



PROCEDURES Allocation Guidelines – Agencies with Delegated Authority Review of Classifications

[Rule 5.3\(a\)](#) charges the State Civil Service Director with providing a systematic review of the classification of each position in the classified service. This is accomplished through the requirements of [General Circular 1668](#). Additionally, all allocation decisions made under an agency's delegated authority are subject to review by State Civil Service consultants. The Compensation Division adopts as liberal a view as possible; however, SCS will direct changes to allocations when necessary to maintain the integrity of the classification plan and the classification delegation program. If such a change is mandated, a specific procedure will be followed to ensure that affected employees are given due process. Rule 5.3 also covers an employee's right to have an allocation decision reviewed by the State Civil Service Director or by a representative whom he or she designates. This is accomplished through [Rule 5.3\(b\)](#).