

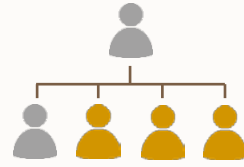
Classification

The Department of Human Resources shall adopt a **uniform and equitable plan of classification** for each position within State service. For purposes of **internal position alignment** and **assignment of position to salary ranges**, the plan shall be based upon a job content comparison method of job evaluation. **Job content comparison method** means a system under which positions are assigned to salary ranges based on a scale of values against which job evaluation of individual positions are compared.

3 VSA Section 310 (a)

Our Team

1 Deputy Director,
1 Program Tech,
3 Analysts



FY 18 **778**
Notice of Actions*

**NOAs are created after a classification review. A single NOA may affect multiple positions.*



Proper Classification review takes time.

Time for departments to outline job duties.

Time for Classification to review and perform Job Class Reviews.

Classification Systems help to ...

+ Draw in New Talent

- Keeping up-to-date with the Job Market.



+ Increase Morale

- Promotion opportunities
- Career Ladders



+ Ensure Compliance & Minimize Grievances

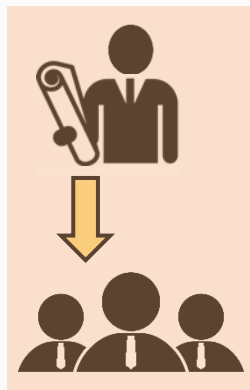
- Collective Bargaining Agreement (CBA)



The issues our Classification System currently faces ...

⚠ Compression at Top Pay Grades

– As an increasing number of high-level duties are added to the workload of managers, for the work to be completed, high level duties are passed down the ranks.



⚠ **Budgeting** - The Collective Bargaining Agreements require a 5% or 8% increase to employees' hourly rate if their job class is upgraded. This can lead to unanticipated costs.



vs.



Current Classification System elements:

* Job Content Comparison Method

- Willis (in use since the 1980's)

Compares relative job content within an organization, based on 4 components:

- Job Knowledge and Skills
- Mental Demands
- Accountability
- Working Conditions

* Collective Bargaining Agreement

Determines terms of...

- who can submit a review of position duties
- impact on pay
- grievance processes

* Policies

Defines...

- administration of classification review
- impact on pay
- job ladder for promotion (Decentralized Reallocation)

Classification Next Steps

- *Consultant Services*
- *Purchase a new system*
- *Develop a new compensation plan*
- *Collective Bargaining Agreement*

to address:

- ⚠ Compression at the top Pay Grades
- ⚠ Unpredictable budget impacts