

# Group Interview Participants

## Job Aid

HECCP Occupational Panels

June 9 – 11

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### Primary Responsibilities

- Arrive early. Arrive at the interview location **10 minutes** before your scheduled interview. **Bring the handouts** attached to this document. A room coordinator will welcome you and be available for Polycom support. (If no room coordinator is present, simply turn on the Polycom system or dial into the group interview.) The interviewer (a Fox Lawson consultant) will facilitate the meeting.
- Technical support. If you have problems connecting to the interview call **1-800-696-HELP (4359)**.
- Background noise. During the interview, please **mute the microphone** when you are not speaking.
- Relax and have fun. The meeting is informal and designed to provide *Fox Lawson & Associates* (FLA) an opportunity to ask questions that clarify information reported on the PDQs.
- Ground Rules.
  - One at a time. Given the challenge of facilitating these interviews electronically, it is important that only one person speaks at a time and no side-bar conversations. Remember to mute the microphone when you are not speaking.
  - Bucket list. There may be important questions or issues that surface from the discussion but do not relate directly to the task at hand. These items will be placed in a “bucket list” to be addressed at a later date.

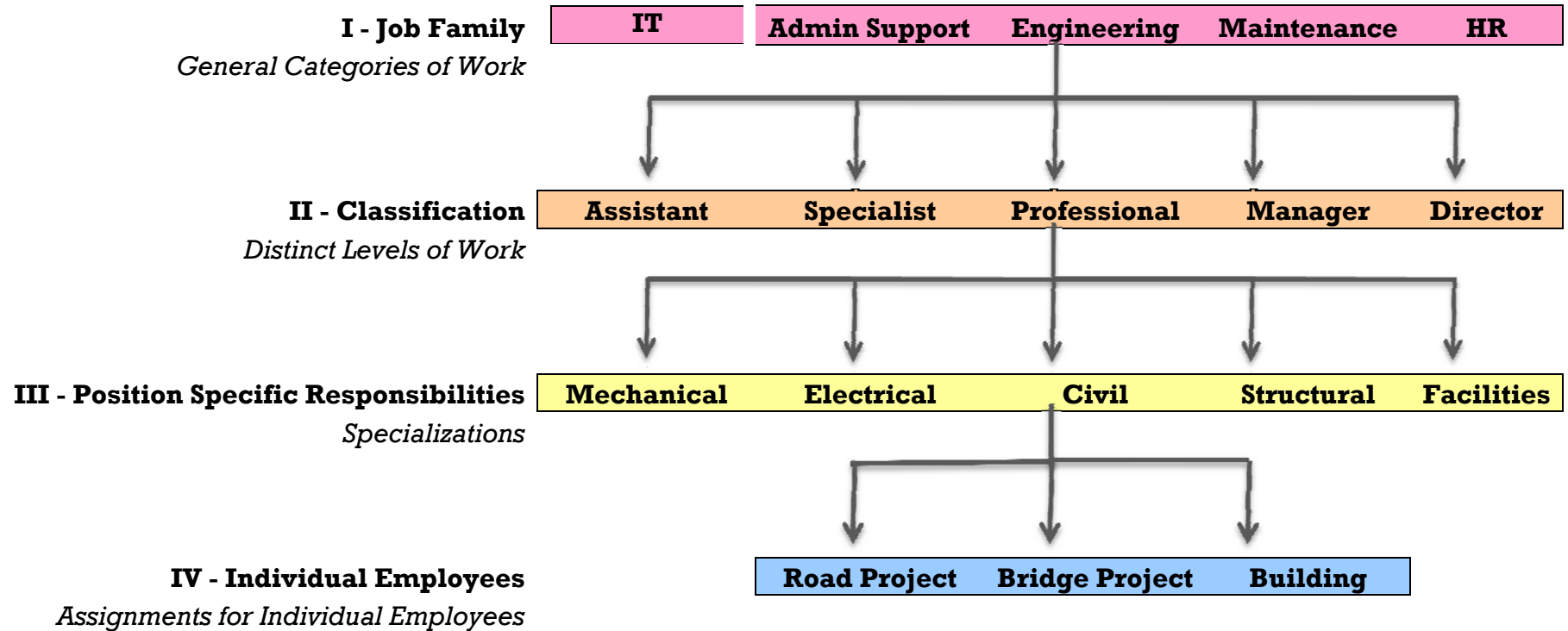
### Contacts

Contact Information		Phone
Technical Support	Technical Support	1-800-696-HELP 1-800-696-4359
Project Support	Scott Harrison, Project Leader	973-3293 (office) 838-7316 (cell)
	Amanda Dunham, Project Asst	973-3386
UMA	David Lane	621-3448
UMF	Laurie Gardner	778-7272
	Lisa Turner	778-7479
UMFK	Tamara Mitchell	834-7533
	Michelle Beaulieu	834-7821
UMM	Tom Potter	255-1221
	Joan Getchell	255-1220
UM	Michelle Wood	581-1628
	John Young	581-1579
USM	Dan Rabata	780-5486
	M.A. Watson	780-5279
UMPI	Barbara Lambert	768-9549
	Ril Stevens	768-9736
SWS	Sally Dobres	973-3372
	Kitty Armstrong	973-3369

### Resources for Future Questions

- HECCP Website <http://www.maine.edu/system/hr/heccp.php>
- Scott Harrison, Project Leader [scott.harrison@maine.edu](mailto:scott.harrison@maine.edu)
- If confidentiality is a concern, feel free to contact FLA directly at [FLAsolutions@foxlawson.com](mailto:FLAsolutions@foxlawson.com)

# 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.**

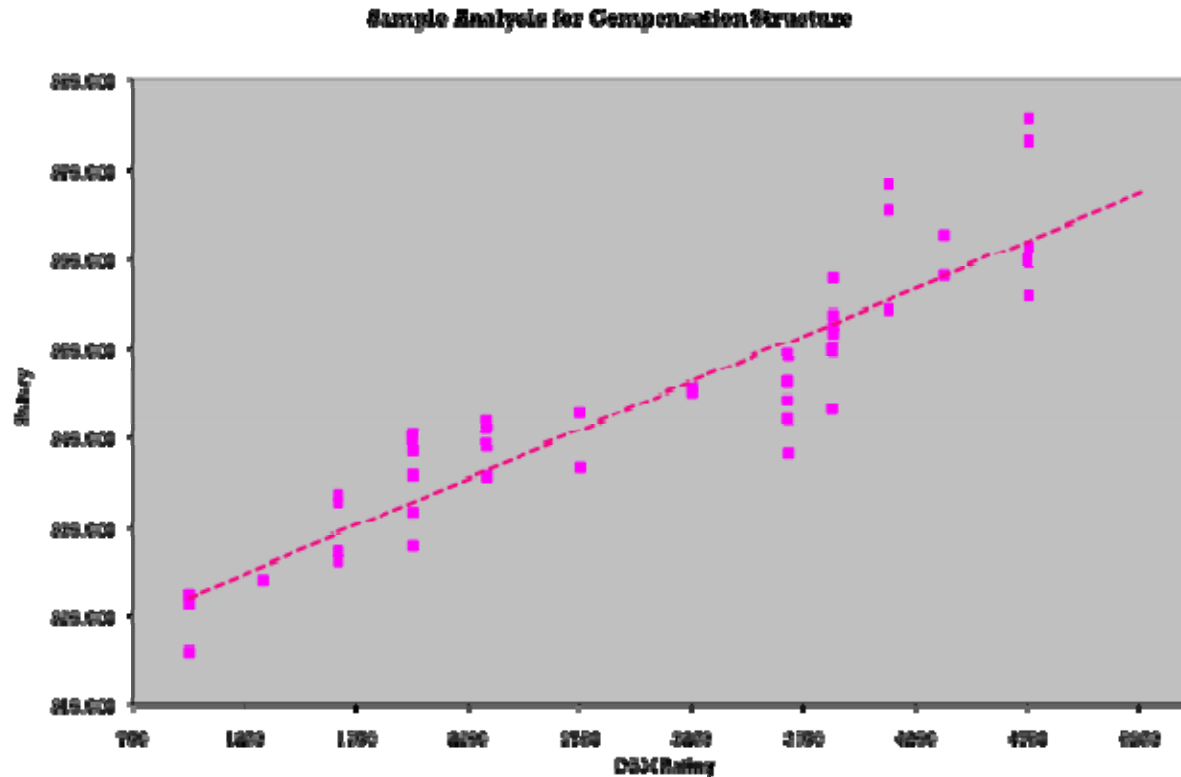
#### **Step 3 - "Sub Grades"**

**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!**