

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.

SCS Pay Hearing

State Civil Service will present job studies for SCS Commission approval at least once a year.

State Civil Service considers two job study categories:

- Routine job specification changes or minimum qualification changes, with no pay changes involved, can be implemented on the 15th on each month.
- Studies falling into the second category must be presented to the State Civil Service Commission at a public pay hearing. These are the multi-user, high-cost, and/or sensitive studies.

Pay Hearings provide an opportunity for the review of individual job series and for an analysis of each of the state's six pay grids.

- Job Series Review: The Civil Service Commission considers job studies requiring Commission and gubernatorial approval.
- Pay Grid Review: The Commission considers recommendations for improvements to the [pay grids](#). Typically once a year, the Compensation Division recommends necessary changes to the minimums and/or maximums within the pay grids.