

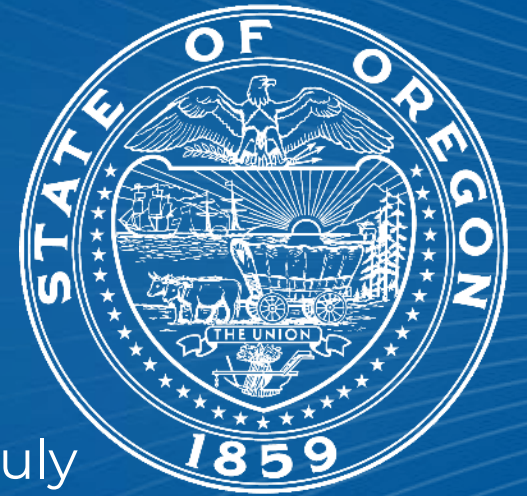
# Department of Administrative Services



Classification & Compensation Enterprise Meeting

# Agenda

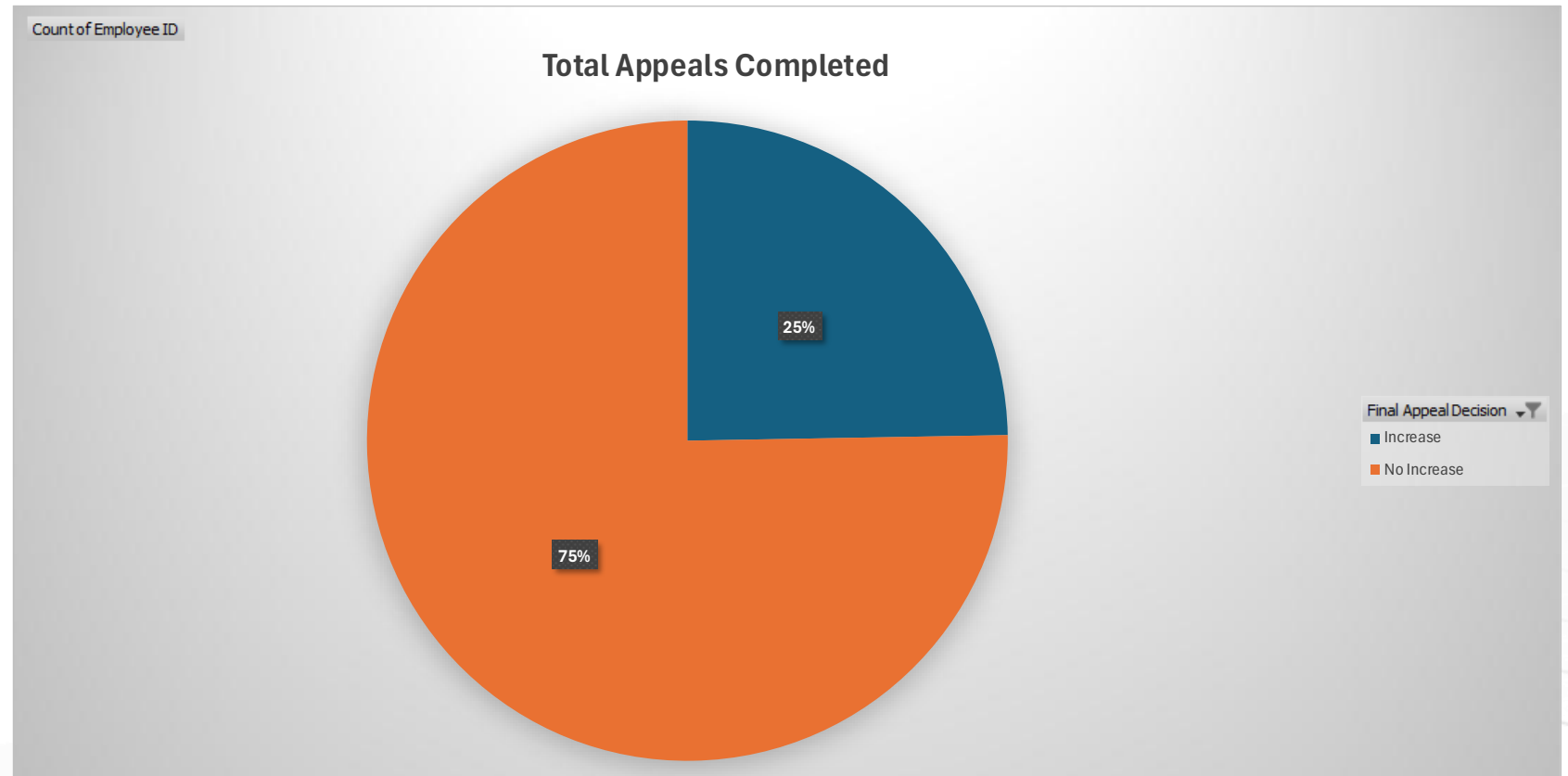
- 01** Equal Pay Closeout
- 02** Unclassified Service Project
- 03** Class Study Update
- 04** Equal Pay Training Coming in July
- 05** Class Review Dashboard



