

Types of Full-Time Equivalent Positions in State Government

There are two main groupings of positions within State government: the classified system and the unclassified system. Each is used for different purposes and is governed by different regulations and laws. Agencies are granted a specific number of classified and unclassified FTE's (full time equivalent) positions which must be kept in balance throughout the fiscal year.

The Classified System

In the classified system, each position is assigned to a class. A class is a group of positions sufficiently similar in the duties performed; degree of supervision exercised or received; minimum requirements of education or experience; and the knowledge, skills, and abilities required that the Division of State Human Resources applies the same State class title and the same State salary range to each position in the group. The State class titles are grouped into the following categories: Administrative, Information Services, Education, Health Services, Human Services, Technical Services, Law Enforcement and Regulatory Services, Trade Services, and Agricultural and Natural Resources. Each State class title is assigned to one of ten State salary ranges, or pay bands. The classified system is governed by sections 19-702 and 19-705 of the State Human Resources Regulations, Classification Plan and Classified Employee Pay Plan.

The Unclassified System

There are four distinct groups of unclassified positions: agency heads covered by the Agency Head Salary Commission, executive compensation system, academic personnel, and unclassified other, which includes teachers, agency heads not covered by the Agency Head Salary Commission, and other positions exempted from the State Classification and Compensation Plan by the General Assembly. In the unclassified system, each position is assigned to an unclassified State title. Unlike the classified system, however, unclassified titles do not have class specifications, which outline examples of the duties performed; degree of supervision exercised or received; minimum requirements of education or experience; the knowledge, skills, and abilities required; and a State salary range for the position. Therefore, State agencies are afforded greater flexibility with unclassified positions than with classified positions. The unclassified system is governed by applicable portions of section 19-706 of the State Human Resources Regulations, Establishment of Unclassified Positions and Unclassified Employee Pay Plan.

- Agency Heads

The compensation of agency heads covered by the Agency Head Salary Commission is governed by the Commission.

- The Executive Compensation System

In the Executive Compensation System, each position is evaluated by the State Division of Human Resources based on the Hay Method of Job Evaluation. Through this evaluation process, each position is assigned a given number of points based on the three attributes of Know-How, Problem-Solving, and Accountability. The sum of these points is then used to calculate a salary range for the specific position. The position is assigned an unclassified title; however, the salary range is tied to the evaluation of the specific position, not the title assigned to the position. Therefore, different positions with the same title may have different Hay evaluations and salary ranges. The Executive Compensation System is primarily utilized for deputy directors or other high level management positions within State agencies.

- Academic Personnel and Unclassified Other

The compensation of academic personnel and unclassified other positions are governed by the agencies within the provisions the State Human Resources Regulations and other applicable state laws.

Other types of Non-FTE Positions

There are three additional types of non-FTE positions which exist in state agencies: temporary, temporary grant and time-limited project positions. Temporary positions are full-time or part-time positions created for a period of time not to exceed one year. Temporary grant positions are positions established to perform work directly associated with

federal grants, public charity grants, private foundation grants, or research grants. Time-limited project positions are positions established to perform work directly associated with a time-limited project.