Agenda

• Discuss steps of the study
• Completing the Position Description Questionnaire (PDQ)
• Answer questions about the process
Why a Compensation Study

What are we trying to address?

• Review duties and responsibilities of all jobs
• Recommend changes to job descriptions if necessary
• Evaluate all jobs for internal value relationships
• Collect market compensation and benefits data on all jobs from private and public organizations
• Develop a new or revised compensation system that is externally competitive and internally equitable
• Compensation policies and procedures
• Identify costs to implement

Who is Conducting the Compensation Study

Gallagher Benefit Services/Fox Lawson & Associates

• 30 years of nationwide experience with an understanding of public sector environments.
• Compensation & Benefits, Classification, Job Evaluation, Performance Management, Organization Development.
• Includes extensive experience with government
• Fox Lawson team to conduct job analysis, job evaluation, classification structure recommendations, and market analyses and pay/benefits structure recommendations.
• Practical and realistic solutions.
• Team:
  Project Director: Dr. James Fox, CCP, IPMA-CP
  Project Manager: Mike Verdoorn, MA-HRIR, CCP

• www.foxlawson.com
What This Effort is NOT

• It is NOT a staffing needs study.
• It is NOT an organizational structure study.
• It is NOT a strategy designed to cut costs.
• It is NOT a strategy to eliminate positions.
• It is NOT a strategy to reduce pay.

What This Effort IS

• The purpose is to ensure that:
  – Your job is classified appropriately
  – Pay and benefits are competitive and fairly structured
  – The organization has policies and procedures to keep the system up-to-date and fair
  – The organization has a compensation system that is easy to understand and administer
Study Phases

1. Compensation Strategy
2. Classification & Job Evaluation
3. Compensation
4. Final Report

1. Compensation Strategy

- Meetings with employees and management
- Review of current systems
- Understand of issues and needs
- Understand/clarify College’s compensation strategy
2. Classification & Job Eval.

- Current review of the types and levels of work conducted within occupational groupings with recommendations for greater flexibility.
- Conduct **selected** interviews for clarification of duties.
- Internal equity evaluation for all jobs.
- Report any changes to clarify the jobs.

Your Role

- The Position Description Questionnaire (PDQ) – Very Important:
  - Please fill out thoroughly, completely, and accurately
  - Obtain appropriate sign-offs
  - Provide to your supervisor on time
  - Email a copy to classification@madisoncollege.edu
3. Compensation

To identify competitive pay
- Identify jobs to survey.
- Identify labor markets.
- Collect and verify salary data.
- Complete a diagnostic review of salary.

4. Compensation Analysis

To assess College’s competitive position in the marketplace
- Compare market data to current pay.
- Develop/update compensation system and pay schedules.
- Develop transition plans and costs.
- College review of implementation plans.
5. Final Report

- Market data findings
- Recommended changes
- Recommend transition plan
- Presentation to College leadership

Estimated Timeline

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<tr>
<th>TASK/MONTHS</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
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- Facilities Job Classifications
- All Other Job Classifications
Results

• The Study outcome is based on:
  – Pay strategy
  – Fox Lawson’s experience
  – The market data collected
  – Leadership decisions

Questions

ANY QUESTIONS ON THE PROJECT PLAN?
### PDQ Schedule

<table>
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<tr>
<th>TASK</th>
<th>Facilities</th>
<th>Other</th>
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<tbody>
<tr>
<td>Complete PDQ/Send to Immediate Supervisor</td>
<td>May 19</td>
<td>June 30</td>
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<tr>
<td>Supervisors Sign/Send to Vice Presidents</td>
<td>May 21</td>
<td>July 11</td>
</tr>
<tr>
<td>Vice Presidents Sign/Send to HR</td>
<td>May 23</td>
<td>July 14</td>
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<tr>
<td>HR Provides PDQs to Fox Lawson</td>
<td>May 28</td>
<td>July 17</td>
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### PDQ Overview

- To Complete the PDQ:
  - Obtain ePDQ
  - Review the entire document
  - Complete document, save changes
  - Review for accuracy and completeness
  - Electronically sign and forward to next reviewing authority
Employee Information & Position Summary

- **PDQ Section 1 (Employee Information)**
  - Use official classification titles for yourself and supervisors.
  - Supply accurate contact information for yourself and supervisors to facilitate resolution of questions.

