

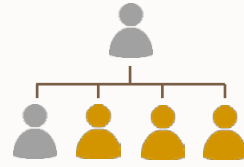
# Classification

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 **817**  
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

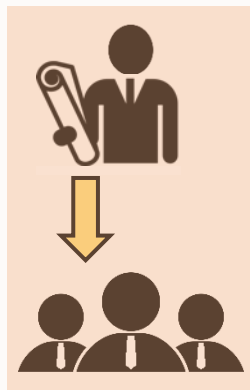
- Collective Bargaining Agreement (CBA)



## 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