



Classification Redesign

HR COMMUNITY MEETING

MARCH 1, 2017

Why Conduct Desk Reviews?

- ▶ To determine the job functions
- ▶ To determine the levels of work and roles needed
- ▶ To determine job distinctions
- ▶ To better understand the duties of the position
- ▶ To better understand the duties of the position in comparison to other positions within the agency
- ▶ To assess the knowledge, skills, and abilities necessary to perform the job duties

What to Expect in a Desk Review

- ▶ Compensation Division representatives contact Agency HR
- ▶ Agency HR coordinates with the applicable agency personnel
- ▶ Desk review(s) are conducted by SCS to gain understanding of the job and/or job series using a standardized questionnaire
- ▶ Representatives from the Compensation and the Staffing Division will be present