

DEPARTMENT OF HUMAN RESOURCES**PUBLIC NOTICE****ESTABLISHMENT OF NEW CLASSIFICATION SYSTEM**

Pursuant to D.C. Official Code §§ 1-611.01(c) and 1-611.02(d), notice is hereby given that the Department of Human Resources (DCHR) will be implementing a new employment classification system.

The District's Job Evaluation System is a new and modern system that supports the District's strategic goal to recruit, manage and retain a well-qualified and diverse workforce. The new system will:

- Be independent of the Federal government's classification system;
- Be easier and more flexible to administer;
- Reduce the amount of time it takes to recruit and fill positions;
- Be automated and link seamlessly to the PeopleSoft System;
- Better reflect the work performed by District government employees;
- Provide a common platform for organizing, assigning, and managing jobs;
- Identify career paths within the District government; and
- Ensure compensation is competitive, equitable, and fiscally sound.

The District's Job Evaluation System will also replace the position classification standards that are used under the Federal classification system with Job Equivalency Model's Classification Guidelines that will provide information that will be used in determining the service type and job titles for the job.

The Job Equivalency Model

The Job Equivalency Model (JEM) classification approach is a systematic process of evaluating jobs that considers both the internal and external values of a job. The JEM process will be used to establish internal equity among jobs and to develop a foundation for a job ranking. Key differences from the District's current approach include:

- Focus on external markets in addition to internal equity;
- Flexible to create new classifications based on business needs and market changes;
- Greater control over own classification process; and
- Consolidates similar job functions into job families and job groups.

The JEM process will be used to assign a quantitative value to each distinct job and then determine a valid compensation range. The numerical point value assigned to each job, which is based on compensable factors for each service type, establishes the relative pay differences within the organization. The intended outcome of the JEM evaluation process is a position-level salary plan, pay plan and grade.

Applicability

The District's Job Evaluation System will cover approximately 18,000 represented and non-represented employees, from all agencies under the personnel authority of the Mayor, in addition to several independent agencies. This excludes sworn members of the Metropolitan Police Department, firefighters in the Fire and Emergency Medical Services Department, and personnel in the D.C. Public Schools.

Components of the New System

The following are new and significant components of the District's Job Evaluation System:

- Service Type;
- Job Family;
- Job Title;
- Job Level;
- Compensable Factor;
- Grade;
- Job Specification;
- Job Classification Review/Audit Process; and
- Job Classification Appeals Process.

1. Service Type

Each job is assigned a service type based on the nature of work performed. Assigned service types allow for jobs to be grouped in broad categories. Each job shall be grouped in one (1) of the following service types:

- **Administrative Support and Clerical:** Performs standardized job duties which support coordination and workflow of a department/agency/program. Typically, responsible for coordinating the completion of work products and/or supporting the organization through administrative support and/or research.
- **Technician and Paraprofessional:** Performs work that requires specialized knowledge typically gained through a combination of specialized on-the-job training, experience and

possibly vocational courses. For some jobs, duties require specialized manual, procedural, technical or mechanical skills and a comprehensive knowledge of work processes acquired through an apprenticeship, training academy or other specialized training program.

- **Professional:** Performs work that requires constant application of advanced knowledge usually acquired through a college degree in a recognized field, work experience or other specialized training. May also serve as an administrative professional (non-clerical, non-people management) that applies knowledge learned through experience with duties that involve regular process management, analysis, research, original content development, and judgment applied to a professional body of work.
- **General Labor & Skilled Trades:** Performs work that is accomplished through specialized skills gained through a combination of work experience and training. Jobs in this area require a combination of basic knowledge of reading and writing as well as manual skills. Tasks, methods, processes and procedures are accomplished using a combination of adherence to safety requirements, established techniques, published and/or oral instructions, or documented precedent. For some jobs, duties require specialized manual, procedural, technical or mechanical skills and a comprehensive knowledge of work processes acquired through an apprenticeship, training academy or other specialized training program.

2. Job Family

Job families are groups of jobs in similar industries. Below are the job families that have been defined in the new classification system:

- Accounting and Finance;
- Administrative Support and Clerical;
- Architecture and Engineering;
- Communications, Marketing and Public Affairs;
- Corrections;
- Cross Function;
- Economics;
- Education;
- Elections;
- Emergency and Safety;
- Employment Services and Human Capital;
- Environmental Services;
- Equipment, Facilities and Services;

- Food Service;
- Health and Medical;

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- Human Services;
- Information Technology;
- Insurance, Banking and Securities;
- Investigations;
- Law Enforcement and Security;
- Learning and Development;
- Legal;
- Legislative;
- Library Services;
- Logistics;
- Parks and Recreation;
- Planning;
- Procurement;
- Program and Project Management;
- Quality Control;
- Real Estate and Housing;
- Records, Research, Reporting and Analytics; and
- Regulatory and Compliance.

