



Staff Council Presentation

You and Your PSD "Position Source Document"

Human Resources

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Today.....

Our goal for today will be to provide staff with an overview of the "Position Source Document" (PSD) process and how it is used here at Saint Mary's College

- A brief historical overview of the PSD
- Define what is a PSD and its content
- Describe the PSD flow process for staff employees and supervisors and how the PSD maps to GAELPerform (SMC's performance review process)
- Tips for approaching your supervisor
- Identify next steps
- Allow time for Questions and Answers

Success today will be to provide staff with useful information and engage in meaningful discussion



History of the Position Source Document (PSD)

1. In 2009 a taskforce of staff administrators and employees identified a process to create consistent job descriptions for the College
2. The College engaged the services of The HayGroup, an HR Consulting firm specializing in compensation and other HR services to work with the taskforce
3. The taskforce identified the PSD process as our preferred tool for staff
4. Training was offered for employees and staff on how to implement the PSD document and identified a process for submitting them to HR for assessment and analysis



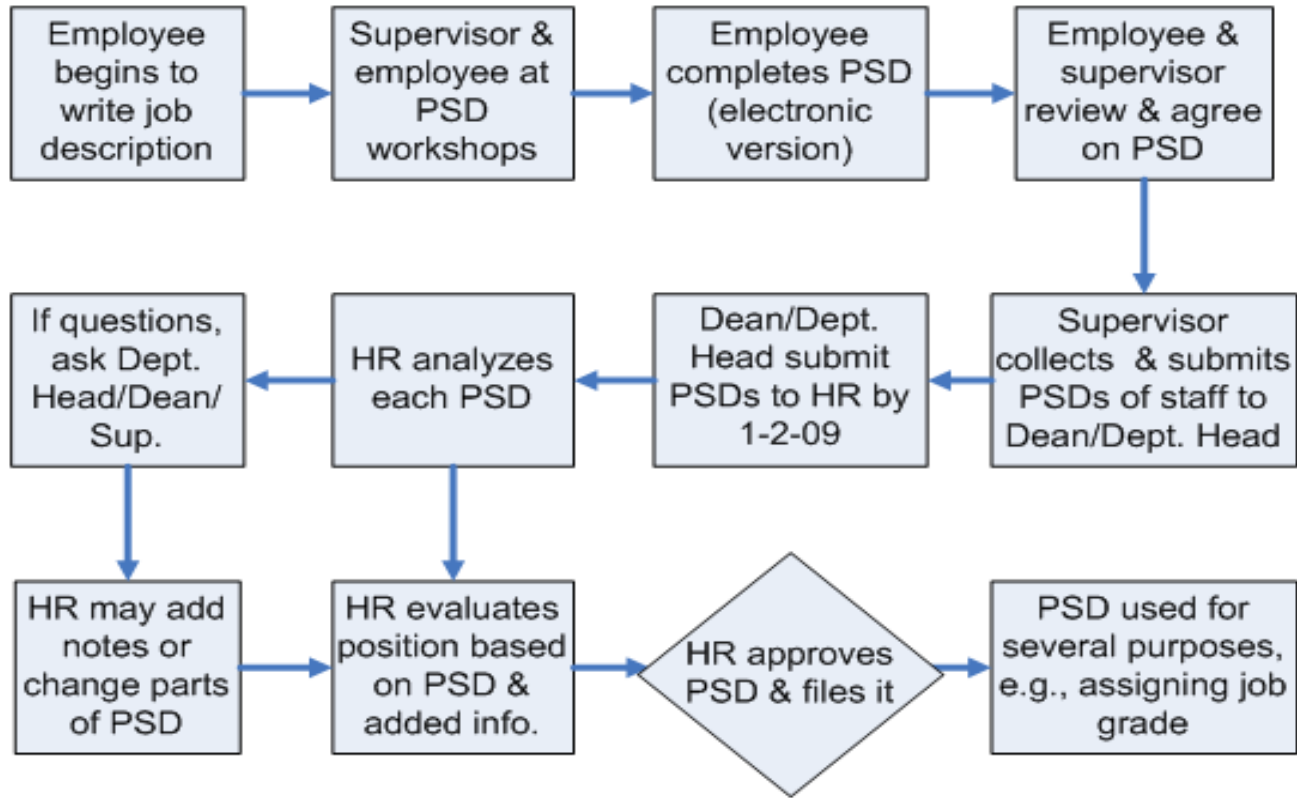
What is the purpose of a Position Source Document (PSD)?

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.
4. The PSD is also used to establish wage and salary ranges, determine if a position is exempt or non-exempt, a reference for recruitment, selection and training, a basis for discussion between the supervisor and employee on performance expectations for key functions, a basis for discussions during the performance review process and it identifies the physical and mental requirements of a position under the Americans with Disabilities ACT (ADA) and Workers Compensation.

