

GOVERNMENT OF THE DISTRICT OF COLUMBIA



MEMORANDUM

TO: All Employees

FROM: Brender L. Gregory, Director, Department of Human Resources
Natasha N. Campbell, Director, Office of Labor Relations and Collective Bargaining

DATE: October 28, 2009

SUBJECT: Classification Reform Project

The District of Columbia (the "District"), in conjunction with the Labor Management Task Force on Classification and Compensation Reform ("LMTF"), is pleased to announce the launch of the Classification and Compensation Reform Project. Through this project, we will develop and implement a new classification and compensation system to help ensure the District's jobs are classified appropriately, reflect the work performed by District employees, and identify career paths within the District. Phase I of the project will focus on classification reform and Phase II, which will follow shortly thereafter, will focus on compensation reform.

The entire project is expected to be completed and implemented by the end of FY10. Agency Directors have already received information about this project. Briefing sessions have been held with HR Advisors, Labor Liaisons and appropriate Labor Leadership.

A New Job Classification System

The purpose of the Classification Reform Project is to replace the District's current job classification system with 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 easier to administer, will be flexible to accommodate changes in jobs and new classifications, accurately represent the work performed by District employees, and offer clearly identified career paths for employees. In addition, this new classification system will be automated with a seamless link to the existing PeopleSoft system processes. We are committed to ensuring the classification reform is fair, credible, transparent, equitable, and independent.

Impacted Employee Groups

This project will cover approximately 16,000 employees from all agencies under the personnel authority of the Mayor, with the exception of sworn police officers at MPD, firefighters, and the District's Education Service personnel. Independent agencies that have employees covered by the Compensation Units 1 & 2 Collective Bargaining Agreement will be covered by this project, and independent agencies that use the District pay schedules for non-union employees may be covered by this project.

Your Role in This Project

Employees will be asked to participate in several activities related to this reform project, including the completion of a Job Analysis Questionnaire (JAQ). Employee response to the JAQ will be used to gather information about the work you do. Most employees will be invited to view a 20-minute online training where you will learn how to complete the JAQ. However, for jobs with more than 100 employees, focus groups will be conducted rather than using the JAQ. Focus group participants will be notified.

The JAQ will be launched on November 3, 2009, and will close on November 30, 2009. It should take approximately 45 minutes to complete. By providing accurate information about your job, employees will serve as the foundation to the success of this project. All information collected via the JAQ, focus groups, or job audits will be validated with your agency management and Human Resources. If you are unable to complete the JAQ online, a hard copy JAQ (in regular or large format text) will be made available to you. Please contact your agency HR Advisor if you need special assistance.

Ongoing Communications

Over the course of this project you will receive ongoing communications. In addition, you are encouraged to regularly check <http://dchr.in.dc.gov> for an intranet page that is dedicated to the project.

If you have specific questions about this project, a confidential mailbox has been established at classificationreform.dchr@dc.gov where questions can be submitted.