2010
Job Evaluation Program
February, 2010
Job Evaluation History

- Bi-weekly positions:
  - Position Description Questionnaire completed by staff member and supervisor
  - Committee consisting of peers evaluated and graded positions
  - Some frustrations with the process due to lack of supervisor input and perceived lack of consistency
Job Evaluation History, cont’d

- Exempt positions:
  - Human Resources assigned a survey code to most positions per title and brief description of duties
  - Carleton positions were compared to similarly reported positions by peer institutions
  - Occasionally additional surveys were used as necessary
  - Many positions did not have comparable data
Goals/Objectives of New Process

• Involve supervisors during evaluation process
• Internal & External equity with competitive select market comparisons
• Provide additional transparency of salary grades and ranges for open positions
• Consistency of criteria used in evaluating all positions
• All positions to have comparable salary data (previously 163 positions had no comparable data)
New Job Evaluation Program (Compease)

• Automated system that uses 10 key factors to grade all bi-weekly and exempt staff positions
• Salary ranges established for each grade, updated annually
• Customized for Higher Ed using salary survey data from our “16 select” comparison schools.
New Job Evaluation Program (Compease), cont’d

- Expanded use of salary survey data from sources beyond CUPA, Mercer and HEITS such as: Watson Wyatt, William Mercer Business Legal Reports, and Abbott & Langer AMSF to name a few
- Sample benchmark job descriptions and evaluations available
- Department of Labor Exempt Classification Test provided
How will information be used:

- As a guide for supervisors during the salary review process. Particular focus can be put on salaries that fall either above or below the desired goal, and analyzed if adjustments are appropriate or if there are particular reasons for the salary to be where it is at.

- For New/Replacement positions the Job Evaluation of position can be done with HR prior to posting position so information can be on the Hiring Approval Form as well as in the Advertisements.

- Reviewed annually during performance appraisal process.
Supervisor Review

• This is an important part of the evaluation process, it will determine final position grades

• Supervisors are asked to review how positions are currently rated and inform HR of any concerns/required changes

• Supervisors are encouraged to ask questions so they can explain both the program and process to employees
Provides supervisors with a summary of grading done during our session with the consultant and HR. Guide included to review prior grading of each factor. Grading is being done on the position, not the person in the position.
Provides supervisors with the initial grade of their positions, the corresponding *annualized* salary range and the CompaRatio of the current salary to the midpoint of the range. Goal is to be between 90-110% for seasoned individuals.
Next Steps...

• Supervisor review and returned signed form to HR by 02/19/10
• HR will make adjustments if needed and send updated spreadsheets to supervisors by 03/01/10
• Supervisors review with their staff by 03/15/10
Supervisors Review with Staff

• Schedule individual meetings with your staff members. Prepare a sheet with individual results for each member.

• Discuss how their position was evaluated and the resulted grade and salary range.

• Listen to staff feedback and document agreed upon changes if any.

• Return final form to HR by 03/15/10.
Any Questions?