



HUMAN RESOURCE

ACTION BULLETIN

Bulletin No. 34

TO: Agency Human Resource Directors

FROM: Sara Redding Wilson, Director
Department of Human Resource Management

DATE: July 29, 2002

SUBJECT: Implementation of the SOC Codes
(Standard Occupational Classification System)

Action Bulletin No. 32, dated January 17, 2002, communicated our plan to use the Standard Occupational Classification Codes (SOC's) as the basis for the new sub-structure coding system. The primary purpose of this system is to:

- Improve data retrieval and reporting capabilities so that human resource and compensation data can be reviewed at the desired level of detail.
- Support agency Salary Administration Plan requirements (Program Evaluation) by providing agencies with data that enables a comprehensive analysis of compensation and occupational trends and on-going operational activity.
- Support efforts to ensure market competitiveness by providing a reliable link between the Commonwealth's roles and crucial salary data.
- Support the design of career development models, the effective tracking of career growth, and the Commonwealth's stated desire to promote career progression opportunities in state government.
- Meet federal and state reporting requirements.

The advantages of using the SOC's as the basis for the coding system are many, including the enhanced ability to link the Commonwealth's jobs to comparable occupations in the general labor market and other public sector systems.

The new coding system will be implemented in December 2002. Agencies will be provided the draft crosswalk list for review sometime in October. The crosswalk will involve converting former class codes, which continue to occupy the SOC field in PMIS, to the official SOC codes. It is critical that you continue to maintain the SOC field in PMIS. Inaccurate or out-dated information in this field will result in an inaccurate crosswalk requiring corrections at the agency level.

The attached documents provide fundamental information about the SOC and our coding methodology, and they will guide you to additional SOC resources. Detailed training on SOC coding will be offered in 2003.

If you have any questions about this initiative please contact Rue White or Bill Baber.

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