

IMSA

Classification and Compensation Study Orientation

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Today

- **Introduce Carlson Dettmann Consulting**
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- **An Ideal Compensation Program**
- **Our Approach**
- **Summary of Project Scope and Methods**
- **Timeline and Due Dates**
- **Questions**

Our Approach

- Use *objective job evaluation* to establish internal consistency
- Use *strategic market data* to pay fairly in your employment markets
- Recognize the diversity of jobs and required levels of knowledge, skills, and abilities
- Implement a new plan that will be useful (and appropriately flexible) for many years
- Stress communication with employees

Project Scope

- **Study covers approximately 215 employees**
- **Measure**
 - Job responsibilities
 - Internal comparability
 - Salary markets
- **Recommend**
 - Pay structure
 - Administration

Ideal Compensation Program

- **Supports organizational objectives**
- **Internally equitable**
- **Competitive**
- **Affordable**
- **Legal**
- **Understandable**
- **Efficient to administer**
- **Flexible**

Steps to Internal Consistency

- Job documentation
- Job analysis
- Job evaluation

Job Description Questionnaire

- This is a **critical** document
- We collect key job information
 - provided by you
- Used as a basis for job evaluation
- Review it with you today

Key Instructions

- **Each of you is responsible for your own Questionnaire**
- **If not done well, we will send it back**
- **Supervisors and department heads must review Questionnaire and any other submitted materials**

Job Evaluation

- Formal process for ordering a set of jobs, *independent of individual performance*, into a hierarchy based on the **scope or span of control** of jobs in the organization.

Evaluation Factors

- **Formal preparation and work experience**
- **Decision-making impact**
- **Thinking challenges and problem-solving**
- **Interactions and communication**
- **Work environment**

Market Measurement

- **For a sufficient set of benchmark positions**
 - **Jobs having likely market matches**
 - **Fairly stable in content**
 - **Representative of different pay and responsibility levels**
- **Gather data**
 - **Comparable organizations**
 - **Other area public employers, as appropriate**
 - **Private sector matches, as appropriate**

Employee Appeals

- **After adoption of recommendations**
 - **Criteria: gross error or substantial changes**
 - * e.g., "I think I am classified wrong because..."
- **Knowing you can appeal improves accuracy and builds integrity**
 - **May be the best possible method of creating employee acceptance**

Project Steps & Timeline

- ***January***
 - Project kick-off
 - Document job responsibilities

- ***February-March***
 - Analyze jobs
 - Evaluate job content
 - Survey Markets

- ***April***
 - Meetings to consider market and evaluation results and to look at pay plan options
 - Develop pay recommendations and administrative process

Key Project Dates for IMSA

- **Friday, February 15**
 - Employee Questionnaires due to department heads
- **Friday, February 29**
 - Questionnaires due to Roger Spayer
- **Friday, March 7**
 - JDQs due to Carlson Dettmann Consulting

Questions
