

## Pro Tech Pay Study Progress Report – April 4, 2008

- The Professional Technical (Pro Tech) Pay Study Committee has met three times since its January 4 report; unfortunately, two meetings had to be cancelled because of weather. We have two meetings scheduled for April and hope to continue to meet twice monthly thereafter.
- We continue to try to contact employees to clarify job descriptions and changes that have occurred over the past few years and appreciate your patience as we review all this information. If, however, we receive no response to our requests, we are left to make assumptions about the actual tasks and levels of responsibilities. We are currently trying to finalize the following:
  - Accountant III
  - Bank Examiner
  - Contract Grant Specialist
  - Forester II
  - Lab Tech I
  - Senior Bank Examiner
  - Tax Analyst
- Rather than repeatedly make changes and review job specs via e-mail or paper copy, Committee members have opted to use a laptop computer at committee meetings, access the HR job specs, and make changes immediately. These are saved for possible reformatting, but are considered complete as far as rewrites go. This process should save considerable time.
- There have been several discussions regarding how to address various issues:
  - Several years ago, a new Accounting series was adopted by HR. Some incumbents did not qualify for the new job specs, so remain in their former classification, most likely until the positions become vacant and can be 'phased out'.
  - Nurses and teachers are currently under different pay scales than other Pro Tech employees. We hope to eliminate nursing stipends and place them back into the same general pay scale; however, "state" teachers' pay is described by statute and may need treatment outside of standard pay study procedures.
  - Supervisory positions. We have had lengthy discussions regarding what constitutes 'supervisory.' The Administrative Pay Study Committee defined supervisors as anyone who completes performance evaluations; however, there are project supervisors who oversee activities (assign duties, approve processes, etc.), but do not do the personnel evaluations. In addition, because of reductions and reorganization in state government over the past 10 years, there are now people in the Supervisory Bargaining Unit who no longer have anyone to supervise and other employees who have newly been assigned this responsibility.
  - HAY Scoring of Pro Tech and OM&S positions in relation to Supervisory. OM&S is already in the HAY process, while Pro Tech and Supervisory are still in the rewriting stages because they have more positions to review. Pro Tech is rewriting job specs by 'family' and when each is completed, will provide Supervisory with a list so that upper-level positions can be incorporated into the career ladder. We will proceed with HAY scores, but recognize they are tentative until the Supervisory aspect is properly included in the tiering.
  - Computer Use. Computers are now commonplace for most employees, although there are different levels of use and expertise required. How to address this in job specs? Are the job tasks the same, but done with a new technological process, or does the work now require additional, complex review/analysis that was not present before? In addition, there is typically an evolutionary increase in the level of job tasks because of the need for more knowledge regarding rules, regulations, etc.
  - **Additional Compensable ElementS a/k/a ACES.** These were developed in the Administrative Pay Study and take into consideration physical effort, environment, hazards, and focused sensory attention, to recognize factors which have changed because of computer use.