

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Position Actions

Policy Number: 104.07

Effective Date: 09/03/2020

Page Number: 1 of 12

Authority:
Commissioner

Originating Division:
Administration Division and
Finance Division (Human
Resources)

Access Listing:
Level I: All Access

I. Introduction and Summary:

All Georgia Department of Corrections (GDC) position changes will be considered and/or effectuated through the timely submission of correctly completed Personnel/Position Actions (PAs).

II. Authority:

- A. O.C.G.A. § 45-20-1;
- B. State Personnel Board Rules (SPBR): 478-1-.10 Classification Plan and 478-1-.11 Compensation Plan;
- C. GDC Standard Operating Procedures (SOPs): 104.01 Delegation of Authority/ Dissemination of Employee Information, 104.14 Review of Applicant Qualifications, 104.20 Hourly Employment, 104.29 Salary Regulations, 104.37 Working Hours, Overtime & Compensatory Time, and 104.61 Performance Management; and
- D. ACA Standards: 2-CO-1C-06, 2-CO-1C-08 and 1-CTA-1C-02.

III. Definitions:

- A. **Appointing Authority (AA)** - The person authorized to make employment decisions (such as hiring or adverse actions). In this Department, the Commissioner is the Appointing Authority and any person designated by the Commissioner pursuant to SOP 104.01 ("Delegation of Authority").
- B. **Company** - As designated by TeamWorks, a separate agency or department within state government. The GDC is a "company."
- C. **Department** - As designated by TeamWorks, a separate, distinct operating unit within a company. For example, the "Inmate Management/Security" function at a facility is a department. Each department has a unique ten digit identifying code.

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- D. **Human Resources (HR) Representative** - One or more employees in a facility, office or section assigned responsibility for completing position actions to be submitted to Corrections Human Resources Management (CHRM).
- E. **Job Classification and Career Path (JCCP)** - The Department of Administrative Services (DOAS) Human Resources Administration (HRA) Division partnered with agencies across the State to ensure standardization of jobs, update of pay structures and setting foundations for developing career paths positions.
- F. **New Position** - The creation of a position that has been appropriately authorized. The position number will be assigned by TeamWorks.
- G. **TeamWorks** - The state's automated Human Capital Management (HCM) System.
- H. **Staffing Analysis** - An exercise using methodical and detailed procedures to establish, validate, and/or modify post plans, scheduling patterns, shift relief factors, and so forth to calculate the number of full-time equivalent positions required to maintain a full complement of staff to operate a facility safely and securely without the use of overtime. (from Prison Staffing Analysis, National Institute of Corrections.
- I. **Staffing Audit** - A review of a staffing analysis to determine if the facility has the requisite count of positions and if a staffing analysis should be conducted.

IV. Statement of Policy and Applicable Procedures:

A. Staffing Analysis:

1. GDC job descriptions and job qualifications are created and defined by JCCP.
2. Changes to staffing patterns at a facility, office, and/or section are based on an organizational need as a result of a staffing analysis.
3. The department will conduct a complete staffing analysis of every facility, in compliance with standards set by the National Institute of Corrections, U.S. Department of Justice.

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4. The analysis will review staffing patterns for security and non-security positions at the facility. Changes to the staffing pattern will be made in compliance with the results of the analysis, with budgetary limitations in mind.
5. Staffing analysis activities will be scheduled so that every facility is reviewed at least once every five (5) years. Ad hoc analysis can be performed if requested by a Regional Director and approved by the Director of Human Resources.
6. A staffing audit will be conducted at each facility on a yearly basis to ensure HR organizational needs are being met as defined during the staffing analysis activities.

