

Each year, agencies submit numerous job title and pay increase requests to the Compensation Division. The nature of these requests vary greatly in that they may involve the creation of new titles, editing of job specification verbiage, title changes, pay level changes, pay mechanism changes, as well as changes to the minimum qualification requirements.

### **Implementation**

Once a job study has been approved, an implementation period ensues for 90 days following the study's implementation date. All positions (filled and vacant) must be job corrected within this time frame. Position Description (SF-3) submission is important to finalize the implementation process. Untimely job correction actions may inadvertently be combined with reorganization efforts, or other duty-shifting events. Job corrections always consider the duties and responsibilities for which an incumbent is responsible on the job study's implementation date. Reorganizations or other changes that occur before job corrections are processed but following the implementation date, are processed as updates that follow the proper job correction procedure.

[Implementation Charts](#) provide the instructions for implementing a job study. Charts are available in *Job Aids & Resources* listed by the Governor's effective date. The charts provide various information, such as which jobs will require job correction, and if State Civil Service or the agency should process the job correction.

**NOTE:** Job Correction actions only involve a change in pay when a position is job corrected to a title with a minimum rate of pay that is higher than the incumbents' current salary. Otherwise, there is no change in pay for the employees affected.