

July 1, 2020

Hello Maine State Employees!

The Classification and Compensation Project Steering Committee is pleased to announce that Maine State Government, in conjunction with the Maine Service Employees Association (MSEA), is conducting a comprehensive classification and compensation study for all Executive Branch positions.

The project Steering Committee is comprised of members from DAFS, the Governor's Office, and MSEA Representatives, who are all involved in leading this project. Our other union partners—AFSCME, MSLEA, and MSTA—are supportive, as well.

The State has contracted with an experienced public sector advisory company — The Segal Group — to conduct this study which will take place over the next several months. The purpose of this study is to 1) ensure that your job titles, descriptions, and classifications accurately reflect work performed; 2) learn how State compensation compares to the market, knowing that consistent, competitive wages help attract and retain a diverse, highly qualified workforce; and 3) ensure that classifications with similar levels of responsibility are paid equitably across State Government. At the end of the review, Segal will provide the State with recommendations related to job classifications, job descriptions, and the pay program. This study will cover all Executive Branch positions, and all employees will have the opportunity to participate. We encourage each of you to provide information about your job – the resulting data will be more accurate and comprehensive the more employees take part.

To that end, during the weeks of July 6th and July 13th, 2020, employee presentations will be held via MS Teams that explain the process, what employees should expect from the study, and how to complete a job description questionnaire (“JDQ”). A recorded copy of a presentation will be posted on the below-listed Intranet site as well. The live presentations are scheduled for the dates and times listed below. Please work with your supervisor to determine the best time for you to attend one of these sessions or, if you are unable to attend live, to watch the recorded presentation. Add the selected event to your calendar – you will not need to respond to this email or the event to indicate you are attending an event.

Thursday July 9:	2:00 pm – 3:30 pm:	<a href="https://tinyurl.com/ycjfdcn2">https://tinyurl.com/ycjfdcn2</a>
Friday July 10:	9:00 am – 10:30 am:	<a href="https://tinyurl.com/yannq9do">https://tinyurl.com/yannq9do</a>
Monday July 13:	1:30 pm – 3:00 pm:	<a href="https://tinyurl.com/yd6bbv2m">https://tinyurl.com/yd6bbv2m</a>
Tuesday July 14:	9:00 am – 10:30 am:	<a href="https://tinyurl.com/y7r7xybb">https://tinyurl.com/y7r7xybb</a>
Tuesday July 14:	2:00 pm – 3:30 pm:	<a href="https://tinyurl.com/y8444vrz">https://tinyurl.com/y8444vrz</a>

Shortly after the training sessions, the JDQ will be provided electronically to employees. For those of you without access to State email, computers, or cell phones, or who are otherwise unable to receive an electronic copy, we have asked supervisors to work with you to assist you with electronic access and determine if a computer can be made available to you. You may also use your personal smart phone or computer to complete this JDQ if you'd like, so if you don't have access at work and plan to participate using your personal email address, please email:

[classification.compensation@maine.gov](mailto:classification.compensation@maine.gov) with your name and email address and you'll be provided with a JDQ to complete. Additionally, if you share both a job classification and supervisor with other employees, you and your team may submit a group JDQ, with one employee completing the form for all of you. If electronic access is not possible, we have asked your supervisor to provide a paper copy to you. Submitting an electronic version is the preferred method; however, paper responses will work.

Information about this study, including an FAQ (Frequently Asked Questions), and a recorded presentation will be posted at our Intranet site at: <http://inet.state.me.us/dafs/class-comp-study/index.html>.

If you have questions specifically about the JDQ and how to complete it that are not answered in the FAQ, feel free to write to: [classification.compensation@maine.gov](mailto:classification.compensation@maine.gov). If your questions are about your agency, reporting structure, or other similar questions, you may reach out to your Human Resources unit. Contact information for your HR is located at: <https://www.maine.gov/bhr/state-hr-professionals/Human-Resource-Contacts>.

Thank you.

Kirsten LC Figueroa  
DAFS Commissioner