

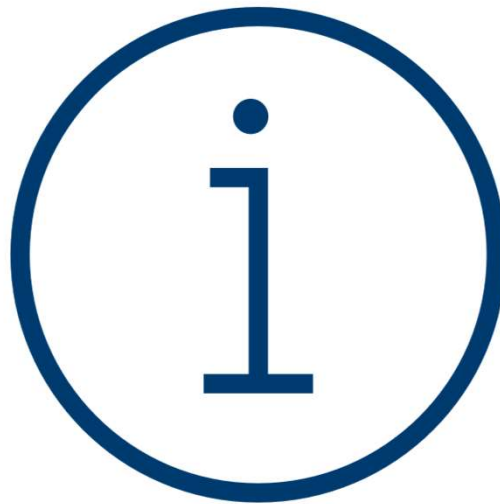
# State of South Carolina Job Classification and Compensation System Overview

Updated September 2024



## Please Note

- ▶ This presentation is designed to provide general information about the State of South Carolina's Job Classification and Compensation System.
- ▶ For specific information, or if you have any questions regarding this information, please contact your agency's Human Resources Department.



# Classification and Compensation



# What is Position Classification?

- ▶ Position classification is a system for objectively and accurately defining and evaluating the duties, responsibilities, tasks and the authority level of a position.



# Why are Positions Classified?

- ▶ Position classifications:
  - ▶ Aid in the understanding and organizing of job functions.
  - ▶ Help in recruitment and selection by defining qualification standards.
  - ▶ Identify potential career and growth paths in organizations.
  - ▶ Establish standards for compensation.

# State Job Classification

- ▶ Job classifications are developed by the Division of State Human Resources
- ▶ State job classifications are broad in scope and describe the general nature of duties and not the specific duties that belong to all of the jobs included within that classification.



# State Job Classifications vs. Internal Titles

- ▶ Internal titles are unofficial titles assigned to positions that are used within agencies to identify specific jobs. They may also be referred to as “working titles.”
  - ▶ Example:
    - ▶ Law Enforcement Officer III (State Classification)
    - ▶ First Sergeant (Internal Title)

# Pay Bands

- ▶ Currently the State of South Carolina utilizes 10 pay bands, each with a minimum, midpoint and maximum salary.
- ▶ The 10 pay bands are 85 percent wide from minimum to maximum.
- ▶ The broad pay bands allow for expanded growth potential for employees without the need for reclassification.
- ▶ Allow a wider diversity of jobs to be included in one pay band;
- ▶ Provide agencies with greater flexibility in setting the pay levels for individual employees within each band;
- ▶ And allow agencies the flexibility to recognize those who assume additional job duties or attain additional skills, as well as pay for performances.



# Salary Increases

- ▶ Additional Duties/Responsibilities
- ▶ Additional Skills/Knowledge
- ▶ Performance
- ▶ Promotion
- ▶ Reclassification
- ▶ Employee's position assigned to a class with a higher pay band
- ▶ Transfer (i.e. moving from one department/unit/division to another department/unit/division within the agency)
- ▶ Retention

