



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. 8

TO: Agency Human Resource Directors

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

DATE: September 8, 2000

SUBJECT: Transitional Recruitment Procedures

I have previously notified you of modifications to RECRUIT on daily updates and “open until filled” options. This bulletin addresses the issue of recruiting for positions between now and September 25, 2000, when class titles and pay grades are replaced by roles and pay bands. Current policy requires agencies to post positions in RECRUIT. RECRUIT is linked to PMIS, and systems modifications to PMIS will not take effect until September 25. Until PMIS systems modifications take place, RECRUIT will continue to automatically display the current pay range associated with the position’s class code.

To transition from the current method of posting positions, DHRM will state on the front page of RECRUIT that the Commonwealth is changing to a new compensation structure on September 25. The statement will indicate that the Commonwealth’s compensation system is in transition and that positions will be posted under the old titles and grade ranges, but for some positions, agencies may be referring to the new roles and pay band ranges. The RECRUIT web page will also be modified to detail these changes.

Effective immediately, agencies should use the following guidelines when posting a position:

1. If the hiring process will be completed prior to September 25, use the current procedures: post the current state title and pay grade range. During the interview process, review the new compensation structure with candidates or provide them with an overview (handout) of the new compensation system.
2. If the position will be filled on or after September 25, agencies have the option to recruit using the new role, work title, and/or pay band. If the

position's new Compensation Reform title and pay band are posted, all other communications should include the same information (*i.e.*, advertisements, flyers, and publications). For purposes of RECRUIT, this information should be entered into the **body** of the posting.

*Example: Program Support Technician, Grade 6, Position #00001, Class Code 11204*

*Text: Effective 9/25/2000, the new pay band minimum is \_\_\_\_\_ and the maximum is \_\_\_\_\_ or the new role title is Fiscal I. Continue with the job description and qualifications.*

Please contact Pam Hill, Compensation Consultant, at 804-786-4385 or [phill@dhrm.state.va.us](mailto:phill@dhrm.state.va.us) if you have any questions.

Cc: Cabinet Secretaries  
Agency Heads