

SUBJECT: CAREER DEVELOPMENT

POLICY

The Bureau intends to develop human resource development paths for all employees. To date, only field agent and some lab agent positions are categorized by specified standards regarding time in grade, type and amount of training, type and duration of work experience, and level of job performance necessary for an elevation in grade under the applicable career development program. The agents' career development program encourages Bureau sworn personnel to pursue excellence by improving their skills, knowledge and abilities.

PROGRAM

- A. Career development creates incentives for people to take on increased responsibilities; improve their job performance; and acquire new knowledge, abilities, and skills. The SBI seeks to reward employees on the basis of their training, education, job performance, and work experience.
- B. The SBI will provide counseling, assistance, training, and appropriate job assignments so that all employees have the opportunity to improve their skills, knowledge, and abilities and, thus, progress in their job assignment or job specialty.

MINIMUM STANDARDS

Meeting minimum training and experience requirements makes one eligible for consideration for promotion or elevation in grade, but does not guarantee it. Employee evaluation for purposes of advancement also takes job performance and work activity into consideration.

RESPONSIBILITY AND AUTHORITY

- A. Subject to approval by the Office of State Personnel, the Director makes the final determination about promotions and elevations in grade and, through the Training Section and the supervisory staff, is responsible for seeing that opportunities to meet the requirements of career development are available to all Bureau personnel.
- B. The Assistant Directors are responsible for human resource development in each Bureau division and for recommending individuals for promotion or elevations in

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grade.

- C. Special Agents in Charge and Supervisors will evaluate the work of all employees so that their level of job performance and job responsibility can be assessed for the purpose of career development, monitor and encourage progress, and counsel employees about how to progress.
- D. Employees are responsible for seeking the training and work assignments necessary to advance in rank. Employees are also responsible for seeing that their training records are accurate.