

Carlson Dettmann Consulting, LLC

CITY OF MARSHFIELD EMPLOYEE CLASSIFICATION STUDY CLASSIFICATION REVIEW PROCESS

Carlson Dettmann Consulting will be presenting the results of the Compensation Study on December 18, 2012 to the the City Council. Between December 18th 2012 and January 18th, 2012 the Classification Review process will be open for employees to submit a request for a classificaiton reievew during that month.

The process used by Carlson Dettmann Consulting (CDC) in conducting the classification study involved substantial employee input and supervisory review. If an employee feels that the his/her position has (1) substantially changed since the start of the study, or (2) the employee omitted significant information in the original Job Description Questionnaire response, or (3) the employee feels that the consultant has made a substantial error in evaluating the documented responsibilities, then the employee may supply additional information and ask for a re-evaluation.

City of Marshfield will use the following process in handling employee Classification Reviews of position grade placement resulting from the Classification Study for non-represented positions.

Grade reviews must be focused on the Job Description Questionnaire (JDQ). In this study, employees were required to provide a thorough and accurate job description questionnaire (JDQ), which was then reviewed and verified as correct by a Supervisor/Department Head. If an employee believes his or her job has been incorrectly graded, the employee must read through his/her JDQ and determine if any key areas were missing or insufficiently described.

If the Classification Review involves a claim of additional responsibilities or significant changes to the position since the completion of the JDQ, the employee must attach a hard copy of their original JDQ, with any changes indicated on the JDQ itself. Changes must be very clear, using underlining and different color font or some other demarcation. The department director must review the information provided by the employee, certify that it is factual and correct, sign the the form and, at the director's discretion, provide additional comments.

The pay plan structure, implementation method, and City decisions on market comparisons are not subjects for review in this process.

The Human Resource Manager will review all Classification Reviews and ensure guidelines are met before forwarding them to CDC.

Employees should submit their Classification Review Form to their department supervisor for review by January 16, 2013 at 8 a.m. The department supervisor will review, and if they concurr they will forward it to the Department Head, if applicable, for review and concurrence. The department head must submit the Classification Review Form to the Human Resources Manager no later than January 29, 2013 at 8 a.m. All Classification Reviews will be sent to CDC on Friday, February 1, 2013.

The consultant will review the Classification Reviews with the City Administrator and the Human Resource Manager. CDC will make recommendations on all Classification Reviews to the City Administrator by February 20, 2013. Recommendations for Classification Reviews will be presented by CDC to the City Council for action at the February 26 2013 meeting.

