Department of MANAGEMENT SERVICES
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Classification Modernization Project Overview

December 8, 2023

Agenda

01 Overview

02 Current model findings & impacts

03 The solution

04 Our approach & timeline

05 Questions & Answers

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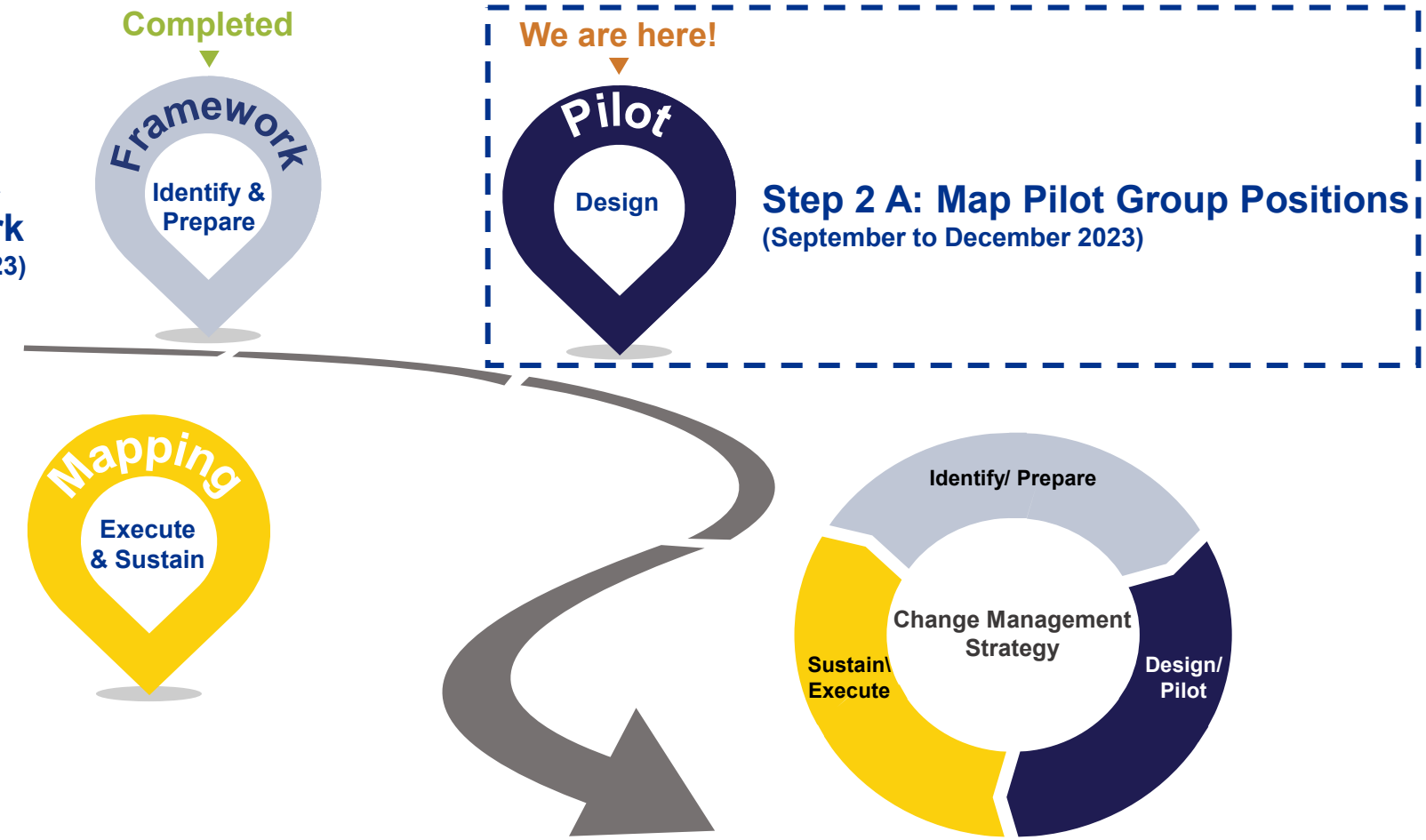
Overview

