

## **SCRIPT: Classification and Compensation Study and Employee Questionnaire**

<b>Slide</b>	<b>Narration</b>
<b>1</b>	<p>Hello and welcome to this video on the Classification and Compensation Study. I will provide an overview of the study and the employee questionnaire.</p>
<b>2</b>	<p>In 2012, Governor Chafee began the state’s personnel reform efforts by requesting funding to study the state’s overall personnel system. Since the Segal Report issued its recommendations in 2013, and under the Governor’s leadership, the state has implemented many of the report’s recommendations, including hiring a full time director of Human Resources, completing Lean process improvement of the application and onboarding systems, and establishing an online application system.</p> <p>The next step in the state’s personnel reform efforts is to undertake a Classification and Compensation Study. The Segal Report found that “the State cannot achieve its goals of improving the effectiveness, efficiency, and flexibility of its personnel system until the classification structure accurately reflects the human capital needs of State Agencies.”</p> <p>The last time the State conducted a study like this was twenty four (24) years ago. That means that the classifications are out of date and do not reflect a modern work environment or the actual work performed. Of the seventeen hundred (1,700) job titles in the system, only eleven hundred (1,100) are actually used.</p> <p>In addition, there are many cases where there are multiple job titles associated with the same work in different agencies and with different pay levels. This leads to inequities and inconsistencies.</p> <p>This adds up to a difficult to manage system that is slow, inflexible, and hard to understand.</p>
<b>3</b>	<p>The goal of the classification and compensation study is to ensure the state has a system that reflects current duties and responsibilities, has a fairly structured pay and benefit system, and conforms with good personnel and labor relations principles.</p> <p>We also want to have a system that makes us competitive for recruiting, hiring, and retaining a high quality and diverse workforce.</p>
<b>4</b>	<p>The state has contracted with a consultant, Gallagher Benefit Services, Inc. to redesign the classification and compensation systems for all Executive Branch Classified Service jobs.</p> <p>The consultants have completed similar studies in cities including Baltimore and Seattle, and in states including Vermont, New York, and Alaska.</p> <p>The consultants will recommend a redesigned personnel system after research and analysis,</p>

	<p>which are expected in the Fall of 2015.</p> <p>The recommendations will be reviewed and discussed with all parties to develop a path forward for implementation.</p> <p>In addition to the consultants, an Advisory Committee is directing and overseeing the study. The Committee is comprised of union leaders, business representatives, and state employees and subject matter experts.</p>
<p><b>5</b></p>	<p>The first step of the classification and compensation study is for Executive Branch Classified employees to complete a thirteen-question Position Description Questionnaire to provide their opinion about the duties, education, and experience required of their job.</p> <p>The best way to develop a modern classification and compensation system is to ask state employees for their opinions on their assigned duties and related responsibilities. The responses to the survey will help us create updated job descriptions that accurately reflect those duties identified by our employees.</p> <p>The answers to the questionnaire will not adversely affect employees' current pay.</p> <p>While completing the questionnaire is not required, it will be very helpful in identifying necessary changes to the current classification system.</p>
<p><b>6</b></p>	<p>Employees may complete the questionnaire beginning on October 29 and submitted no later than November 12. The PDQ can be accessed at the HR website at <a href="http://www.hr.ri.gov">www.hr.ri.gov</a>.</p> <p>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.</p> <p>Employees may complete the PDQ during normal business hours or on their own time and computers; the consultants estimate that it takes two hours to complete.</p> <p>Division of Human Resources staff will be available in the labs to assist you and to facilitate group PDQs.</p> <p>Several resources will be posted to the HR website, including: the computer lab schedule; the list of job titles and descriptions; instructional videos on how to complete the PDQ; and the link to the PDQ.</p> <p>Please send your completed PDQ to your immediate supervisor, who is the person who approves your absences and time and attendance.</p> <p>If you have any questions, please send an email to <a href="mailto:doa.hrclass@hr.ri.gov">doa.hrclass@hr.ri.gov</a>.</p> <p>Thank you for your input and assistance to improve our state's personnel classification system.</p>