



AHRS PERIODICAL

Office of Agency Human Resource Services

Statewide Pay Action Summary Report January – March 2005

Pay Action	# Actions	# Pay Adjustments	Ave. % Adjustment
Promotions	448	444	17.16
Demotion – Voluntary	47	23	-9.14
Demotion – Disciplinary	7	7	-10.76
Role Change – Upward	306	229	9.00
Role Change – Lateral	135	45	8.11
Role Change – Downward	16	2	-12.5
Voluntary Transfer – Competitive	830	601	9.19
Vol. Transfer - Non-Competitive	250	39	.05
Temporary Pay – All Reasons	240	240	8.06
End Temporary Pay	183	183	-8.54
Competitive Salary Offer	82	82	12.88
Reassignment within Band	40	-	-
Apply/Adjust Special Rate	45	45	4.19
IBA – Change in Duties Increase	339	339	7.54
IBA – New KSAs/Competencies	283	283	7.25
IBA – Retention	265	265	7.25
IBA – Internal Alignment Increase	935	935	7.43
Bonus – Change in Duties	52	52	3.62
Bonus – Internal Alignment	4	4	7.53
Bonus – New KSAs/Comp.	30	30	2.75
Bonus – Retention	6	6	5.05
Bonus – Recognition, Monetary	436	436	.63
Bonus – Sign-On	17	17	2.64
Bonus – Recognition Leave	239	-	-
Bonus – Project	2	2	3.42
Bonus - Referral	2	2	.64
Overall Approximate Totals	5,239	4,311	3.48

*There were 4,096 upward pay adjustments at an average of 6.22%
There were 215 downward pay adjustments at an average of -10.24%*

Workforce Planning and the Periodical's Pay Action Summary data may vary within the same reporting period based on the timing of data runs, agency retraction requests, and the manual review and extraction of erroneous PMIS entries.

POLICY GUIDE

When to Use Written Agreements

Policy 3.05, Compensation, requires that agencies execute written agreements with employees who receive certain exceptional recruitment and retention incentive options (sign-on bonuses, retention bonuses, project-based incentives, and annual leave incentives). These agreements outline requirements pertaining to satisfactory performance, duration of employment, and pay back terms if employees do not meet terms of the agreement. Templates for such agreements should be reviewed and approved by the Office of the Attorney General (OAG) prior to use.

Policy 3.05 does not require the execution of written agreements when employees receive internal or external competitive offers. Unlike exceptional recruitment and retention incentive options, competitive offers increase base pay. The OAG has advised DHRM that having an employee sign a written agreement as a condition of receiving a competitive offer is inappropriate. Therefore, we request that agencies that currently have such a practice discontinue it, including any agreements currently in effect.

As always, AHRs staff will be glad to assist agencies in identifying strategies to address their staffing concerns. Please contact your assigned consultant with any questions that you have.

New from the Employee Suggestion Program

A new ESP Web site at <http://esp.dhrm.virginia.gov/> offers program information for Agency ESP Coordinators, employees who have been asked to serve as suggestion evaluators, and employees who wish to submit suggestions. Please make use of this helpful resource.

Reminders for HRDs and Agency ESP Coordinators:

- The evaluation process should normally be completed in the agencies within 45 days of receiving the request to evaluate a suggestion. Legislation passed by the 2005 General Assembly requires determination of the feasibility of the suggestion within 60 days of initial receipt. Please follow up to see that any stragglers have been completed.
- Please use the most recent version of the Evaluation Form. This is available on the Web.

Federal & State Poster Requirements

Human Resource departments are responsible for routinely reviewing Federal and State poster requirements and ensuring that the required posters are displayed appropriately in the workplace. Following is a list of currently required posters with links to the appropriate Web pages where copies can be downloaded.

State Posters

- Equal Employment Opportunity – Executive Agencies (contact EES at (804-225-2136)
- [Occupational Safety and Health: Job Safety and Health Protection](#)
- [Unemployment Insurance: Notice to Workers \(VEC-B-29\)](#)
- [Workers' Compensation Insurance: Workers' Compensation Notice \(VWC 1\)](#)

Federal Posters

- [Family and Medical Leave Act: Your Rights Under the Family and Medical Leave Act of 1993](#)
- [Fair Labor Standard Act: Your Rights Under the Fair Labor Standards Act](#)
- [Equal Employment Opportunity: Equal Opportunity is the Law \(GPO:920-752\)](#)
- [The Uniformed Services Employment and Reemployment Rights Act: Your Rights Under USERRA](#)
- [Job Safety and Health Protection](#)

COMPENSATION PERSPECTIVES

2005 Pay Increases

The General Assembly and Governor have recommended the following increases for employees with satisfactory performance:

- 3% salary increase for state classified employees on November 25, 2005;
- 4.4 % increase for agency heads on November 25, 2005, and for state-supported local employees on December 1, 2005; and
- An increase of \$50 per year of service for state employees with 5 or more years of continuous service.

