

# State Human Resources Policy #E24-102.06

## Minimum Qualifications

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY 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.**

### **DEFINITIONS**

Agency – The South Carolina Military Department/Office of the Adjutant General

Pay Band – For classified positions, the dollar amount between the minimum and maximum rates of pay to which a class is assigned by Department of Administration's Division of State Human Resources.

### **POLICY**

1. Applicants for positions with the South Carolina Military Department must meet the State minimum education, training and experience for the classification as well as any additional qualifications, as stated on the job posting, the Agency has determined to be necessary to perform the duties of the specific position in the agency.

a. Minimum Qualifications

(1) Minimum qualifications are the minimum training and experience requirements as established by the Agency for the vacant position.

(2) The Department of Administration's Division of State Human Resources is responsible for establishing the minimum requirements for all job classifications in the State system.

(3) The Agency's minimum training and experience requirements shall be at least the minimum requirements as established for the class by the Division of State Human Resources.

(4) The Agency may establish additional requirements directly related to the successful performance of essential job functions as described on the position description.

(5) Any additional requirements must exceed the minimum requirements as established for the class by the Division of State Human Resources.

b. Preferred Qualifications

(1) Agency job postings may also include preferred qualifications.

(2) Preferred qualifications are other qualifications that are desirable, but not mandatory, for the performance of essential job functions upon entry into the position.

2. The Agency will not hire personnel who do not meet the minimum job positions requirements.

3. An Agency employee who moves into or between a position(s) within the Agency must meet the minimum requirements established for the new position.

## **PROCEDURE**

1. Program Managers, Department Heads, or their designated representative who intend to include additional minimum requirements as a part of a job posting must submit the requirements along with a position description which supports the qualifications.
2. The Program Managers, Department Heads, or their designated representative will submit the documents along with a Personnel-Payroll Action Request (PAR) Form to the South Carolina Military Department's State Human Resources Officer (HRO).
3. The State HRO will review the Duty Description and proposed additional requirements in order to ensure they meet the minimum requirements for the class as defined by the Division of State Human Resources.

### Attachments:

1. Personnel-Payroll Action Request (PAR) Form

**SOUTH CAROLINA MILITARY DEPARTMENT  
PERSONNEL / PAYROLL ACTION REQUEST**

\_\_\_\_\_   
Program Name

\_\_\_\_\_   
Program Manager

\_\_\_\_\_   
Date Submitted

**ACTION(S) TO BE TAKEN**

Recruitment Request                                  Name Change                                  Other Reason

    Hours Change                                  Address Change

Salary Change                                  Dept/Fund Change                                  Termination

Effective Date of Action: \_\_\_\_\_ Hourly Wage: \_\_\_\_\_ Annual Salary: \_\_\_\_\_

Remarks: \_\_\_\_\_

**POSITION INFORMATION**

Position Title: \_\_\_\_\_ Class Code: \_\_\_\_\_ Pay Band: \_\_\_\_\_ SCEIS Position # \_\_\_\_\_

Permanent/Full-Time      Temporary/Full-Time      Grant/Full-Time      Time Limited/Full-Time

Permanent/Part-Time      Temporary/Part-Time      Grant/Part-Time      Time Limited/Part-Time

FLSA Code: \_\_\_\_\_ Worker's Comp Code: \_\_\_\_\_ Retirement Code: \_\_\_\_\_

EEOC Dept Code: \_\_\_\_\_ EEOC Census Code: \_\_\_\_\_ EEOC Job Grp/Fed Cat: \_\_\_\_\_

**RECRUITMENT REQUEST**

New Position or Last Occupied By: \_\_\_\_\_ Assigned Work Hours: \_\_\_\_\_

Interviewer(s) Name/Extension #: \_\_\_\_\_ / \_\_\_\_\_ Location: \_\_\_\_\_

**EMPLOYEE INFORMATION**

Name: \_\_\_\_\_ SCEIS Personnel #: \_\_\_\_\_ OR Social Security#: \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Telephone#: \_\_\_\_\_

\_\_\_\_\_ Cell Phone#: \_\_\_\_\_

Current or Past State Employee: \_\_\_\_\_ Member of the National Guard or Reserves: \_\_\_\_\_

**BUDGET PROGRAM**

**AUTHORIZATIONS**

<u>Cost Center</u>	<u>Functional Area</u>	<u>Int Order / Obj Code</u>	<u>Grant</u>	<u>%</u>	<u>Fund</u>
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\_\_\_\_\_   
Program Director / Date

\_\_\_\_\_   
Director, State Human Resources / Date

\_\_\_\_\_   
Director of Fiscal Systems / Date

\_\_\_\_\_   
TAG/DAG/Designee / Date

Coordination:    SHRO                      Personnel Administration                      Leave                      Payroll