

Classification and Compensation Study

**Presentation to Employees
September 24-26, 2014**

City of Ft. Worth, Texas

Presented by:

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Today's Agenda

- About the Study
- Employee Expectations
- Job Description Questionnaire

Why Are We Doing this Study?

The City Wants to ensure that:

1. Employees are appropriately classified
2. The job descriptions accurately reflect the work performed by employees
3. The salary ranges are market competitive

The primary goal of this project is to ensure that the classifications and salary plans are:

- Accurate
- Equitable
- Market sensitive

Overview of the Study

What is included in the scope of the study?

- Job Analysis, Update Classification System and FLSA Review
- Job Evaluation
- Compensation survey, including salaries, policies, and pay practices
- Market Comparisons
- Development of new classification/compensation plans
- Development of updated job descriptions
- Review of policy and recommendations for strategic approaches to ensure sustainability
- Final Report Documenting Project Methodology and Findings

Expected Outcomes

At the conclusion of this project, Fort Worth will have:

- Updated job descriptions that accurately reflect your job responsibilities and required qualifications
- A market assessment that measures the City's market position compared to other peer employers
- Recommendations regarding potential changes to title assignments and pay grades



Common Concerns About the Study



- There will be **no decrease** in base pay
- Pay increases or reclassifications are **not guaranteed**
- **No jobs, positions, or personnel will be eliminated** as a result of this study

This is not about...

- ✗ How well people are doing in their work (job performance)
- ✗ How many people are required to do a particular job (staffing levels)

Project Timeline

We anticipate a 6 month project schedule

Project Step	Sept	Oct	Nov	Dec	Jan	Feb
Step 1: Initial Employee Meetings	■					
Step 2: Job Classification Analysis	■	■	■	■	■	
Step 3: Market Study		■	■	■	■	
Step 4: Pay Schedule Development					■	■
Step 5: Present Final Results						■

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JDQ Process

Employees Complete JDQs

- **What you do**—your major duties and responsibilities
- The **skills and abilities** needed to do your work
- The **minimum requirements and preferences** for the position—experience, education, certifications

Supervisors/
Directors Review
JDQs

- Provide comments and additions
- Can't change employee's responses

Segal Waters
conducts analysis
and develops
recommendations

- Analyze JDQ information
- Recommend title assignments
- Updates job descriptions



Employee Expectations

What Is Expected of Me?



- 1 Complete a Job Description Questionnaire (JDQ) by **October 10th**



- 2 Supervisor review: review employees' JDQs and send to designated HR Coordinator by **October 24th**

