

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 3.2.3.7  
Related Policy: 3.2.3  
Title: Classification Plan for Classified Positions  
Responsibility: Vice President, Human Resources and Employee Relations

Original Approval Date: 11-13-2000  
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Last Revision: 06-09-2017

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President

## 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 AGENCY.**

This procedure establishes guidelines for administration of the uniform Classification Plan applicable to all classified positions at Horry-Georgetown Technical College (HGTC). All proposed classification actions shall be reviewed by human resources staff to ensure that requested classification actions be sufficiently justified, documented, and in compliance with all applicable procedures. The State Human Resource Division delegates authority for classification actions to the College President upon written agreement. All delegated classification actions are subject to audit by the State Human Resources Division.

Classification actions for non-delegated classes must be submitted through the College's Human Resource Office to the System Office for review and evaluation prior to submission to Human Resource Division for consideration. The System Office shall serve as the College's liaison/facilitator for non-delegated classification actions with Human Resource Division. The College has developed internal policies, procedures, or guidelines stating how the College's classification plan will be administered in keeping with the procedure.

### I. Administration of the Plan

- A. The State Human Resources Division shall be responsible for overall coordination, review and control of the Classification plan and its administration.
- B. The following actions shall be approved by Human Resource Division prior to any action being taken by the College to fill or alter a position or effect personnel changes:

1. The initial classification of all positions assigned to non-delegated classes
  2. The update of all positions assigned to non-delegated classes;
  3. The reclassification of all positions assigned to non-delegated classes; and
  4. The establishment of new classes and the revision or abolishment of existing classes.
- C. For non-delegated classification or reclassification actions, Human Resource Division 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 Resources staff will evaluate and concur with the requested classification or reclassification action prior to official review of the request by Human Resource Division staff.
- D. For delegated classification or reclassification actions, Human Resource Division requires the Human Resource department to maintain all approved position descriptions and any other related documentation in support of the classification or reclassification decision rendered.
- E. Any action taken by Human Resource Division (HRD) in regard to the classification or reclassification of a position may be appealed by the President to the State Human Resources Director.

## **II. Class Specifications**

- A. HRD 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 HRD. Revisions and additions shall be furnished.
- B. The South Carolina Technical College System (SCTCS)/College will take appropriate actions to revise existing or establish new internal minimum requirements. HRD 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.

### **III. Position Descriptions**

- A. 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.
- B. 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%.
- C. Current position descriptions shall be maintained by the colleges, Human Resource Services and when necessary, by HRD. The supervisor with the employee shall review position descriptions during the performance evaluation process to ensure accuracy.
- D. 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 college, Human Resources Services and when necessary, by HRD, 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.
- E. When duties change, updated position descriptions shall be promptly forwarded through the College's Human Resources Office to Human Resource Services and when necessary, to HRD.

### **IV. 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 HRD. Each position with a non-delegated classification shall be classified by HRD 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.

### **V. Reclassification of Positions**

- A. 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.

- B. 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.
- C. HRD shall approve all reclassifications of positions in non-delegated classes.