

## **The Job Assessment Process**

The Classification Plan for the state classified service consists of the job specifications for all classified jobs. In accordance with Civil Service Rule 5.7, State Civil Service is responsible for evaluating each job in the Classification Plan in order to establish its relative value in the classified service. To accomplish this goal, job assessments are conducted by State Civil Service to ensure that the proper analysis and considerations are given when evaluating necessary changes to the job specifications of classified jobs.

Job assessments may include the establishment of new jobs, changes to existing jobs, and/or the abolishment of jobs. All job assessments require the approval of the State Civil Service Commission. Job assessments resulting in new jobs and/or changes to pay grades also require the approval of the Governor before implementation. In a job assessment, State Civil Service Compensation Division staff review occupational characteristics for a particular job series and may conduct interviews with employees in order to gain a thorough perspective on the duties and responsibilities of the positions in the affected job titles. State Civil Service ensures that a comprehensive analysis of internal equity and external competitiveness is completed for every major job assessment.

The job assessment process is intended to ensure that job specifications align with the work as actually performed by employees and that pay ranges for those jobs are reasonably competitive with the market. In accordance with Civil Service Rule 6.8.1, the pay of a current employee does not change in a job assessment unless the employee is below the minimum of the pay range. The job assessment process addresses recruiting and retention from a strategic, long-term perspective. If an agency is experiencing immediate and acute challenges with the recruiting and retention of employees, a pay mechanism such as a Special Entrance Rate may be recommended.

State Civil Service is available to meet with an agency's human resources management team in order to provide customized solutions to achieve the agency's recruiting and retention goals. If it is determined that a job assessment is necessary, State Civil Service will work closely with the agency in designing and implementing those changes to the Classification Plan. If your agency has a concern regarding a job or job series that may require a change to the Classification Plan, please contact your Compensation Consultant. To email your request, please click [HERE](#).