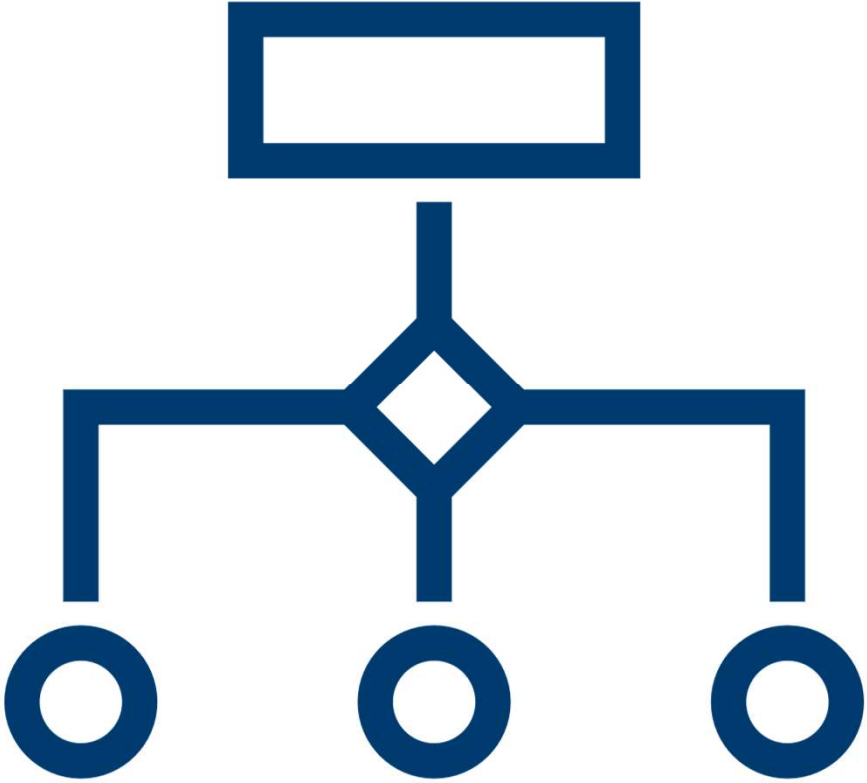
# Bonuses

- ▶ All permanent and probationary employees in full-time equivalent (FTE) positions are eligible to receive a bonus under the Annual Appropriation Act.
- ▶ The Agency Director is the final authority for approving employee bonuses.
- ▶ An employee may receive more than one bonus in a fiscal year.
- ▶ Total amount of the bonuses received for a fiscal year may not exceed \$3,000.

## Reasons to Award a Bonus

- ▶ Exceptional customer service
- ▶ Contributions to increased organizational productivity
- ▶ Development and/or implementation of improved work processes
- ▶ Realized cost savings
- ▶ Other specific contributions to the success of the organization

# Career Development



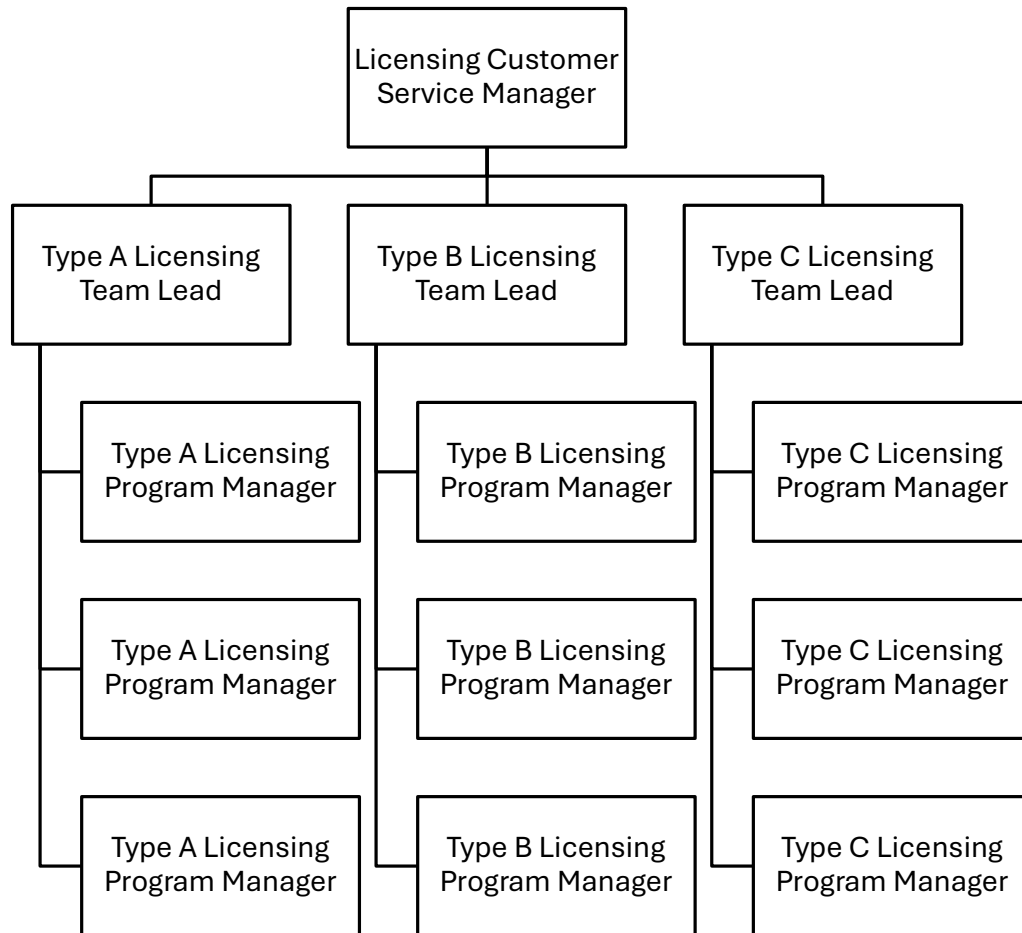
# Career Paths

- ▶ What is a Career Path?
  - ▶ Career paths are used to chart a course for employees' movement within an organization.
  - ▶ Career paths may look different for employees within the same agency and are determined based on Agency needs and an employee's personal interests, experience and education
- ▶ Employees can influence their career path by:
  - ▶ Exploring developmental opportunities;
  - ▶ Completing applicable training classes;
  - ▶ Pursuing higher levels of education;
  - ▶ And gaining on-the-job experience.

