

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.

Preparation at the Agency Level

Initiating a job study requires a specific process to ensure that the proper analysis and considerations are given when proposing job changes that have the potential to impact all state agencies and incumbents of those jobs. It is the responsibility of the SCS Director to initiate and carry out job studies in order to sustain a viable workforce and having that workforce remain as competitive as possible with the market.

The goal of the job study process is to provide agencies with solutions to classification issues. The process begins with preparation at the agency level. Agencies will need to review existing job titles and specifications and identify alternatives to requesting a new job, such as: considering qualification changes, requesting a special entrance rate, market grade adjustments or other flexibilities that may help with recruitment and retention issues.

Some pre-submission activities at your agency will include:

- Determining the impact of the request: Ask questions such as, “Which positions will be affected? Will there be any adverse effect or anticipated questions from employees?”
- Determining if the agency will request the creation of new jobs or a re-evaluation of existing jobs.
- Reviewing all jobs affected by the request: All job study requests should include every level within the job series being studied. Review the job series from bottom to top, deciding level by level if the pay is appropriate versus the levels above and below each job title. Compare the job series to related job series.
- Meeting with State Civil Service to discuss initial agency plans: This meeting is important in expediting your job study request. Providing your consultant with a face-to-face discussion of pertinent background information can help State Civil Service to better understand your agency’s needs. This meeting also allows your consultant to request additional information that can strengthen your agency’s request.
- Amending your proposal plans, if necessary, and then completing all necessary forms, obtaining all required signatures, approvals and certification of funding. The Division of Administration requires that the DOA budget analyst assigned to your agency certify the Funding Certification Form prior to job study submission. DOA funding certification is not required for job specification only job studies.