

## NOVEMBER 2006 PROGRESS REPORT

### OSER's 2006-2007 Classification Survey Program

In October 2006, OSER announced the occupational areas under survey for classification purposes during 2006-2007. At the request of the Department of Transportation, OSER has agreed to add:

Transportation Customer Representative 1-4, -Lead

And

Transportation Customer Representative 1-4, - Field

to the list of classifications under review. This review will be conducted primarily by staff within the DOT with oversight from OSER/DMRS. Jackie Koeller serves as the OSER contact for this survey.

Agencies have provided OSER with problem identification information for each survey currently underway and are in the process of making sure position descriptions (PDs) accurately reflect the assigned work. The PDs will be used as a central point of information in this survey process which is being conducted using the whole job methodology. That method compares and contrasts one position to another in order to determine if the existing classification structure is adequate or if changes may need to be made. Accurate, up-to-date PDs are key to the success of the survey activities.

Agencies have provided OSER with a list of the human resources contacts at the agencies who will be responsible for coordinating survey activities on a local level. A meeting was held with those agency representatives on November 2, in an effort to efficiently communicate the purpose of the surveys and the plan for conducting the survey activities. In addition, several documents have been created in an effort to keep affected employees informed of the progress of the various surveys and the unions that represent the affected employees have been notified of the surveys being undertaken at this time.

Activities anticipated during the month of December include receipt by OSER of names of employees recommended to be audited (i.e., interviewed) to gather additional information on the work performed and the PDs for those positions, which should be received by OSER on or about December 6, 2006.

The DMRS Agency Services Bureau staff plan to meet with agency survey coordinators again in mid-December and will begin planning for audits of positions in January. In some surveys, the audit process will begin sooner than January.

Questions about the status of any classification survey currently underway may be directed to the designated OSER Survey Manager as listed in Bulletin [OSER-0142-MRS](#).