IT CLASSIFICATION STUDY IMPLEMENTATION

DHR Idaho Division of
Human Resources
Executive Office of the Governor

OBJECTIVES

- Overview of Project
- IT Study
  - Goals: Statewide and Career Path Perspective
  - Methodology: IT SME Group and DHR Partnership
- Job Classifications
  - New Job Families
  - Crosswalk to map IT employees from current classification to new classification
- Path to Implementation
  - Timeline: 2015 - 2018
  - Deadline: New Classifications Effective December 2018

IT CLASSIFICATION STUDY: *GOALS*

- Develop an IT Classification structure which:

  - Ties to current job content
  - Reflects the way IT is organized
  - Aligns titles to industry for:

    - Internal Equity –
      - Employees realize more appropriate job titles
    - External Equity –
      - Applicants better identify job postings
      - Benchmark/survey job matching to increase accuracy of job matches and subsequently IT market data "comparing apples to apples"

  - Provide career paths that support professional growth and explore possible advanced technical levels, in addition to management track

IT CLASSIFICATION STUDY: *PROCESS*

- DHR contracted with Korn Ferry Hay Group (KFHG) to conduct IT study in 2015

- KFHG developed IT classification framework and role summaries for each job family and level

- KFHG analyzed IT employee and supervisor PDQs and mapped to framework

- Steering Committee Members included Division of Human Resources (DHR) and the HROs & CIOs of: Transportation (ITD), Health & Welfare (DHW), Fish & Game (IDFG) and Labor (DOL)

- Committee reviewed proposed classification framework and role summaries from KFHG and customized classifications to further meet the specific needs of the State

- All new classifications factored by KFHG utilizing the Hay profile method as required by Idaho Code §67-5309B (1) Idaho Compensation Plan

- Remaining steps for implementation:
    - Agencies: communication to employees, mapping using crosswalk, IPOPS actions
    - DHR: Align new exams, IPOPS QA, update classification specifications in all systems

JOB CLASSIFICATIONS: *FRAMEWORK*

- All 50 current IT classifications will be absorbed within the new framework

- KFHG proposed six (6) job families & 28 classifications based on their IT study

- In addition to modifications to the proposed families, the committee added three (3) more families for a total of 40 classifications (28 of which employees are being reclassed to)

- The Information Management & Architecture families do not have any current classifications crosswalked to them

Pay Grade	Operations & Support	Software Engineer	Geographic Information System (GIS)	Information Management	Database Administration	Infrastructure Engineer	Information Security Engineer	Architect	Manager
H	Associate Technician								
I	Technician	Trainee							
J	Senior Technician	Associate	Associate	Specialist I					
K	Analyst I	I	Analyst I	Specialist II	Analyst I	I			
L	Analyst II	II	Analyst II	Specialist III	Analyst II	II	I		
M	Analyst III	III	Analyst III		Analyst III	III	II	I	I
N		IV			Analyst IV	IV	III	II	II
O							IV	III	III
P								IV	IV
Q									V

JOB CLASSIFICATIONS: *FAMILIES*

- Detailed classification specifications for each family and level will be provided to each agency's IT & HR leadership prior to cross-walking

- Once implemented, all classification specifications will be available online at: https://labor.idaho.gov/DHR/ATS/StateJobs/JobDescriptions.aspx

JOB CLASSIFICATIONS: *AGENCY CROSSWALKS*

- Principles
  - Statewide perspective; equity and integrity across State system
  - Map to position, not to person

- All current job classifications are mapped to one (1) job family & one (1) level with the following exceptions:
  - Class code 01642 / IT Systems Integration Analyst, Associate
  - Class code 01641 / IT Systems Integration Analyst
  - Class code 01640 / IT Systems Integration Analyst, Senior
    - Agency IT & HR leadership have 3 job families to map the positions to based on current duties and responsibilities
    - The three (3) job family options are: 1) Operations & Support, 2) Software Engineer, and 3) Infrastructure Engineer
    - DHR is available to agency IT & HR leadership for consultation regarding mapping these three (3) positions to the correct job families

- Agency IT & 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 the new framework (some examples may include: Business Analyst, Program Manager, Project Manager, etc.)