Step 1: Conduct Study & Design Future Framework
(Presented to Legislature in Feb 2023)



Step 2 A: Map Pilot Group Positions
(September to December 2023)

Step 2 B: Map All Positions
(January to June 2024)

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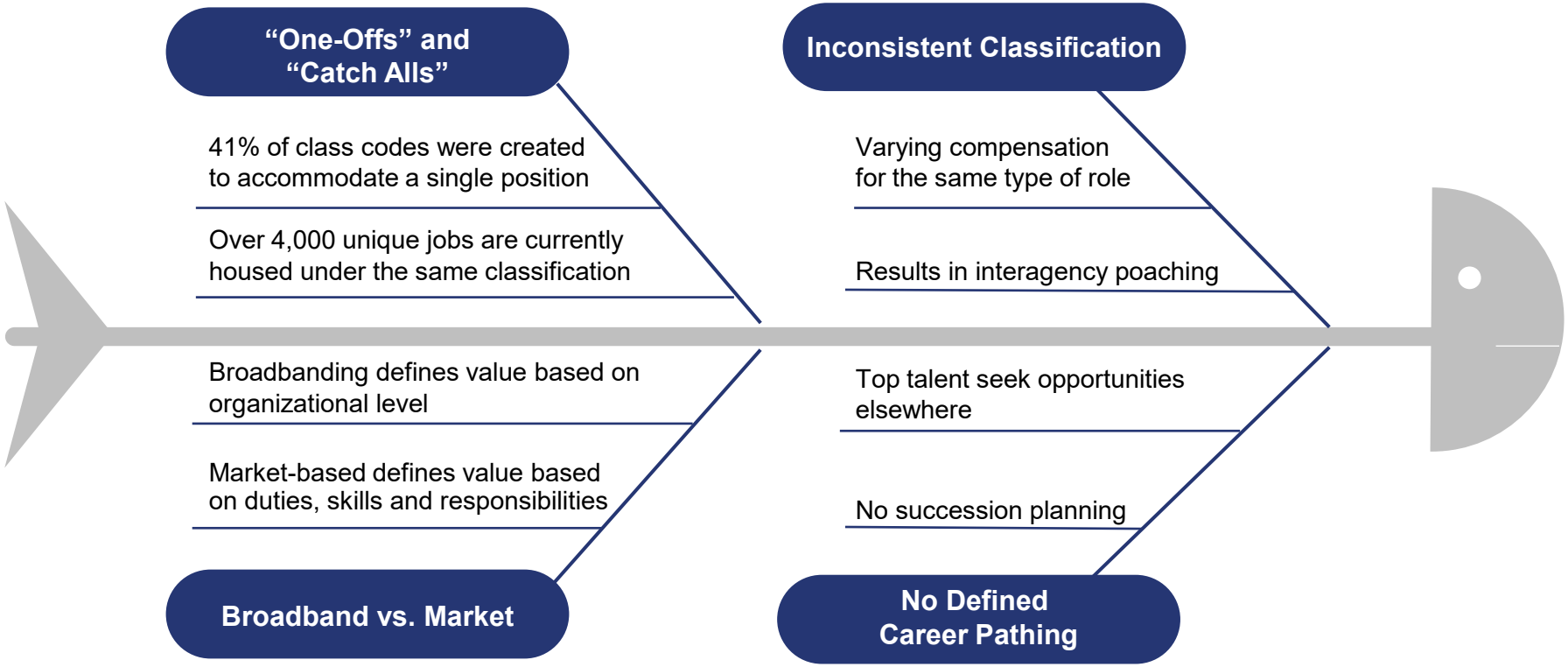
Current model findings and impacts

We completed a job classification study to identify challenges with the current system, here is what we found:



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The solution

To address some of these challenges, we've developed a proven and tested new classification system, featuring:

1 Simplified Classification

- Well defined
- Mutually exclusive, collectively exhaustive
- Effective governance
- Sustainable-evolves with the times