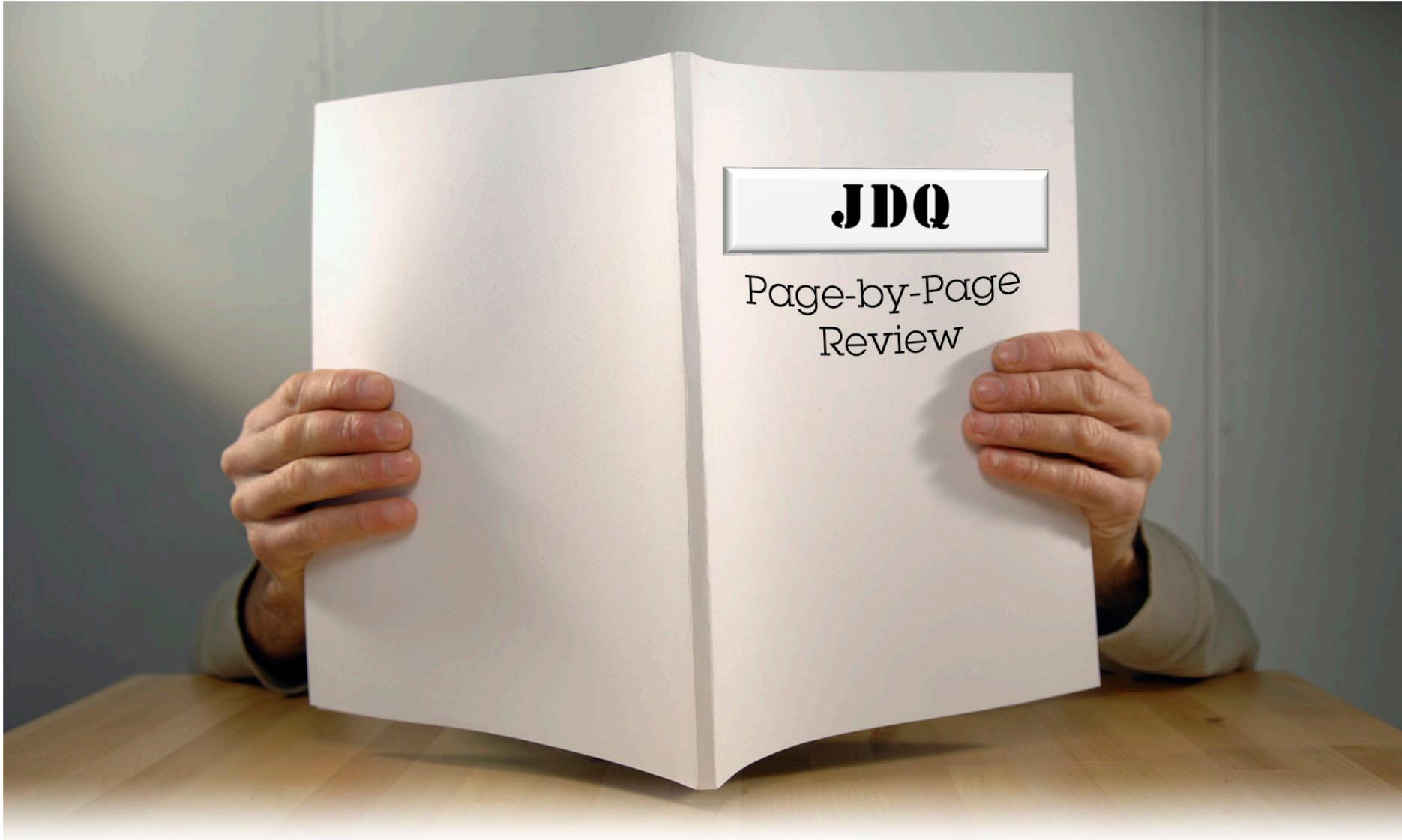


- 3 HR to send completed JDQs to Segal by **October 27th**

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The JDQ Explained



Cover Page

Your Name:	
Your Official City Job Title:	
Your Working Title (if different):	
Your Department:	
Your Division within the Dept:	
Your Work Area/Section (if any):	
Your Supervisor's Name:	
Your Supervisor's Official City Title:	
Date Prepared:	

The questionnaire is a fillable form in MS Word.

We encourage you to complete this survey electronically (in Microsoft Word). Please save the file as “[Job Title, Department, Division, Your last name, Your first name - JDQ.doc](#)”

Example: [Accountant, Finance, Utility Billing, Doe, John - JDQ.doc](#)

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Instructions

EMPLOYEE INSTRUCTIONS

1. Please read each item carefully and enter your responses.
2. We encourage you to complete this survey electronically (in Microsoft Word). Please save the file as **Job title, Department, Division, Last name, First Name - JDQ.doc**
Example: [Accountant, Finance, Utility Billing, Doe, John – JDQ.doc](#)
 - a. For multiple incumbents filling out one form, please title document with “**Job Title, Multiple Employees - JDQ.doc**” Make sure to include all incumbents first and last names at the beginning of the form in the Your Name section.
3. Email your completed JDQ to your supervisor **no later than Friday, October 10th**.

SUPERVISOR INSTRUCTIONS

1. Ensure employees complete the JDQ by the deadline.
2. Please review the employee’s answers to each question. Employee responses should reflect their **current major tasks**, not anticipated changes. Write your comments in the Supervisor Comment box provided in each section and/or use the pages provided at the end of the questionnaire.
3. Please **do not edit or change** the employee’s responses. Also, do not make any comments regarding the employee’s performance or personal capabilities.
4. Please complete your review of the questionnaire and send them to your **designated HR Coordinator no later than Friday, October 24th**.
5. We encourage you to share your comments with the employee.

Your Duties and Responsibilities

Basic Job Summary

Briefly describe the basic purpose of your job. This job summary should be two or three sentences that describe the primary responsibility and purpose of the position. The next section provides the opportunity to describe each duty and responsibility in more detail. This job description questionnaire is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.

Example: To receive and process incoming invoices in an efficient and timely manner. To assist vendors with billing questions and issues.

