



C O M P R E F O R M

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

Bulletin No. 23

TO: Agency Human Resource Directors

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

DATE: June 14, 2001

SUBJECT: Salary Reference Data Update and User Survey

This bulletin provides information on two topics related to Salary Reference Data:

1. Salary Band Assignment Review and Validation

The September 25, 2000 crosswalk resulted in former job classes being assigned to new Roles and pay bands. This crosswalk reflected the salary grade assignments of job classes under the former system. In most instances, these assignments are considered appropriate in that few jobs had been identified as experiencing salary problems. Because the new pay plan has expanded pay bands (105% vs. 55%), broader job categories (300 vs. 1650), and new pay practices (in-band adjustments), there is considerably more flexibility to address many salary issues within the newly assigned pay band or Role.

Accordingly, it does not appear necessary to conduct a salary review of each individual Role as a result of the crosswalk except where salary problems/issues have been identified in conjunction with developing and finalizing Career Group Descriptions. On an ongoing basis, DHRM will conduct benchmark surveys of high population Roles and annually will provide the Governor and the General Assembly with data indicating projected market movement of the entire pay structure.

During the time that Career Group concepts and descriptions are being reviewed and finalized, addressing salary issues/problems will be coordinated by the Salary Survey Team. After the Career Group work is concluded, agencies may request salary reviews to address issues or problems or DHRM will initiate reviews consistent with established policies and procedures (Chapter 10, Human Resource Management Manual).

This approach reflects the fact that salary reference data is only one of the thirteen pay factors used in the determination of salaries. It also recognizes the increased options available to address salaries, limits employee expectations, and is cost effective because it targets problem areas.

2. User Survey

Please have individuals who attended the Salary Reference Data training in March, or who use the Salary Reference Data web site, complete the attached survey. This input will help us develop necessary training and refine the web site to address users' needs. Please return completed surveys to Greg Noland by July 2, 2001:

Mail: DHRM, 101 North 14th Street, Richmond, Virginia, 23219
Fax: 804-371-7401
Email: gnoland@dhrm.state.va.us

If you have any questions about this document, please contact Pam Hill, Compensation Consultant, at 804-786-4385 or phill@dhrm.state.va.us.

Attachment: Salary Reference Data User Survey

Copy: Cabinet Secretaries
Agency Heads