2 Clear Career Paths

- Job tracks and Job levels
- Upward and lateral mobility

3 Framework

1. **Job Function**
   e.g., Finance & Accounting
2. **Job Sub-Function**
   e.g., Accounting
3. **Job Track**
   e.g., Professional
4. **Job Level**
   e.g., P2 = Professional
5. **Job Title**
   e.g., Accounting Specialist, Finance & Accounting

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Job Functions & Sub-Functions

Job Functions

Applied Sciences	Creative Arts	Education	Facilities	Finance & Accounting	Healthcare	Human Resources	Information Technology	Infrastructure	Legal	Natural Resources	Operations	Protective Services	Social Services
Biology & Chemistry	Art & Design	History & Archives	Craftsmanship	Accounting	Dental	Benefits	Cybersecurity	Architecture	Arbitrators & Judges	Agriculture	Administration	Correctional Services	Clergy
Economics	Media	K-12 Education	Custodial	Financial Audit	Diagnostic & Laboratory Services	Classification and Compensation	Database Management	Construction	Claims Management	Natural Preservation	Communication & Marketing	Fire Safety	Counseling & Assessing
Environmental		Library	Facility Maintenance	Financial Planning	General Practice	General HR	IT Support	Engineering	Lawyers	Parks Services	Data Analytics	Law Enforcement	Employment Services
		Postsecondary Education	Facility Operations	Insurance Regulation	Healthcare Administration	Labor/Employee Relations	Software Engineering	Highway Services	Legal Support		*Executive Oversight	Public Safety	Family Services
Sub-Functions		Specialized Training		Procurement	Mental Health	Payroll	System Administration	Real Estate	Regulatory & Compliance		Logistics	Transportation Safety	Government Assistance Program Execution
				Tax	Nursing	Talent Acquisition	Tech Audit	Surveying & Mapping			Process Audit & Analysis	▲ **Pilot Group**	Health Services
				▲ **Pilot Group**	Nutrition & Wellness		Web Development				Service Providers		Vet/Disability/ Elder Services
					Pharmacy								
					Public Health								
					Specialty Care								
					Veterinary Services								

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Job Tracks & Levels

The visuals below depicts all recommended levels organized by track.

Support Track	Technical Track	Professional Track
Trainee Associate (S0)	Trainee Technician (T0)	Trainee Specialist (P0)
Junior Associate (S1)	Junior Technician (T1)	Junior Specialist (P1)
Associate (S2)	Technician (T2)	Specialist (P2)
Senior Associate (S3)	Senior Technician (T3)	Senior Specialist (P3)
Lead Associate (S4)	Lead Technician (T4)	Lead Specialist (P4)
Example: Dental Assistant	*Example: Dental Hygienist*	*Example: General Dentist*

Individual Contributor

Management Track	Executive Track
Supervisor (M1)	Director (E1)
Manager (M2)	Senior Executive (E2)
Section Administrator (M3)	Assistant Chief Executive (E3)
Bureau Chief (M4)	Chief Executive (E4)
Deputy Director (M5)	
Example: Health Services Manager	*Example: Chief of Dental Services*

