

Pro Tech Pay Study Progress Report – November 8, 2007

- The Professional Technical [Pro Tech] Pay Study Committee has met three times since its October 4 report; there are two more meetings planned for November and at least two for December. Unfortunately, Human Resources has not yet been able to join us because of staffing limitations.
- Of the 600+ paper surveys that were mailed in September to those employees without a “maine.gov” email address, we heard from <75 individuals. As indicated in last month’s report, we are assuming that no response from the incumbents indicates they are satisfied with their job specs as currently written.
- We have completed review of all job families except Regulations/Compliance and Natural Resources. To date:
 - Finance – out of 33 job titles (revised), 22 were approved & 11 require follow-up/rewrite
 - IT – out of 23 job titles, 20 were approved & 3 require follow-up/rewrite
 - Education – out of 51 job titles, 31 were approved & 20 require follow-up/rewrite
 - Legal – out of 23 titles (revised), 21 were approved & 2 require follow-up/rewrite. It is our understanding that HR is working with the Crime Lab as a group regarding several reclasses.
 - Engineering – out of 23 titles, 16 were approved & 7 require follow-up/rewrite
 - Medical/Health Services – out of 31 titles, 19 were approved & 12 require follow-up/rewrite. MSEA is working with nurses separately because of recruitment issues.
 - Planning/Marketing/Development – out of 39 titles, 26 were approved & 13 require follow-up/rewrite
 - Human/Community Services – out of 61 titles, 36 were approved & 25 require follow-up/rewrite. MSEA is working with Emergency Communications Specialists because of serious and urgent recruitment issues.
 - Trades/Vocational – out of 4 titles, 3 were approved & 1 requires follow-up/rewrite
- There are multiple group FJAs previously submitted and under appeal with HR; the Committee will work with HR on these once we begin to assign HAY scores so that they can be incorporated into the labor market pay comparison at the end of the process.
- Several employees have offered to meet with the Committee to clarify job descriptions and changes that have occurred over the past few years. MSEA will be requesting Admin Leave for these individuals so that they can meet with Committee members one-on-one. Sue Garcia and Arlene Jones met with us on November 5th to review concerns regarding Buyers and Procurement/Contract Specialists. Issues considered included 1) positions in Purchases vs. those in individual agencies and their roles in the purchasing process; 2) training requirements (federal and state); and 3) knowledge/skill sets required to do the job. Although a June 2007 Job Study for Buyer II was provided, members agreed that all purchasing job specs need to be reviewed and rewritten to outline clear differentials, with clarification of skill levels, etc.
- The Committee will be meeting with three employees on November 15 to discuss several job specs for the Natural Resources family, two from DEP and one from DMR.

MSEA will post these progress reports in upcoming issues of the MAINE STATER as well as on its web site, so that you can check on the pay study status at your convenience. We appreciate your input and patience and hope that you understand the volume and diversity of the work before us.