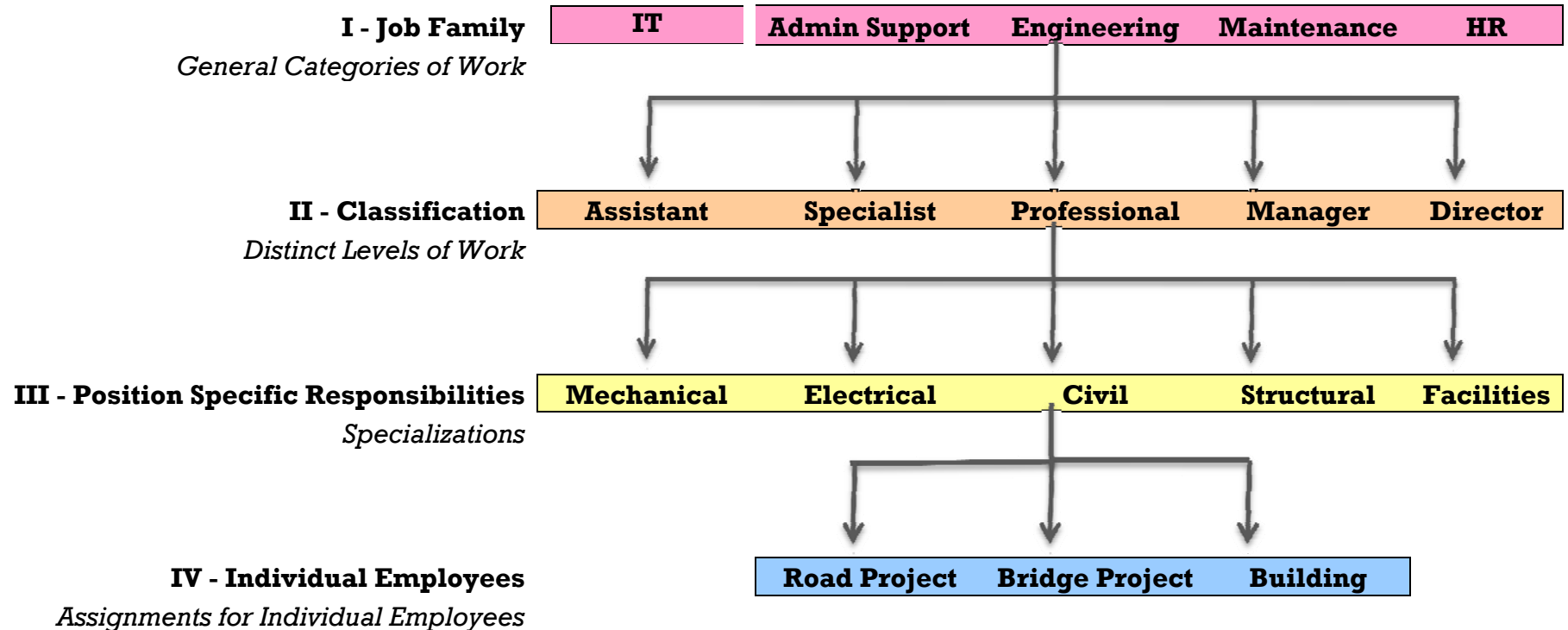


Interview Handouts

HECCP Occupational Panels

June 9 – 11

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



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

Step 1 - "Decision Bands"

Jobs are classified into one of six different "Decision Bands" based on the characteristics of the decisions that a job requires.

Step 2 - "Grades"

Jobs within each Decision Band are classified into one of two "Grades" based on the supervisory requirements of the job.

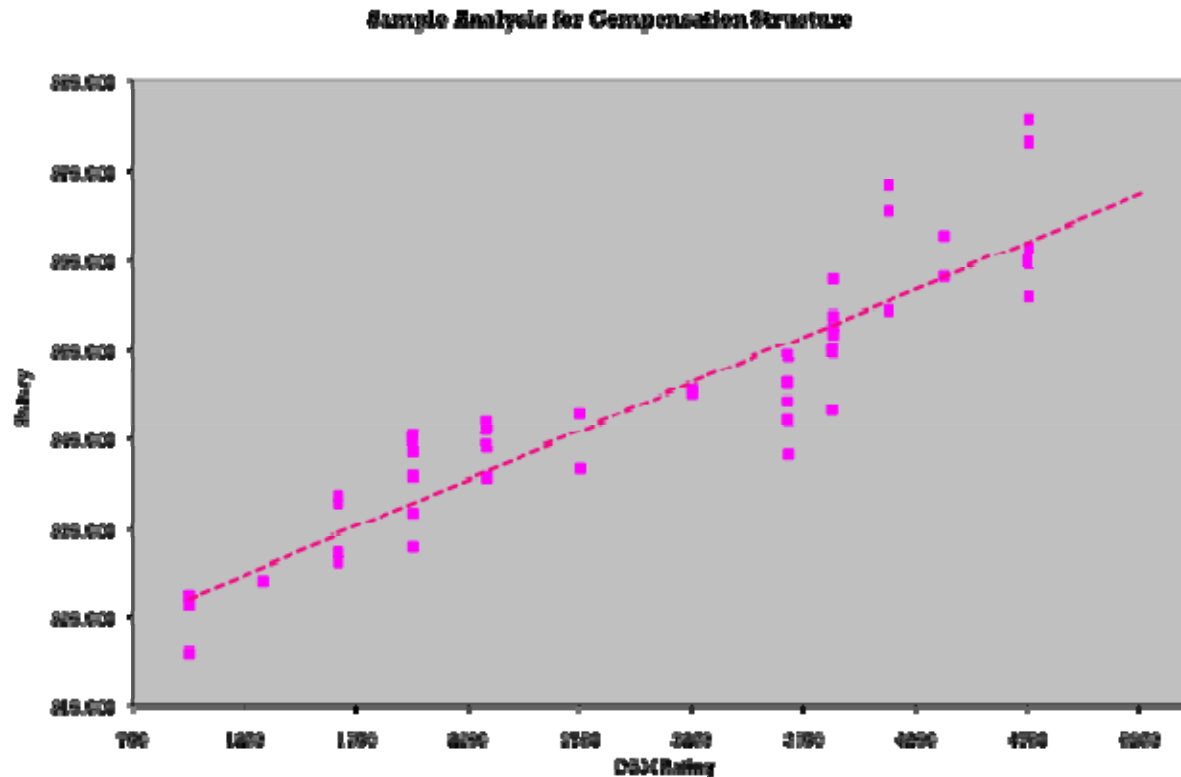
Step 3 - "Sub Grades"

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.

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!