**Affirm** – A nature of action which indicates that the duties of a position continue to be encompassed by the existing job concept.

**Allocation** – The determination of the job to which a position in the classified service can be assigned.

**Allocation Criteria** – A set of standards developed to assist in the allocation of positions within a job series by providing specific distinctions between jobs.

**Allocation Review** – An interview conducted by State Civil Service to obtain and document details about the duties and responsibilities of a particular position. Typically held with the incumbent and the immediate supervisor; may occasionally include others in related jobs.

**Appeal for Reallocation** – A request for a change in the allocation of a position when either the duties and responsibilities have undergone a change, or an existing allocation is to be reevaluated. There are three types of appeals that are initiated through the position description form:

- **Employee Appeal** – an appeal initiated by the employee occupying the position.
- **Agency Appeal** – an appeal initiated by the Appointing Authority or his designee.
- **5.3 Appeal** – an appeal to the Director of State Civil Service when an employee disagrees with an allocation decision made by SCS. After an allocation review is conducted by the Director’s designee, the decision of the Director shall be final for a period of one year.

**Appointing Authority** – The agency, department, board, or commission and the officers and employees thereof authorized by statute or by lawfully delegated authority to make appointments to positions in the State Service.

**Business Reorganization** – The strategic effort of an Appointing Authority to structure or redesign the resources of an organizational unit to more efficiently achieve its’ mission. Characteristics of a business reorganization include:

- No reduction in workforce, i.e., layoff
- Not driven by budget concerns, although a product may be increased efficiencies
- No extreme changes in the affected employees’ duty assignments or pay ranges. *(Employees whose allocations are negatively affected as a result of a business reorganization are downwardly reallocated to the appropriate title. As a result, an employee’s rate of pay shall not be reduced and the employee will be placed on the Department Preferred Reemployment List for a period of two years.)*

**Career Field** – A job series or group of jobs considered to have a close occupational relationship and categorized as such by the Department of State Civil Service. Career fields typically have similar qualification requirements and are used to determine placement offers when an agency is considering a layoff, business reorganization, or when establishing the Department Preferred Reemployment List.
**Career Progression Group** – a pre-defined list of titles, typically within a job series that may be used to hire and reallocate employees for recruiting, training and retention purposes. Initial placement and movement within the group is based on a combination of experience, duty assignments, competencies and performance.

**Double Incumbency** – Typically used for training a new incumbent prior to the pending separation or retirement of the original incumbent. A double incumbency is caused by a probational or permanent appointment of an employee to a position concurrently occupied by an incumbent who has provided his intent to separate or retire from an agency. In either case, the employee’s written intent to separate from the agency shall be accepted and approved by an Appointing Authority prior to the double incumbency.

**Duty** – A set of related tasks that are performed for the same general purpose.

**Job** – A group of homogeneous work tasks that are allocable to a particular job title. Taken as a whole, the collection of tasks, duties and responsibilities constitutes the assignment for one or more individuals whose work is the same nature and which is performed at the same skill/responsibility level.

**Job Code** – A number assigned to each job title in the classified pay plan.

**Job Correction** – A change in the allocation of a position as a result of revisions to a job specification and/or the allocation criteria for a job specification as a result of a job study. Generally, occupied positions are job corrected when an employee’s duties have experienced little change for a minimum of two years preceding the action. Job Correction allows a change in a position’s job code without the incumbent needing to meet the minimum qualifications or testing requirements.

**Job Specification** – A summary of the most important features of a job including the general nature of the work performed, most common task responsibilities, and employee qualifications required to perform the job. A job specification focuses on the job itself and not on any specific individual who might fill the job.

**Job Study** – A formal process that determines the concepts of the job specification (title, function, level, examples of work and minimum qualifications required for a job) and determines the relative value of a job compared to other jobs.

