



**Byron P. Decoteau, Jr., Director**

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## HR Handbook Update No. 2020-0005

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**DATE:** July 2, 2020

**TO:** Heads of State Agencies and Human Resources Directors

**SUBJECT:** Update to HR Handbook Chapter 5 – Dual Career Ladder (DCL) Procedures

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**REASON FOR UPDATE:** To provide cleanup in policy standards and job aids due to amendment of SCS Rule 5.9 and PODS business model as well as clarification on creating new DCL positions versus reallocations.

**EFFECTIVE DATE:** July 2, 2020

This notice is to inform agencies of updates to Chapter 5 – DCL Concept, DCL FAQs, DCL Policy Standards, DCL Sample Policy and Completing the Position Description Form.

**Procedures:**

[DCL Concept](#)

- Updated to remove the limitation of the DCL concept to STEM jobs only

[DCL Policy Standards](#)

- Updated to reflect the current procedure to send policy requests and/or questions to the appropriate POD Consultant

[Completing the Position Description Form](#)

- Additional reason added for a new position: when a position moves from a non-DCL job to a DCL job

**Job Aids and Resources**

[FAQs – Dual Career Ladder](#)

- Additional question added regarding reallocation into the DCL program (question #8)
- Removal of reporting requirements
- Removal of the limitation of DCL concepts to STEM jobs only

[Dual Career Ladder Sample Policy](#)

- Removed reporting requirements as they are no longer needed by SCS

If you have any questions, please contact your Agency Relationship Manager.

Sincerely,

s/Byron P. Decoteau, Jr.  
State Civil Service Director