



# **STAFF JOB REVIEW PROCESS FOR PHYSICAL PLANT**

# Goal of Presentation

- Familiarize ESG with new Job Review Program
- Define roles of employee, supervisor, OPP HR, and OHR in the process
- Obtain feedback from ESG regarding how program should be run at OPP

# Purpose of Job Review

- To evaluate a position that has experienced change or growth
- NOT a process for rewarding employee performance



# Initiating a Job Review

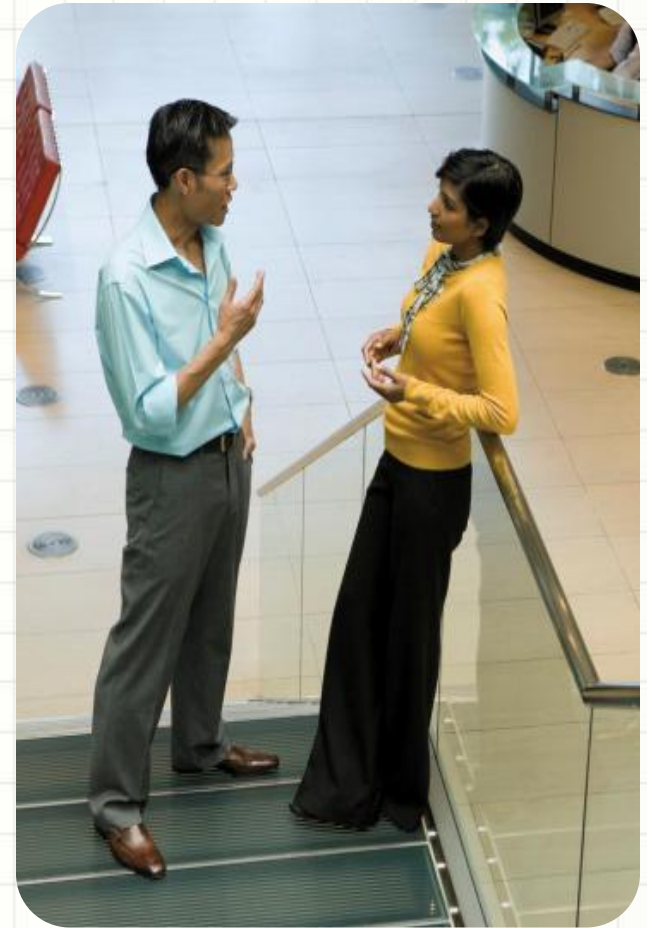
## Two Ways

--Management Initiated

--Employee Initiated

## Requires approval of:

- *Supervisor*
- *Manager*
- *Director*
- *AVP*



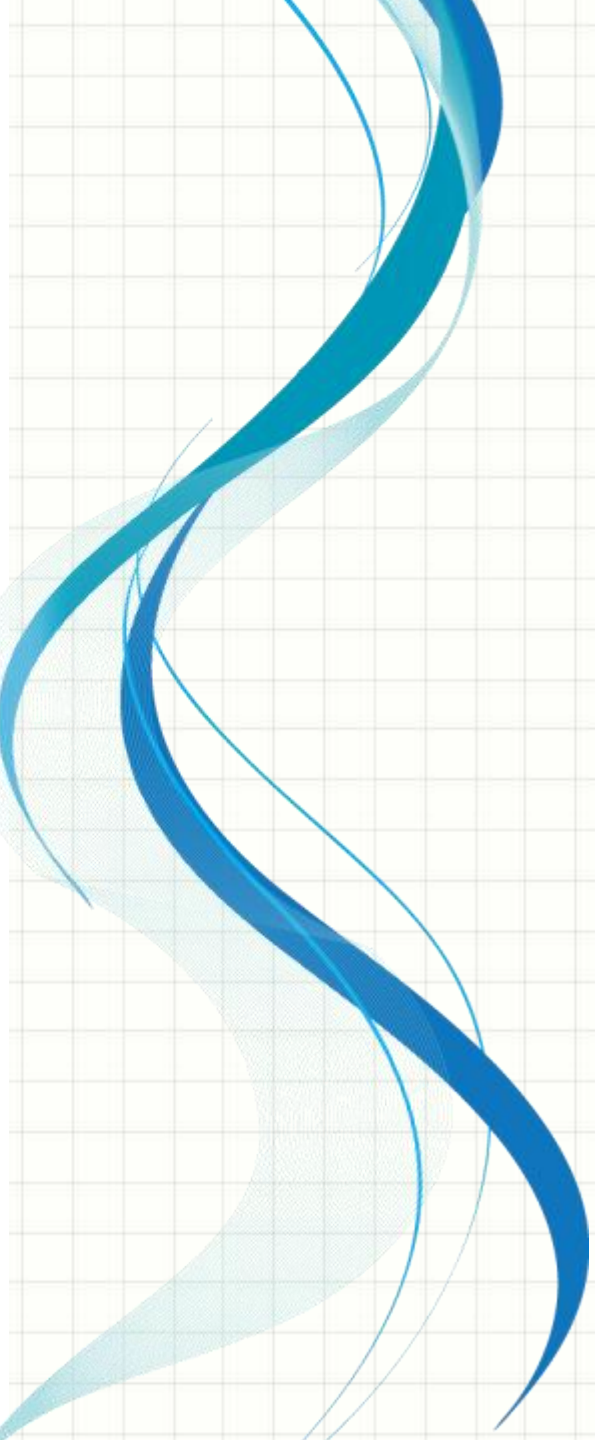


# JOB REVIEW PROCESS

- Supervisor consults with manager and director to ensure support for any significant job changes or departmental reorganization
- Employee completes Request for Staff Job Review form and updates Job Responsibilities Worksheet (JRW)
- Supervisor reviews forms and ensures completeness and accuracy, sends it through the management approval path (manager, director & AVP), and forwards to OPP HR (electronic)
- Once OPP HR receives Request for Staff Job Review form and updated JRW, a meeting with employee and supervisor will be scheduled to gather additional information
- OPP HR will analyze data and make recommendation

## JOB REVIEW PROCESS Continued

- Reviews resulting in a no increase or a one level increase will be finalized by OPP HR
- Reviews resulting in more than one level increase, a change in job profile, a within level increase, a down-grade, or a change in exemption status will be forwarded to central HR and be reviewed by R&C analyst (formerly Employment and Compensation) or Job Review Committee
- Within level increases and down-grades will be handled by R&C analyst who will respond within 30 days of receiving request
- All other changes will be handled by the Job Review Committee. This Committee will meet quarterly to review jobs. Committee will notify OPP HR of determination after their quarterly meeting
- OPP HR will notify supervisor of outcome in writing
- Appeal may be made no later than 30 days after decision



# Supervisor's Role



## Supervisor's Role

- When employee requests job review or when supervisor feels a job needs reviewed, work with employee to complete the Request for Staff Job Review Packet and update JRW
- Review the JRW and discuss with the employee any areas of disagreement or need for clarification (JRW will need modified between the employee and supervisor until it is accurate)
- Forward Request for Review and updated JRW via email through approval process (manager, director, and AVP)
- Submit the final agreed upon JRW and Request for Staff Job Review Packet to OPP HR
- Meet with OPP HR and the employee to discuss changes to the position



# Employee's Role

## Employee's Role

- Complete the JRW focusing on the following sections:
  - *Duties*
  - *Percentage of time (spent performing duties)*
  - **Competencies**
  - *New Responsibilities*
  - *Essential Functions*
