



District of Columbia Classification Reform Project Frequently Asked Questions – Glossary

(Last Updated 6/5/13)

A

Allocation of Employees

The process for assigning current employees from their current position descriptions to the new job specifications based on current duties and responsibilities, title, level and grade.

B

Base Salary

The fixed compensation paid to an employee for performing duties outlined in their specific job specification. The compensation is reflected as an annual salary based on 2080 hours worked annually or pro-rated thereof.

Benchmarking

A process used by organizations to determine the practices of comparator organizations. Published salary survey sources and custom studies are used to match organization jobs, and compensation information for jobs with similar duties and responsibilities.

Benchmark Jobs

A representative sample of jobs throughout all functions and grades for which an externally competitive pay value has been and/or can be determined.

C

Career Ladder

When employees occupying similar positions are hired at less than full performance level and are all given grade-building experience such that each may be promoted as he or she qualifies and demonstrates the ability to perform at the next higher grade level, and where there is sufficient work at

the full performance level for all employees who qualify and who are performing the work at a given time.

Career Path

A career development opportunity that allows an employee the mobility to progress either in one job or through a series of jobs.

Compensable Factor

One of eight components evaluated to determine the point value of a job. These factors include: education, experience, leadership, problem solving, impact of decisions, work complexity, communications & customer service and working conditions.

G

Grade

A letter designation which correlates the range of pay from which an employee may be paid based on the level of difficulty, responsibility, and qualifications required for the job.

I

Internal Equity

A fairness criterion utilized by the Employer to establish fair wages based on the value of the job within the organization.

J

Job Analysis Questionnaire (JAQ)

Instrument used to gather job content information necessary to evaluate jobs. Details the major duties, job requirements and compensable factor levels for jobs

Job Code

A unique alphanumeric code which serves as a system identifier of a job's family, group and level

Job Equivalency Method (JEM)

The classification tool that is applied consistently was developed as part of the Compensation and Classification Reform Project. The methodology is applied consistently to every-covered job in the District government.

Job Evaluation Questionnaire (JEQ)

(JEQ) is the PeopleSoft tool used by classifiers to capture the specific job requirements and to assign numeric point values for a specified set of job factors. JEQ also totals the evaluation score for the job and assigns the appropriate grade.

Job Group / Job Progression

Jobs in the same job family with the same job title at various levels of responsibility. (Example include: Accountant I, Accountant II, Accountant III and Accountant IV are in the Accountant Job Group.)

Job Specification

A document that describes the duties, responsibilities, skills and compensable factors for a specific job.

Job Specification Review Session

A meeting in which Subject Matter Experts (“SMEs”), designated by management and/or labor, review and discuss draft job specifications to ensure that all specifications accurately reflect the job.

Job Title

The designation that identifies the job and job level. (Example include: Accountant I is a job title in the Accountant Job Group performing work at the first or entry level.

L

Labor Management Task Force

A committee comprised of labor and management representatives, was established to forge a collaborative working relationship to develop a new classification and compensation program for the D.C. Government.

Local Environment Pay

Additional I pay that has been authorized for a duty involving unusually severe hazards or working conditions.

M

Market Based Compensation Range

Pay rates within a range that has a defined minimum, midpoint and maximum rate allowance, and which have been set in accordance with externally competitive markets and their relative compensation.

N

Non Benchmark Jobs

A job within the scope of the Classification and Compensation Reform project that has been identified as one which is either unique to the District of Columbia Government, or of which there was no market compensation data available for comparison.

P

Position Classification

The process by which a job is objectively defined and evaluated resulting in a statement of duties, responsibilities, competencies, qualifications and a series of additional compensable factors.

Position Description

A written description of a position classified under the Federal Factor Evaluation System ("FES") which includes an overview of the organization, department and/or unit that the position resides within, a summary description of the position's functions, major duties and responsibilities, and the occupational factors relative to the position. Factors include but are not limited to: knowledge required for the position; supervisory controls; guidelines; complexity; scope and effect; personal contacts; physical demands; work environment.

S

Salary Range

The span between the minimum and maximum base salary an organization will pay for a specific job or group of jobs

Salary Structure

Hierarchical group of jobs and salary ranges within an organization. Salary structures often are expressed as job grades that reflect the value of a job.

Subject Matter Experts (SME)

Subject Matter Experts are representatives designated by management and/ or labor as having the requisite experience, background and familiarity with and can speak to the illustrative duties, competencies, minimum qualifications and other factors of a given job.