

# State Human Resources Policy #E24-102.05

## Internal Titles

**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

### **FORMS**

All forms noted for use in accordance with this Policy may be found at <https://scmd.sc.gov/state-operations/forms> under the “Human Resources” Section.

### **POLICY**

1. The South Carolina Military Department’s State Human Resources Officer (State HRO) will assign a State classification title to each position in the Agency.
2. The Agency may assign an internal title to a particular position that specifically represents that position’s particular functions and/or responsibilities.
3. The Chief of Staff for State Operations is the approval authority the initial designation of or changes to internal titles.

### **PROCEDURE**

1. The Program Managers or Department Heads (or their designated representatives) will coordinate with the State HRO to identify and define internal titles as required.
2. The requesting Program Manager or Department Head (or their authorized representative) will document the request on a Personnel-Payroll Action Request (PAR) Form and forward the form to the State HRO along all other required or necessary supporting documentation.
3. The State HRO will verify the information and forward the request to the Chief of Staff for State Operations for approval or disapproval.
4. The State HRO will inform the requesting Program Manager or Department Head (or their authorized representative) of the decision, update SCEIS as necessary, and maintain the records of all internal title requests.