

Classification and Compensation Practices Study 2023 - 2024

Job Profile Overview – Collegewide

Office of Human Resources and Strategic Talent Management
Classification and Compensation
March, 2024

Agenda

- Why Conduct This Study
- 2023 – 2024 Study Timeline
- Key Deliverables
- What's New?
- Job Profiles and Job Documentation
- Job Profile Competencies
- Job Levels
- MC's Job Classification System
- Job Description Questionnaire
- Next Steps
- Resources

Why Are We Conducting This Study?

- MC's P&P 33001 stipulates the maintenance of the classification system should occur every 12 to 24 months or as needed.

- Purpose - comprehensive review of MC's
 - Job classification structures
 - Design and documentation of our jobs
 - Compensation practices and salary structures

- Goal
 - To ensure MC has a relevant and competitive compensation and total rewards program that allows for adaptation to changing market conditions.

2023 – 2024 Study Timeline



Deliverables: September 2023 – February 2024

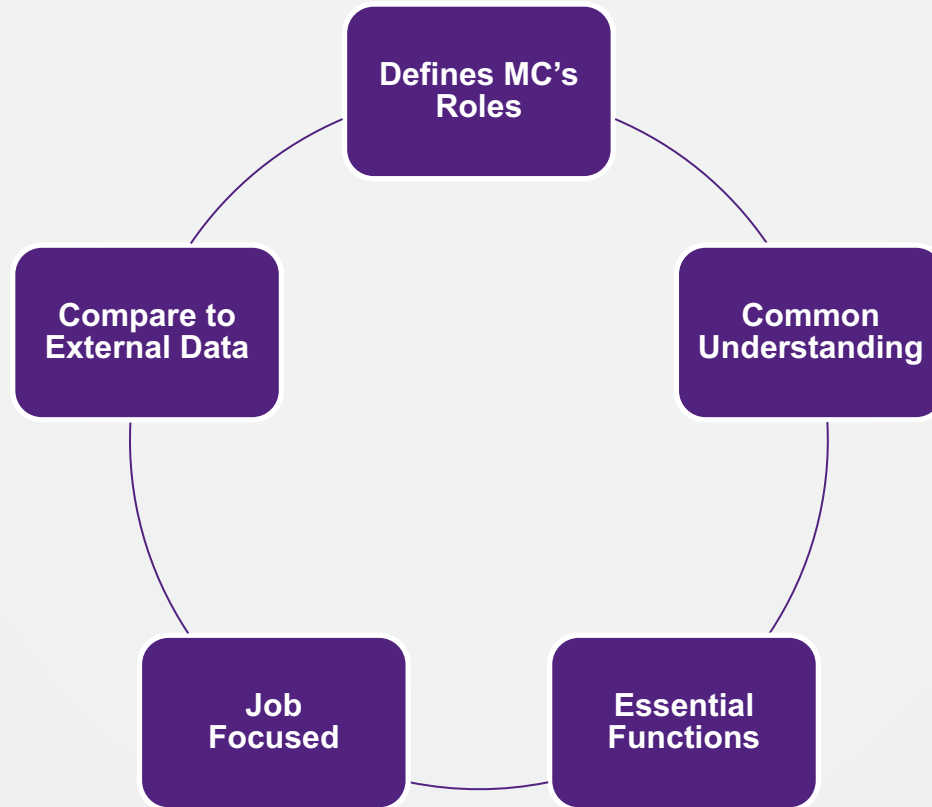
- ✓ Job Profile Migration
- ✓ Leadership and Thought Partner interviews
- ✓ Job Profile information sessions and online recording
- ✓ Peer Institutions identified and confirmed
- ✓ Guidance and Tools
 - Classification and Compensation webpage
 - Administrator criteria
 - Job Leveling Guide
 - Job Profile Competencies
 - Job Description Questionnaire
 - Job Aids
- ✓ Communication - ongoing

What's New?

- Job Profiles
- Job Competencies
- Job Levels
- Job Description Questionnaire



Job Profile



Position Descriptions

Multiple documents and platforms for workforce design and management.

Individual documents for each position written by multiple people often result in inaccuracies and inconsistencies.

Detailed PD cannot keep up with the agility and pace of change in today's jobs.

"Laundry list" of individual duties in PD redirects focus that should be on performance management.

Multiple authors and volume of documents makes quality control impossible to manage. Compromises the overall job classification design and system.



Job Profiles

One document and platform for workforce design and management

One standard document written by HR specialist that outlines the essential duties of the job facilitates consistency.

A general description is less prescriptive and restrictive.

Focuses and aligns individual tasks, deliverables, accomplishments, competency progression in performance management.

