



PROCEDURES

The Job Study Process – Allocation Moratorium

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.

Allocation Moratorium

To halt the allocation of jobs based on criteria that may soon change, State Civil Service imposes a moratorium on the processing of reallocations in all job series under study, usually one to two months before the pay hearing. Job specification only studies are not affected by the moratorium.

During a moratorium:

- New positions and appeals are held in abeyance and processed as part of the job study implementation process.
- Updates (without a change in allocation) may continue to be processed.
- Agencies may request the emergency establishment of new positions by contacting the Compensation division, and submitting a proposed position description (SF-3) for allocation. Compensation consultants consider each request on a case-by-case basis.
- Promotions and details into established positions continue.

The moratorium ends when the Governor approves the pay exhibits and establishes an effective date for job titles affected by the hearing.