The Staffing/Compensation Unit is responsible for:

* Advising agency personnel and clients on Recruitment and Staffing matters.
* Advising section heads, appointing authorities and managers on various appointment types and selection procedures in order to create and maintain a diverse workforce.
* Serving as a resource for layoff related matters. Responsible for handling administrative aspects of the layoff process to maintain compliance with Chapter 17 of the Civil Service rules.
* Serving as the Division of Administration’s system administrator for the NeoGov Online Hiring Center.
* Managing compensation issues by review of pay schedules and ranges, and comparisons to other jobs and positions.
* Reviewing job specifications and position descriptions and making recommendations for classification and compensation issues.
* Functioning as the liaison between clients and Civil Service compensation unit to facilitate allocation of positions by Civil Service.
* Developing and managing Division of Administration compensation policies.
* Advising managers and employees regarding the state civil service system’s classification and compensation, policies, rules and structure.
* Preparing job studies for submission to the Department of State Civil Service.
* Working with agency administrators to organize and reorganize organizational units.
* Developing, recommending, implementing, reviewing, interpreting, and revising DOA personnel policies.
* Reviewing special pay requests for individuals under Civil Service Rules to include: Optional Pay Adjustments, Rewards and Recognition, and other available pay rules.
* Managing requests for unclassified authority.
* Maintaining updates on federal and state labor law postings. Assisting DOA sections in maintaining compliance with related policies.
* Serving on the OHR Webmaster.
* Maintaining the DOA Employee Handbook.