# Career Path Examples

- ▶ Career paths may include steps within the same job classification using internal titles or across job classifications as employees move through the various steps.
- ▶ The following slides provide examples of:
  - ▶ Career paths;
  - ▶ Activities an employee may need to complete to move to the next career path step;
  - ▶ And sample organizational charts to demonstrate how each position fits into the organization.

# Sample Organizational Chart 1

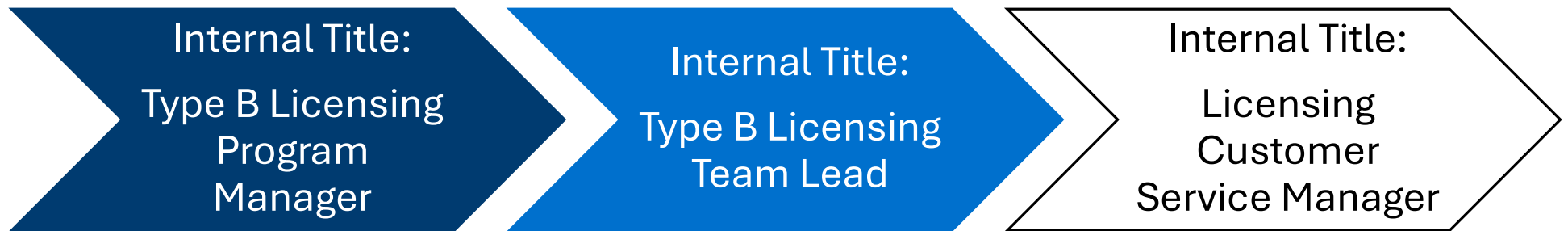


The career path on the next slide demonstrates how an employee might move from a Licensing Program Manager to a Customer Services Manager. All of these positions are within the Job Classification: Program Manager I (AH45).

# Career Path Within One Job Classification

**Job Classification: Program Manager I (AH45) / Pay Band: Band 7**

Using internal titles employees can move through a career path within a single job classification. Below each internal title is a list of activities an employee may complete to move to the next step in the career path.



- Fill in for Team Lead during absence.
- Work on special projects as needed.
- Complete Supervisory Practices Class.
- Complete Associate Public Manager Program.

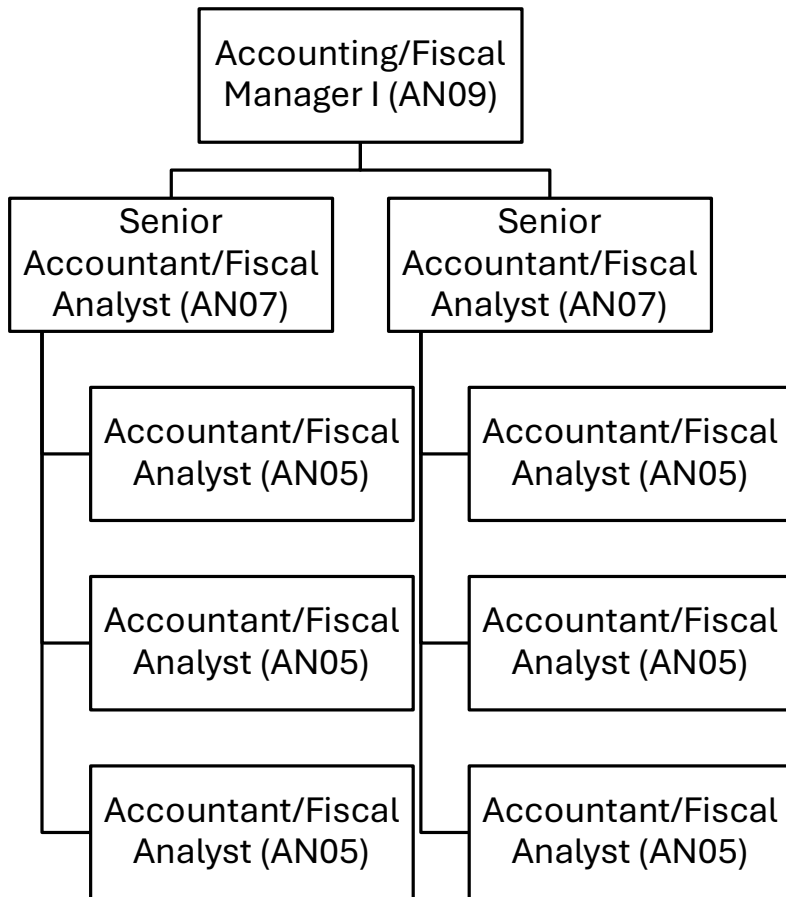
- Fill in for Manager during absence.
- Work on special projects as needed.
- Complete Certified Public Manager Program.
- Attend leadership meetings with Manager as appropriate.

