



HUMAN RESOURCE

ACTION BULLETIN

Bulletin No. 35

TO: Agency Human Resource Directors

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

DATE: February 11, 2003

SUBJECT: Draft SOC Crosswalk
(Standard Occupational Classification System)

Action Bulletin No. 34 (<http://www.dhrm.state.va.us/compreform/crabs.htm>) dated July 29, 2002, provided fundamental information about our plans to convert the former class codes currently occupying the SOC field in PMIS to the Federal SOC coding system. The Bulletin included information about the SOC, the purpose of the SOC coding project, the coding methodology, and a guide to additional SOC resources. The purpose of this Bulletin is to advise you that the new coding system will be implemented effective May 1, 2003. A copy of the draft crosswalk list is attached for your review.

The Federal SOC identifies all occupations and crafts in which work is performed for pay or profit. The project team assigned SOC titles/codes to the crosswalk list by matching the former job classes to a Federal Standard Occupational Class using the traditional classification methodology. The process involved a review of job criteria, historical classification data and when necessary, consultation with agencies and a review of Employee Work Profiles (EWP).

The conversion to federal SOC codes will not affect an employee's role title, pay band or salary. The coding is important because it will improve our ability to review work force data at a more meaningful level of detail for purposes of compensation management, EEO, career development and ongoing operational activities. Also, several DHRM policies refer to SOC codes as a basis for decisions.

An instructional guide to help you prepare for the implementation and related DHRM forms are attached. Please provide any formal comments using these forms as soon as possible but no later than April 1, 2003. If you concur with the crosswalk recommendations no response is necessary. Contact Rue White or Bill Baber if you have any questions or concerns.

bbaber@dhrm.state.va.us
804-225-2731

rwhite@dhrm.state.va.us
804-225-3465

Copy: Agency Heads
Cabinet Secretaries