- **PDQ Section 2 (Position Summary)**
  - It is important to use succinct statements describing a “snap-shot” of your position as clearly as possible.

Supervisory/Leadership Role

- **PDQ Section 3 (Supervisory Responsibilities)**
  - Federal definition for a supervisor.
  - How many FTEs are subordinates in the sense of signing performance reviews and conducting employee discipline?
  - Lead worker definition.
  - Leadership responsibilities related to contracted or part time employees.
Essential Duties (PDQ Section 4)

- Extremely important!
- List duties beginning with that which occupies the greatest percent of time followed in order by those requiring a lesser percent of time.
- Do not list duties that occupy less than 5% of your time.
- Do not list duties not performed the past 12 months.
- Identify, regardless of the percent of time required in total, the frequency that the duty is performed (daily, weekly, monthly or annually).
- It is not necessary to equal exactly 100% but do not exceed 100% of time in total.

Required Knowledge/Skills (PDQ Section 5)

- Definition
  - Knowledge includes the information and concepts acquired through experience and training and can be measured through testing.
  - Skills are proficiencies that can be manually demonstrated and/or can be measured through testing.
- Please identify the Knowledge and Skills necessary to perform your job at entry level as opposed to those skills and knowledge you may possess personally or that acquired through years of experience on the job.
- Please reference the essential duty(s) for which the knowledge/skill is a necessary minimum.
Education and Experience

- **PDQ Section 6 (Education)**
  - Important – please note that the PDQ requires you to identify the level of education needed as the minimum level necessary to perform your job.

- **PDQ Section 7 (Experience)**
  - Experience also requires you to provide the minimum number of years of experience necessary at entry level for your job.
  - Under Experience, please identify the specific field you believe is necessary, at entry level, for the training required and/or education required.

Requirements and Equipment

- **PDQ Section 8 (Special Requirements)**
  - Certifications, licenses, registrations or other specific requirements required for entry into the position described (please avoid acronyms).

- **PDQ Section 9 (Machines, Tools, & Equipment)**
  - Indicate the “specialized machines, tools & equipment” needed at entry into the position avoiding common office equipment and other devices not specific to your position.
  - Identity the approximate percent of time the use of such equipment is needed.
  - Avoid listing those tools/equipment that are routinely included as part of on-the-job training.
Decision Making/Judgments (PDQ Section 10)

• Decision Making Process
  - Important section to clearly understand the autonomy and independence associated with your position.
  - Describe two examples of regular decision-making.
  - Check the box that most closely identifies that which you rely upon in decision making.

• Types of Decisions
  - Check the boxes which most closely identify the types of decisions you make regularly in your work.

ADA Requirements

• PDQ Section 11 (Physical Factors)
  - In this section, we use the definitions contained in the Americans with Disabilities Act guidelines to understand the physical activities and requirements of your job.
  - For each activity, identify both the frequency of activity and the importance to your job.

  ▪ PDQ Section 12 (Working Conditions)
    - Identify the working conditions that apply and the percent of time such conditions apply to your job.
Comments/Signatures (PDQ Section 13)

• Additional Comments – Open section for any additional information you feel important in describing the type and level of work you perform.

• Signatures
  – The employee is asked to provide electronic certification and the PDQ is forwarded to the immediate supervisor/department head for review and sign-off.
  – If comments are in conflict with the PDQ, it is requested that such differences be discussed with the employee.
  – Subsequent electronic signature by the employee is provided upon review of supervisor’s comments.

Thank You