

Non-Represented Classification and Compensation Study (Study) FAQ's

Why is the City engaging in this project?

It is a best practice to periodically evaluate and update classification and compensation systems. Work requirements are not static and are always evolving.

The existing classification and compensation system for non-represented employees:

- *Has not been comprehensively evaluated or updated as a whole in more than a decade.*
- *Does not consistently describe the current work of employees, nor accommodate non-supervisory professional or technical career tracks.*
- *Does not provide sufficient detail regarding the scope and degree of required supervisory responsibilities.*
- *May not reflect appropriate compensation structures for some classifications.*

My job is represented by a bargaining unit. Will I be able to participate in the Study?

No, this Study is for non-represented classifications only. Compensation for represented jobs is outlined in their respective bargaining agreements.

How long will the Study take?

The Study began in August, 2014 and should be complete by the fall of 2017.

What is a Position Description (PD)?

A PD is a comprehensive description of the work that is performed by a position, documented by the incumbent performing the work, and approved by their supervisor (in the case of a vacant or new position, the supervisor authors the PD).

What are the benefits of Position Descriptions (PDs) to employees?

Having a current, standardized format that accurately describes the duties of a position has many benefits. A PD can help:

- *Set Expectations—for work assignments and specific requirements that differentiate each position from another, even within the same classification.*
- *Receive Recognition—for unique experience, education, and skills brought by individuals to their jobs.*
- *Identify Professional Development and Training needs—provides a foundation for ongoing professional development.*

How will my PD be used in the Study?

The PD is a very critical component in this Study. It lays the foundation for how jobs in the City are classified and compensated.

Will the PD be used only for this Study?

No, PDs will be maintained for each non-rep position moving forward. At the completion of the Study, PDs will be updated during every performance evaluation, whenever requesting a reclassification, and when a new position is requested.

How will this Study benefit the City?

- *Recruitment—assists in recruiting high caliber talent.*
- *Employee Development—provides the foundation for training and succession planning.*
- *Communication—helps create an environment of communication and accountability between supervisors and subordinates.*
- *Compensation—pay program is based on accurate classifications, leading to more appropriate pay.*
- *Employer of choice—all of this contributes to an enhanced City reputation, which in turn attracts the best employees.*