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

<table>
<thead>
<tr>
<th>Period</th>
<th>Tasks</th>
</tr>
</thead>
</table>
| Aug-Sept 2016   | 1. Initial On-Site Meeting  
                      2. Understanding the Way IT Does Business  
                      3. Development of IT Classification Framework |
| Oct-Nov 2016    | 4. Development of IT role summaries  
                      5. Compare IT roles summaries to the Market  
                      6. Completion of PDQ’s by employees |
| Nov-Dec 2016    | 7. Allocation of employees PDQ’s to the new classification structure |
| Jan-Feb 2016    | 8. Development of Salary Structure  
                      9. Development of Class Specifications  
                      10. 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
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
This presentation can be found at OIT.Alabama.gov/documents