

Pro Tech Pay Study Progress Report – June 25, 2007

- Member selection for the Professional Technical [Pro Tech] Pay Study Committee began in July 2006 and was finalized in September 2006. The number of members for the remaining pay study committees has been reduced from six to four; the number of MSEA reps from two to one. Pro Tech Committee members are Rebecca Beckett (Rockland-DHHS), Melissa Hersey (Biddeford-DHHS), Jon Klages (Augusta-Fire Marshall's Office), Jayne Winters (Augusta-Board of Nursing), and Chuck Hillier (MSEA).
- All pay study committee members, MSEA reps, and Bureau of Human Resources personnel attended a 2-day workshop in early December 2006 to become familiar with the HAY profiling and scoring process.
 - NOTE: The HAY System is a human resources tool used world-wide to determine the "measurement" of jobs on the basis of their relative contribution to the overall objectives of the organization. The four basic measuring factors are know-how, problem solving, accountability, and working conditions. HAY has been utilized by Maine state government since the 1970s; the Guide Charts, however, were revised by the Administrative Pay Study Committee in 2004 to better suit our work environment.
- The Committees have been unsuccessful in their attempts to meet with the Bureau of Human Resources because of its limited staffing and time commitments related to the recent contract negotiations. Committee members have, however, been granted leave to meet on their own in efforts to spearhead the project. Pro Tech met three times in April, twice in May, and once in June.
- April: Following the guidelines set forth by the Admin Pay Study, Pro Tech has reviewed over 450 current job descriptions and created 12 "job families" based on position commonalities, knowledge, skills (i.e., Finance, Natural Resources, Education, Human/Community Services, etc.).
- May: An e-mail survey was drafted for incumbents of each Pro Tech position with a link to their job description on the HR web site. A test run was submitted for the Finance family, covering 32 job titles and 288 employees. As of June 20, we had received 137 responses (47% return rate).
- June: The above survey method proved to be cumbersome and presented a variety of technical difficulties, so members agreed to proceed with MSEA's recommendation to mass e-mail employees and request that they complete an on-line survey. This format had been used by the Supervisory Pay Study group and resulted in a quick turn around time and excellent options for creating summary reports. The Pro Tech e-mail was sent out June 22, 2007 with a response deadline of July 13.
- Next committee meeting is scheduled for July 20, hopefully with Human Resources staff, for compilation of results and sorting for follow-up. Progress reports will be provided on the MSEA web site and in the MAINE STATER monthly.
- Future plans:
 - Rewrite/create/delete job descriptions as necessary
 - Assign HAY score to each job title
 - Assign federal Standard Occupational Classification [SOC] codes to each job title
 - Select benchmark job classifications for market pay comparisons
 - Develop pay scale
 - Finalize report and recommendations for approval from Governor and MSEA Board of Directors
 - Negotiate implementation process