

# Pay and Classification Study Employee Meetings



August 20-21, 2024

# Purpose of Position Classification Study

- Determine if the current pay structure is sufficient for the employer or may need to be modified (e.g., provide sufficient number of grades, range spreads in relation to market for similar jobs, and account for occupational differentials)
- Identify changes that may have occurred in the nature (type) of the employee's work, as well as significant changes in their job duties and other work requirements
- External equity – a measure of the employer's competitiveness with other employers in their labor market for similar skilled workforce (recruitment and retention)
- Internal equity – ensures fairness in the application of pay for employees performing jobs requiring similar knowledges, skills, and abilities

# How Do We Determine What We See?

- Position Description Questionnaire
- Discussions with Department Directors, Supervisors, and Employees
- Organizational Charts
- Collection and analysis of external market data (Competitiveness)
- Collection and analysis of internal data (Equity)



# Position Description Questionnaire

**Definition** - A multi-page questionnaire designed to capture the essential elements of a position as described by the employee.

- Primary purpose of your job (the “what” and “why” of your role)
- Process used in performing your job (how you accomplish your work)
- End result of your job (how do you measure primary purpose)
- Percentage of time to perform parts of your job (at least 5% or more)
- Beneficiary of your work (to whom is it directed. . .the public, the employer, regulatory agencies, etc.)
- Supervisory elements (who gives you work, do you supervise others)
- Physical/environmental factors affecting performance of your work
- Minimum educational/experience requirements to perform your work

# Position Description Questionnaire

- Think about your primary work, overall responsibilities, and those elements you resolve independently or have to pass on to others.
- Take your time, make notes
- Think long term (annually) and not necessarily what you did last week or month,
- Work as a team with other employees who perform the same job\*

(\* ) – a PDQ can include all employees in the same job class “if” they are doing the same work

# Position Description Questionnaire

- Employee completes and signs PDQ (manual or digital)
- Supervisor reviews and signs PDQ (can make comments, but not change it)
- Department Director reviews and signs PDQ (can make comments, but not change it)
- All reviewed and signed PDQs are returned to PTRC

# Discussions with Department Directors, Supervisors, and Employees

- Discussions with employees, Department Directors, Supervisors and review of PDQ responses allows us the opportunity to learn as much as we can about each position.
- Discuss organizational structure with supervisors and department directors

# Collecting and Analyzing External Data

- City and county competitive public employers (\*) utilizing similar workforce roles are identified (who are your competitors)
- Obtaining public information from those employers:
  - Position titles
  - Department assigned
  - Current salaries and grades of full time employees
  - Salary ranges and grades of pay plan(s)
  - Employment dates
  - Date in current position

(\*) – Private employers are under no obligation to provide salary information on their employees



# Surveyed Labor Market

<u>Cities/Towns</u>	<u>Counties</u>
City of Chesapeake (VA)	Brunswick County
City of Norfolk (VA)	Camden County
City of Virginia Beach (VA)	Carteret County
Town of Duck	Dare County
Town of Kill Devil Hills	Pasquotank County
Town of Kitty Hawk	Pender County
Town of Nags Head	Transylvania County
Town of Southern Shores	

# Collecting and Analyzing Internal Data

- Employee Name, Position Title, Annual Salary, Original Hire Date, and Date in Current Position
- Department Organizational Charts
- Interviews with Management, Staff, and Employees

# Collecting and Analyzing Internal Data

- We will NOT review or evaluate the job performance of employees
- We will NOT make recommendations for organizational changes

# Pay and Classification Study Process

## Question?

What if the study recommends the pay grade for my position should be placed in a lower pay grade?

In accordance with your Personnel Policies, no employee will receive any pay reduction as a result of the transition to a new pay plan or structure

# Timeline

<b><u>Time Period</u></b>	<b><u>Activity</u></b>
Aug. 20 <sup>th</sup> & 21 <sup>st</sup>	Employee “kick-off” meetings
September 5 <sup>th</sup>	Employee submits completed PDQs to supervisors
September 13 <sup>th</sup>	Supervisors and Dept Directors complete reviews
September 16 <sup>th</sup>	Human Resources sends PDQs to PTRC
Week of Sept. 30 <sup>th</sup>	Employee interviews (as may be needed)
Nov. – Dec. 2024	Initial review of preliminary findings and recommendations
Dec. ‘24 – Jan. ‘25	Present recommendations & options to management
Jan. – Feb. 2025	Final presentation of findings and recommendations.

QUESTIONS?