



# AHRS PERIODICAL

Office of Agency Human Resource Services

## Statewide Pay Action Summary Report July - September 2005

Pay Action	# Actions	# Pay Adjustments	Ave. % Adjustment
Promotions	558	550	15.50
Demotion – Voluntary	61	30	-15.50
Demotion – Performance	2	2	-15.00
Demotion – Disciplinary	3	3	-7.33
Role Change – Upward	273	224	9.63
Role Change – Lateral	115	32	6.25
Role Change – Downward	10	2	-10.00
Voluntary Transfer – Competitive	863	647	9.38
Vol. Transfer - Non-Competitive	233	26	2.46
Temporary Pay – All Reasons	238	238	10.01
End Temporary Pay	173	173	-8.11
Competitive Salary Offer	85	85	14.93
Reassignment within Band	63	-	-
Apply/Adjust Special Rate	194	194	5.29
Special Adjustment – Forensic Scientists	68	68	10.05
IBA – Change in Duties Increase	417	417	7.36
IBA – New KSAs/Competencies	556	556	8.19
IBA – Retention	483	483	6.99
IBA – Internal Alignment Increase	1922	1922	7.15
Bonus – Change in Duties	25	25	3.60
Bonus – Internal Alignment	5	5	3.81
Bonus – New KSAs/Comp.	23	23	3.87
Bonus – Retention	14	14	1.84
Bonus – Recognition, Monetary	471	471	1.50
Bonus – Sign-On	32	32	3.42
Bonus – Recognition Leave	649	-	-
Bonus – Referral	5	5	.59
Exceptional Retention Bonus	3	3	10.39
Exceptional Retention Leave	3	-	-
Sign-On Leave	12	-	-
Suggestion Award	2	2	1.94
<b>Overall Approximate Totals</b>	<b>7,561</b>	<b>6,232</b>	<b>3.27</b>

*There were 6,022 upward pay adjustments at an average of 6.55%  
There were 210 downward pay adjustments at an average of -11.19%*

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

## Tracking Legislation

In a few short weeks, human resource professionals will be busy tracking legislation that may impact agency mission programs, human resource policy, or employee compensation and benefits. The [Virginia General Assembly](#) web site contains information regarding Bills and other proposals that are introduced for consideration during each session. Additionally, the website provides insight into the legislative process and the process by which legislation is introduced and progresses through the General Assembly to become law. Using the [Legislative Information System](#) (LIS) can also simplify the process of tracking a bill.

Additional information and FAQs about tracking legislation that may be particularly helpful to new staff is available in the [Handbook for Agency Heads](#). DHRM will continue its annual web posting of key legislation during the 2006 session of the General Assembly.

## EMPLOYMENT & CAREERS

### New Virginia Jobs Web Site

The [Virginia Jobs](#) Web Site has been redesigned to serve as the Commonwealth's comprehensive Employment and Resource Center for current and prospective employees. All information about exploring employment opportunities in state government and resources for career planning and development are now available in one convenient location. We hope you will find the new web site more useful and easier to navigate. Please visit Virginia Jobs and send any comments or suggestions for further improvements to [jobsinfo@dhrm.virginia.gov](mailto:jobsinfo@dhrm.virginia.gov).

### Career Guide Project Completed

DHRM has completed the Career Guide project, a key component of the Commonwealth's Career Development Program. 278 occupational [Career Guides](#) are now available 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. We hope you will encourage your employees to use the Guides and other [Career Center](#) resources available on DHRM's new [Virginia Jobs](#) Web Site.

*DHRM is in the process of converting all Guides from PDF to HTML format to improve access. The Guides will be updated periodically to ensure that the content is current.*

## **Recruitment Management System Imminent**

Eight proposals were submitted in response to DHRM's June 2005 Request For Proposal (RFP) for a statewide Recruitment Management System (RMS). Two vendors were invited to demonstrate their products to potential customers, including staff from the Virginia Departments of Transportation and Taxation. DHRM is in the final review process and anticipates awarding the contract by the end of October. Implementation is projected to begin immediately thereafter. For more information contact Sandy Johnson at [sandy.Johnson@dhrm.virginia.gov](mailto:sandy.Johnson@dhrm.virginia.gov).

## **WORKFORCE PLANNING**

DHRM is committed to providing agencies 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. Recent reports indicate that the EEO and Educational Level data fields need to be examined more closely by agencies. The following guides should be used to update and maintain these fields.

