

## **Job Redesign – Communication for Employees**

### **Who will be affected and what changes will employees see as a result of the Job Redesign?**

- All State of Georgia employees on the statewide salary plan will be assigned a new title as a result of the State Personnel Administration's Job Redesign project.
- State payroll employees will see a change in job title and job code reflected on pay advisements.
- County DFCS employees will be assigned new job titles. However, because they are on a different payroll, these employees will not see the change since job titles are not reflected on their pay information.
- "Working titles" may continue to be used as needed.
- There will be no change in employee's pay or change in pay grades.
- Promotional opportunities will remain as they currently exist.

### **What is the Job Redesign?**

- A revision of the current job titles and descriptions that were developed in 1996.

### **What is the purpose of the Job Redesign?**

- To combine the 3,500 different jobs actively used by state agencies into approximately 750 jobs with similar responsibilities and broader categories of work
- To develop jobs designed to enhance employee performance, training, development and advancement
- To more easily link the new jobs to similar jobs outside of state government for purposes of salary comparisons

### **Who developed the new job descriptions for the Job Redesign?**

- The State Personnel Administration (SPA) took the lead with input from human resource (HR) staff from state agencies, and inter-agency focus groups of employees and supervisors.

### **What are the components of the Job Redesign?**

- New, broader job descriptions have been developed that include entry qualifications, technical competencies, and career development criteria.
- New job codes will identify the job descriptions by occupational group and level of proficiency.

### **Explain the job titling system**

- The job titles consist of no more than 30 characters. The first 2 characters represent the functional level, the next 25 represent the job title, the last 2 indicate the job level.
- Sample Job Title: PS: Hum Res Generalist (WL)

### **What do the initials PS, TS and SS mean?**

- PS – Professional Staff
- TS – Technical Staff
- SS – Support Staff

### **What do the initials in the parenthesis represent?**

- ET - Entry Level
- WL - Working Level
- AL - Advanced/Expert Level
- SP - Supervisor

### **What do the prefixes MG, MG1 and MG2 represent?**

- MG – Manager
- MG1 - Mid Manager
- MG2 - General Manager

### **When will the Job Redesign be implemented?**

- New job descriptions, titles, and codes will be implemented July 1, 2008, and will be available on the SPA web site (<http://www.spa.ga.gov/jobdescriptions/jobsalaryinfo.asp>)
- For general information, go to [www.spa.ga.gov](http://www.spa.ga.gov), locate the HR Resource Center and click on the Redesign of Job System Employee Information link.

### **Where may I go for questions about the Redesign?**

Questions may be directed to OHRMD's Compensation and Job Analysis Section:

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