**Completing the Process**

Once the Human Resources professional has reached an allocation decision, the top-most portion of the SF-3 form (the box indicated as "Human Resources Use Only") is completed.

- Leave the "Assigned Consultant/Agency" and "Log Number-DSCS" blocks blank, but include your major agency code listing.
- Indicate the action taken:
  - Affirmed – This action is used when the official job title of the position is not changed; an action of affirmed indicates that the duties of a position continue to be encompassed by the existing job concept.
  - Job Correction – This action is used to reflect a change in the allocation of a position due to revisions of a job specification and/or the allocation criteria for a job series as a result of a job study by State Civil Service. Job Correction allows a change in a position's job code without the incumbent needing to meet the minimum qualifications or testing requirements. However, the incumbent must possess any license, commission, certification or accreditation which is established as a minimum qualification.
  - New Position – This action indicates the establishment of a new set of duties. There are two types of new positions. A new position may be established to house a set of duties that are new to a work unit. A new position may also be established "by policy" in situations such as the following:
    - When a position's duties have changed drastically, characterized by elements such as a move from a non-professional to a professional job or a move from a non-supervisory job to a supervisory job
    - When an allocation change has caused an employee's position to be allocated to a title for which he or she does not meet the minimum qualifications
  - Re-allocated – This action is used to indicate a change in the allocation of a position from one job to another; wherein, the duties of the position have undergone a change. There are three types of reallocations:
    - Reallocated Up – When the job is reallocated to a higher pay level.
    - Reallocated Down – When the job is reallocated to a lower pay level.
    - Reallocated Lateral – When the job is reallocated to an equivalent pay level.
  - Returned Without Action – This action is used when the appointing authority requests it, or if all required information is not presented on the SF-3.
- Per Rule 5.4 , always include the official State Civil Service job title and job code in the top box of the SF-3.

- Next, calculate and document the effective date. Delegated classification actions should be made effective no earlier than the beginning of the payroll period in which they are entered into the agency's automated system. The effective date of the allocation cannot precede the date that the appointing authority signs the position description.
- Ensure that initials of agency HR personnel are indicated in the consultant and supervisor blocks. These initials document the requirement that each allocation decision is reviewed by the initial decision-maker and a second party.
- Indicate if the position participates in a Career Progression Group.
- Indicate if the SF-3 represents a Master Job Description. If so, attach a list of each position number and employee name that will be covered by the Master Job Description.
- Write or stamp "Delegated Authority" and any other applicable information in the "Comments" block.
- The last block, including "Incumbency Allocation," "Frozen" and "Review Date" is for State Civil Service use and can be left blank.