

Most Common HR Paperwork Clarifications

Hire Above Minimum (HAM):

Paperwork required

- HR27
- Application
- Justification memo that address inequity concerns in the department

Up to 5% for directly related education, experience, certifications and specific job related licenses. Roughly 2 to 3% if not directly related.

Salary Administration will look at department averages as well as across USC and South Carolina

Even though the form gives space for justification, it is always better to attach a more detailed memo

Reclassifications:

Reclassifications must show a clear cut evolution of duties and or additional duties. It is helpful to provide an old org chart as well as a new organizational chart to provide detail about where the position was and where it was going.

Promotions:

One step promotions where you don't have to apply are reviewed the same as reclassifications, but one step promotions can only be done if there is a direct reporting line even within the same department.

Promotions where you do have to apply are reviewed the same as HAM's

Requisitions:

Everything in a requisition must be on the PD, you cannot add anything additional to a requisition if it is not on the PD, however everything that is on the position description does not have to be on the requisition.

Position Descriptions:

Minimum qualifications are pre-determined by the state and pre-populate in the pd

Additional qualifications are qualifications set by the department and they become the new minimum required qualifications and are used by the Employment Office to screen candidates.

Preferred qualifications are not required; they are not used to screen candidates by the Employment Office.

Knowledge/Skills/Expertise (KSE) are usually pulled from the duties and include the knowledge and skills needed to do the job for example: ability to communicate project design, progress, and completion or ability to act as a liaison between departments

Minimum Qualification	Bachelor's degree and 4 years' experience in business, public administration or administrative services	Set by the state
Additional Qualifications	Bachelor's degree and 7 years' experience in business, public administration or administrative services	Becomes the new minimum and anyone with less than a Bachelor's degree and 7 years' experience will not get through screening <i>(you can always ask for more experience but <u>never</u> less. If you have a position that is difficult to fill you can work with the Employment Office to get comparable experience written for the positions for example Bachelors and 7 years' experience may also include High School and 10 years' experience BUT this can only be done through the employment office.)</i>
Preferred Qualifications	Master's degree and 3 years' experience in business, public administration or administrative services	Does not affect screening
Knowledge/Skills /Expertise	Ability to communicate project design, progress, and completion Ability to act as a liaison between departments	