

# Room Coordinator

## Job Aid

### HECCP Occupational Panels

June 9 – 11

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#### Primary Responsibilities

- Set-up room in advance of group interview.
  - Make copies of handouts (see attached).
  - Make sure there are enough chairs.
- Welcome participants.
  - Distribute handouts.
  - Thank employees for arriving on time and taking time to participate in these group interviews.  
Purpose of the interview: to clarify / confirm information on Position Description Questionnaires (PDQ). Results will be used to construct a new and improved classification structure.
  - FLA will deliver a formal welcome and do introductions.
  - Remind participants to **mute the microphone** when not speaking.
- Turn on Polycom and/or phone.
- Provide or facilitate technical support. Tech support can be reached at **1800-696-HELP (4359)**.

#### Contact Information

Contact		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

#### Attachments

- Interview Schedule
- Interview Handouts

## Interview Schedule

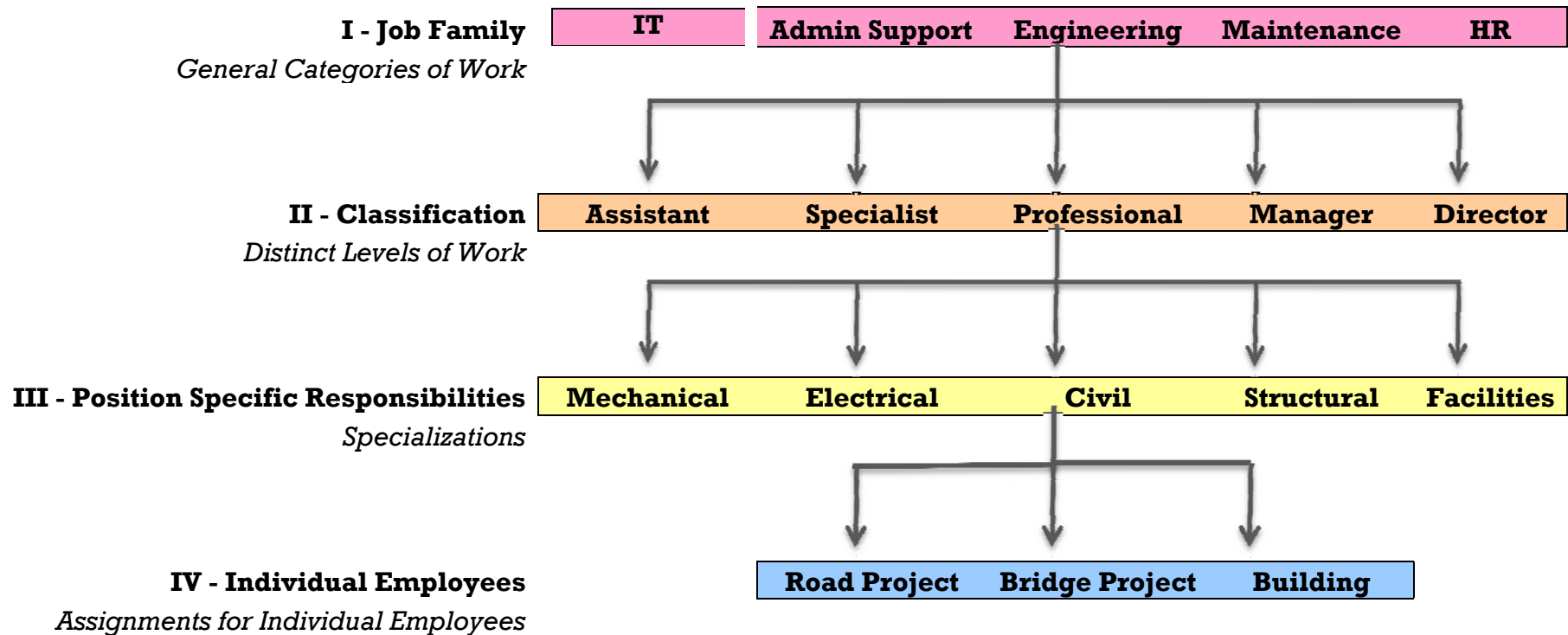
Group No.	Tuesday, June 9	Polycom Location No.	Wednesday, June 10	Polycom Location No.	Thursday, June 11	Polycom Location No.
