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.