



HECCP Project Team

Roles and Responsibilities

DRAFT 7/18/08

Team Member Responsibilities

- ◆ Work with and advise consultant throughout project
- ◆ Define and review project goals and timeline
- ◆ Discuss policy and procedural issues throughout project to advise project staff and consultant
- ◆ Provide input to the design of all project deliverables, including PDQ, PFI, market analysis, wage band structure, instrument to assign appropriate classification, classification appeal procedure, policy and procedures, etc.
- ◆ Review generic classification descriptions and assist in developing a crosswalk from current to new classifications
- ◆ Assist in development and distribution of communication material

Time Commitment

- ◆ Regular meetings (Monthly, bi-monthly or quarterly as needed)
- ◆ Workload will vary throughout project lifecycle (e.g., heavier (e.g., 20-40hrs per month) during Tasks 1 & 2, lighter (e.g., 10-20 hrs per month) during Tasks 3-5)
- ◆ Polycom option to be made available as often as possible and practical
- ◆ Meeting preparation material to be distributed 1+ week in advance if possible

Ground Rules

- ✓ Start on time, stay on time
- ✓ Arrive on time and stay until the end.
Notify chair in advance if this will not be possible
- ✓ One at a time, no interruptions
- ✓ Share the floor
- ✓ No side-bar conversations
- ✓ Stay on topic, be constructive
- ✓ Listen actively instead of "re-loading" for your response
- ✓ Try to attend all meetings. Members may not send substitutes in their place. If it is necessary to replace a member, the appointment will be made by the Executive Sponsor
- ✓ Decisions will be made by consensus whenever possible
- ✓ Project communication via e-mail
- ✓ Project information posted on HECCP website.