Classification & Compensation Study FAQs
Phase II – Exempt Employees

NOTE: This does not apply to employees under the Clerk of the Circuit Court and Comptroller, Property Appraiser, Supervisor of Elections, and Tax Collector as those Constitutional Officers have chosen to maintain their current Exempt pay plan.

Exempt Secondary Review Process

1. **When did Exempt employees receive the preliminary Evergreen Solutions results?**
   - Preliminary results were emailed to Exempt employees at BTS, County Attorney, Forward Pinellas, Human Rights and Human Resources at their work email addresses on August 2, 2019. Exempt employees under the County Administrator/BCC received their results on August 6, 2019.

2. **When will the Exempt changes go into effect?**
   - Changes to Exempt classifications, pay plan and individual pay adjustments are targeted for late September 2019.

3. **Did supervisors receive a copy of the preliminary results for their employees?**
   - All Appointing Authorities participating in Phase II of the study have a copy of the master list preliminary results and should share this information with supervisors. Individual supervisors were not copied on the email notifications to employees.

4. **What is the timeframe for submitting a secondary review request?**
   - The timeframe is 10 calendar days. The deadline for those employees who received results on Friday, August 2 is Monday, August 12 at 11:59 p.m. The deadline for those employees who received results on Wednesday, August 6 is Friday, August 16 at 11:59 p.m.

5. **Where can I find the proposed pay plan?**
   - See the [Proposed Exempt Pay Plan](#).

6. **What documentation am I be expected to provide in my secondary review request?**
   - Some examples would be changes in duties since the time of the JAT, changes in department structure that has affected supervisory relationships or responsibilities, changes in working conditions, changes in classification titles since the JAT (e.g. promotions, demotions or transfers), etc. Requests without any documented justification will not be considered.

7. **Can attachments be added to the secondary review form?**
   - The online secondary review form does not have the capability to attach documents. Additional information can be sent to Evergreen Solutions at JAT@consultevergreen.com.

8. **When will I find out if I have a new pay rate?**
   - Pay rate adjustments will be calculated after the secondary reviews have been resolved. You will receive a follow-up notification in early September with details on the final results including any pay rate adjustments.

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**What if I don’t agree with the preliminary results?**

If you would like Evergreen Solutions to review your proposed classification and/or pay grade, you may **request a secondary review**. This is an opportunity to provide additional information that was not considered as part of the initial review in 2017. You must supply new or revised information about your position for your request to be considered.

- If desired, complete an online Secondary Review Request form. The link is provided in your notification email.
- The deadline for submission is **10 calendar days** as specified in your email notification.
- The form does not have the capability to save and continue later so your response and submission should be completed in a single sitting. For ease of completion, you may compose your responses in a Word document and copy them into the form.
- To learn more, view a brief video with instructions on completing the form.
- It is expected that secondary reviews will be resolved in approximately **30 days**. You will be notified of the results via your work email.
9. **How will the pay increases be calculated?**
   Pay adjustments will be targeted to positions:
   • Found to be compensated behind market rates,
   • Needing adjustments to bring compensation to the minimum of the new pay grade, and
   • Impacted by compression resulting from bringing the pay of others to the minimum of the pay range.

   For more information, see [Classification & Compensation Study Pay Adjustment Calculations](#).

10. **Will additional market data be considered during the secondary review?**
    No. The initial phase of the project collected market data from governmental (“peer”) organizations which included: Broward County, Charlotte County, Collier County, Hillsborough County, Lee County, Manatee County, Orange County, Palm Beach County, Pasco County, Sarasota County, Volusia County, the City of Clearwater, the City of Dunedin, the City of Jacksonville, the City of Largo, the City of Orlando, the City of Pinellas Park, the City of St. Petersburg, and the City of Tampa.

11. **How can employees submit questions regarding the process?**
    Email questions on the secondary review process including how to submit the form to Evergreen Solutions at [JAT@consultevergreen.com](mailto:JAT@consultevergreen.com).

12. **How can I see my Job Assessment Tool (JAT)?**
    If you can’t find your copy of the completed JAT, you may request it by emailing Evergreen Solutions at [JAT@consultevergreen.com](mailto:JAT@consultevergreen.com).

13. **Will the duties that I wrote on my Job Assessment Tool (JAT) appear on my updated class specification?**
    Maybe. A class specification is a broad description with general duties so it will not include all of your specific duties which would be in your position description.

14. **What is the difference between a class specification and a position description?**
    A class specification is a broad description that encompasses the general duties of various jobs within the classification. A position description, which is created and maintained by the department, contains more detailed information about the duties of the individual position.

15. **What if I am in a different position now than I was 2 years ago when I did my Job Assessment Tool (JAT) or what if I’m new and I never did a JAT?**
    This is not an issue since the JAT is specific to a position, not a person. Evergreen analyzed data provided by hundreds of employees to determine the proper classification and job title for each position. Even if you were not able to complete a JAT for your current position, others did so which enabled Evergreen to review and classify your position.

**Study Overview**

16. **What did Evergreen Solutions do during the Classification & Compensation Study?**
    Our consultant, Evergreen Solutions, analyzed internal and external data to determine opportunities for improvement in the current classification and compensation systems. Tasks included an analysis of classification information collected via the Job Assessment Tool (JAT), an analysis of market data collected by a salary survey of benchmarked classifications, and the development of recommendations for a classification and compensation system that is internally equitable and externally competitive.

17. **Can I read the final report with the study’s findings?**
    Yes. The 53-page report is available at [www.pinellascounty.org/hr/study/pdf/report.pdf](http://www.pinellascounty.org/hr/study/pdf/report.pdf) and a 4-page Executive Summary is available at [www.pinellascounty.org/hr/study/pdf/executive-summary.pdf](http://www.pinellascounty.org/hr/study/pdf/executive-summary.pdf).

18. **How did Evergreen compare the County’s jobs with other organizations?**
    Benchmark positions (jobs) were selected that were representative of County positions. Benchmark jobs are those with a clear and consistent definition in the relevant labor market, for which reliable market data may be collected. These benchmark positions were matched with positions at peer organizations in Florida to compare the salary range and average actual salaries offered by peer organizations. Employees’ JAT submissions were used to inform the matches so that the actual job duties performed were compared with peer organizations, instead of simply comparing job titles. Matches were then scrutinized by Human Resources and Evergreen staff to make sure that only appropriate matches were used. Once all the matches had been finalized, the average salary (both range and average actual salary) from peer organizations was compared to the salary offered by the County to determine if the County was “behind”
19. **What did the market study show? How do Pinellas County’s pay rates compare to other employers?** Evergreen’s comprehensive market study of peer organizations throughout Florida showed that, on average, Unified Personnel System (UPS) pay rates are comparable to our public sector peers; and UPS compensation is comparable to the private sector when factoring in the value of UPS benefits (see the [Evergreen Solutions presentation](#)).

20. **Did the study address internal equity (fairness) between jobs in the Unified Personnel System?** Yes. Evergreen used data from the Job Assessment Tool (JAT) to systematically construct a structure that reflects the relative worth of each job in relation to all jobs within the UPS.

   The internal and external equity determinations will benefit the organization by providing:
   a. Competitive pay structures and pay rates to aid in hiring and retaining a quality workforce
   b. Measures of job worth in order to increase employee job satisfaction
   c. A framework for guiding decisions about promotional increases

21. **How can I get more information?** Visit the Classification and Compensation Study website at [www.pinellascounty.org/hr/study](http://www.pinellascounty.org/hr/study), or contact the Pay and Classification team at [pay.class@pinellascounty.org](mailto:pay.class@pinellascounty.org).