



THE SOUTH CAROLINA
DEPARTMENT of ADMINISTRATION

Job Vacancy Posting Requirements and Exemptions

S.C. Code Section 8-11-120 requires all agencies to notify the South Carolina Department of Employment and Workforce (DEW) and the Division of State Human Resources (DSHR) of job vacancies. This notification should be at least five workdays prior to the close of the application period of a job vacancy for which recruitment will be undertaken. This Act provides exemptions for certain positions.

Positions exempt from the Classification and Compensation Plan, according to S.C. Code Section 8-11-270, do not require notification to DEW and the DSHR. In addition, if the vacancy is a promotional opportunity that requires work experience within the agency to qualify for the promotion, notice of the vacancy must be posted for five workdays, and the notice does not have to be sent to the DEW and DSHR.

Generally, agencies are not required to post job vacancies for classified FTE positions when:

- An agency decides to promote an employee one organizational level above the employee's current level;
- An employee is reassigned to another position;
- An agency head determines that an emergency situation exists requiring the vacancy to be filled immediately;
- An employee, in lieu of a Reduction in Force, is moved to a vacant position; or
- An agency demotes an employee to another position.

The job vacancy of a deputy director position within a restructured agency as defined in S.C. Code Section 1-30-10 is not required to be posted since these are appointed positions for which recruitment is not normally undertaken. However, the agency may post the job vacancy of a deputy director position to generate an applicant pool.

Although agencies are not required by S.C. Code Section 8-11-120 to post job vacancies for non-FTE positions, such as temporary grant or time-limited positions, the DSHR always encourages agencies to post any vacant position to maximize its recruitment and selection opportunities.

Job Vacancy Notice Requirements

Agencies are required by S.C. Code Section 8-11-120 to include the following information on job vacancy notices:

- The state classification title and description of the job responsibilities;
- Entry salary or state salary range;
- Name of the agency where vacancy exists;
- Description of the application process;
- Residency requirements, if any, of the vacant position;
- Classification code and position number of the position;
- Minimum training and experience requirements and any preferred qualifications for the position;
- The opening and closing dates for applying for the position;
- Normal work schedule and whether the position is full time or part time; and
- A statement certifying that the employer is an equal employment opportunity/affirmative action employer.

Agencies are not required to include the same information specified in S.C. Code Section 8-11-120 when posting a job vacancy in newspapers or other publications. However, it is recommended that agencies include as much of the information as possible when advertising a job vacancy in newspapers or other publications to ensure ample information is provided.