

Department of Administrative Services

Chief Human Resources Office Classification and Compensation

Jen Coney, Administrator



Joint Task Force on Statewide Educator Salary Schedules

April 24, 2024

Agenda

- 01** How the Department of Administrative Services (DAS) develops and makes changes to worker classifications
- 02** How the same job classifications may be adapted to fit the needs of different state agencies
- 03** Regional differences



Authority Framework



ORS 240 – State Personnel Relations law

- Requires the CHRO to, “...adopt a classification plan which shall group all positions in the classified service in classifications based on duties, authority and responsibilities thereof. Each classification of positions may be subdivided and classes may be grouped and ranked in an appropriate manner.” (ORS 240.215)
- Establishes similar guidelines for management and unclassified service (ORS 240.240)
- Directs a neutral and objective method of determining the compensation (ORS 240.190)

OAR 105-020-0001

- Establishes Hay Method as the neutral and objective method of job evaluation

Developing and Making Changes to Worker Classifications



Need for new or revision of class specifications:

- Classification studies are agreed upon during collective bargaining (odd numbered years)
- Management requested are approved by the Chief Human Resources Officer before commencing

Classifications define the essence of the occupation in broad and general terms

Developing and Making Changes to Worker Classifications



New

Define the occupation in terms of scope, typical duties, responsibilities, skills, and knowledge of work

Revision

Identify how the work has substantially changed in terms of scope, duties, responsibilities, skills, and knowledge of the work

Developing and Making Changes to Worker Classifications



Process is facilitated by CHRO Classification and Compensation staff serving as the Project Manager for the classification study

Agency representatives (Subject Matter Experts) engage in process in the review of the class specification for accuracy by describing the body of work, knowledge needed, scope and responsibility, accountability, etc.

SMEs present to the Central Evaluation Team for job evaluation



Job Classifications

Job classifications define the essence of the body of work through the class concept

- Distinguishing features between the levels of work in a series
- Typical duties
- Knowledge and skills
- Minimum qualifications

Many define common work and are shared by more than one agency

Some are agency-specific

Job Classifications



Classifications used by several agencies (shared)

[Office Specialist 2](#)

Agency-specific classifications

[Transportation Maintenance Specialist 2](#)

Regional Variations



No regional variations

Work is defined and compensated the same across the enterprise

- Classifications represent a body of work, not the location
- Significant numbers of remote/hybrid work
- Even pre-pandemic, the State of Oregon did not have regional pay variances

To ensure competitive salary, every two years publish [Salary and Benefit Report](#)

Competitive Salary



We review all classifications in our compensation plan to find a market position; however, not all classifications can be readily found in the labor market

We do not match to job title, it's a comparison of job duties, responsibilities, reporting relationships, and education/experience requirements

To be considered a match, at least three separate data sources must be available for each classification

State of Oregon Market



Executive Order 17-08 “market employer”

Market for State of Oregon jobs includes:

- Four contiguous states (WA, CA, ID, NV)
- Seven Oregon Counties (Washington, Clackamas, Multnomah, Marion, Lane, Deschutes, and Jackson)
- Three Washington Counties (Clark, Thurston, King)
- Purchased survey data (Milliman, Willis Towers Watson, and Salary.com)

Thank you & Questions



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