



**DEPARTMENT OF** \_\_\_\_\_

**EFFECTIVE DATE:** \_\_\_\_\_

**SUBJECT: Dual Career Ladder Policy for Professional Jobs in the Following Series:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AUTHORIZATION: Civil Service Rule 5.9**

**I. PROGRAM GOALS AND EXPECTATIONS:**

The goals and expectations to be derived from the agency's Dual Career Ladder (DCL) program are:

- To enhance retention through the use of Dual Career Ladder (DCL) positions which allow career progression without mandating promotion into a supervisory or managerial position
- To provide flexibility in meeting programmatic needs
- To increase job satisfaction through promotion based upon technical expertise rather than supervisory/managerial responsibilities
- To encourage reduction in turnover within the applicable job series' through increased promotional opportunities
- To increase the efficiency of programs, i.e., managers can manage without being solely responsible for complex/technical issues and technical experts can devote their expertise to complex issues rather than supervisory/managerial responsibilities
- To promote continuous education and employee growth within the agency

**II. PERFORMANCE STANDARDS FOR ELIGIBILITY:**

Individuals who are eligible to be considered for positions in the Dual Career Ladder must:

- Have a PES rating of at least Successful or its equivalent for the previous year's performance evaluation.
- Have not received a disciplinary action in the preceding three years.
- In the event that the previous PES rating is not available, efforts shall be made to obtain performance information from the applicant's previous employer(s) if the employee is unclassified or from the private sector.

**III. SELECTION PROCEDURES AND SUPPLEMENTAL QUALIFICATIONS:**

Newly created or vacant Dual Career Ladder (DCL) positions will be filled on a competitive basis as provided by Rule 22.3—Public Announcement of Job Vacancies. Positions will be announced in LA Careers upon appointing authority approval to fill the position. Each announcement for a DCL position will include specific supplemental requirements in addition to the minimum qualification requirements,

including (but not limited to) experience in a highly specialized area, or having special licenses and/or certificates. The supplemental qualification requirements must be approved by Civil Service for the specific job title and position prior to the announcement in LA Careers. Requests for supplemental qualification requirement approvals will be accompanied by an updated job description for the DCL position to be filled. Should a change to an already approved supplemental qualification become necessary, a request must be submitted and approved by the SCS Staffing division prior to announcement.

#### **IV. SCOPE OF USE:**

These positions will be created and utilized based on documented programmatic needs. The scope of the DCL program is limited by reporting requirements, essential functions, and supplemental qualifications. The combination of DCL jobs will not exceed one of the following options, 25% of all funded non-supervisory staff level positions or 20% of all total positions in each job series encompassed by the scope of the policy. Jobs in differing series cannot be combined for the purposes of DCL usage calculation without prior SCS approval.

#### **V. PROGRAM ASSESSMENT AND REPORTING:**

At the end of each fiscal year, the agency will compile a report detailing the activity of the DCL program for the preceding fiscal year. It will contain the following information:

- The number of DCL positions filled during the fiscal year
- How the employees who filled these DCL positions were selected for inclusion
- The previous year's PES ratings of those employees selected
- Progress toward the attainment of specified goals
- Other substantive details about the DCL positions as required by SCS