

PROCEDURES FOR PROCESSING
POSITION REQUEST AND PAY ACTION FORM - P5-A

This form is used to establish a new position, apply pay practices for existing position, and/or abolish an old position. It also authorizes the recruitment of new positions. This form must be **completed in its entirety** and returned to the Human Resources Office before it can be processed. Incomplete forms can delay establishing new positions and changing existing positions.

Section I - A

Check or complete each item in the Position Request Approval section. If this is a request for a new position, indicate new in the space provided. If this is a request for an existing unfilled position, indicate the name of the last incumbent and put vacant in parenthesis in the space provided. If this is a request for an existing filled position, indicate the employees name in the space provided. If you have indicated that this is a grant position and a charge code has not been assigned, the form cannot be processed.

Definition of terms (Section I-A)

1. **Establish a new position** - to create a position for the first time. Abolish old position if applicable.
2. **Redefinition of duties** - identify the tasks and duties that have changed in the present position without changing the level of responsibility or role title/pay band.
3. **Role change (upward/downward)** - upward: movement to a different role in a higher pay band - downward: movement to a different role in a lower pay band.
4. **Role change (lateral)** - lateral: movement to a different role in the same pay band.
5. **In-Band adjustment** - allows for movement within a pay band for change in duties, professional/skill development, retention, and internal alignment.
6. **Temporary pay** - allows an agency to assign an employee to perform different key (essential) duties on an interim basis.
7. **Wage extension** - to continue a 1500 hour wage position after the expiration of the 365 day period.
8. **Pay factors** - the thirteen factors considered by managers for determining and justifying pay actions (see Attachment A).

Section I - B

Complete this section for all requests.

Section I - C

Complete this section for all requests. If question number two does not apply, indicate non-applicable (N/A) in the space provided.

Section I - D

A completed role description/work profile (White-Classified/Green-Wage) must accompany this request and a current organizational chart. (Location: HR Office or under **WordPerfect/Orion/Public/Drive**).

Exception: Temporary pay and wage extensions.

Section II

This section must be completed and include all of the appropriate signatures of the officials as outlined. **Special note:** The only required signatures for redefinition of duties are the supervisor and Human Resource Director.

Section III

This section is to be completed by the Human Resources Office **only**.

Upon completion and receipt of this form, the role description/work profile will be reviewed by the HR classification manager for compliance with DPT, Policy #3.05. Supervisors will be notified of all classification actions. New positions will be recruited in accordance with the recruitment schedule.

ATTACHMENT A

Managers should consider the following factors in applying pay practices:

AGENCY BUSINESS NEED: The specific activities and organizational, financial, and human resource requirements that are directly derived from the agency's mission.

- For example, changes in an employee's duties, abilities, etc. should be relevant to agency business need in order to be compensable.

DUTIES AND RESPONSIBILITIES: The primary and essential work functions performed by an employee or group of employees.

- Variation in these duties and responsibilities help distinguish one employee from another for comparison purposes.

PERFORMANCE: The candidate's or incumbent's previous and/or current work accomplishments or outcomes and behavioral interactions that are typically assessed in written, verbal or observational forms.

WORK EXPERIENCE AND EDUCATION: The candidate or incumbent's relevant employment history and academic qualifications.

- *Work experience* is the employment history of an individual, and typically includes the titles of jobs held and a corresponding description of the duties, responsibilities and tasks performed.
- *Education* is academic credentials obtained and is usually listed as high school diploma, associate degree, bachelor's degree or specific advanced degree.

KNOWLEDGE, SKILLS, ABILITIES AND COMPETENCIES: Elements commonly listed for job requirements, hiring qualifications or employee credentials.

- *Knowledge* refers to acquired principles and practices related to a particular job (e.g. principles of nuclear physics or accounting).
- *Skills* refer to acquired psychomotor behaviors (e.g. operations of forklift or personal computer).
- *Abilities* are the talents, observable behaviors or acquired dexterity (e.g. capacity to lift 200 pounds).
- *Competencies* are the knowledge, skills and underlying behaviors that correlate with successful job performance.

TRAINING, CERTIFICATION AND LICENSE: Job requirements or employee qualifications that are relevant or highly desirable for a particular job.

- *Training* refers to a specialized course of instruction outside the realm of recognized academic degree programs (e.g. in-service training, etc.).
- *Certification* refers to a specialized course of study resulting in a certificate upon successful completion (e.g. Cardiopulmonary Resuscitation, Certified Professional Accountant, Emergency Medical Technician, etc.).
- A *license* is a credential that is required by law to practice one's occupation (e.g. Registered Nurse, Pharmacist, Physician, etc.).

INTERNAL SALARY ALIGNMENT: A fairness criterion that takes into consideration the proximity of one employee's salary to the salaries of others who have comparable levels of training and experience; similar duties and responsibilities; each employee's performance; and similar knowledge, skills, abilities and competencies.

- Internal salary alignment is determined by the examination of an employee's salary in relation to comparable co-workers.

MARKET AVAILABILITY: The relative availability of suitable, qualified employees in the general labor market, which is subject to the effects of supply and demand.

SALARY REFERENCE DATA: A composite of relevant salary information (e.g. average salary range, median salary, weighted average salary, etc.) extracted from available surveys that indicate market pricing for various jobs in the Commonwealth.

TOTAL COMPENSATION: This includes all forms of cash compensation (e.g. base pay, shift differentials, overtime, on-call pay, bonuses, commissions, etc.) and the dollar value of the employer-sponsored benefit package (e.g. health and dental insurance, long and short term disability, paid leave, retirement, life insurance).

- NOTE: The greatest impact of total compensation will be on starting pay and competitive offers.

BUDGET IMPLICATIONS: The short and long-term financial consequences of pay decisions and how salary dollars are managed by an agency.

LONG-TERM IMPACT: The strategic and financial effect of anticipated future salary costs, staffing changes, salary alignment among employees, career growth and salary reference data changes.

CURRENT SALARY: The candidate's or incumbent's present base pay compensation, which may be reported as an hourly wage, weekly, semi-monthly, monthly or annual salary.

- Does not include shift differentials, benefits, overtime, incentive premiums, bonuses, commissions or other similar non-base-pay compensation.

Managers should think about which factors are most applicable for each particular situation, but they all must be considered. Consideration of the factors should occur before any discussion with an employee or applicant takes place.