



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. 24

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

DATE: June 21, 2001

SUBJECT: Career Group Descriptions (CGD's)
Final Draft Documents

Compensation Reform Action Bulletin No. 7, dated September 8, 2000 communicated our plan to publish formal CGD's in the fall of 2001. Since that time we have reviewed career group documentation files and the job organization structure overall, considered your feedback on the content and structure of career groups, and have worked directly with your staff and agency subject matter experts to resolve outstanding career group issues.

Final draft CGD's will be submitted to you for review on a regular basis beginning today. In order to meet project deadlines, I ask that you forward any comments you have to comp.reform@dhrm.state.va.us within 10 business days following receipt of the documents. Feedback may be submitted using the Feedback Form B (attached) or by email memoranda.

Please note the following:

- Based on agency feedback the CGD format has been modified to (1) better describe the range and diversity of work performed by employees in a role, (2) clarify distinctions between roles, (3) identify typical career paths within and across roles and (4) to assign Career Group and role titles that are more occupationally related.
- The Job Organization Structure (JOS) will be modified somewhat to incorporate changes resulting from agency feedback. For example, the re-assignment of a Career Group from one Occupational Family to another "modifies" the overall structure. The final Job Organization Structure will be published on the DHRM website in October along with the formal CGD's. In the interim, you will be advised of JOS modifications when CGD's are distributed.

- The draft CGD's include the Standard Occupational Code(s) (SOC) that will typically be associated with each role. However, the SOC field in PMIS continues to reflect former class codes until further notice. More specific information and training regarding the application of SOC codes is forthcoming.
- Agency feedback documenting salary issues for a Career Group or a role have been submitted to the Salary Survey Team for review.

If you have any questions regarding this bulletin please contact Rue White at rcwhite@dhrm.state.va.us or 804-225-3465.

Your continued support is appreciated.

cc: Cabinet Secretaries
Agency Heads

Attachment:

- Feedback Form B