

Pro Tech Pay Study Progress Report – December 5, 2008

- The Professional Technical [Pro Tech] Pay Study Committee has met five times since its August 28 report; two more meetings are scheduled for December as we hope to complete job rewrites by the end of the year. Beginning in January, Committee members will assign a HAY score and federal Standard Occupational Classification [SOC] code to each job title so that benchmark job classifications can be selected for market pay comparisons. Once a pay scale is developed, a final report and recommendations will be submitted to the Governor and MSEA Board of Directors for approval. The last step – and perhaps most difficult – will be its implementation.
- As indicated in the last report, Dale Sherburne, Senior Personnel Analyst for Human Resources, retired in early October. Karen Morgan has continued to work with us and we have made tremendous progress in reviewing and revising job descriptions. Formatting is being completed by HR staff to meet ADA guidelines for web site access.
- Committee members continue to contact employees via e-mail and telephone with specific questions as they arise and have met with incumbents on several occasions, the most recent on December 5 with Emergency Communications. On December 30th, the Committee will meet with several employee representatives to rewrite job specs for the Information Technology Family.
- Rewrites for the Cultural Arts, Education/Training, Trades/Vocational, Engineering, and Planning/Marketing/Development families have been completed. The majority of Natural Resources and Medical/Health Services positions are also finished, although a few are still 'under construction' following additional employee input. The next group for review is Human/Community Services, followed by Information Technology and Forensics.
- Other items of discussion:
 - The Bureau of Human Resources has recently abolished ~140 classifications [across all bargaining units, not just Pro Tech] which had no assigned positions. There are currently 391 active job classifications in the Pro Tech bargaining unit.
 - The Committee certainly recognizes that continued downsizing in state government results in employees being assigned more tasks and assuming additional responsibility, often without financial compensation. While we are trying to address new skills in the rewrites, more of the same type of work is typically not considered a "significant change." Use of software is now an expectation in most jobs, so learning a new or advanced program is not necessarily going to change the job description or HAY points.
 - Please keep in mind that although you may not notice any major or more specific changes to some of the job specs, the Committee has reviewed each and every one of them for possible incorporation of your suggestions, as well as consistency in new language. Our goal was to capture general information and not create specific positions which might reduce your opportunity for transfer and/or advancement. Many of the tasks and responsibilities you provided are determined by agency requirements, not HR, and need to remain as such.
 - Many of you submitted requests to HR for reclassification before or since the time of our survey in June07. While your particular job may have changed and warranted an FJA, the initial job classification description may be correct or require only minor revisions. If upon review of your rewritten job specs, you still feel it does not accurately reflect what you do, you will have the option to submit, with your supervisor's approval and input, a "mini-FJA" [details will be forthcoming once the pay study is finished].

As an aside, I will be resigning from the Pay Study Committee at the end of December. This decision was not made lightly. The Committee anticipated completion by now, but after two years, I find it has become more difficult to maintain a 'balancing act' with my own job and feel it is time for me to step down. Following discussion with fellow Committee members, they have decided to not fill the vacancy as the next phase is HAY scoring, which would require individual training. As with the Admin Pay Study, I have enjoyed meeting and working with many fellow state employees. I have a much greater appreciation for what you all do and hope that your hard work and dedication will be recognized by others. Thank you for your contributions, patience, and understanding in this ongoing effort. ~ *Jayne Winters*