### **EEO Coding in PMIS**

A recent review of EEO code assignments revealed possible coding errors that can significantly impact workforce planning and related reports. For example, some Roles contain positions that are assigned to multiple, or even all EEO categories. Roles are broadly defined so certain EEO code combinations might make sense. However, designating positions in the same classified role as Agency Officials, Technicians, and Skilled Craft Workers for EEO purposes does not. Please use the list below to update PMIS records and to help improve the accuracy of future coding.

### **EEO CATEGORIES FOR EEO-4 REPORTING**

#### Description of Job Categories

#### A. (EEO-4 Code 1).

Officials and Administrators: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis.

Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, unit supervisors, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-and-housing,

fire, A.B.C. Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.

**B. (EEO-4 Code 2).**

**Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge.

Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.

**C. (EEO-4 Code 3).**

**Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skills which can be obtained through specialized post-secondary school education or through equivalent on-the-job training.

Includes: computer programmers and operators, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers, and weighers), and kindred workers.

**D. (EEO-4 Code 4).**

**Protective Service Workers:** Occupations in which workers are entrusted with public safety, security and protection from destructive forces.

Includes: police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), and kindred workers.

**E. (EEO-4 Code 5).**

**Paraprofessionals:** Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience than normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept.

Includes: research assistants, medical aides, child support workers, police auxiliary welfare service aides, recreation assistants, homemakers' aides, home health aides, library assistants and clerks, ambulance drivers and attendants, and kindred workers.

F. (EEO-4 Code 6).

Administrative Support (Including Clerical and Sales): Occupations in which workers are responsible for internal and external communications, recording and retrieval of data and/or information and other paperwork required in an office.

Includes: bookkeepers, messengers, clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.

G. (EEO-4 Code 7).

Skilled Craft Workers: Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training experience or through apprenticeship or other formal training programs.

Includes: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, and kindred workers.

H. (EEO-4 Code 8).

Service/Maintenance: Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of the buildings, facilities, or grounds of public property. Workers in this group may operate machinery.

Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundskeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/helpers, and kindred workers.

I. (EEO-4 Code 9). (This category added by Virginia DHRM)

Other: faculty

### **Coding Educational Levels in PMIS**

All employees should have their educational level coded in PMIS. This is sometimes difficult because through the years intervening levels of education were added to the original codes, so they are not in the order of increasing education and the distinctions are sometimes unclear. PMIS users should use this list to interpret and code educational levels.

00 - The missing data marker when educational data is not entered or is unknown.

- 09 - Less Than High School  
*Less than 9th grade education.*
- 12 - Attended High School  
*9th - 12th grades without graduation.*
- 08 - High School Graduate or Equivalent  
*Graduated from high school, or has a GED.*
- 07 - Some College, No Degree Program  
*College course(s) taken without a degree objective. May be any number of college credits earned.*
- 06 - No Earned Degree  
*Enrolled in college with a degree objective, but did not complete. May be any number of college credits earned.*
- 05 - Associate  
*Two-year collegiate degree, usually requiring at least 60 sh or 90 qh credits. Includes the AA and AS.*
- 04 - Bachelors  
*Four-year collegiate degree, usually requiring at least 120 sh or 180 qh credits. Includes the BA, BS, BEd, BBA.*
- 11 - Attended Graduate School  
*Obtained some number of post-baccalaureate, graduate credits, but no graduate degree.*
- 03 - Masters  
*A graduate degree requiring at least one year (30 sh or 45 qh credits) of post-baccalaureate study. Includes MA and MS.  
Note: Some Master-level programs require two-years of study (e.g. the MSW, if admitted without advanced standing). A few (e.g. some MDiv's) require 3 years.*
- 10 - Graduate Study Beyond Masters  
*Obtained some number of graduate credits after obtaining a master degree.*
- 02 - Special Professional  
*A degree granted post-master and pre-doctorate. It requires at least one year of post-master study. The only such degree known is the EdS (Specialist in Education), which is awarded post MEd and pre EdD (or DEd.). It is, therefore, a "six-year" degree. No Virginia school is known to award this degree.*
- 01 - Doctorate  
*An "earned" doctorate, as opposed to an "honorary" degree. Honorary doctorates include the DD or DDiv, LLD, LittD. The earned degree typically requires at least three years of post-baccalaureate, graduate study. Earned*

*doctorates include the PhD, JD, MD, and DDS. One may obtain them without first acquiring a master degree.*

Agencies can use their e480 to review Educational Level status and can upload an updated file for batch-loading changes in PMIS.

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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](mailto:compensation@dhrm.virginia.gov) or [policy@dhrm.virginia.gov](mailto:policy@dhrm.virginia.gov)

Department of Human Resource Management  
Office of Agency Human Resource Services  
101 N. 14th Street  
Richmond, Virginia 23219  
Phone: 804-225-2131 Fax: 804-371-7401