



# RULES OF THE STATE PERSONNEL BOARD

## 478-1-.11 Compensation Plan

### (1) Introduction:

Under state law, the Department of Administrative Services (DOAS) is required to establish and maintain a statewide system of pay ranges for all job classes, assign classes to appropriate pay ranges, and develop compensation rules and policies. The Rule sets forth the procedures by which the statewide compensation plan is established and maintained.

### (2) Applicability:

This Rule applies to all agencies of the executive branch, local departments of public health, and community service boards. This Rule does not apply to other public corporations, authorities, the Board of Regents of the University System of Georgia, the legislative branch, or the judicial branch.

### (3) Preparation and Adoption of the Plan:

(a) After consulting with agencies and the State's fiscal officers, the Commissioner will have the authority to prepare and recommend a new statewide compensation plan to the State Personnel Board. The new plan will include salary schedules, including minimum, midpoint, and maximum rates of pay by grade for the jobs outlined in the classification plan, and pay addenda. In establishing salary schedules, the Commissioner will consider:

1. the intent and appropriations of the General Assembly;
2. rates of pay in effect in the agencies;
3. rates of pay for similar services among public and private employers with whom the State competes for employees;
4. other benefits received by employees;
5. cost of living;
6. the State's financial condition and policies; and
7. any other relevant factors.

(b) A public comment period of 30 calendar days will commence following plan publication. Notice of plan publication will include instructions for submitting

# Rules of the State Personnel Board

written comments during the public comment period, as well as the starting and ending dates of the public comment period.

- (c) Comments received during the 30-calendar-day period will be thoroughly reviewed, considered, and, if determined appropriate, incorporated into the plan as recommended by the Commissioner (in consultation with the Office of Planning and Budget) and presented to the Governor. Upon approval by the Governor, the plan will be presented to the State Personnel Board for adoption. The compensation plan will take effect upon approval of the Director of the Office of Planning and Budget.

## **(4) Amendments to the Plan:**

- (a) Agencies may request that the Commissioner review the pay grade(s) assigned to a job or job series to determine whether recommendation for amendment is appropriate. Following consultation with agencies directly affected, the Commissioner may make such recommendations to the Office of Planning and Budget.
- (b) The Commissioner will submit to the Office of Planning and Budget recommendations for amendments to the compensation plan on an annual basis. These recommendations should include relevant information for adjustments to the entire plan and to specific jobs, including economic and labor market conditions or other pertinent data.
- (c) Amendments to the compensation plan will take effect in accordance with the date(s) provided by the Office of Planning and Budget through its approval process.
- (d) The Commissioner will report amendments to the Board and publish amendments in a manner accessible to the agencies.

## **(5) Reconsideration of Amendments to the Plan:**

Any agency affected by an amendment to the compensation plan may submit a written request for reconsideration to the Commissioner. The Commissioner must review the request and issue a decision no later than 30 business days following receipt of the request.

### **Authority:**

O.C.G.A. §§ 45-20-3, 45-20-3.1, and 45-20-4 (duties and functions of the State Personnel Board and Department of Administrative Services related to the Rules of the State Personnel Board)

# Rules of the State Personnel Board

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O.C.G.A. § 45-20-1 (additional responsibilities of the Department of Administrative Services for in connection with the compensation plan)