



Each year, agencies submit numerous job title and pay increase requests to the Compensation Division. The nature of these requests vary greatly in that they may involve the creation of new titles, editing of job specification verbiage, title changes, pay level changes, pay mechanism changes, as well as changes to the minimum qualification requirements.

Agency 160 Review Process

The final recommendations are submitted to the user agency(s) for their review, comment, and approval by means of the 160 Form-Agency Review.

The agency returns signed 160's indicating their concurrence with the study or requesting specific changes. State Civil Service reviews agency comments to determine if requested changes to the job study are justified; additionally, an updated DOA Budget Office Funding Certification Form must be completed and returned with the 160 response at this phase of the job study.

When 160 comments result in changes to study results, no additional 160 forms are posted. Agencies are instead notified of these results via e-mail or fax. Agency HR personnel may be required to return the e-mail or fax verifying receipt and agreement. However, the Compensation Division, with the approval of the SCS Director, makes the final recommendation.