B. General Procedures for All Position Actions (PAs):

1. The following procedural steps apply to all PAs:
 - a. **Timely Submittal:** A PA and any attachments should be submitted far enough in advance of the requested effective date so that the CHRM Job Evaluation Unit receives it with sufficient processing time. A requested effective date for any PA should always be considered tentative, as the date may be changed to allow enough time for the PA to be properly evaluated. The Job Evaluation Unit should receive the PA at least two weeks (10 working days) prior to the requested effective date. This assumes that the PA is routine and will not require extensive evaluation.
 - b. **Action/Reason Codes:** The AA should submit a completed PA with the correct Action/Reason Codes (as shown in Sections C through M below), to the CHRM Job Evaluation Unit for analysis.
 - c. **PAs impacting more than one facility, office, and/or section:** If the position is moving from one facility, office, and/or section to another, the HR representative at the receiving facility, office, and/or section is responsible for completing the PA. The AA at the receiving facility, office and/or section must approve the PA.

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d. Required Signatures:

- i. The AA must give approval for any PA before it can be processed by CHRM. A signature in the appropriate location on the PA will establish approval. If the PA will have an impact on more than one Division of GDC, an AA from each Division must approve the PA.
- ii. The Budget Services Office will review and sign every PA to ensure the action meets budget criteria (e.g., position does not cross budget program lines). CHRM Job Evaluation Unit staff will be responsible for completing this step. If Budget Services does not approve the PA, CHRM Job Evaluation will notify the facility which submitted the PA.
- iii. Additional approvals may be required for specific PAs.

NOTE: “No-Rehire Recommended” additions must be requested by an appropriate Appointing Authority but can only be approved by the Human Resources Director. Documentation of the reason(s) supporting the request must be attached to the PA; failure to provide sufficient documentation to support addition of the “No-Rehire Recommended” row to an employee record may result in denial of the request.

A request to remove an already existing “No-Rehire Recommended” on an employee record can only be approved by the Human Resources Director. Documentation supporting the removal must be attached to request; failure to provide sufficient documentation to support the removal of the “No-Rehire Recommended” row on an employee record may result in denial of the request.

- e. Additional Documentation: management planning pages or other documents (e.g., organization charts) may be requested by the CHRM Job Evaluation Unit if such documents will assist the unit in making a decision.

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f. Tracking PA Status:

- i. PA's will be tracked by the appropriate CHRM Job Evaluation Analyst. Facilities with questions about the progress on a specific action should contact the analyst.
- ii. PA's will not be entered into TeamWorks for a given effective date until after the official effective date, but prior to the cut-off date.

2. Additional procedural steps may apply to some PA's. These are explained in the below sections.

C. Procedures for Specific Types of Position Actions: The following are procedures to complete the most common types of PA's. The AA or the local HR representative may consult with the CHRM Job Evaluation Unit for assistance with any of these procedures.

1. Procedure for Creating a New Position: This action is used to create a new position and assign a position number in TeamWorks.
 - a. The AA should have a reasonable assurance from the Budget Services Office that the new position is already or will be funded (the funding source must be designated in the Comments section of the PA). If so, the AA proposes an appropriate job for the position. The AA may consult with the CHRM Job Evaluation Unit for assistance.
 - b. On the completed PA, the correct Action/Reason Code is POS/NEW (Create a New Position).
 - c. If the new position is to be an hourly position, the procedures listed in SOP 104.20, Hourly Employment, shall be followed.

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- d. Position numbers for new positions are generated by TeamWorks. The Job Evaluation analyst notifies the personnel representative of the new position number.
2. Procedure for a Job Change: This action is used to change the assignment of a vacant position to a different job code or to change the assignment of an encumbered position to a different job code on the same pay grade.
 - a. The AA proposes an appropriate job for the position. The AA may consult with the CHRM Job Evaluation Unit for assistance.
 - b. If the position is encumbered, the AA must first determine if the incumbent meets the qualifications for the proposed job by following SOP 104.14, Review of Applicant Qualifications. If the incumbent meets the qualifications, a copy of the approval must be included with the submitted PA. If the incumbent does not meet the qualifications, consult with the CHRM Job Evaluation Unit before proceeding.
 - c. On the completed PA, the correct Action/Reason Code is POS/JCG (Job Change).
3. Procedure for a Promotion: This action is used to change the assignment of an encumbered position to a different job code on a higher pay grade.
 - a. The AA proposes an appropriate job for the position. The AA may consult with the CHRM Job Evaluation Unit for assistance.
 - b. The AA must first determine if the incumbent meets the qualifications for the proposed job. If the incumbent meets the qualifications, a copy of the approval must be included with the submitted PA. If the incumbent does not meet the qualifications, consult with the CHRM Job Evaluation Unit before proceeding.

