

Classification and Compensation Redesign Study Next Level Manager 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.

Next Level Manager 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. For the purposes of this study, the next level of management will review only those PDQs where the immediate supervisor disagreed with the employee's responses; however, department directors and HR can review completed PDQs at any time in the process.

Step	Action
Step 1	Save the PDQ to your local network drive using the same file name under which it was sent to you (eg.FINALEmployeeLastName.EmployeeFirstName.StateofRI.pdf).
Step 2	Review the employee's responses and the immediate supervisor's comments.
Step 3	Add any comments, additional duties, or areas of disagreements in the space provided on the PDQ under 15.
Step 4	Save the document (using the same file name) and email the PDQ attachment to doa.hrclass@hr.ri.gov , copying the employee and immediate supervisor to the email.

All supervisory reviews must be completed between October 29th and November 26th. Please note that all PDQs are due to HR by November 26th.