# Equal Pay Project Closeout



Total Appeals **4083**



# Equal Pay Training – July



- Equal Pay Training in Workday – On demand
- Classification & Compensation Enterprise Meeting – July 30
  - Extended meeting 2:00 – 3:30 pm
  - Primary focus on Relevant Experience
- Classroom training offered monthly August – November
  - Limited class size of 20

# Equal Pay – Adjustment Requests



Training in Workday

[DAS - CnC - Equal Pay - Agency HR Request for Equal Pay Adjustment form on Smartsheet - Workday](#)

Updated Equal Pay Employee Appeal Form

[Employee-Equal-Pay-appeal-form.pdf](#)

# Unclassified Services Project



## **What:**

Of the 16 different categories of the Unclassified Service statute, only one (240.205(4)), Principal Assistants and Deputies, requires written approval of the DAS Director (or as established by statute)

## **Why:**

Agencies that have Principal Assistants must have an approving memo on file

# Unclassified Services Project cont'd



## **How (Internal Process):**

Internal review of all current positions identified as Principal Assistants and Deputies. Reviewer will answer the following questions:

- Is there an existing memo?
  - Does it have the correct approving signature (i.e., DAS Director, or as established by statute)
- If CHRO cannot locate the memo, the agency will be asked to locate.
  - If no memo found, a new request will need to be made



# Unclassified Services Project cont'd



- How (External process)

Agency Name:

Employee Name:

Employee [Workday #](#):

**Finding:**

☐ [Memo](#) is on file and has the correct approving signature. No further action [needed](#), and a copy will be provided [to](#) you.

☐ Memo does not have the correct approving signature. Please submit [new](#) request (see Next Steps)

☐ Memo cannot be located. Please submit a new request (see Next Steps)

**Next Steps**

Please provide the following. If Agency Enabling statute requires an Unclassified Service memo, please provide the supporting statute and narrative (agency fills in):

1. To qualify as a Principal Assistant, an employee must satisfy the following criteria:
  - 1) **Manages a major agency organizational** component
  - (2) **Reports directly to a deputy or an employee listed in subsections** (1) through (3) of ORS 240.205, meaning:
    1. An executive officer for a board or commission, if the board or commission members are elected officers or are appointed by the Governor
    2. The director of each department of state government or the full-time salaried head of a state agency, board or commission required by law to be appointed by the Governor
    3. The administrator of a division within a department required by law to be appointed by the director of the department with the approval of the Governor
  - (3) And is **designated as such by that executive or administrative officer with the approval of the Director of the Oregon Department of Administrative Services**

☐ [Employee satisfies all three criteria](#). This box must be marked to qualify for further analysis.
2. Ensure:
  - 1) The Position Description contains analytic narrative (duties, reporting relationship, management of a major agency organization, etc.)
  2. The Organizational chart shows management of a major organizational component of the agency and reporting [relationship](#) to director/deputy

☐ Position Description narrative contains proper reference and analysis that supports this request.





## Unclassified Services Project cont'd

### General Process Flow

