

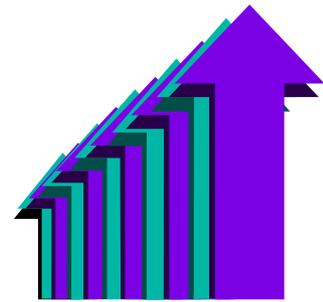


# Creating/Updating Employee PSDs: Overview for Supervisors

Peter Chen

Director, Employee Relations & Compensation  
Human Resources

# Today's Learning Objectives



- Recognize the purpose of the PSD
- Review the general process for creating/revising a PSD
- Understand factors that determine non-exempt and exempt status
- Discuss the conditions that warrant a grade and/or salary re-evaluation



# What is the Purpose of a Position Source Document (PSD)?

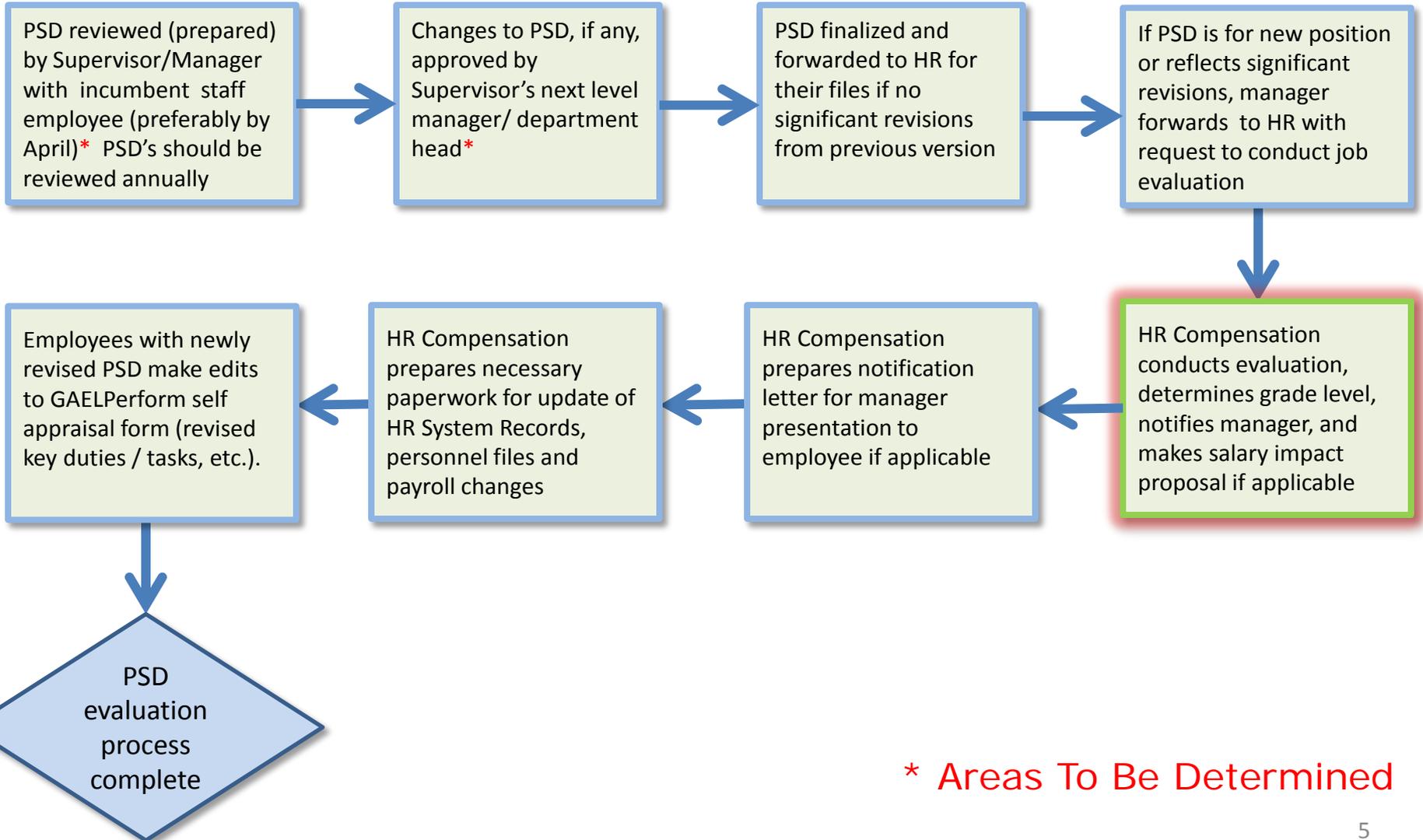
1. The PSD is a document that describes staff positions here at Saint Mary's College.
2. The purpose of the PSD is to clarify and document specific titles, the general purpose, essential functions, responsibilities, degree of complexity, job requirements, reporting relationships and working conditions for staff positions.
3. The PSD is also used to evaluate new positions, and revised positions whenever "significant" changes occur in the duties and responsibilities of a current position.

