

**State Employee Compensation Oversight Committee**  
**March 3, 2011**

Status of Implementation of Recommendations

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**Summary of Key Recommendations**

<b>Recommendation Component</b>	<b>Timing</b>
1. Adopt Compensation Philosophy Statement	Legislative Session
2. Simplify/Streamline the overall Classification/ Reclassification process	Feb-March 2011
3. Improve consistency/equity among agencies – adopt the Hay Guide Chart-Profile Method of Job Evaluation	Dec 2010 – April 2011
4. Establish methods for setting pay grades and provide appropriate market comparisons (Custom Salary Survey)	Dec 2010 – April 2011
5. Enhance Recruitment & Retention tools – improve consistency in use of bonus program`	Feb – April 2011
6. Implement methods of developing and sustaining long-term salary administration policy for classified employees	Feb – April 2011
7. Improve Communication and funding of employee salary increases	Tbd
8. Fund annual/sick leave obligations & define 'vacancy' for budgeting and managing positions	Feb – April 2011

Recommendation #3 is the area which has most involved HRMS in the past few weeks. It represents a significant update of the class evaluation system which has been used by HRMS since 1982. Adopting the Hay Guide Chart – Profile Method of Job Evaluation will result in a state-of-the-art, extensively validated job evaluation system consistently measuring the content of job classes in state government.

The process has involved training a Job Evaluation Team (JET) in the Hay System. The JET is made up of 7 staff members from Human Resource Mgmt Services and 8 agency HR staff from **ITD, Health Dept, DHS, Job Service, WSI, DOCR, Water Comm, & DOT.**

Week of January 24

- Two days of intense training in the Hay System
- Three days completing evaluations of 200 benchmark jobs

Weeks of Feb 7 & Feb 14

- The team completed evaluation of remaining 700 job classes

March 2-4

- 'Sore Thumb' review of completed evaluations as a quality check of the work done to date.