

FAQs Related to the New Classification and Compensation Structure **Effective July 1st, 2020**

Why are we changing?

In 2019, a comprehensive compensation study was complete for the State of Missouri. Recommendations from that study included updating our job classification and compensation structures. By doing so, we would remain competitive, and support State agencies in the recruitment and retention of quality team members. Therefore, we worked with an external consultant to modernize our structure and provide more flexible career paths.

Who will be affected?

Team members in classified positions under the Uniform Classification and Pay (UCP) System. UCP agencies may also consider bringing unclassified positions into the new system. Some non-UCP agencies are also using the new job classes for their structure.

What is changing?

Our job classification and compensation structures are changing effective July 1, 2020. The number of job classes will decrease from 850 to 472, and there will be four (4) new salary structures.

Why will there be four (4) salary structures?

The State of Missouri consists of a wide range of occupations. To encompass the monetary values for various types of work, it was necessary to develop multiple salary structures.

The compensation plan will consist of four (4) salary structures – General, Information Technology, Medical, and Nursing.

Will my job title change?

Your job title (the one used in the SAM II payroll system) will change effective July 1, 2020. This change will not appear in the system until the second half of July based upon the timing of transaction processing in our payroll system.

Many team members will still use working titles to describe their position. Working titles may be used in your email signature, on an org chart, on websites or other similar mediums. Use should be consistent with your organization's norms.

Will my job duties change?

You will have a new job title, but there will not be a change to your job duties.

What if my new job class doesn't describe what I do?

The Division of Personnel worked with agencies to assign new job classes for each position. The new job classes are broad and capture several of the soon to be obsolete job classes.

The new job classes can be viewed at <https://oa2.mo.gov/personnel/careers>.

Concerns about job classes may be addressed to your Human Resources office for information and direction.

What can I do if I disagree with my new job class?

You can request a review through completion of a Position Description questionnaire. You can find the questionnaire at <https://oa.mo.gov/personnel/resources-state-agencies>. Contact your Human Resources office for your organization's process.

Why am I in the same job class as an employee I supervise?

This is not uncommon when making major changes to a classification system like this. We have changed from 850 job classes to 472. With fewer job classes, this scenario will occur. Distinctions will continue to be made through working titles and/ or compensation.

Will my pay change with my new job class?

Team member pay will not be negatively impacted by the change in job class.

Why did my pay grade change?

The new compensation plan should not be compared to the January 1, 2020 compensation structure. It consists of four (4) brand new compensation structures -- General, Information Technology, Medical, and Nursing. Each new job title is assigned to a new pay grade in the new compensation plan. There is no connection between the new compensation plan and the January 1, 2020 compensation structure.

If my salary is over the maximum amount of the new pay range, what will happen?

Initially, nothing will change. However, you may not be eligible for future increase until your pay is below the maximum pay for your job class.

How is the new classification structure more flexible?

The new job classes include typical qualifications allowing for flexibility in recruiting. The new job classes also allow more flexible career paths for employees.

If there are fewer job classes, how do I have more opportunity for growth?

The new structure places less emphasis on job class and more on team member growth through career paths. This allows members to progress through jobs to meet goals such as financial stability, professional development, or personal achievement.

The new structure identifies occupational groups and the job families that fall under each. There is opportunity to grow within a job family or move between job families and occupational groups. There is also the possibility to grow and receive recognition for development and increased responsibility within your current job class.

What is a career path?

Career paths are a series of jobs designed to help team members meet goals while they provide value-added contributions to the State of Missouri.

How can I see my career path?

Career paths can be vertical growth or advancement to higher levels within a job family or between job families. They can also entail lateral (sideways) movement within a job classification level or between job families.

How can I grow?

The performance of new or increased duties based upon additional skills or education may be recognized within your current position or through upward progression to a more responsible position. You may also promote to another job with greater job responsibility based upon your goals.

How does the new structure benefit individuals who are searching for jobs?

The reduction in the number of job classes, and the identification of occupational groups, will make it easier for applicants to better identify job opportunities.