

Pro Tech Pay Study Progress Report – August 28, 2007

- The Professional Technical [Pro Tech] Pay Study Committee has met three times since its June 27 report: once in July and twice in August, with three additional meetings scheduled for September. Unfortunately, Human Resources has not yet been able to join us because of staffing limitations.
- July: MSEA's Steve Butterfield provided hard copy survey results, grouped by job title. Committee members spent most of this time following up on 100+ incorrect e-mail addresses and other contact information for future job spec questions.
- August: Results of the survey were transferred into a spreadsheet so that we can easily sort for follow-up regarding job descriptions rewrites. Keep in mind that we're still awaiting confirmation on a few job titles, but here are some basics:
 - There are now ~400 active job titles in Pro Tech (HR has advised us of 45 from our original list that are no longer in existence, for a variety of reasons). These have been sorted into 11 "Job Families" based on commonalities, knowledge, skills required, etc. The families, number of job titles, and number of incumbents are listed below, but subject to change as we learn more about how positions have changed over the years, which may result in their being "moved."
 - Finance – 33 job titles with 402 incumbents
 - Information/Technology – 23 job titles with 364 incumbents
 - Education – 51 job titles with 454 incumbents
 - Legal – 24 job titles with 78 incumbents
 - Regs/Compliance/Inspections – 70 job titles with 291 incumbents
 - Engineering – 23 job titles with 489 incumbents
 - Human/Community Services – 61 job titles with 1890 incumbents
 - Medical/Health Services – 30 job titles with 340 incumbents
 - Natural Resources – 41 job titles with 563 incumbents
 - Planning/Marketing/Development – 39 job titles with 461 incumbents
 - Trades/Vocational – 4 job titles with 13 incumbents
- Of the 5,345 e-mail surveys we submitted, we heard from 1,669 employees, for a 31% return rate. Although somewhat disappointing, this falls within the 10-33% average survey rate return as outlined by Sommer & Sommer (1991). By contrast, the Admin Pay Study survey had about a 45% return, which was exceptional. Of the 1,669 respondents, 973 agreed with their current job descriptions while 696 did not; many of the latter provided detailed comments which will be thoroughly addressed in the coming weeks. The percentage breakdown of responses by Job Family are:

Finance - 37%	Information/Technology - 35%
Education - 20%	Legal - 58%
Regs/Compliance/Inspections - 44%	Engineering - 30%
Human/Community Services - 31%	Medical/Health Services - 15%
Natural Resources - 33%	Planning/Marketing/Development - 34%
Trades/Vocational - 31%	
- We have received 100% response for 48 job titles, 14 of which were in the affirmative and likely will not require rewrites.
- The following is a list of job titles we had no response on. Although the on-line survey is now closed, if you would like to provide information about any of these positions, please contact Chuck Hillier at MSEA or any of the Pro Tech Pay Study members (see first report for names) as soon as possible.
 - Accountant I
 - Auditor II
 - MDOT Federal Billing Examiner

- Buyer I
- Buyer II
- Procurement Specialist
- Senior Procurement/Contract Specialist

- Database Administrator
- Data Communications Tech
- Dept GIS Manager
- Info System Security Analyst
- Senior Database Analyst
- Telecommunications Coordinator

- Asst Recreational Safety Officer
- Educational Facilities Operator
- Manual Training Coordinator
- MCJA Training Coordinator
- Migrant Education Field Coordinator
- Public Health Educator II
- Substitute Teacher
- Teacher Aide
- Teacher Aide Institutional
- Teacher BS
- Teacher MS
- Teacher MS+30
- Teacher Juvenile MS+30
- Vocational Trades Instructor Juvenile BS
- Vocational Trades Instructor Juvenile MS

- Archivist I
- Archivist II
- Historic Preservationist
- Arts & Humanities Associate
- Historic Site Specialist
- Photographer I

- Attorney Examiner
- Classification Officer
- Counsel
- Dept Chief Medical Examiner
- Director State Claims Board
- Forensic Chemist Technician
- Forensic Scientist Dual Discipline
- Forensic Specialist Dual Discipline
- Identification Specialist I
- Legal Services Consultant
- Senior Forensic Medicine Tech
- Transportation Attorney

- Asst Safety Compliance Officer
- Bldg Maintenance Coordinator
- Certified Seed Specialist
- Chief Community Health Programs
- Compliance Officer
- Equal Employment Opportunity Officer
- Manufactured Housing Inspector
- Medical Review Coordinator

- Medicare Consultant
- Quality Assurance Director
- Quality Assurance Program Manager
- Quality Assurance Technician
- Quality Compliance Inspector
- Real Estate Examiner
- Regulations & Information Officer
- R/W Agent I
- R/W Agent II
- Safety Compliance Officer
- Seafood Technologist
- Senior Plumbing Inspector
- State Racing Steward
- Transportation Property Specialist

- Agriculture Compliance Officer
- Correctional Plant Maintenance Engineer
- Engineering Tech II
- Engineering Tech V
- Ferry Engineer
- Ferry Port Engineer
- Plant Maintenance Engineer

- Asst Classification Officer
- Business Enterprise Program Administrator
- Business Enterprise Program Asst
- Chaplain I
- Community Programs Coordinator
- Director Recreation
- Domestic & Sexual Abuse Coordinator
- Mental Health Worker IV
- Substance Abuse Counselor
- Veterans Claims Specialist
- Veterans Services Officer
- Volunteer Services Asst
- Volunteer Services Coordinator

- Clinical Dietetic Technician
- Clinical Dietician
- Correctional LPN
- Lab Tech I
- Nurse I
- Occupational Therapy Asst
- Physical Therapist II
- Physician Asst DHS
- Principal Health Care Specialist
- Psychologist II
- Psychologist III
- Psych Intern
- Veterinarian

- Certified Geologist
- Entomologist I
- Entomologist III
- Fish Cultural Asst Supervisor
- Fish Culturist

- Forester II
- Geologist (same as Certified Geologist?)
- Interpretive Specialist
- Marine Geologist
- Marine Resources Specialist II
- Pesticide Control Technician
- Soils Site Evaluator

- Agricultural Development Agent
- Agricultural Promotional Coordinator
- Agricultural Resources Management Coordinator
- Energy Conservation Specialist
- Forest Fire Planning/Training Coordinator
- Health & Safety Program Coordinator
- Marketing Specialist
- Resource Management Coordinator
- Statistician I
- Statistician II
- Transportation Planning Asst
- Urban & Community Forestry Program Coordinator

- Audio Visual Specialist
- Refrigerator/Air Conditioning Specialist

MSEA will post these progress reports in upcoming issues of the MAINE STATER as well as on its web site, with a direct link soon to be installed. An e-mail will be forthcoming, providing the web information 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.