The 2005 Budget will be finalized and published in April or early May. Once the budget is approved, DHRM will prepare and distribute implementation guidelines to agency Human Resource Directors.

WORKFORCE PLANNING

SOC Query Available in PMIS

Many HR staff have requested an inquiry to display the agencies that have positions or employees in a specified Standard Occupational Classification Code (SOC). That query now exists. PSC995, SOC Scroll, works like the PSC997, Role Scroll, query. In PSC995 the SOC code is entered into the provided field **without** the hyphen. That is, as 123456, **not** as12-3456.

Like the Role Scroll query, the SOC Scroll Query offers several options:

1. List All Positions in an Agency/SOC
2. List All Employees in an Agency/SOC
3. List Number of Positions in Each Agency for a SOC
4. List Number of Employees in Each Agency for a SOC
5. List All Positions in a SOC
6. List All Employees in a SOC

Because of the time required to process these queries, any SOC inquiry that involves more than 3,000 positions cannot be processed. Fortunately, this limit applies to only 5 SOCs. They are:

29-2053 Psychiatric Technicians
33-3012 Correctional Officers and Jailers
43-9061 Office Clerks, General
43-9199 Office and Administrative Support Workers, All Other
47-4051 Highway Maintenance Workers

This new feature improves the efficiency of the job evaluation process and the reliability of classification and salary data collected across agencies.

Improved SOC Coding for Office Worker Positions

What are Office Clerks, General? What does Office and Administrative Support Workers, All Others mean? Many agencies utilize these Standard Occupational Classifications (SOCs) to designate clerical positions, but they may not be the best SOC titles for all of the positions that bear them.

The SOC system has many office worker classifications that might be better assignments for office worker positions. They include:

43-2011 Switchboard Operators
43-3051 Payroll and Timekeeping Clerks
43-3061 Procurement Clerks
43-4071 File Clerks
43-4161 Human Resource Assistants
43-4171 Receptionists and Information Clerks

43-9021 Data Entry Keyers
43-9051 Mail Clerks and Mail Machine Operators

Agencies that have positions assigned to the 43-9061 (Office Clerks, General) or 43-9199 (Office and Administrative Support Workers, All Other) should review them to see if one of the above SOC's is a more appropriate and distinctive designation. If so, use the PSP160 Position Field Change transaction to change the SOC code for a position in PMIS.

Classifying positions according to the SOC's requires comparing the positions' duties with SOC definitions and deciding which SOC best describes them. SOC definitions are available at several places on the Web, but the most relevant source is DHRM's Web site, because the listing there includes Virginia's extensions to the SOC system. This list is available at <http://web1.dhrm.virginia.gov/itech/files/VASOC070703.xls>

Questions about assigning SOC codes should be directed to your assigned AHRS consultant.

Maintaining PMIS Fields

DHRM is committed to providing accurate and reliable workforce planning and employee pay data. Maintaining the integrity of data entered into PMIS is a critical element in the partnership between agencies and DHRM. Agencies are reminded of the importance of maintaining PMIS fields, such as *veterans' status*, *telecommuting*, *military status*, *Economic Interest*, *education*, and *sensitive position*.

Agencies may request DHRM assistance in batch loading updates. For more information on batch loading, contact Belchior Mira at belchior.mira@dhrm.virginia.gov.

EMPLOYMENT & CAREERS

Update on Statewide Applicant Tracking System

Funding has been approved for the DHRM statewide Recruitment Management System (RMS). Specifications have been developed and are being reviewed by subcommittee members of the Recruitment and Retention Advisory Council (RRAC). Once this review is complete, the RFP process will be initiated.

For continued updates on the progress of this project, please contact Sandy Johnson at sandy.Johnson@dhrm.virginia.gov.

Reminder to Agencies Concerning Job Posting on Agency Web Sites

To better inform job seekers of the nature of a specific job, agencies should include a brief description of duties of the advertised position in their job postings in RECRUIT, even when driving job seekers to individual agency employment pages.

Please remember that the employment link on the agency Web site should be clearly visible and information about the specific opening should be easily accessible for users on the agency page.

Questions and comments may be forwarded to Sandy Johnson at sandy.johnson@dhrm.virginia.gov

Career Guide Update

The Career Guide project is nearing completion. 265 occupational guides are now available online for current and prospective employees.

Career Guides provide information on occupations, career paths, and what an individual may personally need to do to develop, advance, or even change their career. The Guides are available on DHRM's Web site at http://jobs.state.va.us/cc_planningctr.htm

Our goal is to provide practical information that supports human resource objectives across the Commonwealth and to encourage innovative strategies in the management and delivery of agency services.

To tell us what you would like to see featured in upcoming issues email us at compensation@dhrm.virginia.gov or policy@dhrm.virginia.gov

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