

## Pro Tech Pay Study Progress Report – October 4, 2007

- The Professional Technical [Pro Tech] Pay Study Committee has met three times since its August 28 report; there are two meetings planned for October and three for November. Unfortunately, Human Resources has not yet been able to join us because of staffing limitations.
- Many employees responded to the MSEA-posted August report stating they had not received the e-mail survey. We have discovered they involve ~136 positions and are not “maine.gov” addresses. Paper surveys to over 680 Pro Tech employees were mailed in September in an attempt to include these people and other non-respondents in the pay study. Compiling these results will take additional time, but the Committee felt it was important to have input on as many positions as possible, particularly those with <5 incumbents.
- In reviewing the e-mailed survey responses, please take note:
  - Some people said “NO,” the current specs did not meet their job description, but offered no explanation(s). We’re following up with most of these on an individual basis via e-mail and telephone calls.
  - If your “NO” was based purely on pay concerns, not the job specs, we made note, but considered your response a “YES” as one of the goals of this study is to address pay. The job rewrites have to be completed before we can do a pay comparison with the labor market.
  - Some “NO” responses are being considered “YES” as the duties listed are in the current job specs, although not written with department specs. Keep in mind the HR job descriptions have to encompass many agencies and can’t be limited to one agency’s area of expertise.
  - If there is no response whatsoever, we are assuming the incumbents are agreeable to the specs the way they are written.
  - If the specs accurately fit what you were originally hired do, but you are currently working out of class, it is expected you (with your supervisor’s participation/approval) will be able to address this at the end of the study by submitting a “mini-FJA.” This is a much abbreviated version of what HR usually requires and was successfully utilized in the Admin Pay Study.
  - For those individuals with FJAs pending or in the appeal process, they will likely be handled outside the pay study as they’re already with HR and will be done as part of the regular process.
- We have completed review of the Finance, IT, Education, Legal, and Trades/Vocational families, noting which job descriptions have been approved as they are and which require further investigation.
  - Finance – out of 34 job titles (revised), 20 were approved & 14 require follow-up
  - IT – out of 23 job titles, 20 were approved & 3 require follow-up
  - Education – out of 51 job titles, 14 were approved & 36 require follow-up. Teachers, Education Specialists, Librarians, & Museum Specialists/Technicians are receiving the paper survey.
  - Legal – out of 24 titles, 10 were approved & 14 require follow-up
  - Trades/Vocational – out of 4 titles, 2 were approved & 2 require follow-up
- The Emergency Communications Specialists are going to be addressed by MSEA rather than the pay study group because of the serious and urgent recruitment problems.
- 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. Because of our limited knowledge regarding information technology, Tom Maher met with us on September 20<sup>th</sup>. Issues considered included 1) decision-making authority & independence; 2) variety of skill sets required to do the job (data vs. implementation); 3) scale of enterprise (in-house department vs. multiple agencies vs. state-wide); and 4) out-dated language. It was agreed that the entire IT structure needs to be rewritten utilizing today’s terminology, outlining clear differentials, clarification of skill levels, etc. Tom will be providing the Committee members with additional information regarding this.

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.