People Leader

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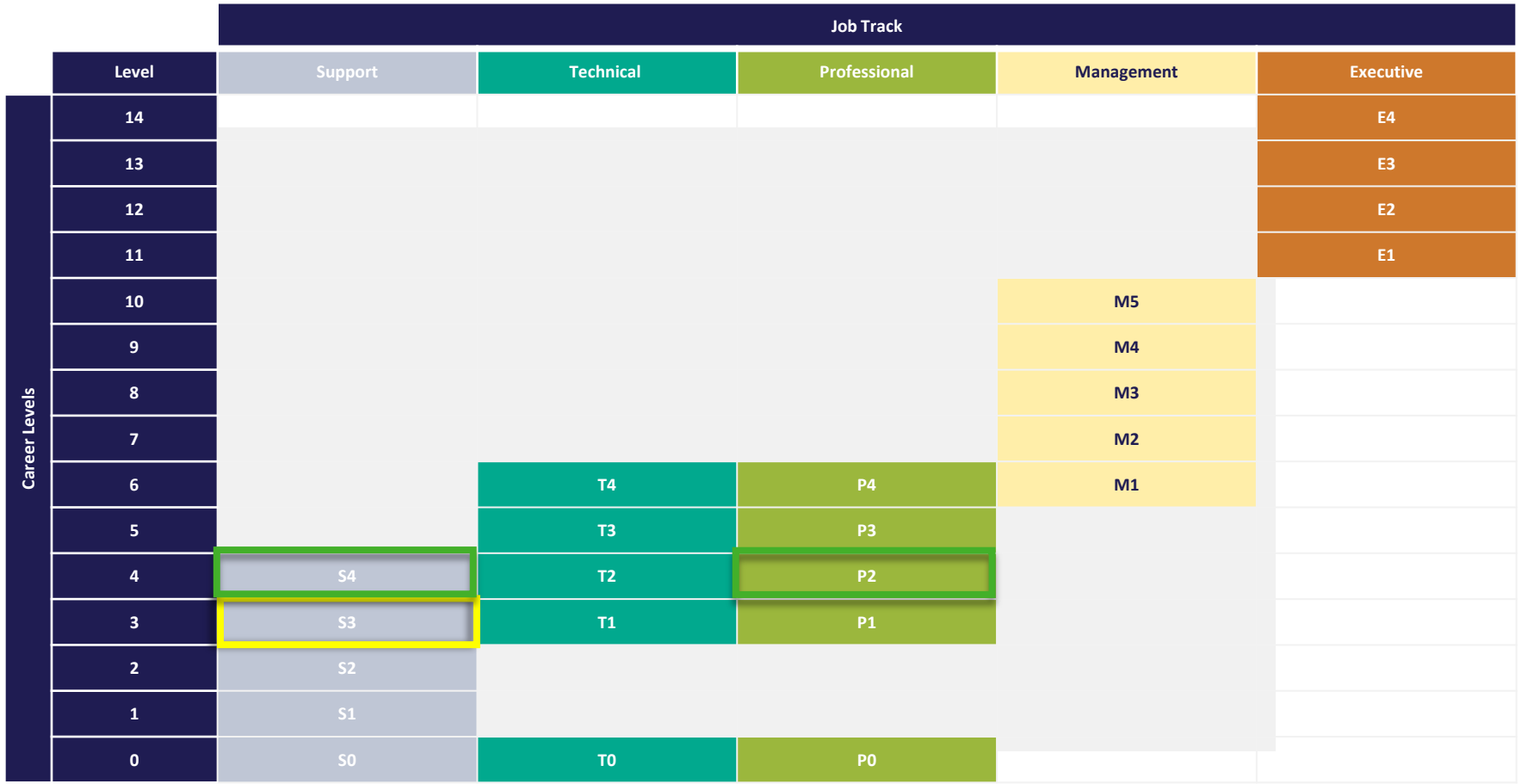
Career Pathing Framework



