

# IT Classification Modernization Project Information

## 1.) OBJECTIVES & GOALS

Agency IT/HR SMEs & DHR team utilized a statewide and career path perspective to develop an IT classification structure which ties to current job content; reflects the way IT is organized; and aligns titles to industry for internal & external equity. Employees will have more appropriate job titles, while applicants can better identify job postings, and provide career paths which support professional growth and explore possible advanced technical levels, in addition to management track.



## 2.) GROUND RULES

- No changes to employee compensation, this is strictly a classification project.
- Employees do NOT have to reapply for their job or serve an additional probationary period as a result of this project. All employees will be laterally transferred to their mapped position. The only change to the employees' record will be to the "Date Started in Class" field. All IPOPS actions will be entered as RF - Reclassification, Lateral. (If there are any instances of FLSA code changes, an additional IPOPS action would be required using change reason MW - Miscellaneous Personnel.)
- There are 12 new classes that do not have any employees mapped to: all levels of Information Management and Architect, and a new level in four other families. These new classes must be announced in NEOGOV before filling.



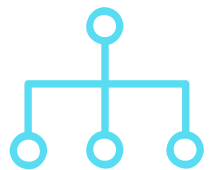
## 3.) PROCESS

DHR contracted with Korn Ferry Hay Group (KFHG) to conduct IT study in 2015. KFHG developed the new IT classification framework and role summaries for each job family & level by analyzing employee PDQs. KFHG proposed six job families & 28 classifications based on their IT study. DHR, HROs and CIOs of: ITD, DHW, IDFG and DOL reviewed KFHG proposed classification framework/role summaries and customized classifications to further meet the specific needs of the State. In addition to modifications to the proposed families, the committee added three more families for a total of 40 classifications. All new classifications have been factored by KFHG utilizing the Hay profile method.



## 4.) FRAMEWORK

All current IT classes will be replaced with the new framework of nine families / 40 classes (28 of which employees will be reclassified to). The new structure includes the following families: Operations & Support, Software Engineer, GIS, Information Mgt., Database Administration, Infrastructure Engineer, Architect, Information Security Engineer & Management. (Information Mgt. & Architect families do not have any current classifications crosswalked to them.) All current job classes are mapped to one job family & one level except for Systems Integration Assoc., Analysts & Seniors. Agency IT/HR leadership have three job families to map the positions to based on current duties and responsibilities: Operations & Support, Software or Infrastructure Engineer. All transfers will be lateral, there will not be any changes to pay grades as a result of this project.



## 5.) TIMELINE & NEXT STEPS

DHR is planning to implement this project in conjunction with the rollout of NEOGOV in December of 2018. Steps left before implementation: new exam development; classification specifications update in all systems; communication to employees; agency mapping using crosswalk\*; 600+ IPOPS entered and QA reviewed.

\*Agencies will receive a crosswalk spreadsheet to complete. Once the employees' current position is selected, the new class title and code will auto populate. The completed spreadsheet should be used as a guide while entering all IPOPS actions. It will also need to be sent back to DHR to assist in the review/approval process. HR leadership may also consult with DHR regarding the possibility of additional lateral transfers of non-IT positions currently performing IT duties and responsibilities to one of the 28 new classes (some examples may include: Business Analyst, Program Manager, Project Manager, etc.). Once all information is formulated and shared with HR leadership, it will be made available on the DHR website. Any questions from HR leadership prior to information simulation, should be directed to DHR.

