



FY24 Classification and Compensation Practices Study & Enhancement Project Administrator Talking Points

Why Is This Work Important?

Montgomery College is committed to ensuring that we have a relevant and competitive compensation and total rewards program that allows for adaptation to changing market conditions and that helps to attract and retain qualified employees. Given the impact of post-pandemic changes on the labor market, we determined that a more comprehensive review of our classification and compensation system is needed.

This is not only an HRSTM initiative, it is a collegewide initiative. Therefore, it is important that all Montgomery College leaders understand and are able to articulate the purpose and importance of this study/project with their teams.

Key Changes to Date

- Transition from job wizard (position description and job classification specification) to Workday: All documentation related to a job is now captured in the Job Profile in Workday.
- The change from position description to the job profile was made to streamline job documentation, facilitate consistency, and allow for flexibility in how the work is performed.
- Job Profiles include the essential functions, minimum requirements, and competencies of the position.
- Job Profiles are written by the classification and compensation team with input from supervisors.
- Job Profiles do not include specific tasks related to the position. If an employee wants to list their specific tasks, they should complete their career-talent profile in Workday, which allows them to list specific job-related tasks in their job history.
- Once job profile reviews are complete, they will be sent to the Segal Compensation consultants to begin the market assessment.

Opportunities for Awareness and Engagement

- Identify ways to engage with employees to raise awareness and address concerns:
 - Team meetings, leadership meetings, and one-on-one meetings.
 - The HRSTM Classification and Compensation team is available to facilitate or attend meetings and discussions.



- Encourage employees to:
 - Update their Career/Talent Profile in Workday.
 - Document specific goals and accomplishments unique to their position in the performance management module.

- Familiarize yourself and your team and take advantage of these available resources:
 - [FY24 Classification and Compensation Practices Study webpage](#)
 - Classification and Compensation Specialists and HRICs are available to assist.
 - Specific questions may be sent via email to: class.compteam@montgomerycollege.edu. We are committed to providing timely information, so you can expect a response within 48 business hours.