



State of Wyoming

Job Evaluation, Classification & Market Pay Project

Broad Overview of the Job Evaluation, Classification and Market Pay Project

A contract has been signed with Hay Group Inc. to conduct a statewide job evaluation, classification, and market pay project.

Deliverables for project

- Revision of the statewide compensation philosophy with executive level input which will guide decision makers in the future.
- An executive decision on the definition of the state's comparator market (local, regional, national or a combination).
- A classification structure with classification specifications that will clearly define job content, the differences between levels and be legally defensible. This will include a completely new set of class specifications covering all jobs in Wyoming state government.
 - inclusion of competencies in class specifications
 - minimum qualifications will be reflective of competency, not years in class
 - will be ADA compliant
- An objective job evaluation system to ensure consistency of job worth throughout the entire system.
- An improved analysis form and up-to-date position information which matches the new classification structure and job evaluation system. The new form will replace the current Position Description Questionnaire.
- A method to incorporate movement through the market range including movement above the competitive market average.
- A comprehensive communication process which may include brochures, videos, individual employee letters and, information from various committees made available throughout the project.
- A project web site where employees can find as much information on the new system as is possible.

- Consistent nomenclature between all facets of the HR systems.
 - Eliminate use of “market track” and “recruitment track”
 - Define “job analysis”, “job evaluation”, “class specification”, “job description” and other HR phrases to aid in system transparency.
 - An effective/consistent job titling system to create understanding by all stakeholders. This will include eliminating the current structure of “lower the number = higher the classification.” A majority of other employers use “higher the number = lower the classification.” Example: Financial/Statistical Specialist 1 is the highest level in our series, and other employers usually interpret the “1” as the lowest level in a class series.

Expected changes include:

- The Position Description Questionnaire will be replaced with a completely new form called a Job Content Questionnaire. This form will be used in the review process.
- The title of our Class Specifications will be changed to Job Descriptions with a totally new format. New Job Descriptions will replace all Class Specifications at the end of the project.
- Class Codes will be changing to Job Codes, too. These will include the Standard Occupational Classification (SOC) group identifier in place of the current alpha characters. An example is the SOC group code for Management is 11. New job codes performing management duties will look something like 11XXXX. New codes won't be in place until the current system is converted to the new system.

Several committees will be involved in this project.

- **Policy Advisory Committee** – The purpose of this committee will be to have representatives of stakeholders (Legislators, Governor’s Office, Executive Branch, State Employee Compensation Commission, and Wyoming Public Employees’ Association) who will be involved in key project outcome decisions, including the review and updating of the state’s compensation philosophy and the definition of the constituency of the state’s comparator market. **(See attached information)**
- **Project Steering Committee** – The purpose of this committee will be to have representatives of key Executive Branch stakeholders (A&I, HRD, Agencies) who will be involved in the project process to provide oversight and the creation of mutual accountability between the State and Hay Group for the project process, outcomes and communication process. **(See attached information)**
- **Job Evaluation Committee** – The purpose of this committee will be to have representatives of central and field human resources staff and the major occupational groups trained in the Hay method of job evaluation and then be practitioners in the application of that methodology. Two committees will be formed, each with a membership of between 9 and 11. **(See attached information)**

There will be a fairly aggressive time line for this project. A cost estimate for potential changes will need to be to the Governor by the 1st of November for consideration in a supplemental budget request.

Timeline to date (Subject to adjustments by A&I HRD)

April 4 ----- Initial Communications sent to all State Employees (Draft attached)
April 11 ----- Job Evaluation Committee recommendations to A&I HRD.
April 16 to April 18-- HR & Agency HR Job Evaluation Manager & Job Content Questionnaire Training
April 23----- Instructional Communication Payroll Stuffer to Auditors Office
April 24----- Policy Advisory and Project Steering Committees to meet
April 30 to May 16-- Data gathering system available for employees input
May 31, 2008 ----- Agency Organization charts submitted to Classification & Compensation
June 2 – June 13----- 3 day intensive Job Evaluation Manager Training for committee members
June 16 – June 20 ---- Committee Job Evaluation of data
July 7 – July 11----- Committee Job Evaluation of data

Data Gathering Process

1. Employee receives instructions with payroll advice
2. Employee reviews class specs on line
3. Employee logs into web site database
4. Employee chooses appropriate response:
 - A. Agrees the class spec represents at least 80% of the core job performed by the employee.
 - B. Employee adds and deletes information that is not included in the class spec so that it does represent at least 80% of the core job performed by the employee.
 - C. The class spec is completely off in describing the core job performed by the employee. The employee will be instructed to complete a new 10 page job content questionnaire.
5. Employee provides their supervisor the system generated survey identification number
6. Supervisor will:
 - A. Log onto the system, review employees responses and confirm, or edit the response
 - B. Complete responses on all vacant positions
7. A&I HR will send updates to Agency HR indicating the A, B or C responses for each position.
 - A. Agency HR will be able to view and/or comment on positions, the employee & supervisor responses and can also make comments.
8. Agency HR will e-mail A&I HRD confirmation when all positions within their agency have been reviewed and completed.

Key Role for Agency HR Office

1. Keep communications flowing – Contact Kate Selby, Erin Williams, or Lori Narva for clarification.
2. Position Allocation Incumbent Listing (P.A.I.L) Cleanup project – In order to ensure as much efficiency as possible on the front end of this project, please work with Heidi & Evanna on cleaning up all the information on the PAIL for your agency as compared to the Budget D- Sheets.
3. Data Gathering Process – Assist and encourage the completion of the A, B & C forms – Assist Supervisors in completing forms for all vacant positions within your Agency.
4. AGENCY ORGANIZATION CHARTS - The Job Evaluation Committee will need as much information as possible when reviewing and evaluating jobs. To assist them up-to-date organization charts will be needed from each agency which will identify functions, positions, and supervisory reporting levels. Please submit these to the Classification and Compensation analyst assigned to work with your agency as soon as possible but no later than May 31, 2008.
5. Evaluating jobs (if part of one of the job evaluation committees)
6. Grouping of positions in to jobs (classes) – if your agency has multiple positions that do all the same things, facilitate and assist grouping those positions to the job (class).
7. Market – The current process of determining market figures will be implemented for July 2008; changes will be made as determined from the market pay portion of the project.
8. Identifying Competencies for the jobs in your agency

Approximate time commitments

- Agency HR – LOTS
- Employee – It is expected to take ½ for initial data gathering; It is expected to take 1 to 2 hr if needed for completion of new job content questionnaire.

Explanation of Job Evaluation Process

For the success of the project, committee members will be required to put aside their individual agency and or occupational preferences and come together with the global statewide vision.

- Agency suggestions for committee members for the Job Evaluation Committee should be forwarded to Kate Selby no later than April 11, 2008.

COMMUNICATIONS

- Web page (Job Evaluation, Classification & Market Pay Project) dedicated to the project will include:
 - FAQ's
 - Timeline
 - Updates
 - Definitions