Government of Guam

Classification, Job Evaluation and Compensation Plan

Project Overview

March 6, 2009

HayGroup

Introduction to Hay Group
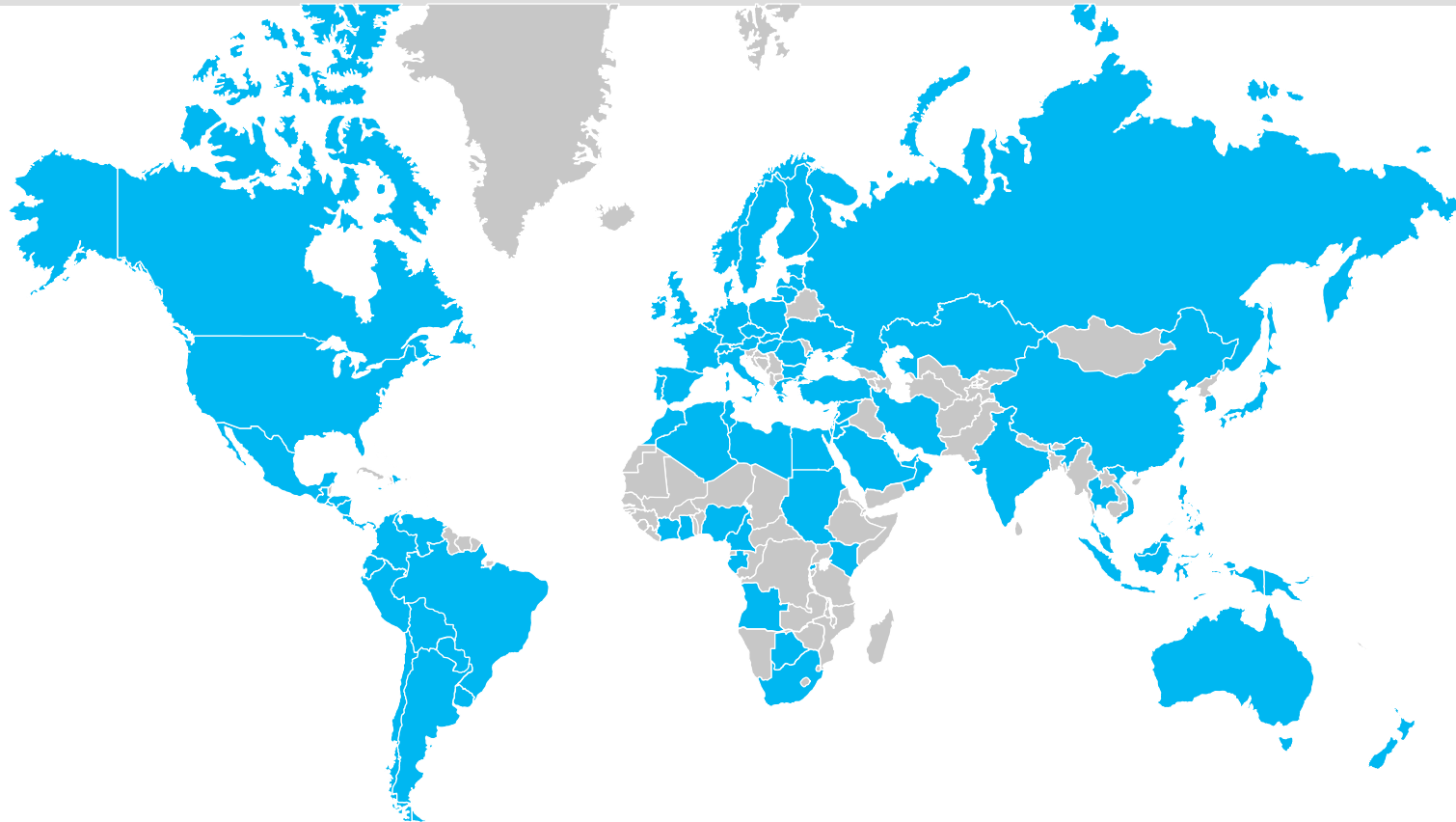
88	2700	7000+	$515m
Offices in 47 countries	Employees worldwide	Clients	Revenue

Introduction to Hay Group (cont'd.)

Hay Group has worked with a wide range of State Governments such as:

