Data

Information

Presentation

Knowledge
Topics

✓ Overview of Process
✓ Job Assessment Tool (JAT) Scoring
✓ Utilizing Market Data
✓ Slotting
Overview of Process: Facts

✓ Job Analysis involves analyzing positions not people.

✓ Any system can be “gamed” to produce an inequitable result.

✓ Process should be followed for every classification action.
Overview of Process: Tools

- JAT Instrument
- JAT Scoring Sheet and Range Table
- Current Pay Plan(s)
- Collected Market Data
Overview of Process: Steps

1. Collect JAT data
2. Verify JAT data
3. Score JAT
4. Verify Classification and Match
5. Compare to Other Scores
6. Collect Market Data
7. Slot into Pay Plan
JAT Scoring: Overview

✓ The JAT is a simple and uniform tool for job analysis.

✓ It is designed to establish internal job worth.

✓ It collects data useful for job scoring and placement, classification identification, FLSA determination, ADA determination, and class description updates.
JAT Scoring: Facts

- Entire JAT is completed, but only compensatory factors impact scores.
- Task list is critical for assessment.
- Scores range between 125 and 1000.
- Scores are used as a guide, in conjunction with market data, for placement of classifications into pay plan.
JAT Scoring: Compensatory Factors

- Leadership
- Relationships
- Working Conditions
- Decision Making
- Complexity

Compensatory Factors
JAT Scoring: Factor Definitions

✓ Leadership – degree to which a position receives direction or provides direction to others.

✓ Working Conditions – degree to which a position operates in an environment of change or risk to oneself or others.

✓ Complexity – degree to which higher level educational, knowledge, or analytical abilities must be utilized.

✓ Decision Making - degree to which a position acts autonomously and oversees the actions of others.

✓ Relationships – degree to which the position interacts with others.
JAT Scoring: Placement/Slotting

JAT Score

Market Positioning
JAT Scoring: Point Factor Mechanics

Level of Pay

Class JAT Score
Score-Based Grade Assignment

Level of Pay

Class JAT Score

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<thead>
<tr>
<th>Score-Based Grade Assignment</th>
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<td>475</td>
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<td>475</td>
<td>1000</td>
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Utilizing Market Data

✓ Identify market peers

✓ Collect pay range information online or over the phone

✓ Determine potential pay plan placement based on average market data
Classification Slotting Checklist

✓ Collect JAT from incumbent, supervisor, or job description

✓ Review and verify JAT content

✓ Score JAT and identify grade possibilities

✓ Collect market data and identify grade possibilities

✓ Identify “best” grade based on JAT score and market data