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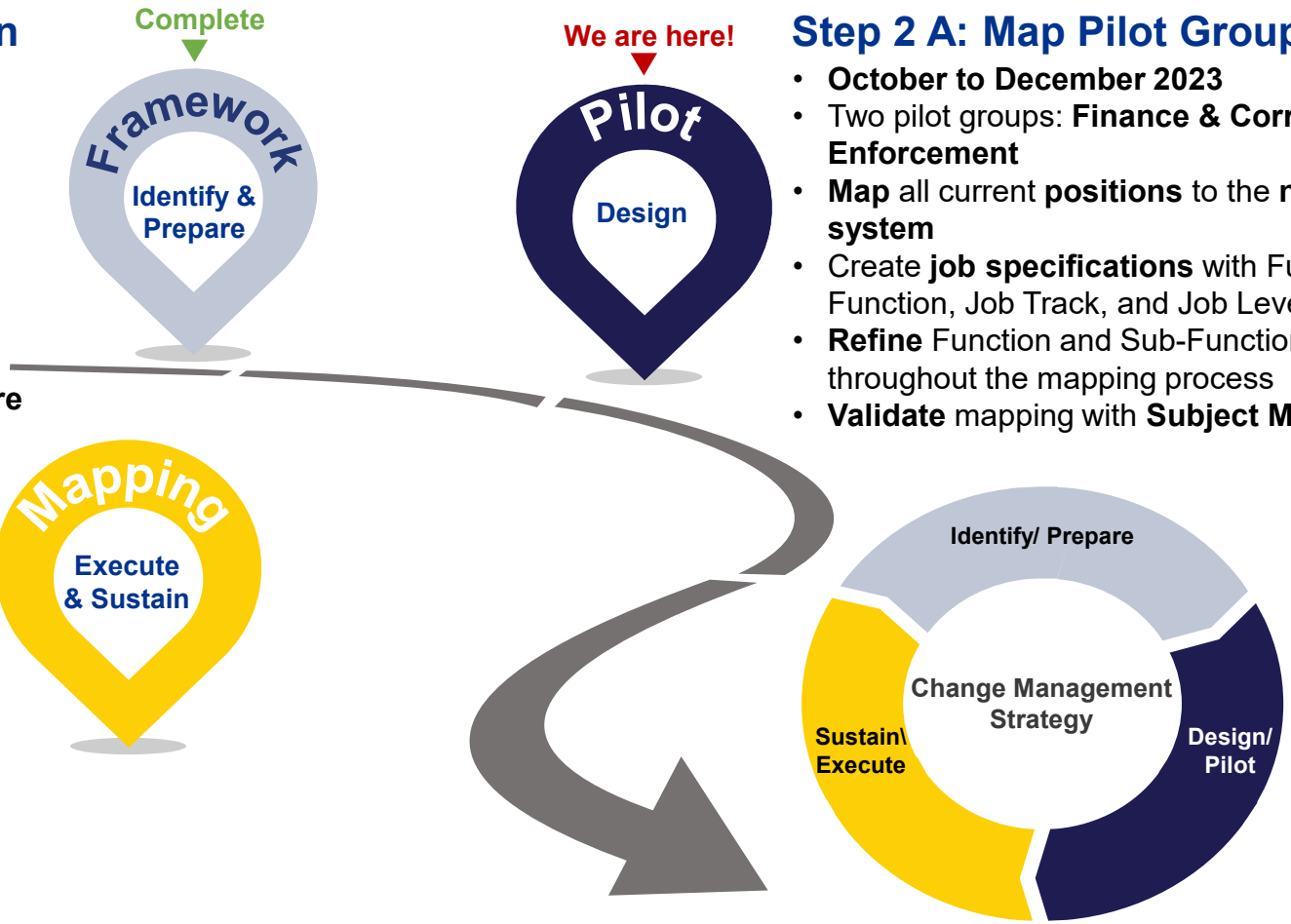
Our approach to modernizing the SPS job classification structure

Step 1: Conduct Study & Design Future Framework

- Identified **current state** challenges
- Reviewed **benchmark data**
- Leveraged **leading practices**
- Designed **streamlined job classification** framework with standardized **job levels,** clear **functions/sub-functions**, and **job tracks** to **promote career pathing**
- Presented to and **approved** by **Legislature**

Step 2 B: Map All Positions

- **January to June 2024**
- **Map** all **other positions** to the new classification system
- Create **job specifications** with Function, Sub-Function, Job Track, and Job Level
- **Continue refining** Function and Sub-Function **definitions**
- **Validate** mapping with **Subject Matter Experts**



Step 2 A: Map Pilot Group Positions

- **October to December 2023**
- Two pilot groups: **Finance & Correctional Enforcement**
- **Map** all current **positions** to the **new classification system**
- Create **job specifications** with Function, Sub-Function, Job Track, and Job Level
- **Refine** Function and Sub-Function **definitions** throughout the mapping process
- **Validate** mapping with **Subject Matter Experts**

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Questions & Answers

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