



# C O M P R E F O R M

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## A C T I O N B U L L E T I N

### Bulletin No. 18

TO: Agency Human Resource Directors

FROM: Sara Redding Wilson, Director  
Department of Human Resource Management

DATE: February 12, 2001

SUBJECT: Career Group Description Project (CGD Project)  
Agency Feedback Process for Phase II Evaluation

Comp Reform Bulletin No. 7 informed agencies that an evaluation of the CGD project would occur in the months following the implementation of Compensation Reform. Since October 2000, the project team has been conducting a formal review of team validation files, considering agency job evaluation or pay band issues that were not resolved in Phase I, and assessing any related factors that might impact the content of CGD's or the Commonwealth's Job Organization Structure overall. This process will result in the publication of formal Career Group Descriptions later this year.

Recording your experiences and observations regarding the application of CGD's over the past few months is important to the successful completion of this effort. We also want to ensure that your most critical issues are identified and considered. The attached two feedback forms have been designed to facilitate this process.

- Use Continuous Feedback Form A to provide information that will help us evaluate the new Job Organization Structure overall.
- Use Continuous Feedback Form B to provide information for a *specific* Career Group or role.

Forms may be submitted via email to [Comp.Reform@dhrm.state.va.us](mailto:Comp.Reform@dhrm.state.va.us) or they may be faxed to Rue White at 804-371-7401. This feedback process will continue throughout this year. However, comments and issues that need to be addressed prior to formal publication of the CGD's **must be submitted by April 30, 2001.**

Please let me know if you have any questions about this Bulletin.

Thank you.

Attachments: Continuous Feedback Forms A and B

Copy: Cabinet Secretaries  
Agency Heads