Your Major Duties and Responsibilities (8 pages)

Describe your actual current duties, even if they differ from your job description.

Describe the duty or responsibility that takes the greatest portion of your time each year.	
1.	
Approximate Frequency (check one)	
<input type="checkbox"/> Daily (or almost daily)	<input type="checkbox"/> Semi-Annually (about 2x a year)
<input type="checkbox"/> Weekly (or almost weekly)	<input type="checkbox"/> Annually or less often
<input type="checkbox"/> Monthly (or almost monthly)	<input type="checkbox"/> Other _____
In your opinion, what <u>knowledge, skills, and abilities</u> are needed to perform this work?	

Supervisory Responsibilities and Work Leadership

Employee Supervision

Do you have formal supervisory responsibilities over any other employees?

(You have formal supervisory responsibilities if you are responsible for signing performance reviews.)

Yes No

If Yes, indicate how many positions you supervise in each category (include both filled and vacant positions).

Employee Types	# of Positions
Labor, Maintenance, or Trades	
Office Support or Para-professional	
Professional or Technical	
Supervisors or Managers	
TOTAL	

Supervisory Responsibilities and Work Leadership

Contractor Supervision

Are you responsible for overseeing the work of contractors working onsite at Fort Worth?

Yes No

If Yes, indicate how many positions you supervise in each category (include both filled and vacant positions).

Contractor Names	Type of Work

Minimum Job Requirements

Job-Related Work Experience

1. What amount of job-related work experience did you have when you started your current position?
2. In your opinion, what is the lowest (minimum) level of job-related work experience that should be required of any new employee in this position
3. How much job-related work experience do you think should be preferred for a new employee in this position (if different from the amount required)?

Years of Experience	1.) You had when you started your position	2.) Work Requires (at a minimum)	3.) Preferred
None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Less than 1 year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At least 1 year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At least 2 years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At least 3 years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At least 4 years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At least 5 years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 years or more	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Type of Experience

List any specific types of experience you think should be required or preferred for new employees in your job. *For example: Experience resolving past due accounts*

Required:

Preferred:

Minimum Job Requirements

Level of Education

1. What level of education did you have when you started your current position?
2. In your opinion, what is the lowest (minimum) level of education that should be required of any new employee in this position
3. How much education do you think should be preferred for a new employee in this position (if different from the amount required)?

Level of Education	1.) You had when you started your position	2.) Work Requires (at a minimum)	3.) Preferred
High school diploma (or GED)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At least two (2) years of college or Associate's degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bachelor's degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graduate degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Type of Education

List any specific types of education you think should be required or preferred for new employees in your job. *For example: Bachelor's degree in Accounting, Finance, or Business*

Required:

Preferred:

Physical Requirements

Physical Demands	Description	Please Select One:
Sedentary Work	Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.	<input type="checkbox"/>
Light Work	Exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.	<input type="checkbox"/>
Medium Work	Exerting up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.	<input type="checkbox"/>
Heavy Work	Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.	<input type="checkbox"/>

Working Conditions

Working Conditions	Description of Requirement	Please Select One:
Condition 1	Positions in this class typically require fingering, talking, hearing, seeing, grasping, standing, walking and repetitive motions.	<input type="checkbox"/>
Condition 2	Positions in this class typically include Condition 1 requirements, plus stooping, kneeling, crouching, and reaching.	<input type="checkbox"/>
Condition 3	Positions in this class include Condition 1 and 2 requirements, plus climbing and balancing.	<input type="checkbox"/>
Condition 4	Positions in this class typically include Condition 1, 2, and 3 requirements, plus pushing, pulling and lifting.	<input type="checkbox"/>
Condition 5	Incumbents may be subjected to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises.	<input type="checkbox"/>
Condition 6	In addition to Condition 5 exposures, incumbents may be subjected to gases and workspace restrictions.	<input type="checkbox"/>
Condition 7	In addition to Condition 5 and 6 exposures, incumbents may be subjected to vibrations, chemicals and oils.	<input type="checkbox"/>

Supervisor's Review Section

Supervisor's Name:	
Supervisor's Official City Job Title:	

1. What do you think is the most appropriate job title for this position?

If you think the current title is the most appropriate, enter "same as current."

If this questionnaire includes responses from multiple employees, indicate the title that you think is appropriate for each individual position.