PSD Flow Process

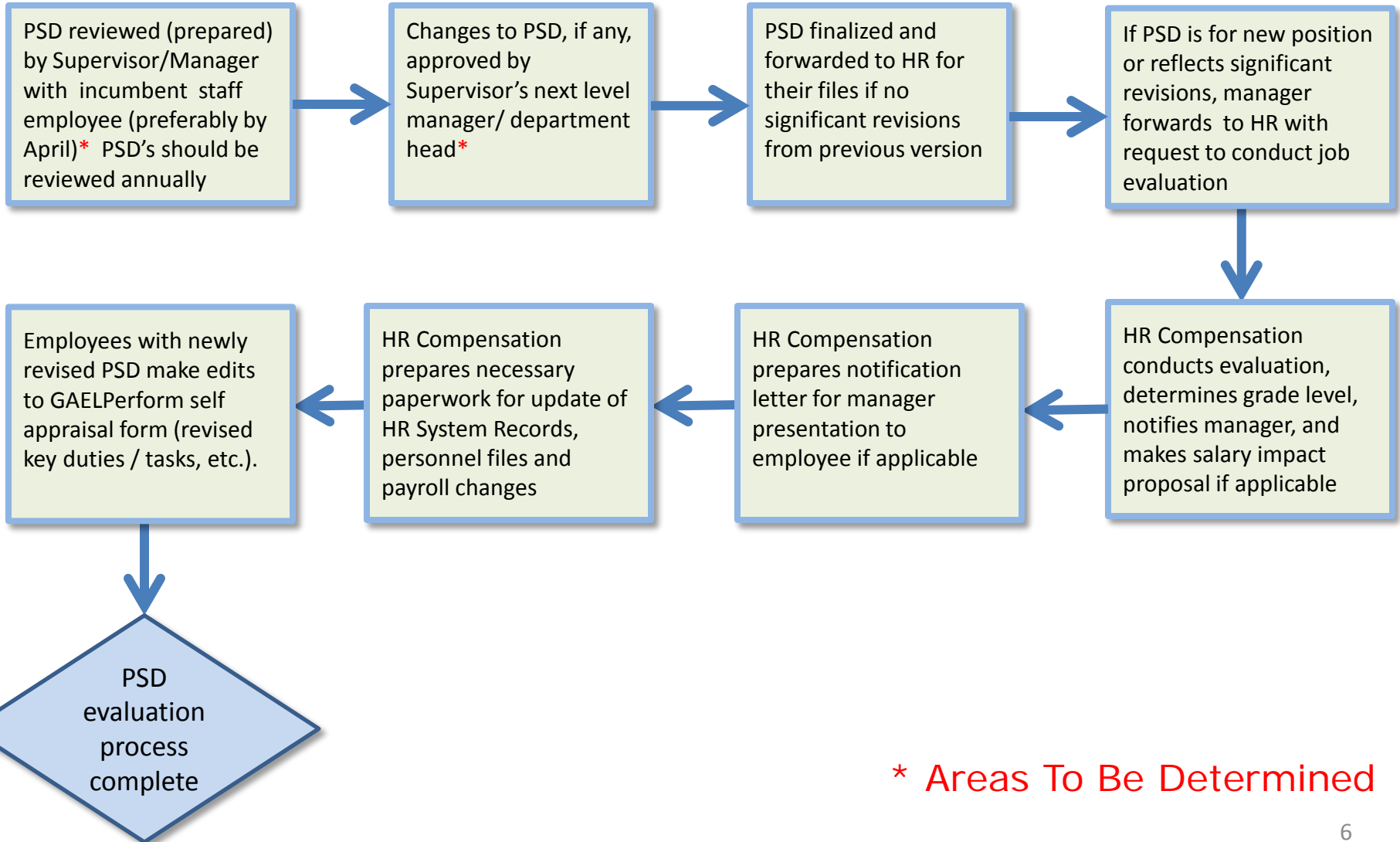
(January, 2009)

EVOLUTION of POSITION SOURCE DOCUMENT





Process for PSD Evaluation and Mapping to GAELPerform (January, 2015)



* Areas To Be Determined



Tips for Approaching Your Supervisor / Manager

1. Approach your supervisor with a joint responsibility mindset
2. Engage your supervisor early in the year (but no later than April) in a discussion regarding the current status of your PSD if you think it no longer accurately reflects your duties
3. Frame the discussion / dialogue as part of your career development
4. Request a copy of your PSD from your supervisor or from HR and review it carefully before you submit your self-review in GAELPerform
5. HR will be re-introducing PSD training for staff and supervisors



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 PSD update with your supervisor

2. Does a change in my PSD, automatically generate a change in salary?
 - a. Changes to your PSD will not necessarily constitute a salary change. HR Compensation conducts internal and external benchmarking analysis to assess if salary adjustments are warranted

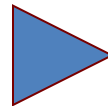
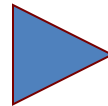
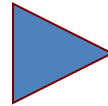
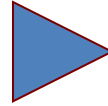
3. Are PSD's automatically populated into the GAELPerform performance evaluation online tool?
 - a. No not at this time. HR is looking into software enhancements and further contract modifications with our performance review vendor

4. What do I do if I am unsure if my PSD is accurate or updated?
 - a. If you are not sure if your PSD is current or reflects "significant" changes with your position, contact your supervisor or HR for clarification

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



Next Steps Regarding PSD's

1. HR will be including updated PSD content in staff, supervisory and management training
2. We are investigating additional software tools and enhancements to our performance management process
3. HR has purchased "Kenexa" a compensation market analysis tool to assist HR Compensation with job evaluation and market salary alignment
4. This presentation will be added to the HR and Staff Council web site for future reference



Questions and Answers