P&S Classification and Compensation Review Project

P&S Council Seminar Series – Open Forum
October 10, 2017
The current P&S Classification & Compensation System was developed over 20 years ago.

- Over 3,000 position descriptions exist.
- Position descriptions are narrowly written and often describe the work of an individual.
- Many describe the same or similar work being performed across departments and colleges.
- Difficult to compare content differences.
- Administratively burdensome to maintain.

- About 400 job classifications exist, and each position description is assigned to a job classification.
- Many job classifications are outdated and do not capture the work performed by all roles at the University.
- Job classification additions and changes require approval by the Board of Regents.

- ISU has twelve pay grades.
- Each job classification is assigned to a pay grade.
- For some job classifications, the pay ranges are no longer aligned with the market.

- ISU does not have the tools to fully utilize typical salary actions such as market adjustments, job family progressions, and promotions.
- The primary promotion opportunity is through job reclassification.
- Pay policies and procedures do to promote competitive pay for attraction and retention.
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)**: Consistent pay delivery guidelines that support ongoing administration

**Future State**

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

University Human Resources
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)
- **Market Pricing**: What does the external market pay?
- **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

Written job description for each unique role
### Job Family Career Ladder

#### Finance – Controller/Accounting

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<thead>
<tr>
<th>Support</th>
<th>Professional</th>
<th>Management</th>
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<tr>
<td><strong>Senior—</strong>&lt;br&gt;Accounting Specialist Senior&lt;br&gt;Accounts Payable Specialist Senior&lt;br&gt;Accounts Receivable Specialist Senior</td>
<td><strong>Advisor/Advanced—</strong>&lt;br&gt;Account Advisor&lt;br&gt;Accounting Advisor&lt;br&gt;Cost Accountant Advisor</td>
<td><strong>Director—</strong>&lt;br&gt;Director Controller&lt;br&gt;Director Cost Accounting&lt;br&gt;Director Financial Shared Services</td>
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<td><strong>Experienced—</strong>&lt;br&gt;Accounting Specialist II&lt;br&gt;Accounts Payable Specialist II&lt;br&gt;Accounts Receivable Specialist II</td>
<td><strong>Senior—</strong>&lt;br&gt;Accountant Senior&lt;br&gt;Cost Accountant Senior&lt;br&gt;Payroll Administrator Senior&lt;br&gt;Payroll Consultant Senior&lt;br&gt;Senior Cost Accountant</td>
<td><strong>Senior Manager—</strong>&lt;br&gt;Senior Manager Accounting&lt;br&gt;Senior Manager Controller</td>
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<td><strong>Entry—</strong>&lt;br&gt;Accounting Specialist I</td>
<td><strong>Experienced—</strong>&lt;br&gt;Accountant II&lt;br&gt;Payroll Administrator II&lt;br&gt;Sox Analyst II</td>
<td><strong>Manager—</strong>&lt;br&gt;Manager Accounting&lt;br&gt;Manager Cost Accounting&lt;br&gt;Manager Financial Shared Services&lt;br&gt;Manager Payroll&lt;br&gt;Manager Sox Compliance</td>
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<td><strong>Entry—</strong>&lt;br&gt;Accountant I&lt;br&gt;Payroll Administrator I</td>
<td><strong>Supervisor—</strong>&lt;br&gt;Supervisor Accounting&lt;br&gt;Supervisor Accounts Payable&lt;br&gt;Supervisor Accounts Receivable&lt;br&gt;Supervisor Payroll</td>
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Questions?

Visit Us Online!

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