



District of Columbia Classification Reform Project Frequently Asked Questions

What is the purpose of the Reform Project?

The Reform Project will 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, flexible, linked to PeopleSoft, more accurately represent the work performed by District employees, provide a common platform for assigning jobs, and offer clearly identified career paths for employees.

Who is assisting the District in this project and when is it scheduled for completion?

The District has secured the services of Deloitte Consulting, LLP, to assist with this important project. The entire project is expected to be completed by the end of FY13.



What is a job classification system? A method of categorizing jobs that have similar duties, functions and responsibilities. At the completion of this project, job classifications will be standardized to create a streamlined job classification structure.



Are unions involved in this project?

Yes! Labor is an integral part of this project. The unions that are part of Compensation Units 1 & 2 are co-sponsors of this project and helping guide this initiative through the Labor Management Task Force (LMTF).

Does this project study workload or staffing ratios of my agency? No, this project is designed to only obtain complete and accurate descriptions of work performed and to develop a new classification structure for the District. This project does not measure workload or staffing ratio in agencies.

Who will be impacted by this project?



This project will cover the approximately 16,000 employees from all agencies under the personnel authority of the Mayor with the exception of sworn Metropolitan Police Department police officers, firefighters, and the District's Education Service personnel. The project includes employees covered by the Compensation Units 1 & 2 Collective Bargaining Agreement and/or who currently use the District pay schedules for non-union employees.

What is the employee's role in this project?

Keep apprised of the development of the system by regularly visiting the Classification and Compensation Project Website; Bring any questions or concerns to your supervisor, HR Advisor, Labor Liaison, Director, Union Official or the Labor Management Taskforce; Timely respond to any questions and information requested of you; and Engage your union representative regarding the development of the new system, including how it will impact you.

What are the roles of supervisors and managers in this project?

You can assist by reviewing all information provided to you regarding this Project and timely comply with all requests and instructions submitted to you. In addition, If you are selected as a "Subject Matter Expert," you must attend the Orientation Session; Keep apprised of the project by visiting the Classification and Compensation "Project" Website; Engage your Director regarding the Project and how it will impact your responsibility area; and Bring any questions or concerns to the Director of the Office of Labor Relations and Collective Bargaining or the Director of the Department of Human Resources.



What is the role of the agency Human Resources (HR) Advisor in this project?

Attend an Orientation Session. The sessions are held bi-weekly; Review all information

provided to you regarding this Project and comply with all requests and instructions specifically requested of you; Keep apprised of the project by visiting the Classification and Compensation “Project” Website; Engage your Director regarding the Project and how it will impact your responsibility area; Provide information to all managers and supervisors about the Project and ensure that they understand its significance and the impact on your agency and employees; Labor Liaisons should raise any questions or concerns to the Director of the Office of Labor Relations and Collective Bargaining; and HR Advisors should raise questions or concerns with the Director of the Department of Human Resources.

Who are Subject Matter Experts (SMEs)?

“Subject Matter Experts” are designated representatives 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.

What is the purpose of the Job Specification Review Sessions?

Job Specification Review Sessions are venues where “Subject Matter Experts,” whether designated by management or labor, review and discuss the draft job specifications to ensure that all specifications accurately reflect the job.



What is the purpose of the Orientation Sessions?

Orientation Sessions are used to educate and inform stakeholders about the

Project and the development of the new system. Orientation Sessions are the primary resource to prepare “subject matter experts” in reviewing job specifications during the job specification review process.



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What are the next steps for this project?

While we have made great strides in designing and building the new classification and Compensation system, we have taken the opportunity to review our efforts to date to ensure That the end product is in keeping with the administration's commitment to government excellence. We will continue to keep you informed as we move forward with updates as they happen.

FY2010 Classification Reform

What it IS...	What it is NOT...
An attempt to understand and document jobs so that a new classification system can be built.	An evaluation of individual performance.
A creation of standardized position descriptions and a fully District owned classification system that will be used throughout the District.	An automatic assumption that an employee's classification will remain the same at the end of the project or remain tied to the current classification system.
A method of assuring that employees performing similar duties are classified similarly.	A review of every employee's job. For jobs with multiple incumbents, they may be studied as a group.
An integration of a classification system within PeopleSoft modules and the creation of new up to date policies around classification.	A reliance on current classification Federal evaluations methods/policies and job classification separate from PeopleSoft.
A project focusing only on job analysis and internal job comparisons for classification purposes.	A project focusing on compensation levels of jobs. A separate project will address this element of the total reform.



How can I learn more about this project?

You are encouraged to regularly check for posted updates on DCHR's website www.dchr.dc.gov. Please click on the Classification and Compensation Reform Project link for more information about the project. Additionally, employees may contact HR Answers at 202-442-9700.