

GOVERNMENT OF THE DISTRICT OF COLUMBIA



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: October 28, 2009

SUBJECT: Classification and Compensation 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 are properly valued with respect to both the external market and internal job equity.

We have secured the services of Deloitte Consulting, LLP to assist with the first part of this project, classification reform. Compensation reform will follow shortly thereafter. This entire project is expected to be completed and implemented by the end of FY10. Your Director has already received information about this project and briefing sessions have been held with HR Advisors, Labor Liaisons and appropriate Labor Leadership.

A New Classification System

The purpose of the Classification Reform Project is to replace the District's current classification system with a completely new and modern system that supports the District's strategic goal to recruit, manage and retain talent. The new system will be easy to administer, will be flexible to accommodate changes in jobs and new classifications, and will provide for a modernized pay system that reflects HR best practices. In addition, this new classification system will create a seamless link to the existing PeopleSoft modules that administer recruitment and performance management, and will be an effective tool in workforce development. 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

For this project to be successful, your positive support is essential and will benefit all employees as they learn about this project and how it will impact them individually.

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Re: Classification and Compensation Reform

Several activities related to this project, including a Job Analysis Questionnaire (JAQ), will be used to gather information necessary to accurately summarize the work you and your employees do, assign positions the appropriate new classification, and identify potential career paths. In the next week, most managers and 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. If an employee is unable to complete the JAQ online, a hard copy JAQ (in regular or large format text) will be made available. Employees are instructed to contact their agency HR Advisor if they need special assistance.

You will serve several very important roles, including encouraging employee participation in the job documentation process, reviewing and providing second-level input and quality review to the JAQs, and answering employee questions regarding the new program. You also might be asked to verify employee assignments to job titles.

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 or you can contact your agency HR Advisor.