources. The employee (if the position is filled) and the requesting official will be notified of the results of the requested action and exemption status of the position. The position description will be marked with the approved exemption status and the Division of Human Resources will make the appropriate changes in the personnel systems for the position.

3.6.11 *An employee affected by a reclassification and/or band/level adjustment will be notified in writing by the Classification and Compensation Branch Chief/designee, Division of Human Resources, with a copy to the appropriate Warden and/or Division Director.*

3.7 Reallocation: Reallocation of existing classifications may occur when the State Human Resources *Division* conducts a review of all positions across the state in a certain classification and proposes state-wide changes in the pay band.

3.7.1 Should a band or level reallocation of an existing classification be requested by SCDC, the requesting official must acquire and submit justification for the requested action. Such justification must include salary survey data, i.e., band/level salary ranges, copies of job specifications used for comparison from eight (8) southeastern states (Alabama, Georgia, Mississippi, North Carolina, Tennessee, Florida, Virginia, Louisiana), and recruiting or attrition problems during the most recent 24-month period. An updated "Position Description," along with SCDC Form 16-119, "Position Action Request," must be submitted on each position when requesting a band reallocation. In accordance with existing state law, band reallocations can occur only at the beginning of the fiscal year.

3.7.2 All band/level reallocations must be reviewed by the Warden/Division Director. The Division of Human Resources will review and obtain further approvals from the appropriate member(s) of the Director's staff and the *Deputy Director for Administration for funds availability*.

3.7.3 In order to maintain equity of *classifications*, an Occupational Study may be conducted from time to time by the Division of Human Resources and/or the State Human Resources *Division*.

3.7.4 An employee affected by a band/level reallocation will be notified in writing by the *Classification and Compensation Branch Chief/designee, with a copy to the appropriate Warden and/or Division Director*.

4. PALMETTO UNIFIED SCHOOL DISTRICT (PUSD)

4.1 Any Position Action Request involving a position in the Palmetto Unified School District involving grant funds must be approved by the Director, Division of Finance, or designee.

5. DUAL SUPERVISION

5.1 SCDC Policy ADM-11.36, "Dual Supervision" must be followed on any position request for a position involving a Central Office.

6. RECORDKEEPING AND MAINTENANCE:

6.1 "Position Descriptions" *must be current for all positions reflecting accurate essential/non-essential job duties and position requirements. All position descriptions must be reviewed and approved by the Classification and Compensation Branch, Division of Human Resources.*

6.2 Approved copies of position descriptions will be provided to the Human Resource Manager/Liaison where the position is budgeted. If the position reports to a central office, the Human Resource Manager/liaison must ensure that a copy of the approved position description is sent to the central office (medical, food service, education, facilities management) designee. *Approved position descriptions for all positions must be maintained by position number within job class separate and apart from an employee's personnel/leave/medical file. Such files may be audited by the Classification and Compensation Branch, Division of Human Resources, to ensure that:*

- Position description files exist for all permanent positions assigned to that area; and
- Employee position descriptions are updated whenever any changes are made that would affect the funding source (*cost distribution*), work hours, or program codes (*functional area*) of the position.

6.3 An updated position description is not required when a position becomes vacant. An updated position description is required when there is a substantial change in the essential/non-essential and/or position requirements.

7. DEFINITIONS:

Authorized Position refers to a position authorized by the appropriate funding authority in accordance with the policies of the South Carolina Budget and Control Board.

Class refers to a group of positions sufficiently similar in the duties performed; degree of supervision exercised or received; minimum requirements of education, experience, or skill; and other characteristics that the same state class title and same salary range are applied to each position in the group by the State Human Resources *Division*.

Class Series refers to a group of classes which are sufficiently similar in kind of work performed to warrant similar class titles, but sufficiently different in level of responsibilities to warrant different pay bands.

Class Specification refers to the official description approved by the State Human Resources Division which provides examples of the kind of work and level of responsibility normally assigned to the positions that may be allocated to the class.

Class Title refers to the *name assigned to a class by the State Human Resources Division.*

Classified Position refers to an authorized position that has been classified in accordance with the Classification Plan.

Full-Time Equivalent refers to a value expressing a percentage of time in hours and funding related to a particular position authorized by the annual Appropriations Act and enacted by the South Carolina General Assembly.

Pay Band or Salary Range refers to the dollar amount between the minimum and maximum rates of pay to which a class or position is assigned.

Position refers to those duties and responsibilities constituting a single job.

Position Description refers to a written form of assigned duties and responsibilities constituting a single job.

Position Number refers to a unique number assigned to an established position *by SCDC and SCEIS.*

Reallocation refers to the reassignment of a group of like positions from one pay band to another pay band or from one pay level to another pay level.

Reclassification refers to the assignment of a position in one class to another class which is the result of a natural or an organizational change in duties or responsibilities.

State Human Resources Division refers to the central human resources *division* under the South Carolina Budget and Control Board.

Temporary Position refers to a position created for a *specified* period of time *that should* not to exceed one (1) year.

SIGNATURE ON FILE

s/Bryan P. Stirling, Director

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