**Level of Work** – A distinction made between the level of duties assigned to specific jobs. Levels of work are designated on job specifications to indicate the relative hierarchy of jobs in a series. Further, levels of work are used in determining mandatory supervisory training requirements. Listed below are definitions for each level:

- **ENTRY**
  The first level of a job series. Includes basic or trainee responsibilities. Usually a limited number of duties are assigned and/or duties are performed under close supervision. Agencies may use this level as the first step in a career progression group or may choose to cap the allocation of positions with very basic duties at this level.

- **EXPERIENCED**
  At this level, the full range of duties typically associated with a job is assigned and employees perform under general supervision. Positions placed in a career progression group may be capped
at this level, depending on duty assignments. The experienced level was previously known as “journeyman.”

- **ADVANCED**
  Advanced tasks and duties are assigned and performed independently with minimal supervision. Some tasks may not require approval by management staff before decisions are implemented. Some job series may have more than one advanced level. Positions placed in a career progression group may be capped at this level, depending on duty assignments.

- **DUAL CAREER LADDER**
  This is a non-supervisory level that receives higher pay than traditional non-supervisory jobs. Jobs at this level require the performance of more complex duties and possession of advanced, specialized skills (see Civil Service Rule 5.9).

- **PROGRAM MANAGER**
  Allocations at this level are usually found in a headquarters office and possess the authority to review and approve policies or decisions made by field staff. This level typically does NOT have direct supervisory authority; however, duties include responsibility for planning, implementing, and evaluating program goals and results. Typically includes financial accountability for program budget and expenditures.

- **SUPERVISOR**
  Jobs with this level of work directly supervise subordinates and includes several of the more tangible supervisory tasks such as signing and approving leave, signing performance evaluation documents, countersigning or verbally authorizing important decisions of their staff, serving on interview selection panels to fill vacancies, etc. In addition, subordinates should not be claimed by more than one supervisor. Unusual circumstances involving “shared supervision” should be discussed with and approved by the staff of the State Civil Service Compensation division. Direct supervisors are primarily responsible for production and quality control tasks.

- **MANAGER**
  Managers "manage" people. Work emphasizes policy development, setting objectives as well as planning, implementing, controlling, and evaluating functions and staff. Managers are typically involved in strategic planning and budget matters, and focus on achieving results through other staff. These positions are typically second line supervisors. Managers make major recommendations and take actions which have a direct and substantial effect on the agency and the programs. The manager level should be used to indicate a span of control, complexity and responsibility greater than the direct supervisor.

- **ADMINISTRATOR**
  Administrators spend a substantial percentage of time in long range planning, budgetary matters, responding to legislative inquiries and complaints, human resource issues, etc. Administrators are among the highest classified levels in an organization. Typically, they report to an unclassified executive, deputy assistant secretary, undersecretary, elected official, or Commission. Often, administrators are directly over multiple sections and/or managers.

- **EXECUTIVE**
  Executive level positions are almost exclusively unclassified, appointed or elected. They include department Secretaries, Deputy Secretaries, Undersecretaries, Assistant Secretaries or their equivalents (Vice-Presidents or Directors). Classified executive level jobs include Deputy Assistant Secretaries and Deputy Undersecretaries.

**Official Job Title** – The official job title assigned to a position by State Civil Service. The official job title is indicated at the top of the job specification.
**Organizational ID** – A numerical code that defines the department, agency and/or other subunit where a position is located. The Org ID is tied to the State Financial System for budget purposes.

**Position** – A set of duties requiring the services of one employee.

**Position Description** – a document which certifies the job duties, reporting relationships, and official job title of a particular position. A group of non-supervisory positions that have the same job duties and report to the same supervisor may be included on the same position description as a Master Job Description.

**Reallocation** - A change in the allocation of a position from one job to another when the duties of the position have undergone a change.

- Rule 5.6 addresses the status of an incumbent when a position is reallocated.
- Rule 6.8 addresses an incumbent’s pay upon reallocation.

**Uniform Pay Plan** - A plan by which the pay structure and administrative rules are uniformly applicable to all agencies for positions in the classified service.

**Update** – an allocation review when duties have or have not changed or a reallocation is being requested.