# Purpose of Position Source Document (cont.)

4. The PSD helps determine placement in the appropriate wage and salary range and if a position is exempt or non-exempt. In addition, it identifies the physical and mental requirements of a position under the Americans with Disabilities ACT (ADA) and Workers Compensation.
5. It also serves as a reference for recruitment, selection and training, a basis for discussion between the supervisor and employee on performance expectations for key functions, and a basis for discussions during the performance review process.



# Process for PSD Evaluation

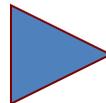
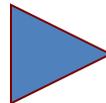
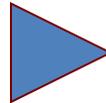
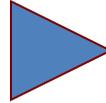


\* Areas To Be Determined

# Myths vs. Facts Regarding PSD's

## Myths

- Employees are not key contributors in the PSD evaluation process
- Most revised PSD's result in a title, grade and salary increase
- Volume of work is a key criteria in securing a revised PSD and salary increase
- HR is the "only" decision maker in PSD re-evaluations



## Facts

- Employees also have joint responsibility regarding PSD re-evaluation
- Approximately 30% of revised or re-evaluated PSD's result in salary adjustments
- Volume of work is not a key criteria.
- HR has a strong consultative role in determining PSD's re-evaluations. Survey data and manager input is also key



# Tips for Supervisor / Staff Conversation

1. Supervisor and employee approach with a joint responsibility mindset
2. Engage early in the year (but no later than April) in discussions with staff regarding the current status of the PSD if you think it no longer accurately reflects current duties
3. Frame the discussion / dialogue as part of career development
4. Copy of the PSD may be available from supervisor or from HR; review it carefully before submittal for self-review in GAELPerform



# Other Things To Know Regarding The PSD Process

1. How does the supervision of students impact one's PSD?
  - a. Revisions to the PSD that include student coordination / facilitation or oversight should be made during any PSD update
  
2. Does a change in the PSD, automatically generate a change in salary?
  - a. Changes to the PSD will not necessarily constitute a salary change. HR Compensation conducts internal and external benchmarking analysis to assess if salary adjustments are warranted
  
3. Are PSD's automatically populated into the GAELPerform performance evaluation online tool?
  - a. No not at this time.
  
4. What should one do if unsure if the PSD is accurate or updated?
  - a. If you are not sure if the PSD reflects "significant" changes, the supervisor or HR may be able to give some clarification



# Relevant Regulatory Standards

- Minimum wage regulations – State & Federal
- FLSA Status – non-exempt/exempt re: overtime eligibility (key duties tests) as defined by Federal and state legislation and regulations
- Equal Pay Act
- Title IX
- Civil Rights Act, 1964, as amended



# Questions and Answers



# Staff Program

## Job Evaluation Factors

- Role

The job's primary role in the College-principal purpose of the job.

- Problem Solving & Analysis

Amount normally required for completing the typical responsibilities of the job.

- Technical/Business Knowledge/Experience

Required level & associated education/experience necessary in performing the job.



# Job Evaluation Factors

- **Decision Making/Accountability/Impact**  
Level of accountability necessary for completing the typical responsibilities of the job.
- **Budgetary Responsibility**  
Extent of participation in budget development & management; scope & size.
- **Communication & Contacts**  
Purposes & level of communication required, and extent of interaction with others.



# Job Evaluation Factors

- Independence

Extent and amount of guidance typically needed for carrying out responsibilities.

- Supervisory Responsibility

The extent of supervisory responsibility, if any, required to do the job.



# Pay Factor Examples

- Institution Business Need
- Duties and Responsibilities
- Work Experience and Education
- Performance
- Knowledge, Skills, Abilities and Competencies
- Training, Certification and License
- Internal Salary Alignment
- Market Availability



# Pay Factor Examples (Continued)

- Salary Reference Data
- Total Compensation
- Budget Implications



# SMC Compensation Philosophy: Key Elements

- Attract and retain outstanding staff - committed to the College's mission
- Internal Fairness
- Pay competitive salaries
- Ensure financial/fiscal prudence (stewardship)



# Determining New Hire Salaries

- Determined in consultation with supervisor & HR

Based upon:

- previous incumbent salary allocation
- relevant market data
- qualifications/experience
- job type/responsibilities
- internal equity
- College's salary grade ranges for staff positions



# Annual Staff Pay Increase

- Annual performance appraisals – **overall** rating of “achieves expectations” or better – eligible for increase
- General annual salary increases – July 1 (subject to change)
- Hires and promotions on or after April 1 not eligible for annual salary increase