

2015 Achievement Awards Virginia Association of Counties

APPLICATION FORM

All applications must include the following information. Separate applications must be submitted for each eligible program. **Deadline: June 1, 2015.** Please include this application form with electronic entry.

PROGRAM INFORMATION

Locality: Prince William County
Program Title: HR Compensation & Classification Innovative Re-Engineering
Program Category: Communication

CONTACT INFORMATION

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SIGNATURE OF COUNTY ADMINISTRATOR OR CHIEF ADMINISTRATIVE OFFICER

Name: Christopher E. Martino
Title: Deputy County Executive
Signature: Christopher E. Martino



PRINCE WILLIAM COUNTY

2015 VACo ACHIEVEMENT AWARD

**HUMAN RESOURCES
CLASSIFICATION & COMPENSATION INNOVATIVE
RE-ENGINEERING**

2015 Virginia Association of Counties Achievement Award

Human Resources Classification & Compensation Innovative Re-Engineering

Over the past two years, Prince William County Human Resources Classification & Compensation staff in collaboration with Departmental partners embarked upon a major re-engineering initiative which has resulted in important efficiencies to all County classification processes. Major emphasis was placed on Classification studies which serve as the foundation of the County's total Classification and Compensation Program. On-going studies are critical to ensure class specifications are kept up-to-date and reflect current and accurate information about job duties, responsibilities and knowledge requirements.

Class specifications are the foundation for many activities and functions that support the mission and operations of the Departments including employee recruitment and selection, performance management, benchmarking jobs, meeting legal requirements, and detailing the duties and expectations of the employer and employee. However, with just a staff of three, and ever-increasing study requests, departments often waited months for the completion of a study.

Realizing that continued utilization of existing study processes would not address the backlog of requests, this team devised innovative solutions, which included:

- Identifying classification study timeframe targets.
- The new classification process begins with a pre-classification study consultation with the Department. Obtaining the right information at the beginning of the process ensures HR understands departmental goals and priorities.

- Each Classification & Compensation Analyst then partners with the specific departments and is responsible for regular updates.
- An integral aspect of the process improvement is the four new Classification Study request forms--- one for each category of classification study. The forms are easily identifiable since they use alphabetic letters to identify one from the other. For example, a **V Form** is utilized when a position is vacant. By utilizing the specific form, departments are directed to provide exactly the information needed to quickly initiate the requested study.
- Classification Study communication templates were developed which are used to quickly communicate approved reclassifications and other actions to employees and Directors.
- Merging eClassification into NeoGOV has also reduced the amount of time it takes to make new or modified class specifications available for advertising.

The time frame for a classification study has been reduced by 52 days based upon these innovative solutions!

Additional improvements currently in progress involve automating the submission and approval of classification studies through a workflow tool. New automation will provide much more efficient communications between HR and the Departments by eliminating paper and allowing forms to be seamlessly circulated between staff. It is estimated this process improvement will make the classification study process even more efficient by saving another 10 days!