

The following policy standards have been established for use with the Dual Career Ladder (DCL).

Each agency must submit a Dual Career Ladder policy to the State Civil Service Commission for approval **prior** to use. Each policy must include all of the following standards.

- 1. Program goals and expectations.**
- 2. Performance standards for employees eligible to enter the program.**
 - Effective July 1, 2012, DCL Program Eligibility Requirements will be as follows:
 - Effective July 1, 2012, through June 30, 2013, employees must have received an evaluation of satisfactory on June 30, 2012.
 - Effective July 1, 2013 and after, employees must have received an evaluation of successful or above for the previous evaluation period.
- 3. Competitive Selection and supplemental qualifications.**
 - Requests for approval of necessary supplemental qualifications for DCL positions must be submitted in writing to the Staffing Division.
 - Requests are to be submitted using the [Request for SCS Approval of Supplemental Qualification for DCL Position](#) form.
 - Each request must clearly state the proposed supplemental qualification and include a copy of the official SF-3 for the specific position.
 - The supplemental qualification request may include a requirement for experience in a specialized area or for the possession of a specific license or certification.
 - Once approved, the supplemental qualification is in addition to the minimum qualification requirement. It does not replace it. Applicants must meet both the minimum qualification, as well, as the supplemental qualification in order to qualify.
 - DCL positions must be filled on a competitive basis as provided by [Rule 22.3](#) – Public Announcement of Job Vacancies. The vacancy announcement must include the Supplemental Qualification.
 - If the supplemental qualification for a position requires a change, a request for the change must be submitted to the Staffing Division for review and approval prior to posting and filling vacancies.
- 4. The scope of intended DCL use, including the location and number of DCL positions.**

While SCS permits agencies to fill up to 20 percent of positions in an eligible field (including management), or 25 percent of staff positions (those below the supervisory and managerial levels) as DCL jobs, we again encourage agencies to limit their use of

DCL titles. Doing so will prevent dilution of the concept should it be spread across too many employees as a means of using the full 20 percent allowance, rather than as a true reflection of DCL-specific duties being performed within the agency. Agencies may find that their mission supports the establishment of only enough DCL jobs to constitute 5 percent of a given field (for instance five engineers allocated at the DCL level within an eligible employee pool of 100 positions, including management).

5. Program assessment procedures and reports.

Agencies must also report to State Civil Service annually on the use and effectiveness of the program. Such annual reports should reflect fiscal year information. Annual reports detail the performance evaluations of DCL incumbents, the scope of use for DCL jobs (with a formula requiring calculation of the number of DCL jobs in use in an eligible series), and reflect upon the state program goals of the agencies' policies. Annual reports must be submitted to the Compensation Division of State Civil Service no later than July 31 each year, and must detail DCL usage for the preceding fiscal year.