

INFORMATION TECHNOLOGY BROADBANDING PILOT PROJECT

NEW QUESTION AND ANSWERS

as of May 3, 2016

General

Q1. How would the Broadbanding Pilot Project apply to positions that are not civil service positions (exempt) within IT?

A1. The Civil Service IT Broadbanding Pilot Project will only apply to civil service positions. The pilot project does not apply to exempt positions as flexibility already exist when compensating positions that are exempt. Civil Service classes included in the project are Information Technology Specialist (levels I through VII), Information Technology Manager, Information and Communication Service (ICS) Administrator and Assistant Administrator ICS classes.

Q2. How will individuals be identified/selected for training opportunities?

A2. According to the pilot project proposal, departments may create career development plans for employees to support and sustain the employees' job related career growth. Per the DHRD policies and procedures No. 400.001, Part VI.B.2, when considering training opportunities, managers should consider factors such as operational needs and priorities, availability of employees to participate in the training, the availability of funding, and employee seniority.

Q3. In the pilot project proposal, what is meant by "encouraging and coaching employees on career development"?

A3. Based on a department's operations and needs, employees may be encouraged to pursue and accomplish career development goals such as taking on higher level duties; or pursuing, completing, and applying job related professional development training opportunities.

Compensation

Q1. Will I be able to appeal if the IT Pilot Project were to end after the 6 month period?

A1. Should the pilot project end, employees will be able to file an appeal within 20 working days from the end of the pilot project with their respective Departmental Personnel Office. No appeals will be accepted after the 20 working day period.

Q2: How will employees' compensation be adjusted when awarded an in-band adjustment?

A2: In-band adjustments are additional compensation to the employee's salary. In-band amount(s) are separate from the employee's basic rate of pay.

Examples of compensation adjustment for employees who received a professional growth in-band adjustment:

<u>Employee's current monthly compensation</u>		<u>Employee's new monthly compensation</u>	
IT Specialist (Band B)		IT Specialist (Band B)	
SR 22, Step H	\$4,978	SR 22, Step H	\$4,978
Shortage differential	<u>\$ 300</u>	Shortage differential	\$ 300
Current compensation	\$5,278	Professional growth in-band amount	<u>\$ 199</u>
Professional growth in-band amount is equivalent to 4% of the employee's basic rate of pay. (\$4,978 x .04 = \$199)		New compensation	\$5,477

<u>Employee's current monthly compensation</u>		<u>Employee's new monthly compensation</u>	
IT Manager (Band D)		IT Manager (Band D)	
EM 05	\$8,973	EM 05	\$8,973
Shortage differential	<u>\$ 163</u>	Shortage differential	\$ 163
Current compensation	\$9,136	Professional growth in-band amount	<u>\$ 359</u>
Professional growth in-band amount is equivalent to 4% of the employee's basic rate of pay. (\$8,973 x .04 = \$359)		New compensation	\$9,495

Q3. How will current employees inform supervisors/appointed authority about their certification, education and licenses?

A3. The possession of a certification, education and/or license does not automatically entitle the employee to a professional growth in-band adjustment. In-band adjustments are for application in the performance of job related duties and

responsibilities associated with or arising from certification, education and/or license. Employees may inform their supervisor/manager that they have received a certification, education and/or license and provide documentation of the certification and how it is being applied to perform job related duties and responsibilities.

Q4. Will expired certifications be taken into consideration? For example, if an employee let a certification lapse due to no funding, but is continuing to use the knowledge learned from certification in day to day activity.

A4. To be considered for a professional growth in-band adjustment, the certification, education and/or licenses must be current and applicable to the performance of job related duties and responsibilities of the position.

Note: FAQs in this document will be integrated into their respective categories in the future.