

MEMORANDUM

TO: Agency Heads and Human Resource Directors

FROM: Kraig Knowlton

DATE: April 3, 2007

SUBJECT: New Classification System Project: Phase 2 – Occupation Analysis Survey

This is to inform you that we are beginning the next phase of development for the new State Classification System. As we mentioned in the Classification Structure meetings which were held in January, the next phase of this process is to survey employees about their job. The data gathered from these surveys will help in developing the guidelines for the various occupations as well as help us decide which factors should be used to determine responsibility levels within an occupation. This data will also be used to develop administrative tools and criteria for compensation, recruitment and selection, as well as training and employee development.

We plan to begin this phase by using the Scientific Occupations as our test group. We will be sending a draft of the survey that we plan to send to employees to those agencies which have scientific professionals and technicians in order to make sure that we are asking the right questions. Once we have this information, we will amend the survey accordingly and then send it to employees in those occupations.

After we have gathered the survey data from the employees of the Scientific Occupations group, we will have a series of meetings with a sample group of these employees. We will be relying on assistance from user agencies in helping us determine the size, number and make up of these groups.

In these meetings, we will discuss the findings that were revealed by the survey data with the employees and we will solicit their input on how to align the new classification system as well as their input with respect to linking the new classification system with a new compensation system. As we move forward in this process, we will take what we have learned from the Scientific Occupations group and apply it to the other occupational groups.

As we begin this process with the other occupational groups, we will require your agency's assistance in helping with the surveying and employee meetings. If your agency would like to be involved with this phase, please contact Tom Lackey by email at tom.lackey@da.ks.gov or by phone at (785) 296-4714. Thank you.