    - *Those duties and tasks that are fundamental to the position. Required by the American with Disabilities Act (ADA)*
  - *Reporting Structure*
- Meet with supervisor to discuss position changes
- Meet with OPP HR and supervisor to discuss position changes



# OPP HR's Role

## OPP HR's Role

- Review the current and updated JRWs when received
- Ensure the Request for Staff Job Review Packet is accurate and complete (**will be sent back to supervisor and employee if not accurate or incomplete**)
- Meet with supervisor and employee together to discuss changes in the position
- Analyze data and make a determination; if further review is required (based on established guidelines) and if so, submit Review Packet and preliminary recommendation to R&C
- Process changes if R&C need not be involved (based on guidelines)





# Central OHR's Role

## Central OHR's Role

### R&C Analyst

- Reviews requests for exception (salary guideline exceptions), within-level increases, and downgrades.

### Job Review Committee

- Meets quarterly to review all other job reviews not handled by OPP HR or R&C Analyst including:
  - Upgrade of more than 1 level
  - Upgrade or change to a different profile
  - Upgrade that changes FLSA Exempt/Nonexempt status
  - Change to job title within HR job family

# Remaining 2011 Job Review Deadlines

OPP HR

Submission Date

Friday, Sept 2

OHR

Submission Date

Friday, Sept 30



**Q & A**  
**REGARDING**  
**JOB**  
**EVALUATIONS**

- Where will forms and procedures be located?

**OPP HR webpage titled “Staff Job Review Process”.**

- What is considered “significant change” to warrant a job review?

**If 30% of their time allocation changes.**

- Will all approved upgrades warrant an increase?

**No. Guidelines are 0-8% of salary. Reasons why it may be 0% include equity or employee already being paid at a higher level.**



- When and how will OPP HR notify supervisor and employee of status?

**OPP HR will strive to complete all job reviews within 1 calendar month from receipt. Results of OPP HR will be emailed to employee and supervisor.**

- When should a position be reviewed for an in-level increase?

**When permanent higher level responsibilities are added to the job representing at least 15% of the job but are not sufficient enough to take it to the next level.**

- What is the typical annual increase for a within-level increase?

**1%-4%**

- How often can job reviews be completed?

**An upgrade (level increase) or within level increase may only be given once within a 12 month period— NOT both within a 12 month time frame.**

- If a job is upgraded will the pay be retroactive?

**Job reviews should be submitted as soon as possible after the position changes. If the review is conducted within the same quarter it is submitted, there will be no retroactive pay. If the review doesn't take place in the same quarter due to circumstances outside of the Supervisor's control, compensation may be retroactive for a total of 1 quarter.**



**QUESTIONS?**