

HOUSE No.

The Commonwealth of Massachusetts

PRESENTED BY:

Alice K. Wolf

To the Honorable Senate and House of Representatives of the Commonwealth of Massachusetts in General Court assembled:

The undersigned legislators and/or citizens respectfully petition for the passage of the accompanying bill:

An Act to authorize the human resources division to undertake a study of the state's job classification system.

PETITION OF:

NAME:

Alice K. Wolf

DISTRICT/ADDRESS:

25th Middlesex

[SIMILAR MATTER FILED IN PREVIOUS SESSION
SEE HOUSE, NO. 2826 OF 2007-2008.]

The Commonwealth of Massachusetts

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In the Year Two Thousand and Nine
—————

AN ACT TO AUTHORIZE THE HUMAN RESOURCES DIVISION TO UNDERTAKE A STUDY
OF THE STATE'S JOB CLASSIFICATION SYSTEM.

*Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority
of the same, as follows:*

- 1 SECTION 1. The general court finds and declares that:
- 2 (a) equitable compensation is a significant problem for state employees of the commonwealth;
- 3 (b) most job specifications for state employees of the commonwealth have not been updated in over
4 twenty years;
- 5 (c) the starting point for equitable compensation is through a statewide classification plan;
- 6 (d) the commonwealth is experiencing an exodus of educated young adults and skilled workers and to be
7 competitive the commonwealth must have current job descriptions which are updated in order to recruit,
8 develop, promote and retain new workers;
- 9 (e) the commonwealth should ensure that state employees are paid equitably through fair, impartial, and
10 up-to-date job specifications;
- 11 (f) the commonwealth should actively seek to provide equitable, impartial, just, and comparable worth for
12 all people that it employs;
- 13 (g) equitable compensation has a significant impact on the financial welfare for individuals, families, and
14 retirees; and

15 (h) equitable compensation can significantly improve the quality of life for many citizens of
16 Massachusetts.

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18 SECTION 2. Definitions

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20 “Equitable compensation” means equal compensation for jobs with comparable skill, effort,
21 responsibility, and working conditions.

22 “Job classification” means a system designed to create an arrangement of different types of employment
23 based on such factors as skill, responsibility or experience, time and effort.

24 “Job class” means a group of positions sufficiently similar in respect to duties and responsibilities that the
25 same descriptive title may be used to designate all positions allocated to the class, the same general
26 entrance qualifications may be required of incumbents of positions in the class, the same general tests of
27 fitness may be used to choose qualified employees and the same schedule of pay may be made to apply
28 under the same or substantially the same employment conditions.

29 “Job specification” means the official description of the characteristic duties, responsibilities and
30 qualifications of a job class.

31 “The council” means the state workforce advisory council.

32 “The division” means the human resources division.

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34 SECTION 3. The human resources division shall conduct a job analysis study of positions of state
35 employees of the executive branch of the commonwealth. The study shall be conducted to update the
36 current job classification system, including but not limited to class titles, job specifications, organizational
37 relationships, and job qualifications. As part of this study, the human resources division shall insure that
38 the job classification system is free of gender and racial bias. The human resources division shall also
39 review the effect of the job classification system on employee pension and benefits, and on the
40 recruitment and retention of employees within the commonwealth.

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42 SECTION 4. Said study relative to job classification shall be administered by the division subject to
43 appropriation. For the cost associated with the study, \$1,298,000 shall be appropriated to the human

44 resources division in FY10, \$615,000 shall be appropriated to the human resources division in FY11, and
45 \$615,000 shall be appropriated to the human resources division in FY12. The amount appropriated in this
46 item shall include, but not be limited to, the costs of additional personnel, consultants, data collection
47 software, and any other related costs of the study.

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49 SECTION 5. The results of the study shall be reported on or before June 1, 2012 and in the interim,
50 annual reports shall be submitted. The chief human resources officer of the human resources division
51 shall submit the results of this study to the council, the chairs of the joint committee on state
52 administration and regulatory oversight, the chairs of the joint committee on labor and workforce
53 development, the senate committee on ways and means, and the house committee on ways and means.