

## Classification and Compensation Needs Assessment

The issue(s) described below must link directly to one or more of the criteria and you must explain how the issue(s) you are trying to resolve meet the criteria. For more information and resources go to the [HR Professional Tools](#) webpage. Contact your assigned [State HR Classification & Compensation Team](#) for assistance.

Submit completed form to the State Human Resources Enterprise Classification, Compensation & HR Analytics Team at [classandcomp@ofm.wa.gov](mailto:classandcomp@ofm.wa.gov) by **September 15, 2019**.

<b>Agency/HE Institution</b> Department of X	<b>Agency/HE HR Contact</b> <b>Name</b> John Doe <b>Phone</b> 111-222-3333 <b>Email</b> john.doe@DOX.wa.gov
<b>Agency/HE Subject Matter Expert (Must be Non-Rep)</b> <b>Name</b> Jane Smith <b>Phone</b> 444-555-6666 <b>Email</b> jane.smith@DOX.wa.gov	<b>Agency/HE Budget Contact</b> <b>Name</b> Edward Jones <b>Phone</b> 777-888-9999 <b>Email</b> Ed.Jones@DOX.wa.gov
<b>Select Criteria</b>	
Select choice(s) below. Class Plan Maintenance <input type="checkbox"/> Compression <input checked="" type="checkbox"/> Higher Level Duties <input type="checkbox"/> Inversion <input type="checkbox"/> Inequities <input type="checkbox"/> Recruitment <input type="checkbox"/> Retention <input type="checkbox"/> For descriptions and examples go to <a href="#">Classification and Compensation Proposal Process 2021-23</a> .	
<b>Class Title(s) – Complete a separate assessment for each Class Series</b>	
Class Title(s) and Class Code(s) Widget Maker 1 (001A), Widget Maker 2 (001B), Widget Maker 3 (001C), Widget Maker 4 (001D), Widget Maker 5 (001E) Positions represented by a Master Agreement? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If <b>yes</b> , list Master Agreement(s):  Widget Makers Local 23	
<b>Describe the Issue(s)</b>	
What is the issue(s) you are trying to resolve or business need(s) you are trying to meet? Be specific and descriptive. What services are provided and how they are being adversely affected?  With the recent 3-range salary increase to the Widget Maker 1 and 2 classifications through the 17-19 collective bargaining process, the salary differential between the Widget Maker 2 and the Widget Maker 3 has been reduced from 5-ranges to 2-ranges. We believe the difference in duties between the Widget Maker 2 and Widget Maker 3 are substantial enough to warrant a 3-range increase at the Widget Maker 3, 4 and 5 levels. This compression in salary is causing recruitment and retention issues as employees do not want to perform duties at the level of complexity of the Widget Maker 3 for a 2-range increase.	
<b>What Efforts Have Been Made to Address the Issue(s)?</b>	
Explain what you have tried and the results achieved (e.g. revised agency/HE work processes, organizational structures, or enhanced recruitment efforts).  In order to enhance our recruitment efforts, we have been providing employees in the Widget Maker 3, 4 and 5 levels with a 3-range increase over the pay range per WAC 357-28-095(1), which, in effect, returns the differential between the classes to 5-ranges.	
<b>What are the Proposed Changes?</b>	
Describe the proposed classification(s) and salary changes. Provide specific examples.  We propose a 3-range base salary increase to the Widget Maker 3-5 classifications to return the differential between the Widget Maker 2 and the higher levels to 5-ranges and eliminate the compression.	

<b>How Does the Proposal Resolve the Issue(s)?</b>	
Describe the service improvements you expect to see if this proposal is implemented.	
As we have not had any recruitment or retention issues before the 3-range increase to the Widget Maker 1 and 2 classifications, returning the salary differential between the levels of the series to pre-17-19 collective bargaining changes should eliminate the recruitment and retention issues we are currently facing, although paying the 3-ranges above the band has eliminated most of these issues.	
<b>What are the Impacts on Services?</b>	
Identify potential consequences if the issue(s) is not resolved. (e.g. impact on agency/HE priorities, service delivery, risk, or liability).	
Should we not be able to increase the salaries of the Widget Maker 3-5 classifications, we will be forced to continue paying the employees in the Widget Maker 3-5 classification above the range, which is not the intent of this WAC. We believe the appropriate fix is to increase the base salary 3-ranges so we can discontinue our current practice of paying over the salary range.	
<b>Agency/HE Director or Designated Approving Authority Signature</b>	
Date	Name/Title Signature

Additional Resources:

- [Inequities Tool](#)
- [Recruitment Data Tool](#)
- [Recruitment Summary Template](#)
- [Higher-Level Duties Tool](#)