

**STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION
PROCEDURE**

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**TITLE: CLASSIFICATION PLAN FOR CLASSIFIED
POSITIONS**

**POLICY
REFERENCE NUMBER: 8-2-110**

**DIVISION OF
RESPONSIBILITY: HUMAN RESOURCE SERVICES**

DATE OF LAST REVISION: May 13, 2010

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SC STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SC TECHNICAL COLLEGE SYSTEM. THE STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SC TECHNICAL COLLEGE SYSTEM RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

This procedure establishes guidelines for administration of the uniform Classification Plan applicable to all classified positions in the South Carolina Technical College System (SCTCS). The Executive Director/System President delegates authority for classification actions to the technical college presidents upon written agreement. All proposed classification actions shall be reviewed by technical college human resources staff and/or the System Office Human Resource Services (HRS) to ensure that requested classification actions are sufficiently justified, documented, and in compliance with all applicable procedures. All delegated classification actions are subject to audit by the System Office and the Office of Human Resources.

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The Executive Director/System President reserves the right to withdraw delegation authority from an individual college based upon non-compliance with State Board for Technical and Comprehensive Education (SBTCE) system procedures.

Classification actions for non-delegated classes must be submitted through the technical college's human resources office to the System Office for review and evaluation prior to submission to OHR for consideration. The System Office shall serve as the technical college's liaison/facilitator for non-delegated classification actions with the State Budget and Control Board's Office of Human Resources.

Technical colleges may develop internal policies, procedures, or guidelines stating how the college's classification plan will be administered in keeping with the procedure.

A. ADMINISTRATION OF THE PLAN

1. The State Budget and Control Board's Director of the Office of Human Resources shall be responsible for overall coordination, review and control of the Classification Plan and its administration.
2. The following actions shall be approved by OHR prior to any action being taken by the SCTCS to fill or alter a position or effect personnel changes:
 - a. the initial classification of all positions assigned to non-delegated classes
 - b. the update of all positions assigned to non-delegated classes;
 - c. the reclassification of all positions assigned to non-delegated classes; and
 - d. the establishment of new classes and the revision or abolishment of existing classes.

Note: This does not preclude the awarding of an additional duties and responsibilities increase while waiting for OHR to approve a position description update for a non-delegated classification.

3. For non-delegated classification or reclassification actions, OHR requires the submission of position descriptions, organizational charts or other related information and shall require the audit of any position as necessary for maintenance of the Classification Plan. The Human Resource Services staff will evaluate and concur with the requested classification or reclassification action prior to official review of the request by OHR staff.

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4. For delegated classification or reclassification actions, OHR requires Human Resource Services to maintain all approved position descriptions and any other related documentation in support of the classification or reclassification decision rendered.
5. Any action taken by OHR in regard to the classification or reclassification of a position may be appealed by the Executive Director/System President to the State Budget and Control Board for review. Such appeals originating from the SCTCS shall be submitted through the State Budget and Control Board's Office of Human Resources Director.

B. CLASS SPECIFICATIONS

1. OHR will develop class specifications that define, in general terms, examples of the kind of work and level of responsibility normally assigned to positions that may be allocated to the class. The exact duties and responsibilities of positions allocated to any one class may differ; however, all positions allocated to a class shall be sufficiently similar as to kind of work, level of difficulty or responsibility and qualification requirements to warrant like treatment for human resources administration purposes. Class specifications shall be maintained on a current basis by OHR. Revisions and additions shall be furnished.
2. The SCTCS will take appropriate actions to revise existing or establish new internal minimum requirements. OHR defines the minimum combination of education and experience normally required for the satisfactory performance of the duties of positions in the class, but not necessarily fully descriptive of the education and experience required for any one position in the class. The SCTCS will establish specific minimum requirements for internal use.

C. POSITION DESCRIPTIONS

1. The position description shall serve as a record of the duties assigned to an individual position in a class. The position description is used to compare positions to ensure uniformity of classification and as a basis for other human resource decisions.

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2. The position description shall include an accurate description of assigned duties and responsibilities and other pertinent information concerning a position. In contrast to general definitions of the level of work and responsibilities, the position description shall include specific duties and responsibilities assigned to the position by the appropriate authority, the percent of time normally devoted to each duty and the designation of essential and marginal functions. The percentage of time for any one duty shall be no more than 35%.
3. Current position descriptions shall be maintained by the technical colleges, Human Resource Services and, when necessary, by OHR. Position descriptions shall be reviewed by the supervisor with the employee during the performance evaluation process to ensure accuracy.
4. When a position is moved from one organizational unit to a different organizational unit, a new position description shall be completed and promptly filed with the applicable technical college, Human Resource Services and, when necessary, by OHR, where the proper classification of the position shall be determined based on the assigned duties and responsibilities of the position in the new work location.
5. When duties change, updated position descriptions shall be promptly forwarded through the technical college's human resources office to Human Resource Services and when necessary, to OHR.

D. CLASSIFICATION OF NEW POSITIONS

Each new position shall first be authorized by the appropriate funding authority and in accordance with the policies of the State Budget and Control Board. Each position with a non-delegated classification shall be classified by OHR before any action is taken to fill the position. Each position with a delegated classification shall be submitted to the System Office for classification before any action is taken to fill the position.

E. RECLASSIFICATION OF POSITIONS

1. An established position may be reclassified from one class to a different class as a result of a significant natural or an organizational change in the duties and responsibilities of the position or a redistribution of work assignments that significantly alters the duties and responsibilities of a position.

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2. Reclassifications for filled positions cannot be effected for situations involving the assignment of new duties and responsibilities that have the effect of creating a new position.

3. OHR shall approve all reclassifications of positions in non-delegated classes.