



HELPFUL HINTS

GLOSSARY

Job Hunting in the new COMP REFORM

Applying for a job and don't know what it pays?

Want to move to a higher pay band?

Interested in moving from a practitioner level to a supervisory level in the same pay band?

The new Comp Reform — These are just some of the many questions you may have.

Here are some helpful hints:

- Review the job duties
- Check the Role title
- Check the work title
- Check the pay band
- Review any special skills required for the position (for example, experience, education, certification)
- Visit the VA Comp Reform web site for more information — www.dhrm.state.va.us/compreform/comp.htm

Role — comprised of several job classes that perform work in a related field (formerly assigned to a number of different salary grades)

Role Change — formerly reallocation

- *upward move*: pay increase varies
- *downward move*: no change in salary (unless above maximum of lower pay band, then reduced after six months)
- *lateral move*: pay increase varies

Promotion — movement to a different Role in a higher pay band; pay negotiable

Voluntary Transfer

- **Competitive** — movement within same Role or to different Role in the same pay band; pay negotiable up to 15% above current salary
- **Non-competitive** — movement same as for competitive; pay negotiable up to 10% above current salary

Starting Pay — pay negotiable

Temporary Pay — for assuming interim duties and responsibilities or for a special time-limited project

In-band Adjustment — for change in duties, application of new KSAs or competencies, retention, internal salary alignment

Competitive Salary Offer — to counter outside offer

