Hay Group: helping organizations work

- We are global, independent, private, and wholly owned by 125 partners
- We have deep and broad experience in education and in the public sector
  - All of our work is supported by proven methodologies and comprehensive knowledge databases

Established in 1943 in Philadelphia
84 offices in 48 countries
More than 2,600 professionals
10,000 customers worldwide
Hay Group understands the issues associated with developing classification plans through the experience gained in working with a wide range of organizations in many sectors. Some of these organizations include:

- Saint Mary’s College
- University of Akron
- University of Utah
- Santa Fe Community College
- Contra Costa Community College District
- Foothill-DeAnza Community College District
- San Diego Community College District
- Cerritos Community College District
- Victor Valley Community College
- MiraCosta Community College District
- Salt Lake Community College
- State of New Mexico
- State of California
- State of Oregon
- State of Wyoming
- Contra Costa County
- City of Walnut Creek
- Orange County
- Washoe County
- Sutter Health
- Monterey Bay Aquarium
- SamTrans
Project objectives

- Assess the current job documentation, classification, and job evaluation mechanisms for all classified and faculty positions at NMHU
- Allocate employees to classifications by analyzing current job content
- Align all positions (internally equitable) based on sound principles of job evaluation and through the application of the most widely used method of measuring and classifying work in the USA
- Conduct a compensation study which reflects your strategy and focuses on comparable and relevant organizations as a basis for comparison
- Review the existing salary structure and recommend for changes as necessary
  - Based upon an analysis of internal and external data
- Internal capability to manage the plan on an ongoing basis through the training and participation of NMHU staff
- A high degree of acceptance of the project process and results through participative partnership and regular communication
Elements of effective reward plans

- Compensation Philosophy
  - Classification
    - The Description of Work
  - Job Evaluation
    - The Measurement of Work
  - Compensation
    - (Pay Structure)
    - The Value of Work
  - Pay Delivery
    - Recognizing the Performance of Work

Plan Administration
Understanding terms

**Classification**

- Developing a generic description of the major duties/tasks, knowledge, skills and abilities, and qualification requirements for a position or series of positions which are associated with a job family
  - The focus of classification / reclassification should be on whether the Classification Specification to which an incumbent is assigned is an accurate description of approximately 80% of the major duties/tasks and accountabilities of that employee’s job, and the relevant knowledge, skills, and abilities (KSA’s) and qualifications statements as required of the job in today’s environment

**Job Evaluation**

- The process of comparing the content of one position/classification relative to another based on a set of common factors
  - The focus of job measurement is on the relative weighting of positions. It can be undertaken in conjunction with classification or as a separate exercise.
Understanding terms (cont’d)

Compensation
- The determination of the relative worth of a position, both compared to others within an organization (internal equity) and to the external market (external competitiveness)
  - This can be undertaken in conjunction with either or both classification and job measurement, or as a separate exercise

Pay Delivery
- Recognizing and rewarding performance in the job
  - Measuring how incumbents meet (or not) the goals and objectives of the job as it is designed
Project work plan – 3 Phases

Phase I: Project Planning and Introductory Communication

- Explaining the aim and scope of the project – today’s meeting
- Assigning duties for both employees and management

Phase II: Job Analysis and Evaluation

- Data Gathering
- Capturing current job content
- Analyzing and measuring job content
- Developing a Classification and Job Evaluation Plan
Phase III: Compensation Analysis

- Identifying Comparator Markets and Comparator Organizations for a custom survey
- Collecting and analyzing current salaries
- Collecting and analyzing market data

Then...
- Recommendations, reporting, and implementation

Target completion date
- June, 2012
Knowing your role

**NMHU Employees:**
- Review your job documentation and complete the response forms (Option A or B)
  - All documents will be sent to each employee by email
- Fill out the appropriate response document and send the completed form to your immediate supervisor

**Managers/Supervisors:**
- Review response forms completed by all of your direct reports
- Offer feedback (as needed) and designate that you have read and reviewed the document by signing it
- Send the approved response form to class-comp@nmhu.edu
- **ALL INPUT IS DUE BY MAY 15th**
Questions