



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. 4

TO: Agency Human Resource Directors

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

DATE: August 15, 2000

SUBJECT: Draft Crosswalk List

To help you plan for implementing the Commonwealth's new job organization structure we are providing a copy of the draft Crosswalk List. This list will transition all job classes to their new Career Groups and Roles on September 25th. This is a draft document that is being updated daily as Career Group Descriptions are finalized. A copy of the final list will be provided to you in early September.

You will need to consider the following factors prior to working with this document:

- The Crosswalk List assigns job classes to new Roles within Career Groups. All positions assigned to a job class will move to their new Roles effective September 25, 2000.
- Job classes may contain some positions that are better suited for placement in Roles within different Career Groups. Agencies are responsible for determining if crosswalk corrections at the position level are necessary and for making those changes.

For example, an agency uses a generic job class titled Agency Administrator. The agency has 3 positions assigned to the class. One position is assigned to general administration, one to the finance office, and one to the policy office. The Crosswalk List indicates that the Agency Administrator class has been crosswalked to a Role within the new General Administration Career Group. The agency determines that the job class assignment is appropriate for the position assigned to general administration and that the second and third positions are better suited for lateral reassignment to the finance and policy career groups.

- The crosswalk and crosswalk corrections are cost-neutral actions. Corrections to the list after September 25, 2000 should occur as Lateral Role Changes with no corresponding pay adjustments.
- Job classes that contain no classified or wage positions will be abolished.
- Lines 1472 through 1724 list vacant job classes or identify job classes that have not been assigned to Career Groups. Project development teams are in the process of assigning the latter to appropriate groupings now.

I hope you will find this information helpful. Please contact me at this address if you have any questions about this document or crosswalk transactions in general.