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- c. Any salary increase associated with a promotion must be calculated in accordance with SOP 104.29, Basic Salary Regulations. The amount of the increase must be included on the PA.
 - d. On the completed PA, the correct Action/Reason Codes are POS/PRO (Promotion) and PAY/INC (Salary Increase).
4. Procedure for a Voluntary Demotion: This action is used to change the assignment of an encumbered position to a different job code on a lower pay grade, as voluntarily requested by the incumbent.
- a. The AA has the discretion to either accept or reject the request for a voluntary demotion. If the request is honored, the AA proposes an appropriate job for the position. The AA may consult with the CHRM Job Evaluation Unit for assistance in selecting an appropriate job. The CHRM Job Evaluation Unit will determine if the requested job title is appropriate for the work site and the staffing pattern.
 - b. The AA must determine if the incumbent meets the qualifications for the proposed job. If the incumbent meets the qualifications, a copy of the approval must be included with the submitted PA. If the incumbent does not meet the qualifications, consult with the CHRM Job Evaluation Unit before proceeding.
 - c. An incumbent must sign a written statement requesting a voluntary demotion, identifying the new job and acknowledging the specific amount of the reduction in pay. A copy of this statement must be attached to the PA.
 - d. The salary reduction associated with a voluntary demotion must be calculated in accordance with SOP 104.29, Basic Salary Regulations.
 - e. On the completed PA, the correct Action/Reason Codes are POS/VDM (Voluntary Demotion) and PAY/RED (Salary Reduction).

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5. Procedure for an Involuntary Demotion: This action is used to change the assignment of an encumbered position to a different job code on a lower pay grade. This action must only be used for an employee in the classified service being demoted as a result of failure to complete a working test period or as a result of a properly approved reduction-in-force.
 - a. The AA proposes an appropriate job for the position. The AA may consult with the CHRM Job Evaluation Unit for assistance.
 - b. The AA must determine if the incumbent meets the qualifications for the proposed job. If the incumbent meets the qualifications, a copy of the approval must be included with the submitted PA. If the incumbent does not meet the qualifications, consult with the CHRM Job Evaluation Unit before proceeding.
 - c. This action results in a decrease in the salary of the incumbent. A copy of employee's notification letter must be attached to the PA.
 - d. The salary reduction associated with an involuntary demotion must be calculated in accordance with SOP 104.29, Basic Salary Regulations.
 - e. On the completed PA, the correct Action/Reason Codes are POS/IDM (Involuntary Demotion) and PAY/RED (Salary Reduction).
6. Procedure for a Disciplinary Demotion: This action is used to change the assignment of an encumbered position to a different job code on a lower pay grade as a result of a disciplinary action.
 - a. The AA proposes an appropriate job for the position. The AA may consult with the CHRM Job Evaluation Unit for assistance.
 - b. The AA must determine if the incumbent meets the qualifications for the proposed job. If the incumbent meets the qualifications, a copy of the approval must be included with the submitted PA. If the incumbent does not meet the qualifications, consult with the CHRM Job Evaluation Unit before proceeding.

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- c. This action results in a decrease in the salary for the incumbent. A copy of the adverse action must be attached to the PA.
 - d. The salary reduction associated with a disciplinary demotion must be calculated in accordance with SOP 104.29, Basic Salary Regulations.
 - e. On the completed PA, the correct Action/Reason Codes are POS/DDM (Disciplinary Demotion) and PAY/RED (Salary Reduction).
7. Procedure for the Inactivation of a Position:
- a. When a position is no longer needed, a PA to inactivate the position is processed. This PA is normally used for budgetary purposes, such as when funding for a position is eliminated.
 - b. On the completed PA, the correct Action/Reason Code is POS/INA (Inactivate Position).
8. Procedure for a Department Number Change:
- a. When a position is moved from one department number to another, a PA is processed to document this change. This move can be made between two departments assigned to the same facility, office and/or section or between two departments assigned to different facilities, offices and/or section.
 - b. If the position is moving from one facility, office and/or section to another, the HR representative at the receiving facility, office and/or section is responsible for completing the PA. The AA at the receiving facility, office and/or section must approve the PA. If the PA will have an impact on more than one Division of GDC, an AA from each Division must approve the PA.
 - c. On the completed PA, the correct Action/Reason Code is POS/DNC (Department Number Change).

