**Section 310.430 Responsibilities**

a) It shall be the responsibility of each agency head:

1) To cause, within the agency, full compliance with all provisions of the Merit Compensation System.

2) To submit promptly all proper and required personnel actions with justifications or other notices of changes affecting employee pay or pay status.

b) It shall be the responsibility of the Department of Central Management Services:

1) To develop procedures and techniques as required for the implementation and for the standardization of the application of the Merit Compensation System.

2) To develop and maintain classification standards and salary range rankings for all positions subject to the System.

3) To review and approve employees' rates of pay and personnel changes for compliance with established policy and procedures.