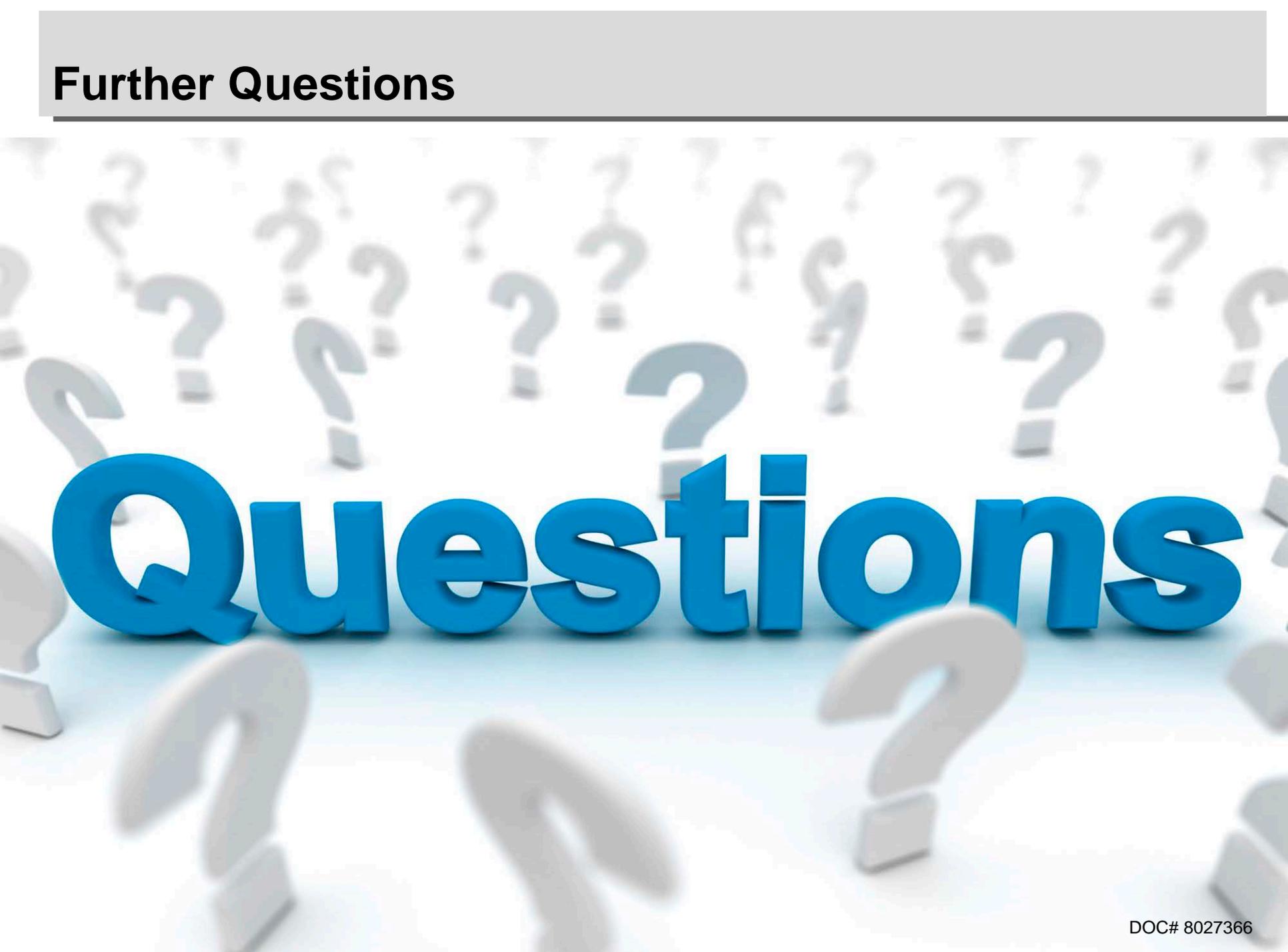
2. Please review the employee's responses and write any comments in the "Supervisor's Comments" section on each page.

We encourage you to share your responses with the employee; however, please **do not** change anything that the employee has written. Also, please do not make any comments regarding the employee's performance or personal capabilities.

3. Please tell us anything else you think we should know about this position.

Please email the completed questionnaire to your designated Human Resources Coordinator no later than **Friday, October 24th.**

Further Questions



Questions