

Classification and Compensation Needs Assessment

Author:

Agency:

Phone:

Date:

	Description and Details
<p>Identify the affected job class or classes (class title and code), whether the classes are represented or non-represented, and the specific employee organization(s) affected.</p> <p>Note: A separate template is needed for each classification series.</p>	
<p>Please identify the business need you are trying to meet or problem you are trying to resolve. Be specific.</p>	
<p>How does solving this problem contribute to meeting agency priorities and goals (link resolution to specific established goals)?</p>	
<p>Briefly describe the proposed classification or pay changes and how they will resolve the issue.</p>	
<p>Explain what you have tried so far and the results achieved (e.g. revised agency work processes or organizational structures, enhanced recruitment efforts).</p>	
<p>What are the consequences if the issue is not resolved (e.g. impact on agency priorities, service delivery, risk/liability)?</p>	
<p>Can your agency absorb any costs associated with this proposal? Are you willing to allocate existing funds to help solve the problem including spending dollars differently?</p>	
<p>Are you aware of any other agencies that have this issue? If so, please specify.</p>	
<p>Please identify other considerations or challenges that will contribute to understanding the issue.</p>	