

## **Pro Tech Pay Study Progress Report – May 30, 2008**

- The Professional Technical [Pro Tech] Pay Study Committee has met five times since its April 4 report; the most recent of which was an all day refresher of the Hay scoring process. We continue to meet every other week with Dale Sherburne and Karen Morgan of Human Resources.
- Following a May meeting with three representatives from Maine Revenue Services to clarify changes in multiple job classifications, we have completed review/revision of job specs for the Finance and Legal Families.
- Produce Inspector II surveys will be sent to incumbents in early June; this job classification was moved from the Admin Bargaining Unit to Pro Tech, but was not on our mailing list when the original survey was initiated last summer.
- Other items of discussion:
  - HR would like to create KSA (Knowledge, Skill & Abilities) links on its web site to assist employees in their options for seeking career opportunities. These links would be included in each job specification to direct individuals to additional positions which might be of interest based on similar KSAs.
  - All job descriptions will be presented in the format that was created in the Admin Pay Study to better delineate differences in job specs and provide an overview of career ladders when applicable. We also hope to incorporate some new job titles to help clarify responsibilities.
- Please keep in mind that this is not just a pay study. Although there will ultimately be a pay comparison to the labor market, these committees have also been assigned to develop a new classification structure to better reflect current responsibilities and advances in the use of technology.