

## 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> Janet Smith <b>Phone</b> 444-555-6666 <b>Email</b> Janet.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 type="checkbox"/> Higher Level Duties <input type="checkbox"/> Inversion <input type="checkbox"/> Inequities <input checked="" 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 4 (001D) 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?  During the 2019-21 collective bargaining and budget cycle, a proposal for the Department of Y-Fidget Maker 1-5 class series was supported by OFM, State HR. The Department of Y -Fidget Maker 4 class received a 2-range (approximately 5%) base salary increase. The salary ranges of the Department of X - Fidget Maker 4 (Range 44) and Department of Y –Fidget Maker 4 (Range 45) job classifications should be aligned based on the substantially similar work that is performed between these two classifications. Additionally, the knowledge, skills, abilities, and desirable qualifications for both job classes are very similar.  Duties and Responsibilities:  Although, there are some differences in duties between these two job classes, the levels of responsibility between them are substantially similar.  For example, both classes serve as experts for interpreting and applying federal and state rules and regulations regarding Department of X [a, b, c] and Department of Y [d, e, f ] services and benefits.  Additionally, both classes are responsible for collecting and analyzing specialized data and designing and developing management plans and service delivery improvements.  Similarly, the knowledge, skills and qualifications required to perform the work could easily be transferred from one job classification to the other. For example, both classes require expertise in data verification and certification from the Pie-in-the-Sky Benefits Bureau to analyze and provide services to clients.	

**Level of Authority/Decision Making** – Both classes review and audit the work of lower level classes and can modify or overturn the decisions of lower level analysts. Department of X - Fidget Maker 4's conduct federally mandated reviews of A1, B2, and C3 programs and audits the work of Department of X -Widget Maker 1 and -2 classes. Department of Y -FM 4's review federal benefit work plans developed by lower level staff and work with their supervisors to identify errors and incorrect application of federal or state regulations, lack of documentation or insufficient certification to support and payment of [d, e, f ] benefits.

Level of Accountability / Impact of Error -

Both the Widget Makers and Fidget Makers must be experts for their assigned region, and must accurately interpret and apply federal, state rules and regulations regarding benefits offered within their program units. Additionally, both classes must analyze and determine client eligibility for receiving services within federal and state laws and regulations and are fully responsible for inaccurate or incomplete distribution of federal funds.

Reporting Relationships / Supervision Required

Both classes report to equivalent-level supervisors within their organization and are fully accountable for their unit's service delivery outcomes within a specific region.

**What Efforts Have Been Made to Address the Issue(s)?**

Explain what you have tried and the results achieved (e.g. revised agency/HE work processes, organizational structures, or enhanced recruitment efforts).

Because the issues have arisen due to the increase given to the FM 4 class during the last collective bargaining process, this is the first attempt by our agency to rectify this inequity.

**What are the Proposed Changes?**

Describe the proposed classification(s) and salary changes. Provide specific examples.

Department of X is requesting a 1-range (approximately 2.5%) base salary increase for the Department of X – Widget Maker 4 (Department of X - Fidget Maker 4) class to prevent inequities between this class and the Department of Y Fidget Maker 4 (Department of Y -FM4) class.

**How Does the Proposal Resolve the Issue(s)?**

Describe the service improvements you expect to see if this proposal is implemented.

Increasing the salary of the Fidget Maker 4 will help retain Department of X employees, as we are experiencing morale issues due to the FM 4 increase. This proposal resolves the issues as it brings the WM 4 up to the same salary range as was approved during the last collective bargaining cycle for the Fidget Maker 4.

**What are the Impacts on Services?**

Identify potential consequences if the issue(s) is not resolved. (e.g. impact on agency/HE priorities, service delivery, risk, or liability).

The agency is beginning to experience a turnover issue with current staff. Three employees have left the agency to go to Department of Y as Fidget Maker 4s. We are in the process of filling our vacancies, however, if Department of X is unable to maintain staff, the agency would not be able to maintain its widget production at current levels, which is essential to meet federal mandates. Should we not meet our federal mandates, we risk losing federal funding which would result in layoffs.

**Agency/HE Director or Designated Approving Authority Signature**

Date	Name/Title Signature
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Additional Resources:

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

SAMPLE