Missouri University of Science and Technology Staff Compensation Structure

Frequently Asked Questions

1. **What are the goals of the Staff Compensation Structure?**
The goal is to review, revise, and improve our compensation and classification structure at Missouri S&T. A project of this nature has not been conducted since 1972. An anticipated result of this project is to produce a meaningful hierarchy of the job titles being reviewed. This process is called *job evaluation*, and we will be utilizing a new job evaluation method called “Global Grading System (GGS).”

2. **Which positions will be included in the Staff Compensation Structure?**
All non-faculty/non-union eligible titles will be reviewed during this project.

3. **Who is conducting the Staff Compensation Structure?**
The team conducting the project includes staff from Human Resource Service, Affirmative Action, Diversity and Inclusion (HRSAADI), Human Resource Staff from the other campuses, the Hospital, and University of Missouri System (UM System) together with consultants from Towers Watson.

4. **How do you go about evaluating jobs?**
   It is first determined whether a job is a supervisor, manager, or an individual contributor. Then the following seven factors are assessed to determine the job’s role, resulting in a grade level:
   
   - **Knowledge** required to perform the work
   - **Expertise In** the job, the related areas affecting the job, and areas which the job affects
   - **Leadership** required in the job
   - **Independence** with which the job operates
   - **Influence** of the job on other entities within the departments, division and campus
   - **Job Impact** – both the type of impact and the scope of impact on the work team, departments, division, and campus
   - **Interpersonal** and communication skills required

5. **When will you evaluate my job?**
   Due to the thousands of job titles currently in place across the UM System and at Missouri S&T, jobs have been grouped into similar categories so that evaluations of similar jobs will be conducted together.
6. **Why is HRSAADI conducting this project under current budget constraints at the University?**
   The UM System is planning for the future, and while titles have been reviewed on an ad hoc basis, a comprehensive job evaluation review has not been conducted since 1972.

7. **Will my pay be affected by the project?**
   No one’s pay will decrease as a result of the project.

8. **Will my performance evaluation be affected?**
   No. The Staff Compensation Project is about the work, not the worker. Performance evaluation is about the employee’s individual performance, and is not a part of the Staff Compensation Structure.

9. **Will my title change?**
   Some job titles may change. The working title (used on business cards, email addresses and posted on directories) will not change when we start using the global titles.

10. **Will my job duties change?**
    No. But many of our job descriptions are over 10 years old and need to be updated, so the job description (classification specifications) and/or the title could change.

11. **Will this affect my ability to advance in my career?**
    A career path for advancement may actually be clearer as a result of the Staff Compensation Structure.

12. **What will not change as a result of the Staff Compensation Structure?**
    Existing organizational structures and reporting relationships will not change. And job duties will not change.

13. **Will I have to complete a Position Classification Questionnaire (PCQ) as part of the implementation of the Staff Compensation Structure?**
    No. The PCQ will not be necessary.

14. **How will you go about collecting information regarding specific jobs?**
    Existing job descriptions, organizational charts and position classification questionnaires, and other descriptive information have been reviewed to determine specific job content. Additionally, managers or supervisors may be asked to provide up-to-date information regarding positions reporting to them.

15. **How do the results of the job evaluation determine pay?**
    By identifying the Missouri University of Science and Technology jobs that can be matched to
jobs that are common in the labor market (establishing benchmarks), we can compare our pay to market pay to determine our competiveness.

16. **How can I be kept informed of the results of the study?**
    
    The Compensation page of the Human Resource Service, Affirmative Action, Diversity and Inclusion website will provide information regarding the Staff Compensation Structure.

17. **What market is being used to determine the salary ranges in the external market?**