

Destination Highlights:

Please come visit the ancient and verdant land of Class and Comp and witness the magnificent and dizzying architecture of how work in the County is classified and paid!

The Class and Comp team is responsible for maintaining and administering the very building blocks of the County's organizational structure: 1900+ job classes and 1,600+ salary plan/grades. Work in the land of Class and Comp is predominantly analytical, and involves heavy research, data synthesis, and report writing.

Visitors will experience, up close, the core components of how the work of 23,000 employees is organized and compensated to keep the County running efficiently.



Classification & Compensation



Overview: By the end of this training, you should be able to successfully complete the following Classification & Compensation-related activities:

ACTIVITY	PHASES/STEPS	ANTICIPATED TOTAL HOURS/ DURATION OF ACTIVITY
CONDUCT EXCEPTION STUDY	<ul style="list-style-type: none"> • Review Class Study Request and supporting documentation • Conduct job study • Post-Study Review • Compile Study Memo • Communicate recommendation with BP • Implementation (Reclasses, costing, new class, etc.) 	<p>10-20 hours over 2-4 weeks</p>
COMPLETE JOB SPECIFICATION AMENDMENT	<ul style="list-style-type: none"> • Review request (BP, Department, etc.) • Complete amendment and revisions to any related job specifications • Complete amendment form 	<p>3-6 hours</p>
CONDUCT MARKET REVIEW (BASE SALARY AND TOTAL COMP)	<ul style="list-style-type: none"> • Base salary market review • Reach out to other counties, as needed • Total comp review • Submit findings & recommendation to stakeholder 	<p>2-6 hours for market 5-8 hours for total comp</p>
CTR REVIEW	<ul style="list-style-type: none"> • Review CTR and supporting documents • Seek clarification as needed from BP and department • Approve/Deny and submit 	<p>1-2 hours</p>

Approximately 4-6 weeks total

