

Number 6.1 - POSITION EVALUATION SYSTEM

Effective Date: March 1, 1996

Applicable To: All classified employees with the Executive Branch of the State of Vermont.

Issued By: Department of Personnel

Approved By: William H. Sorrell, Secretary of Administration

PURPOSE AND POLICY STATEMENT

The State utilizes a single point-factor comparison method of job evaluation known as the Willis Position Evaluation System for purposes of internal position alignment and assignment of positions to salary ranges. Positions are assigned to pay grades and salary ranges based on a scale of values against which job evaluations of individual positions are compared.

Internal equity is maintained by using the same point-factor comparison method for all job evaluations and using the same method for assigning position classes to the established pay grades. This relative ranking among positions establishes the comparability between positions and the relationship of relative worth across the system.

The Position Evaluation System is applied to all positions except those exempted by 3 VSA 311, or exempted by any other provision of law.

DEFINITIONS

POSITION - a group of current duties and responsibilities (constituting a job) which normally requires the full-time or part-time employment of only one person.

PAY GRADE - one of the established salary ranges within the total classified pay plan for which a minimum and maximum rate is established. Each class is assigned to a pay grade.

GENERAL GUIDELINES

Position Evaluation Method - Jobs are evaluated by considering the actual requirements, duties, and responsibilities assigned to a particular position by the appointing authority. The position is the basis for classification, not the character or performance of the employee.

The occupation or type of work, the level and complexity of work assigned, the responsibilities expected, and the placement of the position in the organization are critical elements in job evaluation.

Jobs are evaluated on the basis of the skills and duties required as a normal part of the job. Position evaluation is not based on the volume of work assigned or the quality of the incumbent's performance. It is not a method of rewarding longevity or competence.

Willis Position Evaluation System - The State of Vermont implemented the Willis Position Evaluation System in 1986.

This system establishes eleven (11) components of a job to be evaluated independently. A job evaluator or job evaluation committee must determine the level of the job duties within these separate evaluation categories. Rating points are awarded according to a set value designated for each level. Total points for all eleven (11) components determine the assignment of a class to a pay grade. The ranking of pay grades is also based on total points and their relative progression.

The eleven (11) categories within four (4) fundamental areas are as follows:

1. KNOWLEDGE AND SKILLS:

- Job Knowledge - the amount of specialized or technical knowledge required by the job which include familiarity with facts and procedures; manual skills; capacity to organize and supervise events; knowledge of one or more profound or serious disciplines.
- Managerial Skills - the nature and complexity of the management process required in the job to exercise management principles such as planning; organizing; executing; and, controlling and evaluating activities, functions and subfunctions.
- Interpersonal Skills - the direct people contact or human relations skills required of a job and the extent to which the job must be able to establish rapport with, empathize with, and influence the actions of others.

2. MENTAL DEMANDS:

- Independent Judgement - the opportunity for critical thinking permitted by the job's characteristics and role in the organization and the amount of structure and guides available, or lack thereof, in dealing with problems.
- Problem Solving - the nature and complexity of the problems the job encounters and must solve considering: the amount and depth of analysis the job is required to perform; the nature of the problems to be solved and the complexity of the data; and, the extent of valiative, innovative, or creative thinking required.

3. ACCOUNTABILITY:

- Freedom to Take Action - the existence or absence of personal or procedural restraints or the degree of latitude the incumbent has to do the job.
- Size of Impact - the size of the end results (normally expressed in terms of annualized dollar amounts) the job most clearly is designed to have an impact on and the extent of accountability for those end results. It represents the job's most significant influence upon the organization.
- Nature of Impact - the type of accountability a job can have on a chosen end result.

4. WORKING CONDITIONS:

- Effort - the amount of intellectual and/or physical energy expended on the job, without regard for the size, strength, stamina or gender of the individual employee.
- Hazards - the relative exposure to potential physical or mental bodily injury is evaluated whether caused by accident, illness, other physical harm, or developed as a chronic condition directly related to the job's physical or stressful environment assuming the normal use of protective clothing and observance of safety precautions.
- Discomfort - job conditions which would normally be perceived as disagreeable by employees including the degree and extent of disagreeableness assessed considering mental, as well as physical.

APPLICABILITY TO EXEMPT EMPLOYEES

Certain positions, exempted by statute from the classified service, may be assigned to the classified pay plan for salary administration purposes. In such cases, the Department of Personnel will conduct its review and assignment to pay grade in a manner similar to classified positions (See Number 6.2, Classification Review).