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## Classification Plan

### I. Policy

- A. This document sets forth The Citadel's policy for the establishment, maintenance, and administration of the uniform Classification Plan applicable to all positions in the classified service.
- B. Statements of Policy
  - 1. The State Human Resources Director shall act as the agent of the Budget and Control Board in the administration of all Budget and Control Board policies and procedures relating to the Classification Plan.
  - 2. The State Office of Human Resources shall establish a uniform Classification Plan to consist of:
    - a. All approved classes of positions
    - b. The allocation of each position to its proper class
    - c. The class specifications for all approved classes of positions
    - d. The policies and procedures governing the administration of the Classification Plan
- C. A class shall be established for each broad category of work and its level of difficulty and responsibility.
- D. Each class shall be defined by a class specification and shall be assigned to an appropriate pay band and level and alphanumeric class code.
- E. Approved classes shall be listed in the State Office of Human Resources Classification Listing.
- F. Positions shall not be allocated to a class that has not been approved as part of the Classification Plan.
- G. No action shall be taken to fill any position until it has been classified in accordance with the Classification Plan.
- H. The State Office of Human Resources has authorized delegation to The Citadel for classification programs. The Citadel shall comply with all state regulations, Budget and Control Board policies and directives, as well as the standards, guidelines, practices and requirements that are specified by the State Office of Human Resources in the delegation agreement. The delegation agreement shall constitute a contractual relationship between the State Office of Human Resources and The Citadel and may be terminated or altered only at the discretion of the State Office of Human Resources.
- I. All of The Citadel's classification actions are subject to audit by the State Office of Human Resources.
- J. Administration of The Plan

1. The State Human Resources Director and The Citadel is responsible for the overall coordination, review and control of the Classification Plan and its administration.
2. The following actions will be approved by either The Citadel or the State Office of Human Resources prior to any action taken to fill or alter a position, or affect other personnel changes:
  - a. The initial classification of all positions
  - b. The reclassification of all positions
  - c. The establishment of new classes and the revision or abolishment of existing classes.
3. The State Office of Human Resources is responsible for coordinating periodic studies to ensure that the Classification Plan is current and uniform.
4. The Citadel and the State Office of Human Resources shall develop and/or approve forms to be used in describing assigned duties and other information necessary to determine the proper classification of each position.
5. The Citadel and the State Office of Human Resources 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.

#### K. Class Specifications

1. Each class specification defines in general terms examples of the kind of work and level of responsibility normally assigned 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 will 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.
2. The State Office of Human Resources is responsible for developing the format to be used in preparing class specifications.
3. Class specifications consists of:
  - a. Class Title – the state classification name assigned to a class.
  - b. General Nature of Work – the brief statement summarizing what work is performed by incumbents in this class.
  - c. Guidelines for Class Use/Distinguishing Characteristics – the brief statement summarizing how work is performed, the breadth of job responsibilities and level of supervision received. This section may be omitted if it is not needed for further clarification.
  - d. Examples of work – statements of duties that reflect responsibility common to all positions in the class but are not necessarily fully descriptive of any one position in the class.
  - e. Knowledge, Skills and Abilities – a list of competencies, each of which is required for the successful performance of one or more job duties of the class, but not necessarily full descriptive of the competencies required for any one position in the class.
  - f. Necessary Special Requirements – statement(s) of required special licensure or professional certification which may be required for some or all positions in the class. This section may be omitted if it is not needed for further clarification.
  - g. Minimum Requirements – as statement of the minimum combination of education and experience normally required for the satisfactory performance of the duties of positions in the one position in the class. The State Office of Human Resources may approve such equivalencies as may be deemed appropriate.

4. Class specifications will be maintained on a current basis by The Citadel's Human Resources Department and the State Office of Human Resources. Revisions and additions will be furnished by the State Office of Human Resources to The Citadel's Human Resources Department.

#### L. Position Descriptions

1. The position description will 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 resources decisions.
2. The position description will 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 will include specific duties and responsibilities assigned to a position by the appropriate authority, the percentage of time normally devoted to each duty and the designation of essential and marginal functions.
3. All position descriptions will be maintained by both The Citadel's Human Resources Department and the State Office of Human Resources on a current basis. Position descriptions should be reviewed by the supervisor with the employee during the performance evaluation to ensure accuracy.
4. When an employee vacates a position, a new position description will be completed and promptly filed with the Human Resources Department, where the proper classification of the position will be determined based on the assigned duties and responsibilities of the position.

#### M. Classification of New Positions

Each new position will first be authorized by the appropriate funding authority and in accordance with the policies of the Budget and Control Board. Each position will be classified by the State Office of Human Resources or by The Citadel's Human Resources Department, before any action is taken to fill the position.

#### N. Reclassification of Positions

1. An established position may be reclassified from one class to a different class as a result of a natural or an organizational change in the duties and responsibilities of a position.
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. The State Office of Human Resources or the Human Resources Department at The Citadel will approve all reclassifications.

#### O. Position Number System

The State Office of Human Resources shall develop and maintain a position numbering system that will identify each established position.