Division of Human Resources

Advisor

A Publication of the Department of Personnel & Administration

March 2010

Information for Human Resources and Business Risk Professionals in the Colorado State Personnel System

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Meet & Confer Scheduled for Annual Compensation Survey Process

The proposed survey process for the FY 2011-2012 Annual Compensation Survey is published on the DPA/DHR Web site under http://www.colorado.gov/dpa/dhr/TotalComp. Two sessions are scheduled to meet and confer on the proposed annual compensation survey process and the selection of surveys: **Tuesday, March 30th, 9:00 a.m., room 220 and Monday, April 5th, 3:00 p.m., room 318**. Both sessions will be held at the Centennial Building, 1313 Sherman Street, Denver, CO 80203.

Written comments regarding the proposed survey process and selection of surveys will be accepted through **April 12, 2010.** Submit comments to Kristi Rudy, DPA/DHR, 1313 Sherman Street, First Floor, Denver, CO 80203; fax to 303-866-2458; or e-mail to job.eval.comp@state.co.us.

FY 2011-2012 Annual Compensation Survey Benchmark Selection Project

The Department of Personnel and Administration (DPA), Division of Human Resources (DHR), is constantly looking for ways to improve the annual compensation survey process. In response to recommendations from the 2009 audit of the annual compensation survey process and in partnership with COWINS and ACSPP (Association of Colorado State Patrol Professionals), DPA will be implementing changes to job benchmark selection. The specific purpose is to select appropriate benchmarks for comparison to similar jobs in the State's competitive and comparable labor market.

DPA/DHR will be holding a focus group meeting with HR professionals representing state departments and higher education institutions statewide. Members of the focus group will be responsible for serving as experts on job classes, functions, and organizational structure in their departments; providing information on recruitment and retention patterns; identifying the labor market pool from which jobs are recruited from or lost to; and, assisting in developing and reviewing job capsules used for matching the State's benchmark jobs to survey benchmarks in the market. Volunteers for the focus group were requested at the February HR Director's Forum and via email. Focus group candidates have been contacted.

Any questions should be directed to the Compensation Unit by contacting Kristi Rudy at 303-866-4236 or kristi.rudy@state.co.us.

Personal Services Contracts – Personnel Certification Program Training Set for April

Level I training session is basic training on personal services contracts. Topics include what you need to know to begin reviewing personal service contracts, the requirements for HR professionals, an overview of applicable statutes and Director's Rules, flow charts of the contract review process, and the basics for determining independent contractor status. Class is scheduled Friday, April 9, 2010, from 8:30 a.m. to 4:30 p.m., at 1313 Sherman, Room 220.

Level II training session is advanced training focused on the required elements of cost comparisons and completion of the cost comparison form, as well as the appropriate application of pertinent statutes and Director's Rules. Class is scheduled Friday, April 30, 2010, from 9:00 a.m. to 3:00 p.m., at 1313 Sherman, Room 220.

Please note that we are using CO.Train for the registration process. Please follow the instructions below to register for either of these training classes.

How to Register in CO.Train:

1. Log into www.co.train.org using your name and password.
2. Enter the course **ID# 1021152** in the "Search by Course ID" box.
3. Click on "**Personal Services Contract Training**"; this will bring up the description of the training.
4. Click on "Registration" to register for a session.

Please follow the instructions below to create a User Account in CO.Train:

1. Go to www.co.train.org .
2. Click the "Create Account" button (half way down the left hand side).
3. Enter your personal information, clicking "Next" at the completion of each page.

If you are having any problems or need assistance with CO.Train, please contact Carmen Schrimpscher at Carmen.Schrimpscher@state.co.us

Working Outside of Class – What does it mean?

What does it mean to be working outside of class? This is a question that has been asked more frequently, especially when hiring and allocation freezes and layoffs are a reality. In fact, all of us will work outside our classes at one point or another on a temporary basis. Director's rule 2-7 stipulates that if an appointing authority makes substantial and permanent changes to the assignment of a position, the appointing authority must send the updated job description or position description questionnaire (PDQ) to the HR office for review within six months. There is a misconception that this rule demands that if an employee has not received a promotion for doing new or more duties within six months that they are not required to perform those duties. That is simply not true.

Under Director's rule 1-9 the appointing authority has the legal authority to "define the job". This means that the appointing authority can change a position's duties at any time, based on business need. Only the appointing authority has the legal authority to change and define the assignment of a position within his or her span of control. Director's Rule 2-7 simply guarantees that when an appointing authority decides to permanently alter a job assignment, he or she must send the updated PDQ to the HR office within six months.

These days, the need for employees to take on more work is a reality and often a business need. When vacant positions are not being filled, due to a hiring freeze and budgetary constraints, this creates more work for employees to complete. A temporary (not meant to be permanent) assignment of more of the same type of job duties does not warrant an official revision of the PDQ or subsequent HR review. If additional duties are permanently assigned to a position that are similar in scope and responsibility to existing duties, then an update to the PDQ may be in order, but not necessarily a reallocation. Volume or "more of the same" is not a basis for allocating a position to a higher class. Further, if a position permanently takes over some duties or tasks that were previously performed by a position in a higher class, it does not necessarily mean a higher class for the position now assigned the duties.

When there are significant and permanent changes made to a position by the appointing authority that would warrant a possible reallocation, there may be valid reasons why an action is not processed right

away, such as lack of budget or a hiring or allocation freeze. The General Assembly recognized that actions can be delayed for a number of reasons when it passed the statute decades ago stating that there would be no claim to any salary increase until more than 12 months have passed between the effective date of the allocation and the date the official request for a review was received by the HR office.

The lack of budget or authority to process allocations does not stop the need to assign, shift, or even create new duties that must be performed within existing resources and staff. It is the employee's responsibility to perform the assigned job duties of their position and it is the appointing authority's responsibility to ensure that goals and expectations, along with any tools or training needed to meet those goals are provided. Whether or not a specific task is in a position's PDQ does not preclude the appointing authority from assigning and expecting the employee in the position to perform the duties.

What if the work unit, division, or department is reorganizing and job duties are unknown for over six months? The six months referenced in Director's rule 2-7 applies when permanent changes are made to the job assignment – not for temporary, unknown, or prospective job duties. In reorganization, it is recommended that the appointing authority complete and implement all changes before finalizing the PDQs. Once the appointing authority has decided on the permanent changes, the PDQs must be sent to HR within six months.

With freezes and layoffs a part of our reality, it is important for everyone to remember that we still need to perform our assigned duties, even if it is more than we used to do. We are all in this together and regular communication and performance planning is even more important than ever.

For further guidance, please contact Kirsten Jahn-Elfton at kirsten.jahn@state.co.us or 303-866-4231.

Now More Than Ever Working Together Needs Your Help

Although the holiday season has passed, the applications to Working Together from state employees in need are still above average. A number of convenient methods are available to make tax-deductible donations: direct payroll deduction, Colorado Combined Campaign (#1300), electronic fund transfer for Credit Union of Colorado members, and direct donation by check.