

LOCAL CLASSIFICATIONS OCCUPATIONAL GROUPINGS

Pay grade relationships must be maintained for employees who are subject to the provisions of the State Human Resources Act. Classes are listed alphabetically by occupational group. Each occupational group is separated by **bold** lines on the excel spreadsheet. These lines group the classifications that have required relationships.

All classes with the same occupational group are considered to be significantly related and therefore ***must maintain the pay grade relationship.*** For example:

1. Pay grade relationship means pay grade difference (e.g., you choose to assign Accounting Technician I (59) in occupational group (102) to grade (60); this is one grade higher than the State's grade (59). If you need an Accounting Technician II (61), also in occupational group (102), you must assign it to grade (62), which is one grade higher than the grade assigned to it by the State.)
2. Even if a jurisdiction has only some of the classes listed within an occupational group, the pay grade relationship between the classes exists and must be maintained.
3. In cases where there is only one class in an occupational group, the assignment of a salary range to this class and the resulting class relationships to other classes are at the jurisdiction's discretion.

In summary- Local classifications within each occupational grouping must have the same **salary grade difference** as the state grades (in that occupational grouping). In our example above, **if there is a 2-salary grade difference** between the Accounting Tech I and Accounting Tech II **on the State grades**, then **your local plan must reflect a 2-grade difference between those classes.** The **Rel Dif** column on the spreadsheet will help you keep track of this.

Entities that have been approved as “substantially equivalent” in classification/compensation do NOT have to follow the salary grade relationships described above.