State of North Dakota
Evaluation of Classified Employee Compensation System

Project Component	Analysis to be Done	Data for Analysis	Data Received
Methods used to develop and determine classifications	1. PIQ - Format & Content Review	PIQ	YES
	2. Class Spec - Format & Content Review	Class Specs	YES
	3. Means by which decision is made:	Description of Classification Process	YES
	• Agency Resp. versus Central HR Resp.	List of Delegated Positions to Agency	YES
	• Leveling Process (Point Factor Method) Review	Point Factor Method	YES
	• Sample Review of Reclassification Decisions	Sample of Requests for Review & the Decision Made	
	4. Current Classification Review Trends		
	5. Create Classification Schema (Grouping of Specs into Occupational Groups & Job Families/Levels of Work within Occupational Groups). Include # of EEs in each Level	Log of Classification Review Requests	YES
		Listing of job class additions and deletions last few years	YES
		Listing of Positions & Codes	YES
Methods used to set pay grade minimums, maximums, and midpoints **AND** **Appropriate market comparisons**	1. Market Definition Reasonableness	Description of Market Definition	YES
	2. Market Target Level Reasonableness	Description of Market Target	YES
	3. Width of the Salary Range Reasonableness	Any compensation survey reports used to assess pay levels	YES
	4. Competitive Comparison to the Market		
	• Pay Differences for Occupational Groups	Job Matches to external compensation surveys	YES
	• Geographic Differences within the State	Salary Structure(s)	
	5. Benchmark methods for remote locations		YES

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Methods to minimize salary inequities both within an agency and within state government	1. Sample Review of Job Evaluations to Assess Equity of Internal Job Rankings 2. Internal equity analysis for each of the following groups:	Spreadsheet with ee name, agency location, class code, class title, annual base salary, grade, and range	YES
	• By Job Size within 1 or 2 sample Agencies and across the State	Point Factor Evaluation for each classification	YES
	• Same Job across the State • By Occupational Group/Job Family • By Funding Source	Identifier for Funding Source	Have General Info, Will get Specific info for Health Dept
Methods of developing and sustaining a consistent long-term salary increase administration policy for state government, including cost-of-living increases, across-the-board increases, merit increases, equity increases, and performance increases	1. Current Process Reasonableness 2. From 2004, analyze movement thru the ranges based on the various mechanisms at the:	Description of the current process	YES
	• Macro level • Agency level • Individual level	Spreadsheet with historical data of pay increases per employee/ agency/state since 2004	YES
A budget an appropriation process for providing funds to agencies to administer the state's salary increase policy	1. Review of how funds are appropriated, being applied, & Executive Branch process to the Legislative committee	Description of the current process	Getting thru interview
	• Impact of equity pools on inequity	General Fund % by Agency	YES

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The appropriate use of funding available within agency budgets from accumulated savings resulting from vacant positions and employee turnover. Focus is only on Salary Savings during the year	1. Review of current process and rules - benchmark to best/common practice. 2. Review of current practice and trends	Description of the current process & rules	Yes – Sample From Interviews
		Type of salary increases per employee since 2004	YES
Fringe benefits	1. Prevalence Analysis • look for PTO practice 2. Relationship of benefits to salary (in relation to a total competitive package)	Benefit plan documentation	YES
		Completion of Hay Group benefit questionnaire	TBD
Recruitment and retention tools	1. Turnover/time to fill trends 2. Review of current tools used 3. Other methods not being used	Turnover statistics	YES
		Time to fill statistics (hard to recruit classifications)	
		Description of the current tools used	YES
		Recruitment & Retention bonuses last 2 years	YES
		Performance management process per agency (sample)	YES
A state compensation philosophy statement	1. Review of any current documentation	Description of extent to which a current philosophy exists	YES