JOB CLASSIFICATIONS: *AGENCY CROSSWALKS*

- Agencies will receive a crosswalk spreadsheet to complete. Once the employees' current position is selected, the new class title and code will auto populate. Once this spreadsheet is completed, it should be used as a guide while entering all reclassification IPOPS actions. It will also need to be sent to DHR to assist in the review/approval process. (There are about a dozen current classes that can be automatically updated by SCO without the need for an IPOPS action)

- All reclassifications in IPOPS will be entered as **RL – Reclassification, Lateral**

- (If there are any instances of FLSA code changes, an additional IPOPS action would be required using change reason MW – Miscellaneous Personnel)

On the next slide:

Current classifications are identified by both class code and class title and are listed under the new corresponding job family and level

JOB CLASSIFICATIONS: *AGENCY CROSSWALKS*

Operations & Support

Associate Technician (H)	Technician (I)	Senior Technician (J)	Analyst I (K)	Analyst II (L)	Analyst III (M)
01656/IT Systems Operator, Associate	01653/IT Production Specialist 01665/IT Support Technician 01655/IT Systems Operator	01645/IT Data Communications Repair Specialist 01663/ IT Information Systems Technician 01654/IT Systems Operations Supervisor	01664/IT Customer Service Consultant 01662/IT Information Systems Technician, Senior 01642/IT Systems Integration Analyst, Associate (3 family option) 01651/IT Production Services Supervisor	01660/IT Systems Coordinator 01641/IT Systems Integration Analyst (3 family option)	01640/IT Systems Integration Analyst, Senior (3 family option)

Software Engineer

Trainee (I)	Associate (J)	I (K)	II (L)	III (M)	IV (N)
01616/IT Programmer Analyst Trainee	01620/IT Programmer Analyst, Associate 01652/IT Quality Assurance Analyst	01621/IT Program System Specialist 01619/IT Programmer Analyst 01700/Web Design Specialist 01633/IT Systems Programmer, Associate 01642/IT Systems Integration Analyst, Associate (3 family option)	01618/IT Programmer Analyst, Senior 01632/IT Systems Programmer 01702/Web Developer 01641/IT Systems Integration Analyst (3 family option) 01613/Enterprise Architect-in-Training	01614/Enterprise Architect 01617/IT Systems Analyst 01631/IT Systems Programmer, Senior 01705/Web Master 01640/IT Systems Integration Analyst, Senior (3 family option)	NEW

Geographic Information System (GIS)

Associate (J)	Analyst I (K)	Analyst II (L)	Analyst III (M)
03324/Geographic Information System Specialist	NEW	03316/Geographic Information System Analyst	03290/Geographic Information System Analyst, Senior

Database Administration

Analyst I (K)	Analyst II (L)	Analyst III (M)	Analyst IV (N)
01625/IT Database Analyst, Associate	01624/IT Database Analyst	01623/IT Database Analyst, Senior	NEW

Infrastructure Engineer

I (K)	II (L)	III (M)	IV (N)
01642/IT Systems Integration Analyst, Associate (3 family option)	01636/IT Network Analyst 01641/IT Systems Integration Analyst (3 family option)	01635/IT Network Analyst, Senior 01640/IT Systems Integration Analyst, Senior (3 family option)	NEW

Information Security Engineer

I (L)	II (M)	III (N)	IV (O)
01638/IT System Security Analyst	01637/IT System Security Analyst, Senior	NEW	01666/Chief Cybersecurity Officer

Manager

I (M)	II (N)	III (O)	IV (P)	V (Q)
01609/IT System Operations Manager	03317/GIS Manager 01608/IT Manager 01610/IT Resource Manager 01615/IT Systems Analyst, Supervising 01630/IT Systems Programmer, Supervising	01607/IT Information Services Manager	01606/IT Information Services Manager, Senior 09046/Service Integration Managers (@ ITD only)	01605/IT Information Services Manager - ITD/DOL 01611/Chief Technology Officer - ITD

*Does not include Information Management and Architecture

COMPENSATION: *GROUND RULES*

- Compensation will remain the same. No salary increases or decreases will occur as a result of this classification project

- Employees **<u>will not</u>** have to reapply for their position, they will be laterally transferred to their mapped position

- Employees **<u>will not</u>** have to serve an additional probationary period as a result of the reclassification

- The only change to the employees' record as a result of the reclassification (other than the classification title/code) will be to the "Date Started in Class" field

- New classifications that do not have any incumbents mapped to them must be announced in NEOGOV before filling (reclassification into the new job families/levels is NOT allowed)

PATH TO IMPLEMENTATION: *TIMELINE*

- Agencies developing exams: May – August

- DHR aligning new exams: August – September

- Communication to employees: September

- Agency crosswalking: October - November

- DHR updating all systems: October - November

- Agency IPOPS actions: November

- DHR QA IPOPS actions: November

- Implementation (effective date):   December 2018

PATH TO IMPLEMENTATION: *DHR SUPPORT*

Agency HR leadership should directly communicate any questions that their agency or employees have with their DHR Consultant or:

Email Idaho Division of Human Resources or call 208-334-2263 with additional questions.

Thank you for your attention and teamwork while we move toward modernizing our IT classifications!