

Agency Appeal Process: This is used when the appointing authority disagrees with an allocation previously made by State Civil Service (SCS).

Step 1: Agency appeal is received through HR Info Portal and assigned to the SCS Consultant.

Step 2: The position description is thoroughly examined and compared to relevant job specifications, SCS allocation criteria, and comparable positions.

Step 3: The Human Resources Division Administrator makes a decision on the allocation of the position.

Step 4: The agency will be able to view the decision in the HR Info Portal.

5.3 Appeal Process: This is used when an employee disagrees with an allocation previously made by SCS and grants the employee a reasonable opportunity to have his/her allocation reviewed by the SCS Director (SCS Director's designee) in accordance with SCS Rule 5.3(b). The employee, supervisor, and Appointing Authority signature are required prior to processing.

Step 1: 5.3 Appeal is received through HR Info Portal and assigned to the SCS Director's designee.

Step 2: An interview may be conducted.

Step 3: The position description is thoroughly examined and compared to relevant job specifications, SCS allocation criteria, and comparable positions. Based on a number of factors, including job duties, complexity, variety, independent judgment, and scope, a report will be drafted, and a recommendation is made to the SCS Director.

Step 4: The SCS Director makes a decision on the allocation of the position.

NOTE: The decision of the SCS Director shall be final for a period of one year.

Step 5: The employee receives a letter from the SCS Director notifying them of the decision. The agency will be able to view the decision in the HR Info Portal.

For additional information, see [Procedures: Completing the Position Description Form](#).