

State Human Resources Policy #E24-102.06

Minimum Qualifications

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DEFINITIONS

Agency – The South Carolina Military Department/Office of the Adjutant General

Pay Band – For classified positions, the dollar amount between the minimum and maximum rates of pay to which a class is assigned by Department of Administration’s Division of State Human Resources.

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. Applicants for positions with the South Carolina Military Department must meet the State minimum education, training and experience requirements for the classification, as well as any additional qualifications or requirements as stated on the job posting which the Agency has determined to be necessary to perform the duties of the specific position.

a. Minimum Qualifications

(1) Minimum qualifications are the minimum training and experience requirements as established by the Agency for the vacant position.

(2) The Department of Administration’s Division of State Human Resources is responsible for establishing the minimum requirements for all job classifications in the State system.

(3) The Agency’s minimum training and experience requirements will be at least the minimum requirements as established for the class by the Department of Administration’s Division of State Human Resources (State HRD).

(4) The Agency may establish additional requirements directly related to the successful performance of essential job functions as described on the Position Description.

(5) Any additional requirements established by the Agency must exceed the minimum requirements for the class as established by the State HRD.

b. Preferred Qualifications

(1) Agency job postings may also include preferred qualifications.

(2) Preferred qualifications are other qualifications that are desirable, but not mandatory, for the successful performance of essential job functions upon entry into the position.

2. The Agency will not hire personnel who do not meet the minimum requirements of the job position.
3. An Agency employee who moves into or between a position(s) within the Agency must meet the minimum requirements established for the new position.

PROCEDURE

1. Program Managers, Department Heads, or their designated representative who intend to include additional minimum requirements as a part of a job posting must submit the requirements, along with a position description which supports the qualifications, to the South Carolina Military Department's State Human Resources Officer (State HRO).
2. The Program Managers, Department Heads, or their designated representative will submit the documents along with a Personnel-Payroll Action Request (PAR) Form to the State HRO.
3. The State HRO will review the Duty Description and proposed additional requirements in order to ensure they meet the minimum requirements for the class as defined by the Division of State Human Resources.