



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION

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Dear Employee:

The State of Rhode Island is embarking on a system-wide classification and compensation redesign study for all Executive Branch Classified Service jobs. This study is another recommended initiative of the Segal Report issued last year as part of our overall personnel reform efforts. The last time the State conducted such a study was twenty four (24) years ago. In most cases, the current job descriptions do not accurately reflect the work performed, are too narrowly defined, do not reflect a modern work environment, and are generally out of date.

Rhode Island needs a classification and compensation system that is flexible, simple and easy to manage and understand. In order to accomplish this objective, the Department of Administration has retained the services of Gallagher Benefit Services, Inc. (GBS), a leading national consulting firm. GBS's human resource and compensation consulting division specializes in classification and compensation studies for state and local government, including studies completed for New York, Vermont, Alaska, Baltimore, and Los Angeles.

The objectives of the study are as follows:

- to ensure the State has a classification system that includes a position that reflects your duties and responsibilities;
- to ensure pay and benefits are competitive and fairly structured;
- to place the State in a competitive position to recruit, hire and retain a high quality and diverse workforce;
- to establish policies and procedures to keep the system up to date and fair;
- to ensure that pay is based on fair and documented information; and
- to create a classification and compensation system that is easy to understand, manage, and consistent with good personnel and labor relations principles and practices.

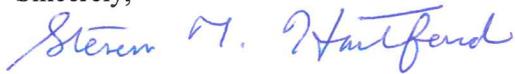
We are asking employees in the **classified** service of the Executive Branch to complete a Position Description Questionnaire (PDQ) regarding their jobs. ***Completing the PDQ will help us modify outdated classifications to reflect the work we do now, and you should not be concerned that your answers will adversely affect your current pay.*** The PDQ is a tool which will help us update job descriptions and ensure that employees are compensated fairly for the work they perform. Completing the PDQ is the first step of the study, the results of which will be translated into recommendations and discussed with all parties to develop a path forward for implementation.

The PDQ will be administered from October 29 – November 12. There will be several options for completing the PDQ: online; on paper; or in groups (for employees with job titles held by multiple people). You may complete the PDQ during normal business hours or on your own time. Computer labs will be reserved for your use if you do not have access to a computer or to complete a group PDQ. Division of Human Resources (HR) staff will be available in the labs to assist you. Several resources will be posted to the HR website at <http://www.hr.ri.gov/>, including: the computer lab schedule; the list of job titles and descriptions; instructional videos on how to complete the PDQ and an overview of the study; and the link to the PDQ.

An Advisory Committee composed of union leaders, business representatives and State employees is monitoring the entire study effort. It is the Committee's responsibility to advise GBS on the execution of the study and to ensure that GBS is familiar with the background and history of the current classification and compensation system.

Thank you for your support and cooperation. The PDQ is just one step in a long process that began with Governor Chafee requesting funding in January 2012 to undertake a personnel study. We look forward to your participation and the study progressing.

Sincerely,

Handwritten signature of Steven T. Hartford in blue ink.

Steven T. Hartford
Director of Administration

Handwritten signature of Deborah A. Dawson in blue ink.

Deborah Dawson
Director of Human Resources