

Classification and Compensation Redesign Study Immediate Supervisor Review of Position Description Questionnaire

Study Background

The state has contracted with Gallagher Benefit Services, Inc. (GBS) to redesign the classification and compensation systems for all Executive Branch Classified Service jobs. Creating a clear, flexible, updated, and easy to manage system with accurate, modern job descriptions is a main goal of the study.

The first step of this study is to request all Executive Branch Classified employees complete a Position Description Questionnaire (PDQ) providing their opinion about the duties, education, experience, and the level of physical activity required of their job by answering thirteen questions. The answers to the PDQ will *not* adversely affect employees' current pay.

Employees will be able to access the PDQ on the HR website on **October 29, 2014**, and will have two weeks to complete the questionnaire by **November 12, 2014**. The PDQ can be completed online, on paper for those without access to a computer, or in groups for those job titles held by multiple employees. Employees may complete the PDQ during normal business hours or on their own time; the consultants estimate that it takes two hours to complete. A schedule of computer labs' locations and hours, which will be staffed with Division of Human Resources (HR) employees to provide assistance and facilitate completion of group PDQs, will be posted to the HR website. Informational videos about the study and how to complete the PDQ will be posted to the HR website for employees to reference.

Immediate Supervisory PDQ Review Steps

Upon completion of the individual PDQ, employees must email the questionnaire as an attachment to their immediate supervisor—defined as the person who authorizes the employee's absences and time and attendance—for review and approval. First, save the employee's completed PDQ to your local network drive using the same file name under which it was sent to you (eg. EmployeeLastName.EmployeeFirstName.StateofRI.pdf). Next, review the employee's responses and complete as follows:

If you ...	Step 1	Step 2	Step 3	Step 4
AGREE with the PDQ as written	Save the reviewed PDQ adding the word FINAL to the front of the file name (eg. FINALEmployeeLastName.EmployeeFirstName.StateofRI.pdf).	Email the reviewed PDQ to doa.hrclass@hr.ri.gov .	Your review is complete.	--
DISAGREE with the PDQ as written	Specify areas of disagreement in the space provided on the PDQ under 14B and note the appropriate section number for each area of disagreement.	Save the reviewed PDQ adding the word FINAL to the front of the file name (eg. FINALEmployeeLastName.EmployeeFirstName.StateofRI.pdf).	Email the PDQ attachment to your supervisor AND copy the employee.	Your review is complete.

For the purposes of this study, the next level of management will review only those PDQs where the immediate supervisor disagreed with the responses. The next level of management will be responsible for emailing those PDQs to HR, who will review and submit to the consultants for analysis. Department directors and HR can review completed PDQs at any time in the process.

Please complete your review between October 29th and November 26th. Please note that all PDQs are due to HR by November 26th, including those that require review by the next level supervisor.