1			8:30am-10am	3,4,6,14,24,25		
2			10am-11:30am	3,5,14,25		
3			12:30pm-1:15pm	3,14		
4	8am-9:30am	1,2,3,4,7,12,15,30				
5	9:30am-11am	3,4,6,7,12				
6	11am-12:30pm	1,3,4,7,12,30				
7	1:30pm-3pm	3,4,7,8				
8	3pm-4:30pm	1,3,4,7,12				
9			1:30pm-3pm	3,14		
10			3pm-4:30pm	3,14,,25		
11					12:45pm-1:45pm	8,9
12					2pm-3pm	9
13					8:30am-10am	3,31,32
14					10am-11:30am	3,32
15					12:15pm-1pm	3
16			1pm-2:30pm	9,10,20		
17			3pm-4:30pm	9,10,20, 33		
18			9:30am-10:15am	9,10,20		
19					1pm-2:30pm	3
20					8:30am-9:30am	9, 34
21					10am-11am	9
22					11am-11:45am	9
23	8:30am-9:30am	9,10				
24	9:30am-10:30am	5,9,10,11,35				
25	10:30am-12pm	5,9,10,13				
26	1pm-2pm	9,10				
27	2pm-2:45pm	5,9,10				
28	3pm-4:30pm	9,10,11,13				
29			8am-9:30am	9,10,18,30		
30			10:30am-12pm	9,10,15,18,20,26		
31			8:30am-9:15am	16,23,29		
32	3:45pm-4:30pm	16,28				
33			9:30am-10:30am	1,16,17,23		
34	8am-9:30am	16,17,18,19,21,28				
35	2:30pm-3:30pm	16,22,28,31,36				
36	1:30pm-2:15pm	16, 36				
37	9:30am-10:30am	16,20				
38	12:30pm-1:15pm	16,28				
39	10:30am-11:30am	16,17,20,22,31				
40					1pm-1:30pm	10,16,28,37
41					1:45pm-2:15pm	10,20,28

