HR Handbook Update No. 2020-0005

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

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