An employee's next step may be into a position with a different job classification. An employee may consider the following to prepare for this move:

- Special assignment to a different program area.
- Cross-training.
- Taking part in a mentoring program.



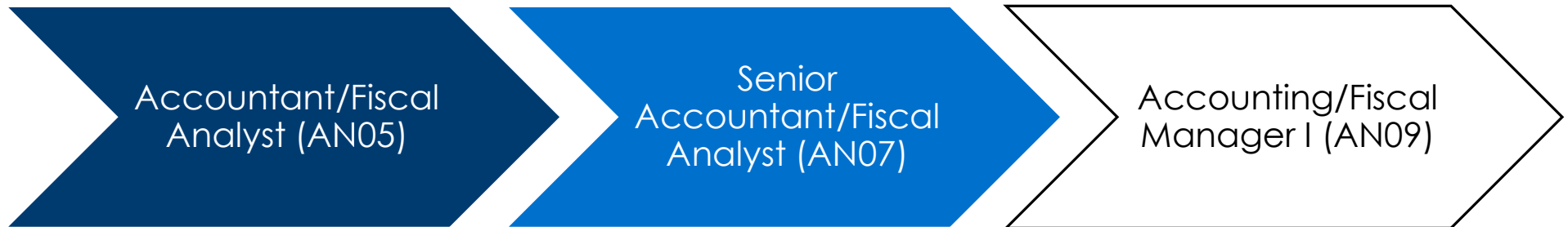
## Sample Organizational Chart 2



The career path on the next slide demonstrates how an employee might move from an Accountant/Fiscal Analyst (AN05) to an Accounting/Fiscal Manager I (AN09).

# Career Path Across Job Classifications

Below each job classification is a list of activities an employee may complete to move to the next step in the career path.



- Work on special projects as needed.
- Complete Associate Public Manager Program.
- Expand knowledge of state government fiscal accounting processes.
- Expand accounting experience.

- Obtain required bachelor's degree.
- Complete Supervisory Practices Class.
- Lead teams working on special projects.
- Gain additional experience in accounting, auditing, banking or finance.
- Master agency-specific accounting principles and practices.
- Identify opportunities for process improvement.

An employee in this position can continue growth through another career path.

Activities for employees to consider are:

- Completion of the Certified Public Manager Program.
- Participation in a job rotation or cross-training program.
- Participation in a mentoring program.
- Serving on or leading a team working on a project with agency-wide implications.

## Career Growth Within the Same Position

- ▶ The ability of an employee to move through the steps in a career path is dependent on many things, including position availability.
- ▶ When a position change is not immediately available, continued career growth is possible if an employee can:
  - ▶ Take on additional duties.
  - ▶ Participate in special projects.
  - ▶ Complete training opportunities.

## Career Growth Within the Same Positions, continued

- ▶ Employees may also want to consider a move to a position at the same level as their current position — a lateral move. This will allow the employee to:
  - ▶ Gain new skills and experience.
  - ▶ Pursue an alternate career path.
  - ▶ Broaden view of agency functions.

## In-Band Pay Increases

- ▶ As mentioned earlier, an employee may be awarded pay increases without a change in position. Options include:
  - ▶ Performance increase
  - ▶ Additional skills or knowledge increase
  - ▶ Additional job duties or responsibilities increase

## Conclusion

- ▶ There are many opportunities for growth within state government and many paths to take to reach your career goals.
- ▶ By being proactive and working closely with managers employees can take steps to achieve a rewarding career with the State of South Carolina.



