



# Supervisor/Manager Presentation

## You and The PSD "Position Source Document"

### Human Resources

Peter Chen

Director Employee Relations & Compensation

Sunny Bradford

Director Learning & Organizational Effectiveness

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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  
Tips for approaching your supervisor
- Identify next steps
- Allow time for Questions and Answers

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

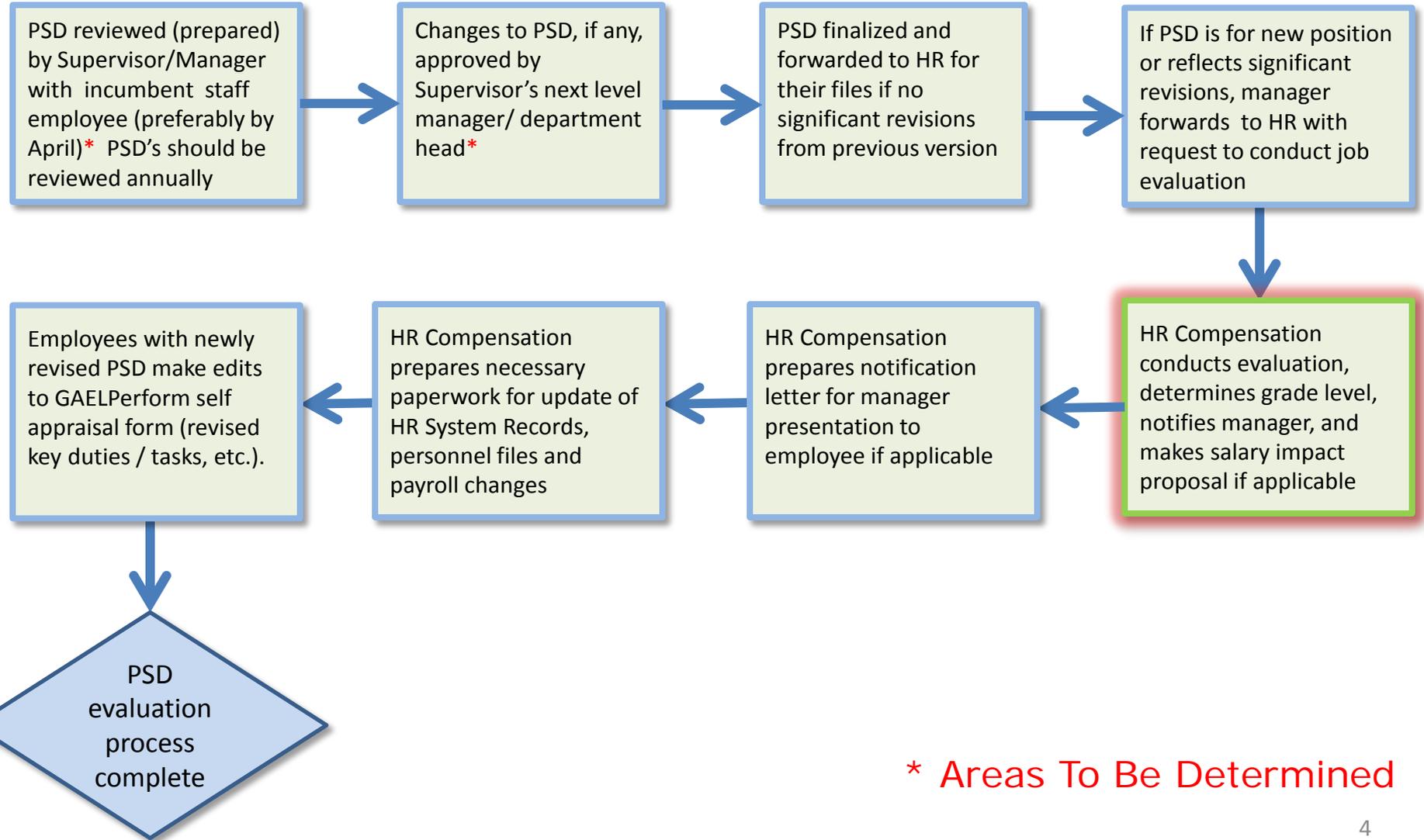


# What is the purpose of a Position Source Document (PSD)?

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.



# Process for PSD Evaluation



\* Areas To Be Determined



# Tips for Supervisor / Staff Conversation

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



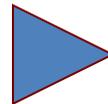
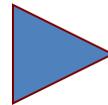
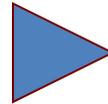
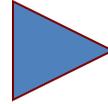
# Other Things To Know Regarding The PSD Process

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



# 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



# Next Steps Regarding PSD's

1. HR will be including updated PSD content in staff, supervisory and management training
2. HR has purchased "Kenexa" a compensation market analysis tool to assist HR Compensation with job evaluation and market salary alignment
3. A modified version of this presentation focused on staff has been added to the HR and Staff Council web site for future reference



# 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



# Pay Increase Factors

- 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



# Pay or Job Status Changes

- Frequently starts with a change in job responsibilities triggered by department goals, customer needs, department restructuring, etc.
- Supervisor drafts a revised PSD with employee input
- Consult with and submit documentation to HR Compensation for review of potential pay or grade impact