42					2:30pm-3pm	10,16,37
43					3:15pm-3:45pm	1,10
44					4pm-4:30pm	1,10,16,28
45			10:30am-11:15am	8,16,17,23,27		
46			11:30am-12:15pm	16,17,23,28,29		
47			1:30pm-2:15pm	16,17,23,29		
48			2:30pm-3:15pm	16,17,23,28		
49			3:30pm-4:15pm	16,23,29		
50					8am-9am	1,2,10,16,17,20
51					10:45am-11:15am	10,16
52					11:30am-12pm	10,20,27
53					9:30am-10:30am	10,16,37

<b>Group Interviewer (FLA Consultant) and Broadcast Location</b>			
	<b>Beth Ostrem</b>	<b>Devin Grdnic</b>	<b>Mike Verdoorn</b>
Tuesday, 6/9	System Office	System Office	Orono
Wednesday, 6/10	System Office	System Office	System Office
Thursday, 6/11	Orono	Orono	System Office

Loc No.	Polycom Location	Loc No.	Polycom Location
1	UMPI – Pullen Hall 213	21	UMM – Science Building Room 103
2	UMM – Powers 203	22	UMA – Exec Robinson Hall 111
3	UM – Neville Hall 252	23	System - 205
4	UMA – Civic Center 260	24	UMPI – Pullen Hall 215
5	USM – Payson Smith 304E	25	Phone-in connection 6/10/09 (Beth): 623-7411
6	UMFK – Nadeau Hall 114A	26	UMF – Exec Merrill Hall Room 103
7	System – 305A	27	UMFK – Cyr Hall Room 207
8	USM – Exec Law Building Room 703	28	Gorham campus – Bailey Hall Room 118
9	UM – Neville Hall Room 124	29	Phone-in connection 6/10/09 (Mike): 623-7412
10	System – 407	30	UMF – Computer Center 006
11	UMPI – P214 portable unit	31	UCB – Camden Hall Room 310
12	Phone-in connection 6/9/09 (Beth): 623-7410	32	Phone-in connection 6/11/09 (Beth): 623-7414
13	UMA – Katz Library 40	33	Phone-in connection 6/10/09 (Devin): 623-7417
14	System – Exec 321	34	Phone-in connection 6/11/09 (Devin): 623-7418
15	Lewiston-Auburn Campus Room 125	35	Phone-in connection 6/9/09 (Devin): 623-7416
16	UM – Neville Hall Room 244A	36	Phone-in connection 6/9/09 (Mike): 623-7415
17	UMF – Education Center 343	37	Phone-in connection 6/11/09 (Mike): 623-7413
18	UMFK – Nadeau Hall 114B		
19	UMPI – Exec Preble Hall Conf Room		
20	USM – Luther Bonney Hall 144		

**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.**

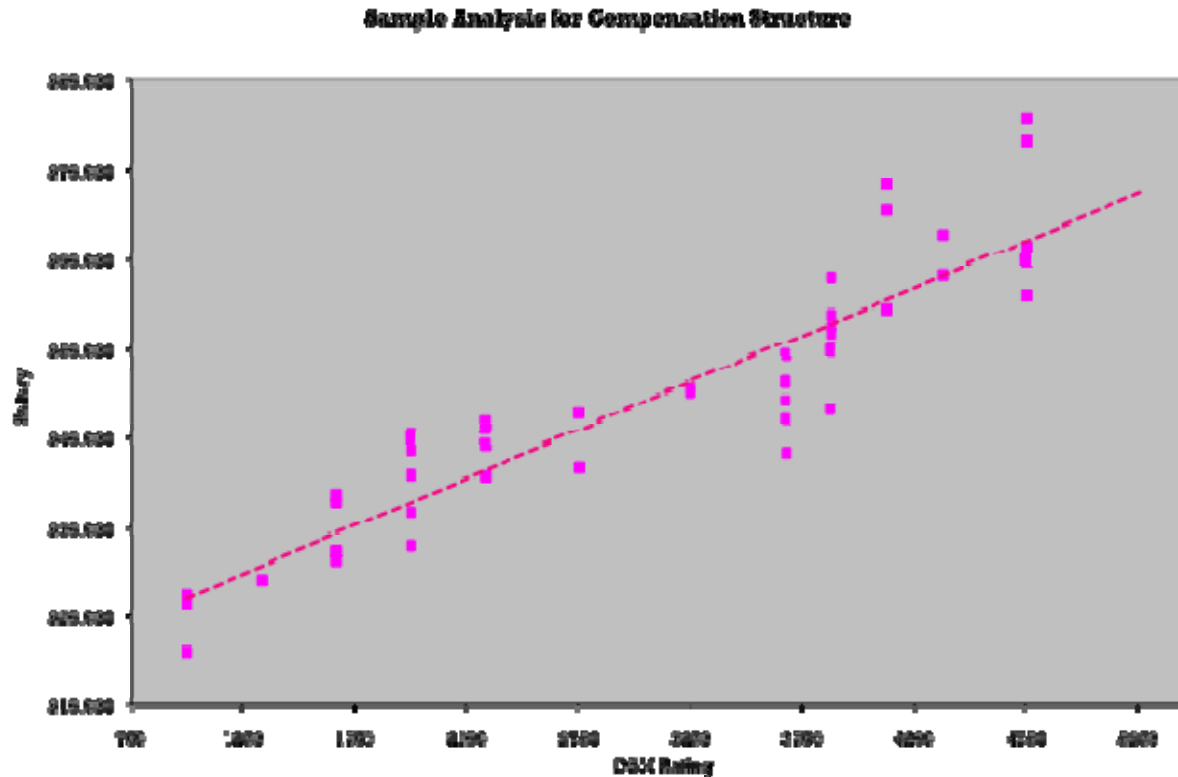
#### **Step 3 - "Sub Grades"**

**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!**