

Hay/Compensation Level Decision Form

This form is to be completed prior to conducting a Hay rating, and must be completed prior to submitting a request for a class establishment or range reassignment. The information collected is intended to help Hay raters, HR staff, and managers alike understand the reasons for a Hay review and to consider the impact it may have on the organization. The review of this information may result in pursuing options other than a Hay review to address the agency's organizational needs.

Requests for class establishments or salary range reassignments must include: an organization chart, position description, Hay evaluation write-up (always required for a class establishment, may be needed to support a salary range re-assignment), agency memo requesting a salary assignment upon class establishment or salary range reassignment, and a Recommended Class Plan Change Form.

Date: _____ Agency: _____

HAY EVALUATION PROPOSAL

Please indicate why the position is being reviewed

- The work is new and no current class is suitable in regard to type and/or level of work
- The work has changed and no current class is suitable in regard to type and/or level of work
- The work has changed due to reorganization or the merger of two classes into one
Note: If duties were taken from another position(s) and assigned to the subject position, the agency must also review and make corresponding changes to the other position(s) affected.
- To determine an appropriate classification allocation
- To resolve a dispute over the level of the work (e.g. appeal of a job audit)
- To update a class rating Date of most recent Hay rating _____
- Other (please specify)

What expectations does the manager/supervisor have for this review?

- New classification
- New Hay rating for class Higher Lower No change
- Reallocation of incumbent to a different classification (e.g. promotion, demotion, transfer)
- New compensation range for class
Note: If it is believed that a higher compensation assignment is warranted, please be aware that other factors, in addition to a higher Hay rating, are likely needed to support a range reassignment (see Compensation Proposal section on the next page).
- To resolve a dispute over the level of the work
- Other (please specify)

Has agency leadership given authorization to move forward with a request to review the class/level? Yes No

Have you consulted with your agency's staffing and compensation representative? Yes No

What information can you learn from a Hay evaluation that will help you resolve the classification or compensation issue? Have you considered other options apart from Hay including: restructuring the work/position; re-evaluating priorities and needs; and/or redesigning the workflow?

Is your agency willing and prepared to act on the results of the Hay evaluation regardless of the outcome (e.g. a higher rating, no change in rating, or a lower rating?)

Internal Equity within the agency: Please identify the agency's superior, peer and subordinate classifications impacted by this request (an organization chart must be attached to this form).

| | Class title /Class code: | Comp code: | Max rate: | Hay rating | |
|---------------------------|--------------------------|------------|-----------|-------------|-----------|
| | | | | KH-PS-AC-WC | Total pts |
| Two levels above | | | | | |
| One level above: | | | | | |
| Subject position: | | | | | |
| Peer positions | | | | | |
| Peer positions | | | | | |
| Peer positions | | | | | |
| Highest level subordinate | | | | | |

Internal Equity within the same series (if applicable): Please show the subject classification and where it fits in the corresponding career path (e.g. ITS 1, 2, 3, 4, and 5) by total Hay points.

| Class title /Class code: | Comp code: | Max rate: | Hay rating | |
|--------------------------|------------|-----------|-------------|-----------|
| | | | KH-PS-AC-WC | Total pts |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Do other agencies also use this class? If so, please coordinate with MMB's Chief Classification Analyst before moving ahead. The Chief Classification Analyst can be reached at 259-3760.

Based on responses to the questions above, does the information support a Hay evaluation as the appropriate next step? Yes No If you answer yes, you must complete the section below after the Hay evaluation. Please be sure to attach a memo requesting a class establishment or salary range reassignment and include a discussion of the compensation factors listed below that support the compensation level requested.

COMPENSATION PROPOSAL

| | | |
|--------------|--------------|--------------|
| | Current | Recommended |
| Class Title: | Comp Code: | Comp Code: |
| | Previous | New |
| Class code: | Hay Rating: | Hay Rating: |
| | Relationship | Relationship |
| | to Trend: | to Trend: |

In addition to the internal equity information collected above and the new Hay rating and its relationship to trend, please discuss the following factors when making your request for the classification/compensation level.

- Affect on the differences between the pay of supervisors and subordinates (i.e. effect on salary compression)
- Market factors affecting the request including recruiting experience, availability of applicants, wages paid by employers for comparable positions, etc.
- Workforce planning factors affecting the request including anticipated retirements, extent of turnover, criticalness of positions, etc.
- Timing issues including reflecting on current circumstances and discussing how those circumstances may be affected by the request
- Budget implications including discussing the availability of funds to support this request and how this may impact the ability to fund other positions or needs

MMB will review the information above and will also consider how the proposal enhances or preserves the statewide principles of consistency and fairness.