Division of Personnel
PAY PLAN POLICY – Professional Skills/Competency Development
DOP-PPP-III.D.4

Effective Date 7/1/16

Professional Skills/Competency Development

An appointing authority may recommend an in-range salary adjustment of up to 10% of current salary to an employee who acquires certain formal training, education, certification, or licensure, not required to meet the minimum qualifications of the job classification to which the position the employee occupies is assigned.

		YES	NO
1.	Has the appointing authority filed with the Director a list for prior approval of professional skills/competencies for the formal training, education, certification, or licensure and related competencies of the job classification for which this type of adjustment will be authorized, and the amount of the adjustment?	☐	☐
2.	Is this request for a recertification?	☐	☐
3.	Is the appointing authority requesting a discretionary increase under this section for all employees who acquire the same formal training, education, certification, or licensure?	☐	☐
4.	Was the formal training, education, certification or licensure received subsequent to appointment to the classification?	☐	☐
5.	Does the formal training, education, certification or licensure demonstrate the acquisition of competencies which are used in the essential duties of the job class and/or position and are critical to the ongoing operations of the agency?	☐	☐
6.	Did the employee obtain the formal training/education, certification or licensure within one (1) year of this request?	☐	☐

If you answered "No" to question 1, the employee is not eligible. See **Pre-approval Step below.

STOP

If you answered "YES" to question 2, the employee is not eligible.

STOP

If you answered "YES" to questions 3 through 6, the employee is eligible. Complete the Pay Plan Policy Request for Approval Form. Attach the following documents along with any additional information requested by the Division.

— Certification that the formal training/education, certification, or licensure demonstrates the acquisition of competencies that are used in the essential duties of the job class and/or position and are critical to the ongoing operations of the agency.

— A listing of all employees who are being recommended for the adjustment.

— A review of the effect the proposed pay action will have on internal salary relationships of the work unit or agency.

— Copies of diploma or certifications received.

****Pre-approval Step:** File with the Director of Personnel a list for prior approval of professional skills/competencies for the formal training/education, certification or licensure and related competencies of the job classification for which this type of adjustment will be authorized and the amount of the adjustment. Refer to Professional Skills/Competency Development Decision Tree for details.

Regardless of eligibility, an in-range adjustment is discretionary.
Please refer to the Pay Plan Policy (D. 4. Professional Skills) for full details regarding this action.