

## GOVERNMENT OF GUAM



### CLASSIFICATION, JOB EVALUATION AND COMPENSATION PROJECT

*Agenda for Joint Meeting of Policy Advisory Committee and Project Steering Committee on  
Friday March 6, 2009 at 10.00am*

1. Introductions
2. Project Overview – Understanding the Work Plan, Outcomes and Your Role
3. Your Expectations of the Project
4. The Importance of Project Communications
  - Communications Sub-Group of the Steering Committee
  - Creating a Project Communications Website
  - Initial Communication
5. Potential Project Enablers and Barriers
  - Discussion on item 4.1 of the Contract with respect to the Unified Pay Plan and Autonomous Agencies
6. Constituency of Job Evaluation Committees
7. Moratorium on Classification and Job Evaluation work
8. Other Business

## **PURPOSE OF THE POLICY ADVISORY COMMITTEE**

- To have representatives of stakeholders (Legislative Branch, Governors Office, Executive Branch, DOA, HRD) who will be involved in key project outcome decisions at the end of the project educated and informed of the project methodology and process during the project and BEFORE they need to make project decisions.

## **ROLE OF THE POLICY ADVISORY COMMITTEE**

1. To meet on an as-required basis (likely to be 3-4 times in the course of the project) at key milestone points. These meetings will primarily focus on an update of project progress and a continued education on the components of the project.
2. To be the key Committee in the Development of a Compensation Philosophy for the Government (see Phase II, step 1 of the project work plan) and review of the definition of the constituency of the comparator market.
3. The time commitment required of the members of this Committee will be 60-90 minutes for each Committee meeting with the exception of the meeting to develop a Compensation Philosophy, for which the Committee should commit a ½ day.

## **PURPOSE OF THE PROJECT STEERING COMMITTEE**

- To have representatives of key Executive Branch stakeholders (DOA, HRD, Agencies) who will be involved in the project process to provide project oversight and the creation of mutual accountability between the Government of Guam and Hay for the project process, outcomes and communications process.

## **ROLE OF THE PROJECT STEERING COMMITTEE**

1. To meet on an as-required basis (likely to be every 6-8 weeks, but will be project timetable driven, not regularly scheduled). These meetings will primarily focus on an update of project progress against both the timetable and the expected outcomes and the project communication process.
2. To act as a project sounding board in terms of the project work plan and steps.
3. To act as a project communicator – what are the potential barriers to success and the enablers for success?
4. To oversee the project communications content and means of communication.
5. To help manage expectations.
6. To optimize the utilization of the “best” Government resources for the Job Evaluation Committees and the availability of those resources.
7. To help in taking internal ownership of the project; a “Government of Guam project,” not a “Hay project.”
8. To provide input and keep Hay informed of issues, other projects, etc., that may have an impact on our ability to meet the project objectives, timetable and deliverables.
9. The time commitment required of the members of this Committee will be 1-2 hours for each Committee meeting.

### **PURPOSE OF THE JOB EVALUATION COMMITTEE**

- To have representatives of HRD, Agency HR staff and the major occupational groups trained in the Hay method of job evaluation and then be practitioners in the application of that methodology. Two Committees will be formed, and additional staff who will not be members of a Committee may also be trained at this time.

### **ROLE OF THE JOB EVALUATION COMMITTEE**

1. To be trained in the job evaluation methodology. This will be done with all members of both Committees at the same time (1-1½ days).
2. Each Committee will evaluate a benchmark sample of positions (likely to be in 2x4 day sessions).
3. The Committees will meet jointly for a 1 day session to do a quality assurance review of the evaluation of all benchmark positions. The members of the Committee will then meet in small groups to slot the remaining positions against the benchmarks utilizing the Hay JEM (Job Evaluation Manager) technology.
4. The Committees will then meet jointly for a 2 day session to do a quality assurance review of the evaluation of all positions.

### **CRITERIA FOR JOB EVALUATION COMMITTEE MEMBERS**

1. Mix of HRD, Agency HR and Agency non-HR staff.
2. Mix of Managers and Individual Contributors.
3. Strong verbal communication skills.
4. Strong analytical skills.
5. Ability to see the big picture and understand different roles within the Government. In other words, that they are a fully participative member of the Committee on all positions, not just their own areas of knowledge.
6. Credible figure within the Government of Guam.
7. Not the carrier of significant “baggage.”
8. Ability to remain objective when evaluating jobs across the Government.
9. Want to learn, act as a team member, and have fun.
10. Available to give the time commitment required.