

<b>SUBJECT:</b> Job Evaluation and Position Benchmarks	<b>NUMBER:</b> 20.000.05
<b>DIVISION:</b> Chief Human Resources Office	<b>EFFECTIVE DATE:</b> 2/01/2019
<b>APPROVED: Signature on file with the Chief Human Resources Office</b>	

**POLICY STATEMENT:** It is the goal of Oregon state government to offer competitive and equitable compensation within a classification structure utilizing a knowledgeable team of subject matter experts and industry standards.

**AUTHORITY:** ORS 240.145(3); 240.190; 240.235; 240.240; 240.245; 240.250; 292.951; 292.956; 292.971; OAR 105-020-0001

**APPLICABILITY:** All classification specifications in the Executive Branch, including agency heads, board and commission directors and board and commission members

**ATTACHMENTS:** None.

**DEFINITIONS:** Also refer to State HR Policy 10.000.01, Definitions

**POLICY:**

- (1) In order 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 State HR Policy 20.005.15, Exceptions to Hay Evaluated Salary).
- (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.