

**SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION
CLASSIFICATION POLICY AND PROCEDURE**

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

I. Policy

It is the policy of the Department of Administration to comply with all policies of the Department of Administration's Division of State Human Resources in the establishment, maintenance and administration of the uniform classification plan applicable to classified positions. The Office of Administrative Services-Human Resources is charged with the responsibility for the administration of delegated position classifications within the agency.

II. Job Classification

Full-time equivalent (FTE) positions at the Department of Administration are classified based on the duties assigned to each position. Each position is assigned to a class specification, which defines, in general terms, examples of the kind of work and level of responsibility normally assigned to positions that may be allocated to the class. The exact duties and responsibilities of positions allocated to any one class may differ. However, all positions allocated to a class shall be sufficiently similar as to kind of work, level of difficulty or responsibility and qualification requirements to warrant like treatment for Human Resources administration purposes.

III. Position Description

Copies of Position Description signed by employee are maintained by the Office of Administrative Services-Human Resources. The Position Description (PD) is a record of the official assignment of the duties of the position. The document shall include:

1. An accurate description of duties and responsibilities assigned to the position;
2. The percentage of time normally devoted to each duty;
3. The designation of essential and marginal functions, and
4. Other pertinent information concerning the position.

Position Descriptions are completed by the agency when a position is initially established. Additionally, the supervisor and employee, as a part of the Employee Performance

Management System (EPMS), review the Position Description and update whenever changes to the duties occur.

IV. Reclassification

Reclassification is the movement of a position from one state classification to another state classification. An established position may be reclassified from one class to a different class as a result of a natural or an organizational change in the duties and responsibilities of the position. A position may be reclassified to a higher or lower level depending on the responsibilities of the job.

V. Unclassified Positions

Full-time equivalent (FTE) positions at the Department of Administration may also be unclassified and fall into one of the following categories: 1) Agency Head, 2) Executive Compensation System, or 3) unclassified other. Unclassified positions are not subject to this policy.