



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. 7

TO: Agency Human Resource Directors

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

DATE: September 8, 2000

SUBJECT: Career Group Descriptions
Formal Transitional Documents

The formal transitional Career Group Descriptions (CGD's) will be published on the DHRM website beginning September 25, 2000. Advance copies will be forwarded to you beginning today. This is also a good time to bring you up-to-date on the overall status of the Career Group Description Development Project.

The Reform Commission's final report estimated that the current 580 job class series would be reduced to 75 Career Groups. The development process resulted in the establishment of 57 Career Groups, which were distributed to agencies for review and comment. Over the last few weeks, CGD Teams have considered the feedback you provided, incorporated improvements, addressed concerns, and prepared the formal transitional descriptions for implementation purposes. The publication of these descriptions will essentially complete Phase I of the CGD development process.

Phase II of development will occur in the months following the implementation of Compensation Reform, and will focus on the development and publication of final Career Group Descriptions. Phase II includes:

- A formal review of team validation files;
- The consideration of job evaluation, role structure, and agency issues that were not resolved in Phase I due to the need to meet critical time frames;
- An assessment of agency allocation activity;
- An assessment of salary survey data, differentials, pay band assignments and related compensation issues; and
- Any related factors that might impact the content of CGD's or the Commonwealth's Job Organization Structure.

Phase II of the Career Group Description Development Project will be completed by July 1, 2001. Agency feedback will continue to be an integral part of this project. Your experiences, observations, and questions regarding the application of CGD's during and following implementation will be important to the successful completion of this effort. A post-implementation mechanism will be designed to collect data from you regarding the conversion process, position allocation, etc. In the interim, we welcome any ideas or suggestions that you may have. If you have any comments or questions regarding this project, please write to Comp.Reform@dhrm.state.va.us.

This has been, and will continue to be, a group effort. Your continued support is appreciated.

cc: Cabinet Secretaries
Agency Heads