

## Employee Relations Responses to Pete Patten's concerns

**Length of Time:** The length of time to complete an audit is dependent upon several factors. A title change for a position may take one week. A job audit that requires meetings with the incumbent, supervisor and analysis of several other positions take much longer. It is also dependent on how many audits are in and the number in front of the audit submitted.

Since 1/24/96-present we have processed 965 audits. Employee Relations has one primary person performing these audits. They also perform recruitments as their other job assignment. Many audits are completed within 1 to 3 months. Data above 3 months is below:

2017-present

4 months for decision- 10 audits

5 months- 5

6 months- 8

7 months- 6

8 months- 6

**Retroactive Pay:** We do not do pay for approved reallocations retroactively.

12. Inform Department Head and Employee of approval or denial. Notification of approval to include title, range, step and effective date of reallocation/reclassification with copies to payroll, Department of Administration Administrative Assistant, Human Resources Specialist, Enterprise Budget Analysts, Employee Group or union. The effective date of an approved reallocation/reclassification will be the beginning of the pay period after the reallocation/reclassification was approved. The effective date of a reallocation/reclassification for a position in which the incumbent has submitted their intention to resign/retire will be the date upon which the position becomes vacant.

### Past Practices

#### Reclassifications/Reallocations totals per year

2011- 32

2012- 50

2013- 47

2014- 53

2015- 71

2016- 66

2017- 85 (6 reclassifications were denied)

2018-81 (3 reclassifications and 1 reallocation were denied, no appeals)

2019- 51 (through Oct 24, 2019)(1 reallocation denied-appealed to P&F)

The policy was updated in 5/2018 and added in the audit form. In 9/2018 the grid for analytical skills, decision making, etc... was added to the form. This was added in an effort to speed up the review process by obtaining this data in advance of meeting with the incumbent.

### Internal Equity

As described at the prior P&F meeting we review classifications within the current pay range first and go up from there if the position is found to be mis-classified. The other managerial positions within

Administration have been historically placed higher as they have different requirements and levels of responsibility from the Printing & Services Supervisor position.

**Director, Manager, Supervisor**

We have not differentiated managers from supervisors in terms of higher/lower level. We review the job assignments that are assigned within the position. We would certainly be open to a retitle of the position to Printing & Services Manager. The term Manager in itself does not warrant a reallocation, again it is the duties assigned to the position.

**Reallocation vs. Reclassification**

When a positions duties have not significantly changed (more than 51%) the audit is done as a reallocation. Pete's duties did not significantly change so this was properly processed as a reallocation. The determination of reclassification or reallocation lies within Employee Relations not the employee. Both audits are conducted in the same manner so a reclassification audit is not a quicker procedure than a reallocation.

**Issues with Reallocation memo from Employee Relations**

Nothing further to add. The audit in Employee Relations was done according to the Administrative Practices Manual. Kate Hattery was provided the information in Pete's document and has provided you her recommendation.