Enhances our ability to practice ongoing quality control which is critical for a sound job classification design and system.

Includes new elements not included in PD design (e.g., languages, telework).

Job Documentation



Job Profile Competencies

- Job Profile competencies differ from the Collegewide competencies:
 - Job Profile competencies reflect the *role of the job*;
 - Collegewide competencies align with *performance expectations* based on the College's values and code of conduct.

Collegewide Competencies	Job Profile Competencies
Integrity and Trust	Decision Making
Service Excellence	Problem Solving
Innovation, Initiative, & Adaptability	Independence of Action
Inclusion and Respect	Communication and Collaboration
Accountability and Stewardship	
Teamwork and Collaboration	
Communication	

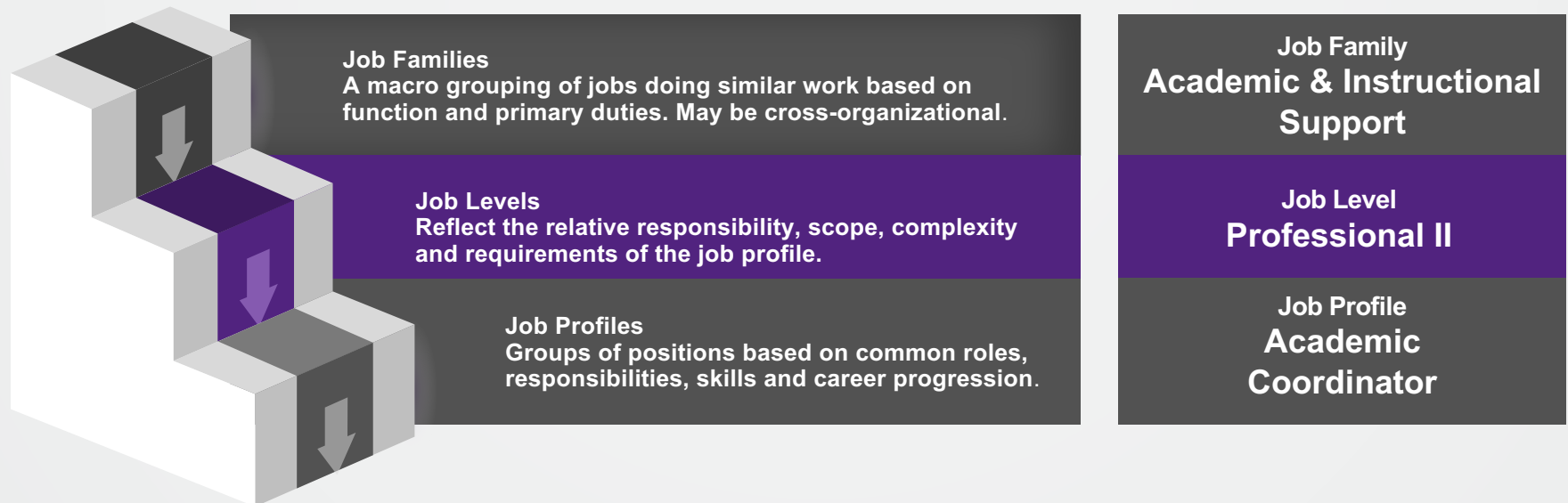
Job Levels

- Job Levels are categories that are assigned to job profiles.
- Job Level placement is determined based on the following criteria:
 - Job Profile Competencies
 - Supervisory Responsibility/Reporting Relationships
 - Minimum Experience
 - Technology Literacy/Proficiency
- Job Levels **do not** always align with job titles.

Support	Professional
Support I	Professional I
Support II	Professional II
Support III	Professional III
Support IV/Lead	
Management	Executive
Supervisor	Executive I
Management I	Executive II
Management II	

MC's Job Classification System

A systematic way of organizing the type and level of work performed within the College. These elements combined, create a holistic view of a job.



Job Description Questionnaire (JDQ)

- Tool used to gather information about a job.
- Added/enhanced sections included in the new JDQ include:
 - Knowledge, Skills, and Abilities
 - Competencies
 - Languages
 - Fiscal Responsibility
 - Supervisory Responsibilities
 - Travel
 - Telework Eligibility

Next Steps



Review of staff and administrator job profile edits submitted by supervisors by HRSTM Classification and Compensation Team



Continue faculty market data collection and review salary structures and prevalent practices



Begin staff and administrator market data collection



Assess data collected and identify potential program changes and enhancements

Resources

- The FY24 Classification and Compensation Practices Study webpage is updated when new information becomes available.
- Reach out to the HRSTM Classification and Compensation team at Class.CompTeam@montgomerycollege.edu anytime.

Questions?