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9. Procedure for an Update of Position Data: This action is used to update other current position information located on the Position Data panels. The types of information that use this action are:

- a. Location Code Change: Used when the position is assigned to another facility, office and/or section with a different ZIP code. The new ZIP code should be listed in the appropriate section of the PA.
- b. County Code Change: Used when the position is assigned to another facility, office and/or section in a different county. The new County code should be listed in the appropriate section of the PA.
- c. Position Status Indicator Change: Used when a change is made to the position status of the position:
 - i. Add Frozen Position Status: Used when the position is performing duties atypical of the assigned job, and a frozen position status indicator should be added to the position.
 - ii. Remove Frozen Position Status Indicator: Used when the position is performing duties typical of the assigned job, and the frozen status on the position should be removed.
- d. Mail Drop ID Change: Used when the incumbent's paycheck for the position should be sent to another location. The new Mail Drop ID should be listed in the appropriate section of the PA.

NOTE: A request to change the mail drop ID to 467-000999 (mailed to the employee's home address) must be approved through the Department Human Resources Director.

- e. Miscellaneous Updates: Used when an updated PA for the position is submitted to CHRM and the changes cannot be placed in a category as

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described above. The Comments section of the PA may indicate such changes as new job duties, a new supervisor, a new work unit or new subordinates.

- f. On the completed PA, the correct Action/Reason Code for all of the above is POS/UPD (Position Data Update).
 - g. When following this procedure for updating position data, if an employee's assigned duties are affected by any position data change, it is mandatory to document these changes in the Comments section of the PA. The supervisor and reviewing manager must determine if a new employee Performance Plan should be developed.
10. Procedure for a Change to FLSA Status: This action is used to change the FLSA status for a position.
- a. A change to a position's FLSA status has an immediate impact on the incumbent in the position. SOP 104.37, Working Hours, Overtime and Compensatory Time must be used as a guide before requesting a change to a position's FLSA status.
 - b. On the completed PA, the correct Action/Reason Code is POS/CFL (Change FLSA Status).
11. Procedure for a Grade or Job Code Change: This action is used for a global change to all positions assigned to one job. For example, if a job is assigned to a new pay grade, this transaction is used for all positions assigned to that job to ensure that each position is assigned to the correct pay grade.
- a. This action is initiated and processed at the central office level only. It is not to be used by field locations for transactions affecting only one position.
 - b. On the completed PA, the correct Action/Reason Code is POS/GJC (Grade or Job Code Change).

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12. Multiple Action/Reason Codes:

- a. All action/reason codes necessary to accurately update the position information must be requested on a PA. For example, if a vacant position is assigned to a new job and facility, the Action/Reason codes Job Change (POS/JCG), Department Number Change (POS/DNC) and Location Code Change and Mail Drop ID Change (POS/UPD) must be requested. These must be listed on one PA.
- b. If the position is encumbered, actions should also be listed on the PA in addition to position actions. For example, if an encumbered position is assigned to a new job on a higher pay grade and the incumbent will receive a salary increase, the Position Action/Reason code Promotion (POS/PRO) and the Personnel Action/Reason code Salary Increase (PAY/INC) must be requested.
- c. All action/reason codes must be listed on the PA and submitted to the CHRM Job Evaluation Unit. Once the PA has been received and processed by the Job Evaluation Unit the Transactions Unit will be notified of any changes necessary to the incumbent's salary. Do not send duplicate position actions to both the Job Evaluation and Transactions Units.

V. Attachment:

Attachment 1: Position/Personnel Action Request Form (PA)

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, Attachment 1 shall be retained permanently in the official and local personnel files of the employee.