



## MEMORANDUM

**TO:** All Managers

**FROM:** Brender L. Gregory, Director, Department of Human Resources

Natasha N. Campbell, Director, Office of Labor Relations and Collective Bargaining

**DATE:** February 1, 2010

**SUBJECT:** Classification and Compensation System Reform

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In October 2009, the District, in conjunction with the LMTF, launched the Classification and Compensation Reform Project. Phase I of the project, classification, is currently in progress. We also are beginning Phase II, compensation. Phase II will replace the District's current compensation system with a new system that supports the District's strategic goal to attract, develop and retain a well-qualified and diverse workforce.

### **A New Compensation System**

The purpose of this project is to replace the District's current classification and compensation system with a new system that better meets the District's current and future needs. This new system will be easy to administer, will be flexible to accommodate changes in classifications, and will be modernized to reflect HR best practices.

The new classification and compensation system will provide the District with several key enhancements. It will:

- Be a completely new and modern automated system tailored to the needs of the District
- Assist supervisors in setting performance goals based on accurate, clearly-defined job attributes
- Ensure District compensation is appropriately market-based as well as internally equitable and fiscally sound.
- Increase HR effectiveness and efficiency for the District and its agencies by linking directly to existing PeopleSoft processes.

This entire project is expected to be completed by the end of September 2010. Your Director has already received information about this project and briefing sessions have been held with HR Advisors, Labor Liaisons, Agency Chiefs of Staff and appropriate Labor Leadership.

### **Your Role in the Compensation Phase**

You played a key role in the Classification Phase of this project by completing and working with your employees to complete, the JAQs. As we begin the Compensation Phase, your positive support is essential and will benefit all employees as they learn about this project and how it will impact each of them individually. As a manager, you may be asked to help communicate important information to your employees, and answer their questions regarding the new program. We are committed to providing you the information you need.

Over the course of this project we will provide periodic updates through the intranet page dedicated to the project at <http://dchr.in.dc.gov>, or [www.dchr.dc.gov](http://www.dchr.dc.gov) under the heading *Services*. If you have specific questions about this project, please submit them to the confidential mailbox established specifically for this project, [classificationreform@dchr.dc.gov](mailto:classificationreform@dchr.dc.gov).

Thank you for your continued support of the Classification and Compensation Reform Project.