

State of Wisconsin

DOA – DIVISION OF PERSONNEL MANAGEMENT

- CLASSIFICATION AND COMPENSATION BULLETIN -

Date: April 01, 2019

Locator No: DPM-0494-CC/SC

Subject: Identification of Personnel Management
Classification Survey Needs for the 2019-
2021 Biennium

Pursuant to s. 230.09, Wis. Stats., the Administrator of the Division of Personnel Management (DPM) is responsible for maintaining and improving the classification plan to meet the needs of the state classified civil service, using position analysis methods and techniques, which includes conducting personnel management surveys of occupational areas.

DPM Enterprise is asking the regions and agencies to identify classification survey needs for the 2019-2021 biennium. Soliciting the identification of survey needs for the biennium will provide a more organized and efficient process to ensure that surveys are conducted on a thorough and methodical basis.

The survey program will focus on the occupational areas experiencing the most significant classification, compensation, recruitment, and/or retention problems. One of the primary rationales for conducting surveys is to maintain a simplified yet efficient classification structure. Simplification may occur as a result of consolidating similar titles or eliminating unnecessary levels within classification series.

After DPM Enterprise has received regions and agencies' requests for personnel management surveys, the Bureau of Classification and Compensation (BCC) will review and prioritize the survey requests and will issue a DPM Bulletin announcing the survey program and schedule for the 2019-2021 biennium. If regions and agencies are submitting multiple survey requests, please prioritize the requests in order of importance.

Regions and agencies are reminded that they should not initiate any personnel management surveys without prior authorization from BCC. Regions and agencies' requests to modify classification specifications, add class levels, or reassign the pay range assignments of classes unrelated to surveys will be evaluated on a case-by-case basis.

In order to justify regions and agencies' survey requests, please send the following information to Wil Mickelson:

1. Identify any classification, compensation, recruitment, or retention problems your region or agency has been experiencing with the classifications identified for inclusion in the proposed survey, using Attachment A of this bulletin, which are the survey problem identification guidelines.
2. Identify an Agency Survey Coordinator and provide the coordinator's name, email address, and phone number.

Please submit this information to Wil Mickelson by April 29, 2019.

Questions regarding the survey process should be directed to Wil Mickelson via email at Wil.Mickelson@wisconsin.gov or via phone at (608) 267-5169.

A handwritten signature in black ink, appearing to read 'Stacey Rolston', written over a horizontal line.

Stacey Rolston, Deputy Division Administrator
Division of Personnel Management

ATTACHMENT A

SURVEY PROBLEM IDENTIFICATION

Problem Identification Guidelines

Personnel Management Surveys are typically conducted to resolve problems that occur in the areas of Classification, Compensation, Recruitment and Retention. To help us in this survey process, regions and agencies are asked to assess whether problems are occurring in their region or agency in these areas. As an aid to you, we have listed some of the more typical problems that occur. Please note that this is intended as a guide to assist you in identifying potential problem areas only. You do not need to identify any areas where you are not experiencing problems.

1. **Classification** - within this broad area you should identify all problems you are experiencing with any aspects of the current class structure. Examples of specific problems within this broad area may include:
 - a. Changes in the technology, organization, occupation, equipment, statutory authority, etc., which are not identified in the existing class specifications.
 - b. The lack of identification of duties and responsibilities and position types or specializations in the existing class specifications.
 - c. The inability to make clear distinctions between class levels or class series based on the existing class specifications.
 - d. The presence of inequitable or inappropriate pay range alignments between positions in the same occupational area being reviewed.
 - e. Insufficient class series or class levels to identify distinctly different kinds of work.
 - f. Concerns regarding assignment to the appropriate occupational area/bargaining unit.
2. **Compensation** - within this broad area you should identify all problems you are experiencing with any of the current pay range assignments of included classes. Examples of specific problems within this area may include:
 - a. The failure of the existing classes and pay range assignments to adequately compensate for positions within the class series, within the organization, within the occupation or within the labor market.
 - b. The presence of compression between supervisors and subordinates.
 - c. The presence of other compensation issues such as hazardous duty, supplemental pay, protective service, Fair Labor Standards Act designation, etc.

3. **Recruitment** - within this broad area you should identify all problems you are experiencing with any aspects of attracting sufficient qualified applicants. Examples of specific problems within this broad area may include:
 - a. The necessity for specialized qualifications that affect the recruitment effort.
 - b. The necessity for licensure, certification or registration which affects the recruitment effort.
 - c. The necessity for the operation of specialized or highly technical equipment.
 - d. The area of competition (statewide, nationwide, etc.) required to obtain sufficient qualified applicants.
 - e. The necessity of Hiring Above the Minimum (HAM), Temporary Appointment Maximum (TAM) or a Raised Minimum Rate (RMR) to attract or retain qualified candidates.
 - f. The lack of sufficient flexibility to downgrade positions for developmental purposes.
4. **Retention** - within this broad area you should identify all problems you are experiencing with any aspects of retaining qualified employees. Examples of specific problems within this broad area may include:
 - a. The rate of turnover or number of vacancies.
 - b. The inability to retain senior level staff.
 - c. The presence of pay compression (see 2b).
 - d. The lack of advancement opportunities within a classification series.
 - e. The inability to retain staff due to low salaries.
5. **Other** - within this area you should identify any other problems you may be experiencing which are not addressed above.