

State of Alabama
IT Human Capital Management Classification Study
IT Directors Update

October 20, 2016

Sponsors and Steering Committee

Sponsors:

- State Personnel Department
- Office of Information Technology

Steering Committee - Agencies

- Department of Transportation
- Department of Revenue
- Department of Human Resources
- Alabama Medicaid Agency
- Alcohol Control Board
- Alabama Law Enforcement Agency
- Department of Finance
- Department of Rehabilitation Services
- Department of Labor
- Emergency Management Agency
- Department of Public Health
- Department of Mental Health
- Department of Corrections

Agenda

- Study Objectives
- Study Steps and Timeline
- Position Description Questionnaire
- Questions

Study Objectives

1. To develop a classification structure that is reflective of the way State of Alabama IT work is organized and to allocate employees to classifications on current job content.
2. To develop a compensation structure that is competitive with the State's defined market that will enable the State to attract and retain the quality and quantity of IT talent it needs to meet its business objectives.
3. To identify and include IT roles that may not currently exist.
4. To provide a framework and roadmap by which the results of the project can be transitioned and implemented in a fiscally sound and prudent manner.
5. To ensure that the classification structure that is developed can evolve over time to reinforce the way that IT services are delivered.

Study Steps and Timeline

Aug-Sept 2016	<ol style="list-style-type: none">1. Initial On-Site Meeting2. Understanding the Way IT Does Business3. Development of IT Classification Framework
Oct-Nov 2016	<ol style="list-style-type: none">4. Development of IT role summaries5. Compare IT roles summaries to the Market6. Completion of PDQ's by employees
Nov-Dec 2016	<ol style="list-style-type: none">7. Allocation of employees PDQ's to the new classification structure
Jan-Feb 2016	<ol style="list-style-type: none">8. Development of Salary Structure9. Development of Class Specifications10. Recommendations and Implementation Plans submitted for approval

Position Description Questionnaire (PDQ)

- Who should fill one out?
 - All merit IT Staff
 - Any unclassified IT Staff you may want to move to a classified position
 - Any contract IT staff doing ongoing work that should or may be done by state staff in the future
 - Supervisors should also fill out PDQs for vacancies that you intend to fill in the near future

Position Description Questionnaire (PDQ)

Employee Section

- I. Employee Data
- II. Purpose
- III. Management/Supervision
- IV. Job Functions (12)**
- V. Knowledge, Skill, Education, and Experience Requirements
- VI. Changes
- VII. Comments

Manager/Supervisor Section

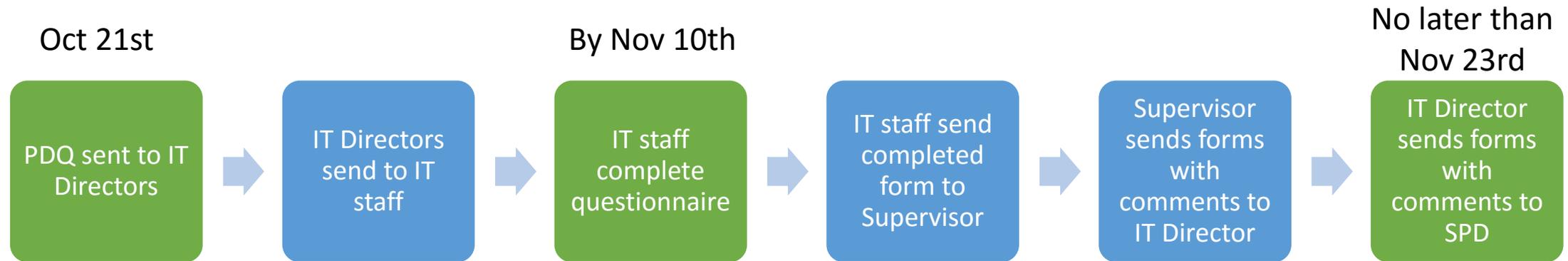
- I. Information Accuracy
- II. Scope & Complexity
- III. Career Path
- IV. Vacant Positions

Agency CIO/IT Director Section

- I. Information Accuracy

Position Description Questionnaire (PDQ)

The Process:



Send completed forms to SPD as soon as possible. Do not wait until you have them all! As the November 23rd deadline approaches, we will remind you of your missing PDQs.

*Note: The instructions will include a point of contact to answer questions regarding the PDQ and the email address to send completed PDQs.

Questions



Office of Information Technology

This presentation can be found at
OIT.Alabama.gov/documents