3-02/190.20 - Responsibility for Processing

Personnel Administration Bureau shall prepare a letter to the Department of Human Resources requesting appropriate compensation for individuals who meet the criteria under section 3-02/190.10 for both original and renewal requests.

Personnel Administration Bureau shall prepare the Change of Status Report when the supervisor-subordinate relationship ceases to exist, when the status of the supervisor is changed in addition to receiving a step advance, when the status of the subordinate is changed in addition to receiving a step advance, and to report any change in the supervisor's compensation due to stopping or resuming payment of a bonus.