

# **ONE-FOURTH FREQUENTLY ASKED QUESTIONS**

## **What is the one-fourth review?**

The Human Resources Department conducts a review of one-fourth of the city's job titles each year. The primary goal of the one-fourth review is to ensure employees are properly titled and positions are in the appropriate pay grade.

## **How is the one-fourth conducted?**

Human Resources gathers information about the position either by:

1. audit
2. position description questionnaire (pdq)

## **What can I expect on my audit?**

The compensation staff conducts an in-person interview with the employee to discuss their job duties and responsibilities of their position. The purpose of the audit is to obtain information about what the position does.

## **What am I supposed to say on my audit?**

Tell the Comp Staff about your job duties. They want to know what you do and how you do it. They may ask you to show examples of your work. They want to know what do you spend most of your time doing.

## **Do I have to complete a PDQ if I'm being audited?**

No. The HR staff member will ask you questions about your job duties.

## **What do I put on my Position Description Questionnaire (PDQ)?**

Write down your primary responsibilities. If you are completing a non-exempt PDQ make sure your percentages of major duties add up to a total of 100%.(For example, 50% track the agenda process; 20% track process of the CRMS; 10% process mail; 10% answer phones; 5% order office supplies; 5% filing.) List your most important duty first, second most important, second, etc.

## **When and who will tell me the results of my review?**

Your department director receives the results of the review in August

## **Am I going to lose my job if I am audited?**

No. The audit is not a part of the RIF (layoff) process or budget cuts.

## **Will I automatically get more money if I'm reviewed?**

No.

**My position was upgraded. Do I get a raise?**

The only change in pay, which results from an upgrade, is if the employee is below the minimum of the new pay grade, they will be adjusted to the minimum of the new pay grade.

**Example of employee receiving a pay change:** Employee-1 is currently a Laborer (Pay Grade B) and makes \$10.50 per hour. The position is upgraded to a Laborer II (Pay Grade C). The pay grade of the Laborer II is \$11.23 - \$18.89; therefore the employee's salary would be changed to \$11.23 per hour.

**Example of an employee not eligible to receive a pay change:** Employee-2 is currently a Laborer (Pay Grade B) and makes \$11.65 per hour. The position is upgraded to a Laborer II (Pay Grade C). The pay grade of the Laborer II is \$11.23 - \$18.89; since the employee's salary is above the minimum of the new title, there will be no change in pay associated with the reclassification.

**My position was downgraded. Will my salary decrease?**

The only change in pay, which results from a downgrade, is if the employee is above the maximum of the new pay grade, they will be adjusted to the maximum of the new pay grade. The employee is given a two-year grace period before their salary would be adjusted down.

**Example of employee receiving a pay change:** Employee-3 is currently a Senior Office Assistant (Pay Grade F) and makes \$23.50 per hour. The position is downgraded to an Office Assistant II (Pay Grade D). The pay grade of the Office Assistant II is \$12.34 - \$20.78. Since the employee's salary is greater than the maximum, their salary would remain the same for two years and then they would be adjusted down to the pay grade maximum.

**Example of employee not receiving a pay change:** Employee-4 is currently a Senior Office Assistant (Pay Grade F) and makes \$19.25 per hour. The position is downgraded to an Office Assistant II (Pay Grade D). The pay grade of the Office Assistant II is \$12.34 - \$20.78. Since the employee's salary is within the pay grade of the new title, their salary would not change.

**Will the position audit or PDQ effect my performance appraisal?**

No. The audit and review of the Position Description Questionnaire (PDQ) are to identify the duties and responsibilities, **not** to assess the performance of those duties.