

State of Oregon
DEPARTMENT OF ADMINISTRATIVE SERVICES
Human Resource Services Division



State Policy: 20.000.05 Job Evaluation and Position Benchmarks

APPLICABILITY: All classification specifications, agency heads, board and commission directors and executive secretaries, full-time board and commission members

REFERENCE: ORS 240.145(3); 240.190; 240.235; 240.240; 240.245; 240.250; 292.951; 292.956; 292.971; Administrative Rule 105-20-001

(1) Policy: In an attempt to achieve an equitable relationship between the comparability of the value of work performed by employees in the Executive Branch and the compensation and classification structure of the state system, all job classifications, agency head positions, director and executive secretary of board and commission positions and, all member positions for paid full-time boards and commissions shall be evaluated by a Central Evaluation Team (CET) using the Hay Method of job evaluation. These evaluated positions, along with class specifications, shall become the framework for position allocation. Accordingly:

- (a) The Executive Branch evaluation process is established to anchor the state's internal value structure and to provide the frame work for position allocation.
- (b) Evaluated positions shall include the following: agency heads; directors, or executive secretaries of boards and commissions; and all board member positions for paid full-time boards and commissions.
- (c) Job evaluations shall be conducted when:
 - (A) a new classification is developed or a new position requiring evaluation is identified; or
 - (B) an existing classification or evaluated position is substantially changed; or
 - (C) the CET identifies system inconsistencies or other problems among evaluated positions or classes.
- (d) Agency heads shall maintain accurate and up-to-date position descriptions for existing positions and seek CET re-evaluation whenever an existing evaluated position is substantially changed.
- (e) An agency may seek a re-review of the initial evaluation within the time frame identified by the CET by explaining, in writing, why they believe the evaluation is incorrect.
- (f) The CET shall acknowledge the request for re-review within 10 calendar days from receipt of such request by notifying the agency of the scheduled re-review date and specify that a CET decision shall be made within 15 days from the re-review date.
- (g) Salary ranges for CET evaluated classifications and positions shall be determined by the Hay evaluated score unless an exception to this evaluation has been granted (see Policy 20.005.15).

(2) Policy Clarification:

- (a) Comparability of the value of work means the value of the work measured by the needs of the employer and the knowledge, composite skill, effort, responsibility, and working conditions

required to perform the duties within a classification of work.

- (b) The CET is composed of employees who have experience in job evaluation, state occupations, and have a statewide perspective on the comparability of the value of work performed within the Executive Branch.
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