



C O M P R E F O R M

A C T I O N B U L L E T I N

Bulletin No. 29

TO: Agency Human Resource Directors

FROM: Sara Redding Wilson, Director
Department of Human Resource Management

DATE: October 9, 2001

SUBJECT: Conversion to Revised Job Organization Structure

Thank you for your suggestions and support throughout the Phase II review of the Commonwealth's Job Organization Structure. The final Career Group Descriptions (CGD's) will take effect on November 1, 2001.

Based on your review and feedback the Commonwealth's Job Organization Structure has been modified. The changes include revised role titles, the merging of certain kinship career groups, the transfer of some career groups to different occupational families, and the establishment of several new career groups. **Most of the modifications involve role title changes only.** The most significant plans and changes were noted in the following Comp Reform Action Bulletins or email distributions of the final draft CGD's:

- Comp Reform Action Bulletin No.18, February 12, 2001
- Comp Reform Action Bulletin No. 24, June 21, 2001
- June 21, 2001 Comp Reform email memo
- July 12, 2001 Comp Reform email memo
- July 20, 2001 Comp Reform email memo
- July 27, 2001 Comp Reform email memo
- August 10, 2001 Comp Reform email memo
- August 31, 2001 Comp Reform email memo
- September 26, 2001 Comp Reform email memo

Converting to the revised structure requires actions on the part of DHRM on November 1, 2001 *and* by agencies from November 1, 2001 through December 31, 2001 to be successful. DHRM will change position and employee records to reflect changes in role title and role code effective November 1, 2001. Because

roles may contain positions that are better suited for placement in a different or new role or career group agencies must determine if role corrections are necessary. To help you identify potential role corrections that you need to make you should:

- Review the history sheets for Career Group Descriptions carefully.
- Review the revised Job Organization Structure spreadsheet attached to CRAB No. 29.
- Review your Phase II contact notes (typically emails) with DHRM regarding the reassignment/regrouping of individual former job classes, particularly if you were the only user.

Role corrections must be made as Lateral Role Changes effective November 1, 2001 with no change in employee compensation. The window of time for making local role corrections is November 1, 2001 through December 31, 2001. **Please Note:** Current groups/roles that are being restructured or eliminated will expire in PMIS on December 31, 2001.

For planning purposes a document that displays the current and revised draft Job Organization Structures also is attached. This document highlights the modifications by Family, Group, and Role. **Please Note:** The Administrative Services Family is in the final stages of editing. If any additional adjustments to Administrative Career Groups result from the review you will be notified prior to November 1st. Published Career Group Descriptions will be provided to you by email throughout October. The descriptions and the final Job Organization Structure will be available on the DHRM website on November 1st.

You will need to let your employees know if their role titles have changed. Please consider any role corrections you may wish to make in addition to those resulting from the conversion prior to issuing employee notifications.

Finally, role titles and codes for positions that are in active RECRUIT status on November 1st will not be converted automatically. You will need to make any necessary corrections to position records at the close of the recruitment process.

If you have any questions about the CGD publication process or the conversion to the revised Job Organization Structure please contact Rue White at 804-225-3465 or rcwhite@dhrm.state.va.us.

Attachments:

- Job Organization Structure (JOS) Spreadsheet

Copy: Cabinet Secretaries
Agency Heads