

Task III: Job Evaluation Study

The purpose of job evaluation is to establish the internal worth of all job classes. The basic premise of job evaluation is that, the more a job is valued internally, the more it should be compensated. Furthermore, it is a valuable tool for slotting classifications into appropriate salary grades when market data are not available for certain classifications, or for classifications that are not benchmarked.

We will revise the University's current job evaluation methodology so that it meets the needs of the University and is appropriate for the jobs included in this study.

The Human Resources Officers and others as appropriate will be responsible for reviewing and approving the final recommended job evaluations.

In summary, we will perform the following:

ACTIVITY	FLA RESPONSIBILITIES	CLIENT RESPONSIBILITIES
Review and Revise PFE	<ul style="list-style-type: none">▪ Working with the Project Team Committee, review and revised the PFE. This will involve assuring that the right factors are included, the language for each degree is clear and appropriate and the factors are weighted appropriately for the family of occupations being evaluated.▪ We will field test the instrument on a sample of existing jobs to verify that the results are valid.	
Evaluate Jobs	<ul style="list-style-type: none">▪ FLA will apply the revised job evaluation method to the benchmark jobs.	<ul style="list-style-type: none">▪ The University will apply the job evaluation method to the non-benchmark jobs.
Approval	<ul style="list-style-type: none">▪ FLA will discuss the internal hierarchy that is created within the University and modify and finalize the job evaluations as appropriate.	<ul style="list-style-type: none">▪ The University will review and approve the job evaluations conducted by FLA.