



Affirm – A nature of action that indicates that the duties of a position continue to be encompassed by the existing job concept.

Allocation – The determination of the job to which a position in the classified service can be assigned.

Allocation Criteria – A set of standards developed to assist in the allocation of positions within a job series by providing specific distinctions between jobs.

Allocation Review – An interview conducted by State Civil Service to obtain and document details about the duties and responsibilities of a particular position. Typically held with the incumbent and the immediate supervisor; may occasionally include others in related jobs.

Appeal for Reallocation – A request for a change in the allocation of a position when either the duties and responsibilities have undergone a change, or an existing allocation is to be reevaluated. There are three types of appeals that are initiated through the position description form:

- **Agency Appeal** – an appeal that is initiated by the agency's Appointing Authority or his designee to change the allocation of a position to a different title.
- **5.3 Appeal** – an appeal to the Director of State Civil Service when an employee disagrees with an allocation decision made by SCS. After an allocation review is conducted by the Director's designee, the decision of the Director shall be final for a period of one year.

Appointing Authority – The agency, department, board, or commission and the officers and employees thereof authorized by statute or by lawfully delegated authority to make appointments to positions in the State Service.

Business Reorganization – The strategic effort of an Appointing Authority to structure or redesign the resources of an organizational unit to more efficiently achieve its' mission. Characteristics of a business reorganization include:

- No reduction in workforce, i.e., layoff
- Not driven by budget concerns, although a product may be increased efficiencies
- No extreme changes in the affected employees' duty assignments or pay ranges. *(Employees whose allocations are negatively affected as a result of a business reorganization are downwardly reallocated to the appropriate title. As a result, an employee's rate of pay shall not be reduced and the employee will be placed on the Department Preferred Reemployment List for a period of two years.)*

Career Field – A job series or group of jobs considered to have a close occupational relationship and categorized as such by the Department of State Civil Service. Career fields typically have similar qualification requirements and are used to determine placement offers when an agency is considering a layoff, business reorganization, or when establishing the Department Preferred Reemployment List.

Career Progression Group – a pre-defined list of titles, typically within a job series that may be used to hire and reallocate employees for recruiting, training and retention purposes. Initial placement and movement within the group is based on a combination of experience, duty assignments, competencies and performance.

Duty – A set of related tasks that are performed for the same general purpose.

Job – A group of homogeneous work tasks that are allocable to a particular job title. Taken as a whole, the collection of tasks, duties and responsibilities constitutes the assignment for one or more individuals whose work is the same nature and which is performed at the same skill/responsibility level.

Job Code – A number assigned to each job title in the classified pay plan.

Job Correction – A change in the allocation of a position as a result of revisions to a job specification and/or the allocation criteria for a job specification. Job Correction allows a change in a position's job code without the incumbent needing to meet the minimum qualifications or testing requirements.

Job Specification – A summary of the most important features of a job including the general nature of the work performed, most common task responsibilities, and employee qualifications required to perform the job. A job specification focuses on the job itself and not on any specific individual who might fill the job.

Job Assessment – A formal process that determines the concepts of the job specification (title, function, level, examples of work and minimum qualifications required for a job) and determines the relative value of a job compared to other jobs.

Level of Work – A distinction made between the level of duties assigned to specific jobs. Levels of work are designated on job specifications to indicate the relative hierarchy of jobs in a series. Further, levels of work are used in determining mandatory supervisory training requirements. For more details, please view [Job Aid: Levels of Work and Types of Supervision](#).

Official Job Title – The official job title assigned to a position by State Civil Service. The official job title is indicated at the top of the job specification.

Organizational ID – A numerical code that defines the department, agency and/or other subunit where a position is located. The Org ID is tied to the State Financial System for budget purposes.

Position – A set of duties requiring the services of one employee.

Position Description – a document that certifies the job duties, reporting relationships, and official job title of a particular position. A group of non-supervisory positions that have the same job duties and report to the same supervisor may be included on the same position description as a Master Job Description.

Reallocation - A change in the allocation of a position from one job to another when the duties of the position have undergone a change.

- Rule 5.6 addresses the status of an incumbent when a position is reallocated.

- Rule 6.8 addresses an incumbent's pay upon reallocation.

Uniform Pay Plan - A plan by which the pay structure and administrative rules are uniformly applicable to all agencies for positions in the classified service.

Update – an allocation review requested by either the agency or the employee when duties have or have not changed or a reallocation is being requested.