HECCP PD Review Session
Facilitator Job Aid

1. Welcome
   a. Meeting time: confirm SME session start/stop time
   b. Confidentiality reminder: remind participants that PD’s be held in strictest confidence until they are approved by the Steering Committee.

2. PD Review
   a. Distribute PD’s [Reminder: PD’S should be photocopied on BLUE paper and then collected following SME session.]
   b. PD Review session intent: to gather input on the draft PD’s from a cross-section of incumbents who are experienced, knowledgeable, articulate, responsible, and solution-oriented.
   c. Background: using information gathered from the 1200+ PDQs and 40+ occupational panels, the Working Group (WG) and Joint Labor-Management Team (JLMT) with guidance from our outside consultant, Fox Lawson & Associates, drafted a classification structure. A classification structure is an overarching blueprint of work performed by hourly employees across the UMS. The Steering Committee (SC) approved this structure in December ‘09 which gave us the green light to begin developing new position descriptions. The WG and JLMT have spent the past 3 months drafting PD’s that align with the classification structure and provide a general level overview of work performed. Now, we are ready to launch a systematic review of our work, beginning here with you today. Once we have gathered input from a cross-section of incumbents, the PD’s will be fine-tuned and readied for a next level review by management and HR. PD’s will then be presented to the SC for approval. Following SC approval the WG and JLMT will continue forward with the next steps in our project, including job evaluation (June) and market pricing (July) – see project timeline below.
   d. PD Review Process:

   Clarify concept of broad classification/compensation system:
   1. What it is. These are ‘broad PD’s’ intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department and university.
   2. What it is not. It is not intended to be a highly specific representation of each employee’s unique role and responsibilities.
   3. Guidelines for effective review. Take a 10,000 foot view with an eye toward making sure it captures general duties, responsibilities and requirements.

   Special focus on:
   1. Typical class responsibilities
   2. Career-level specific responsibilities
   3. Training and education requirements
   4. Licensing requirements
   5. Knowledge, skill, and physical requirements

   How can the PD be improved?
   1. Is it accurate? If not, what should be changed?
   2. Is it complete? If not, what should be added?
   3. Is it clear? If not, how could it be stated differently?

   Making best use of our time together!
   ✓ Start on time, stay on time
   ✓ Listen actively
   ✓ One at a time, no side-bar conversations
   ✓ Share the floor
   ✓ Be constructive and solution-oriented
3. HECCP goal and timeline

a. Goal

To: Create a classification and compensation system (“UMS Model”)
For: All hourly employees at UMS
By: Teaming together to plan, design, develop, test, and implement the system

So That: We achieve extraordinary results that benefit our stakeholders inclusively.
- Employees experience a fair and sensible pay system and greater clarity on job expectations, progressions and career paths
- Labor experiences a positive system for their membership
- Leadership experiences a system that helps them attract, retain and motivate high performance
- UMS experiences a system that reflects its mission and core values and rewards desired behavior and business results

Conditions: Do’s
- Employ a governance structure with the following components: executive sponsor, project sponsor, steering committee, joint labor-management team, project leader, project staff and project team
- Align the system with our HR mission and compensation philosophy
- Integrate the system where possible and practical with other HR programs and practices
- Engage outside counsel with expertise in higher education
- Incorporate best practices into a tailored design
- Invite all employees to be involved in the design
- Involve representatives from labor and management
- Communicate continually and fully with all stakeholders using multiple media (e.g., web, email, face-to-face)
- Deal ethically with all involved – employees, labor union, and leadership

Don’ts
- Do not violate any contractual agreements entered into by the university (e.g., collective bargaining unit)

Success Criteria: A classification and compensation system that draws on best practice principles and is:
- Culturally compatible
- Internally equitable
- Externally competitive
- Easy to administer and maintain
- Fiscally responsible
- Legally defensible
- Easy to understand and communicate

b. Timeline

Here’s what we’re working on now

Task 1 Study Initiation & Administration
by Dec ’08

Task 2 Classification Study
by Apr ’10

Task 3 Job Evaluation Study
by Jun ’10

Task 4 Compensation Study
by Jul ’10

Task 5B Final Report
Implementation, Training & Maintenance
Dec ’10 -

Task 5A Integrated System
Recommendation & Collective Bargaining
by Sep ’10

*Last update 2/18/10

Desired Outcomes
1. Classification structure
2. Position descriptions
3. Classification guidelines
4. Cross-walk of current classifications to new classifications

C. HECCP website http://www.maine.edu/index.php