3. Job Title

New job titles will reflect consistent application of terms, such as, Analyst, Coordinator, Representative, Specialist, Technician, etc. Where there are multiple levels or progressions, the progression is distinguished using a numeric level such as I, II, III, etc.

4. Job Level

Each job shall be assigned a specific job level which is determined by and based upon the compensable factors of the job. Some job groups may not have multiple levels and may exist at a single level. The job levels are defined as follows:

- **Level “I” represents (Entry).** This level indicates that assigned work is of less complexity and scope than the intermediate level. Applies basic knowledge and principles to work that is closely managed. These jobs generally follow specific, outlined procedures.
- **Level “II” represents (Intermediate).** This level requires the application of working knowledge, competencies and skills needed to perform all aspects of the job, under general supervision, in the completion of basic to moderately complex work. This is the

most typical and predominant level of the job.

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- **Level “III” represents (Specialist/Advanced).** This level consistently applies extensive and advanced knowledge to complex work that requires a skilled and experienced practitioner to function independently. An incumbent at this level is typically required to interpret conflicting rules or practices, a range of possible solutions or other elements that contribute to complex work. Typically, fully authorized to plan, prioritize and handle all duties within their assigned area of responsibility.
- **Level “IV” represents (Senior Specialist/Lead).** This level is typically found in the Administrative Support and Clerical, Technical and Skilled Trades role profiles where the incumbent serves as a lead worker.
 - (a) A Senior Specialist designation is used in the Professional Job Leveling Guide. This job regularly performs highly complex, specialized professional duties. This job applies technical knowledge relative to a specialized field of work and/or industry and may have responsibility for reviewing and integrating the work efforts of other jobs.
 - (b) A Lead is typically found in the Administrative Support and Clerical, the Technician and Paraprofessional, and the General Labor and Skilled Trades Job Leveling Guide where the incumbent serves as a lead worker. This job is expected to handle escalated issues from other staff and serves as a direct technical resource to the team. This job performs similar duties of other employees in the job group, but has additional responsibilities to train, assign work, balance workload, review work, or provide input on performance of at least one District employee on an ongoing basis.
- **Level “V” represents (Principal).** This level is used to describe jobs that perform highly complex professional duties that operate at a strategic level and influence the direction of the District and its ability to serve the citizens. These jobs are expected to provide strategic business/scientific expertise with expectations for innovation and solving problems with minimal precedent. This job applies technical knowledge relative to a specialized field of work and/or industry.

5. Compensable Factor

The compensable factors are used to determine the classification of the position and ultimately the grade of the job. The following eight (8) compensable factors shall be used to determine the grade of a job:

- Leadership;
- Communications and Customer Service;

- Decision Making;
- Impact of Decisions;
- Work Complexity;
- Education;
- Work Experience; and
- Work/Environmental Conditions.

6. Grade

The existing numeric grade system under the Federal classification system has been replaced with an alpha numeric system. For example, grade levels 1 through 5 will now be grade levels A through E.

7. Job Specification

The job specification will replace the official position description document that is used under the Federal classification system. A job specification is the official document that will be used to describe the duties, responsibilities, skills and compensable factors for a specific job. The job specification will include information on the following:

- Job Title;
- Job Code;
- Job Family;
- Pay Grade;
- Sub-Family;
- FLSA Status;
- EEO Code;
- Service Type;
- Job Summary;
- Distinguishing Characteristic;
- Illustrative Duties & Responsibilities;
- Competencies;
- License, Certification and Other Requirements;
- Education;
- Experience; and
- Working/Environmental Conditions.

The job specification will also include information on the qualification requirements for the job. Under the current system, the U.S. Office of Personnel Management's Qualification Standards Operating Manual and Handbook X-118C are used as guides on qualification requirements for jobs. However, qualification requirement information is not currently included in the official position description.

8. Request for Review/Audit of the Classification of a Job

The JEM process will include a classification review/audit process that will allow an employee of a position, the incumbent's supervisor, or the incumbent's designee to request a review of the classification assignment of the position from the agency's HR Authority, in accordance with personnel regulations.

The employee may submit the request to the personnel authority for resolution, provided that there is no response from the agency HR Authority within thirty (30) calendar days or disagreements over classification decisions cannot be resolved at the agency level. The decision and action taken by the personnel authority shall be the final decision.

9. Job Classification Appeals Process

The JEM process will also establish a Job Classification Appeals Process that will allow decisions issued by the personnel authority on classification reviews that result in a demotion of job level or reduction in pay to be appealed by the employee, or his or her designee, to the Job Classification Appeals Board (JCAB).

Before an employee initiates a classification appeal, the following criteria must be met:

- The job in question must have been classified using existing classification records and applicable methodology;
- The employee or his or her designee must initiate the appeal within 15 working days of receipt of a decision issued by the personnel authority on a classification audit request, and the appeal must be written in accordance with the procedures and format issued by the personnel authority; and
- The grounds for any appeal must be the same as those presented to the personnel authority at the time of the initial "Request for Audit" of the job.

For more information on the new District's Job Evaluation System, please contact:

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