P&S Classification & Compensation Review Project

Update
January 4, 2017
Current P&S Class/Comp System

The current P&S Classification & Compensation System was developed over 20 years ago

<table>
<thead>
<tr>
<th>Position Descriptions</th>
<th>Job Classifications</th>
<th>Pay Grades</th>
<th>Pay Delivery</th>
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</thead>
<tbody>
<tr>
<td>Over 3,000 position descriptions exist</td>
<td>About 400 job classifications exist, and each position description is assigned to a job classification</td>
<td>ISU has twelve pay grades</td>
<td>ISU does not have the tools to fully utilize typical salary actions such as market adjustments, job family progressions, and promotions</td>
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<td>Position descriptions are narrowly written and often describe the work of an individual</td>
<td>Many job classifications are outdated and do not capture the work performed by all roles at the University</td>
<td>Each job classification is assigned to a pay grade</td>
<td>The primary promotion opportunity is through job reclassification</td>
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<td>Many describe the same or similar work being performed across departments and colleges</td>
<td>Job classification additions and changes require approval by the Board of Regents</td>
<td>For some job classifications, the pay ranges are no longer aligned with the market</td>
<td>Pay policies and procedures do not promote competitive pay for attraction and retention</td>
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<td>Difficult to compare content differences</td>
<td>Administrative burdensome to maintain</td>
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IOWA STATE UNIVERSITY
University Human Resources
Moving to Future State

**Current State**

- Position Descriptions: Each unique job documented
- Pay Grades: Jobs and salary ranges aligned with market pay levels
- Pay Delivery (inconsistent)

**Future State**

- Updated Job Descriptions
- Market-based Salary Structure and Job Placement
- Pay Delivery (consistent)

Updated Job Descriptions

- Consistent pay delivery guidelines that support ongoing administration
Updating the P&S Class/Comp System

Process Overview (timing June 2017 to October 2018)

Job Review
- Assessing type of work being performed by each position (JPT)

Pay Structure
- Market-based compensation ranges

Job Evaluation
- Place benchmark jobs in ranges
- Slot non-benchmark jobs
- Confirm employee alignment to appropriate job

Pay Delivery
- Guidelines which support consistent administration
- Merit increases
- Promotions
- Market adjustments
- Job family progression

Job Documentation
- Written job description for each unique role

Market Pricing
- What does the external market pay?
Update - November thru December 2017

• Job Documentation and Review phase completed
  • Culmination of Job Profile Tool collection, analysis, and documentation
  • Outcomes are not set in stone – will be an ongoing process as exploration of P&S jobs continues

• Working with Extended Project Team and other campus partners to continue job exploration and initial structure design

• Will begin Market Pricing and Pay Structure Development Phase in January
Questions?

Visit Us Online!

Classification and Compensation Review
(http://www.hr.iastate.edu/ccreview)