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Proposed Activities, Milestones, and Goals
Human Resource Initiatives
SB330/LOCEA Resolution
January 20, 2015

January 21 – April 1, 2015

- **Draft job description and job announcement for Director of Classification and Compensation.** Advertise position with closing date three weeks from appearance of advertisements. Screen, interview and select finalist. Anticipated starting date April 1, 2015.

January 21, 2015 – February 27, 2015

- **Draft Request for Proposal (RFP) for compensation market studies for classified, non-classified and faculty employee categories (approximately 15,000 employees).** Include option to allow vendors to bid on aspects of RFP that align with their area of expertise. For example, a consultant may specialize in compensation for a specific discipline (information technology, research, sport coaches, etc.) and may bid on doing a portion of the work.
- The RFP will include a requirement for the vendor to review the effectiveness of existing job classification methodology and make recommendations to ensure the system in use produces and continues to produce accurate results aligned with the market and with best classification and compensation practices.
- Additionally, the RFP will include a requirement to design and develop equity measures (Relative Market Equity – RME) and a reporting structure using the market data resulting from compensation studies. It was apparent from vendor responses to the Request for Information that compensation consultants focus on gender equity and market equity which are common in the compensation arena. More specific guidance is necessary to receive appropriate proposals to design a separate program to measure compensation equity between West Virginia higher education employee categories and not the more common legal requirements for equity that are expected to be included in any credible compensation market study.

- Share draft for input from Chief Human Resources Officers (CHRO), Advisory Council of Classified Employees (ACCE), Advisory Council of Faculty (ACF), college Presidents and Commission/Council administrative staff.
- Revise proposal based on feedback from constituencies.
- Schedule and meet with Compensation Planning and Review Committee (CPRC) to finalize Request for Proposal for publication.
- Length of time to receive vendor bids will be determined by the Commission's Director of Procurement and requirements of the West Virginia Department of Administration's Purchasing Division.

February 27, 2015

- **Anticipated release of final Request for Proposal for compensation market study and design of compensation structures for all categories of employees.**

Timelines after release of the Request for Proposals for conducting market studies, developing pay philosophies, designing pay structures, incorporating communication plans, designing and presenting reports and updates, will be dependent on proposals from consultants. Additional factors that affect timeline estimations include:

- The cost of the project(s) and the Commission's and Council's ability to award contracts for all work required or whether the work has to be spread over additional fiscal years;
- The amount of support required of Commission/Council staff, as well as college and university human resources staff (Include professional and technical support);
- Competing demands on staff time with regard to coordinating WVOASIS HR/Payroll implementation for the twenty-two Commission/Council organizations;
- Competing demands on staff time with regard to human resources functions necessary for the internal human resources functions of Commission and Council as an agency; and
- Ability of the Commission and Council to staff the Human Resources Division at a level conducive to analysis, design, implementation, maintenance and evaluation of requirements, studies, on-going programs and data reporting outlined in Senate Bill 330.

March 1 – March 30, 2015

- **Draft Request for Proposal to conduct review for redesign of Commission's current human resources structure to effectuate system change, as well as implement and maintain requirements of Senate Bill 330.**
- **Work with Division of Policy and Planning to design a data submission portal for Chief Human Resources Officers to categorize and upload current job descriptions for classified, non-classified and faculty employees.**

Job descriptions for faculty and non-classified employees will be used for systems' job specification development, benchmark identification, design of job titling structure, compensation market pricing, and assignment of existing employees to newly developed titles and/or compensation grades/tiers/structures. Job descriptions or Position Information Questionnaires (PIQs) for classified employees will be used for the same purposes, including development of job specifications. Much of the classification system design is already in place for classified employees, so building a new structure for job titling and evaluation will not be required. However, more importantly the PIQs will be used by the consultants to "audit" or validate the effectiveness of the existing methodology and/or decisions made at the organizational level to appropriately assign titles and pay grades to positions. This work will satisfy the requirement for evaluation and report to the Legislature of the effectiveness of the existing methodology to classify jobs in public higher education institutions.

April 1 – April 30, 2015

- **Anticipated vendor meetings and bid opening.**
- **Classification and Compensation Review Committee evaluation of bids and selection of vendor.**
- **Finalization of vendor contract to begin work.**
- **Orientation and training of new Director of Classification and Compensation.**

May 2015

Anticipated start of work by consultants.