Phase 1 - Classification Study [Sample Only – For Presentation Purposes]

I - Job Family
General Categories of Work

IT Admin Support Engineering Maintenance HR

II - Classification
Distinct Levels of Work

Assistant Specialist Professional Manager Director

III - Position Specific Responsibilities
Specializations

Mechanical Electrical Civil Structural Facilities

IV - Individual Employees
Assignments for Individual Employees

Road Project Bridge Project Building

Primary purpose of the classification phase is to identify and describe the 'classifications,' or distinct levels of work.
Phase 2 - Job Evaluation Study [Sample Only – For Presentation Purposes]

Job evaluation allows an organization to identify the relative internal value of a job.
- Many options (whole job ranking, point factor, etc.)
- Pros and Cons for all methods; focus on finding the best fit for an organization

Decision Band Method of Job Evaluation™
Simple, transparent, and legally compliant

<table>
<thead>
<tr>
<th>Step 1 - &quot;Decision Bands&quot;</th>
<th>Jobs are classified into one of six different &quot;Decision Bands&quot; based on the characteristics of the decisions that a job requires.</th>
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<tr>
<td>Step 2 - &quot;Grades&quot;</td>
<td>Jobs within each Decision Band are classified into one of two &quot;Grades&quot; based on the supervisory requirements of the job.</td>
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<td>Step 3 - &quot;Sub Grades&quot;</td>
<td>Further subdivisions of jobs within each Grade based on factors such as complexity, difficulty, and skill. Often done within an occupational group or job family.</td>
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Phase 3 – Compensation Study [Sample Only – For Presentation Purposes]

Compensation phase involves the development of a new market competitive salary structure
- Results of the Job Evaluation phase are combined with market data
- Goal of building a structure that is externally competitive, and internally equitable
Today's Meeting…

Our Intent: to collect additional understanding on information provided on PDQs.

**Direction Received** - The level of direction or instruction you are given in order to perform your duties. Directions may be verbal or written, and may be contained in a manual or dictated by organizational policy and/or procedures.

**Level of Decisions** – The ability you have to change the way you perform your job, or to commit your department or the organization to a course of action. Decisions may require the interpretation of policies and procedures, or may be made in the absence of policies and procedures.

**Supervisory Responsibility** – Your level of responsibility for another persons' job performance. Supervisory responsibility may include making hiring and termination decisions, evaluating others' performance, assigning work, and/or monitoring work.

**Distinguishing Responsibilities** – The duties and tasks that are essential to your job, and are not performed by lower levels.

**Education/ Training** – The minimum level of education and/or training that you believe should be required for entry into your position. This may not be the level of education and/or training that you possess, and may be different from what the University currently requires.

**Work Experience** – The minimum amount of related work experience necessary for entry into your position.

Thanks for participating in today’s panel discussion!