



JOB AIDS AND RESOURCES

Pay Plan Preparation – Related Items

Each job consists of various components including:

Job Code – A six digit number code beginning with one and ending in zero, which is assigned to each job title in the classified pay plan.

Job Title – An official title assigned to a job by the Department of State Civil Service.

Pay Schedule and Pay Range – A salary range found in one of the six pay schedules established by State Civil Service which includes a minimum and maximum salary.

Occupational Group – An alphanumeric designation to sort jobs into categories (i.e. clerical, accounting, etc.)

Career Field – A four-digit numeric code, which designates general groupings of similar jobs in a job series. Those groupings can be used in determining job offers for a Department Preferred Reemployment List.

Equal Employment Opportunity (EEO) Category – System by which occupations are grouped according to the overall responsibility of the type of work performed. The federal government sets the definitions of these groups.

Job Specifications – A summary of the most important features of a job including the general nature of the work performed, specific task responsibilities, and employee characteristics (minimum qualifications) required to perform the job. A job specification focuses on the job itself and not any specific individual who may fill the job