

## FIVE THINGS YOU SHOULD KNOW ABOUT THE STATE'S CLASSIFICATION AND COMPENSATION STUDY

Last week, the state launched a major part of its classification and compensation study—the opening of the Position Description Questionnaire (PDQ) for all Executive Branch Classified employees. Watch this short [video](#) about the study to learn more.

Here are five things you should know about the study:

1. **What the study is:** The goal of the study is to develop a plan for a flexible, simple, and easy to understand classification and compensation system. The current system is outdated and does not reflect current duties and responsibilities. The consultants will conduct a job analysis and evaluation of our current job descriptions and will review the up-to-date information provided by employees in the PDQ. In some instances, the consultants will host follow up panel interviews to clarify our job descriptions. Once a fairly structured classification system is identified, the consultants will study other states' compensation structures and propose a pay schedule and implementation plan. The consultants will provide recommendations in the fall of 2015 based on their studies of the classification and compensation system, which will be reviewed with all parties to develop a path forward.
2. **What the study is not:** The consultants will **not** provide an analysis of our staffing needs or our organizational structure. The study will **not** develop strategies to cut costs, eliminate positions, or reduce employee pay. This does **not** take the place of collective bargaining.
3. **How the study benefits you:** The answers to the PDQ will **not** reduce your pay. This study will help us modernize our job descriptions, some of which still list key punch and tabulating machines in the required qualifications. It will also help us create clear career paths for our employees, which our current system does not do. An updated system will allow the state to retain and recruit a highly qualified, diverse workforce.
4. **Why we need YOUR input and how YOU can help:** The best way to develop a modern classification and compensation system is to ask employees to describe what they currently do. You may complete the PDQ during normal business hours and may complete it individually or in a group with others that share your job title. The consultants estimate that it may take two hours to complete; you may consider answering the questionnaire in 20 minute increments. You can download the PDQ from the Department of Administration's Division of Human Resources (HR) website at <http://www.hr.ri.gov/stateemployee/hrclasstudy.php>.

The deadline for completing the PDQ is November 12, 2014. We have added a five (5) day grace period to the deadline for completion of the PDQs, which means all PDQs must be submitted by employees no later than **November 17**.

5. **How we can help:** Several resources are available on the HR website. Click on each link below to take you directly to the resource:
  - [Video about the Study](#)
  - [Letter to Employees about the Study and Invitation to Complete Questionnaire](#)
  - [Employee Position Description Questionnaire](#)
  - [FAQ](#)
  - [Computer Lab Schedule](#)
  - [Job Descriptions](#)

If you have any questions, send an email to [doa.hrclass@hr.ri.gov](mailto:doa.hrclass@hr.ri.gov). Your participation is greatly appreciated.