



When an agency desires to effect an action that requires SCS Commission approval, the following procedures are required for placement on the SCS' agenda. In many cases, prior consultation has occurred between agency personnel and SCS staff regarding the circumstances of the request and possible solutions that may be presented to the Commission.

SCS Commission deadlines are published in January of each year reflecting deadline dates for which agencies are required to submit items to SCS for placement on the agenda. **Failure to submit timely may result in the item being held until the Commission's next available monthly meeting.**

1. The agency Appointing Authority shall submit a request in writing, and prior to the Agency Deadline Date, for placement of the item on the next available SCS Commission Agenda. Some specific items may be requested using applicable forms found [here](#). If there is no applicable form associated with the request, other information may be needed. In general, most requests should contain the following details:
 - a. Department/Agency, who is involved, what is involved, dates, where, how, etc.
 - b. Business rationale or justification for the request
 - c. Position, job, employee, salary, pay level, etc. (*applicable for requests related to a specific individual or position or job series*)

For questions related to the specific details needed for a specific request, contact your Agency Relationship Manager.

2. Each request is routed to the appropriate SCS POD Consultant for analysis, review and recommendation to the SCS Director, and final preparation for the SCS Commission agenda. Consultants also have a deadline date in which all agenda items must be submitted for final review by the Director prior to placement on the Commission Agenda.
3. Upon analysis and review, it is sometimes necessary for the Consultant to collaborate with agency personnel and/or other Divisions within SCS to gain additional information, which helps to determine or recommend a final solution for the requested item. Consultants will utilize the time prior to their deadline to provide this collaboration, analysis and review.

TIP: It is extremely important to provide notice as far in advance of the agency deadline date as possible to ensure enough time is given to SCS staff for proper analysis, collaboration and review.

4. Reviews that cannot be completed prior to SCS staff deadline dates will continue through the process for placement on the next available monthly Commission meeting. Consultants will exhaust all avenues to get the item on the Commission's agenda when possible.
5. Upon completion of analysis and review, a memo is prepared for the Commission Agenda and submitted to the Director providing a recommendation. When the Director gives final approval

for the item's placement on the Commission Agenda, an acknowledgement email is submitted to the agency to let them know the status of the item and whether it will be placed on the agenda for Commission action.

NOTE: The Director has the option of recommending the item for approval, deferring to the Commission, or deferring until a later date, especially when there may be additional questions and/or information that require further discussion or clarification.

6. After Commission action has been taken, the results are posted to the SCS Website, and an email notification is sent to the requesting agency to provide a PDF copy of the Minutes/Actions of the Commission and any other stipulations or instructions associated with the action.