State of Alabama

State of Arizona

State of Colorado

State of Delaware

State of Florida

State of Idaho

State of Kansas

Commonwealth of Kentucky

State of Louisiana

State of Maine

Commonwealth of Massachusetts

State of Minnesota

State of Mississippi

State of New Hampshire

State of New Jersey

State of New Mexico

State of Oklahoma

State of Oregon
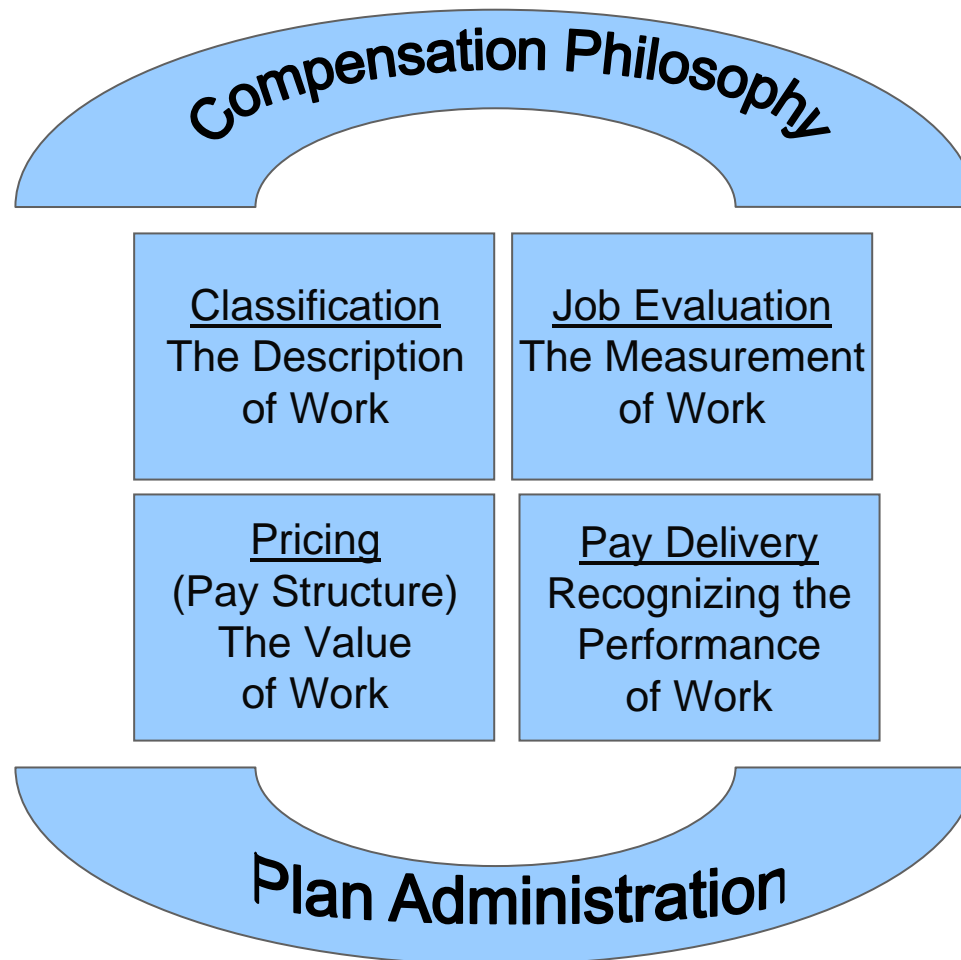
Commonwealth of Pennsylvania

State of South Carolina

State of South Dakota

State of West Virginia

State of Wyoming

Project Overview - Methodology

Compensation Philosophy

Classification
The Description
of Work

Job Evaluation
The Measurement
of Work

Pricing
(Pay Structure)
The Value
of Work

Pay Delivery
Recognizing the
Performance
of Work

Plan Administration

Project Objective and Deliverables

Overall Objective

- **To partner with the Government in the review, redesign and implementation of a classification, job evaluation and compensation plan that will support the Government's work culture and will enhance employee's motivation, satisfaction and commitment to the Government's goals and service objectives.**

Project Objective and Deliverables (cont'd.)

Deliverables:

- **An assessment and understanding of the current "state of play" of the job documentation, classification, job evaluation, compensation and pay delivery mechanisms for the positions covered by this project, so that what is currently effective can be built upon and what needs replacement can be redesigned;**

- **The establishment of a classification schema that will consolidate duplicate classifications and enhance career development;**

- **Establish the re-alignment of positions in an internally equitable manner based on sound principles of job evaluation and through the application of the most widely used method of measuring and classifying work in the USA;**

Project Objective and Deliverables (cont'd.)

Deliverables (cont'd):

- **A review of the existing salary structure with recommendations for changes based upon an analysis of internal and external data;**

- **Specific recommendations regarding the appropriate level of compensation for all classes;**

- **Design of new compensation plans that will recognize the diverse nature of the types of positions that are within a Government plan;**

- **Recommendations on how to administer the classification, job evaluation and compensation plan including training in the use of any new aspects of the overall program;**

Deliverables (cont'd.):

- **Provision of technology and documentation for optimal plan administration;**

- *The internal capability to manage the plan on an ongoing basis through the training and participation of the Government's human resources team in all key steps of the project process;* **and**

- **A high degree of acceptance of the project process and results through participative partnership and regular communication.**

Project Overview – Process

Phase I: Classification and Job Evaluation

1: Project Management and Communications Process

2: Gathering Data

3. Gathering Job Content Information

4: Select Benchmark Jobs

5: Evaluate Benchmark Jobs – Utilizing the Hay Method of Job Evaluation and Technology-Enhanced Approaches

6: Evaluate Non-Benchmark Jobs

7: Development of Classification Schema

8: Organization Review

Phase II: Compensation

1:   Developing a Compensation Philosophy

2:   Review of Current Pay Structures

3:   Collection and Analysis of Current Salaries

4:   Determination of Compensation Data to be Collected

5:   Collect and Analyze Market Data

Phase III: Recommendations and Reporting

1:   Recommendations and Reporting

2:   Transition and Implementation Planning

3:   Ongoing Support and Consultation

Guam Presentation – March 2009.ppt