



**Department of
Civil Service**

REQUEST FOR INFORMATION

ENTITLED:

“Job Evaluation System”

RELEASE DATE:

August 2, 2022

PROPOSAL DUE DATE:

August 16, 2022

**All inquiries and submission of responses must be directed
in writing to:**

DCSprocurement@cs.ny.gov

Timothy R. Hogues
Commissioner
New York State Department of Civil Service

Abner JeanPierre
Director
Classification and Compensation Division

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1.1 Purpose

The purpose of this Request for Information (RFI) is to acquire information that will assist New York State with developing a new job evaluation system that meets pay equity requirements. The Department is seeking a better understanding of the breadth of job evaluation solutions that are available or could realistically be designed and implemented. Additionally, the Department is seeking to explore the viability of updating its existing quantitative job evaluation system and updating the state's classification and pay structure to be more competitive and responsive.

The following is the anticipated minimum required functionality for a New York State job evaluation system (System):

- System is able to electronically gather job content information from employees in specific titles and aggregate such responses.
- System allows customization of factors and any weight assigned to such factors.
- System can generate a score for each factor.
- System allows revision of employees' job content responses, based on information contained in official job duties for such employees.
- System can determine the appropriate salary grade for employees in a title, based on job content responses.
- System ensures that derived salary grade for employees in a title is internally consistent with those of similar job content scores, and is bias free.
- System's functionality and how it determines salary grade can be explained and interpreted by users.

Ideally, the job evaluation system and associated data would reside on state IT systems. Cloud based tools will be considered if they meet the State's information security requirements. Input and output from such tool shall remain the property of the State. Moreover, the State must have ownership and access to the job evaluation data whenever needed.

Once completed, this RFI may lead to a procurement that will best achieve the State's desired options.

1.2 Background

The State has approximately 3,000 job titles covering nearly 150,000 employees in approximately twenty bargaining/negotiating units. The positions range from cleaners,

food service workers, and facility operations assistants to highly skilled research scientists, physicians, nurses, and engineers. The State has a 38-grade salary structure (not all the grades are used). There are negotiated salary schedules with “steps” from a hiring rate to a job rate for Grades 1-37; Grade 38 has no maximum salary. There is an interval between each grade of approximately five percent, and a 25 percent range between minimum (hiring rate) and maximum (job rate) salary for a grade. Approximately 90 percent of positions in State service are covered by collective bargaining agreements. Such agreements provide for periodic across-the-board raises, in addition to the salary steps.

While most positions are assigned to a salary grade, with a minimum and maximum salary, the state can increase starting salaries through various differentials (e.g., geographic, shift). These salary differentials assist agencies in addressing recruitment and retention difficulties created by market circumstances for a particular occupation and/or geographic area.

New York State had previously used the Position Classification method of job evaluation. Position Classification, as followed in New York State, is a system of identifying and describing the different kinds of work in an organization and grouping positions with sufficiently similar duties and responsibilities. As a consequence of this process, the same title is used to designate each position in a group, salary equity is achieved, and the same qualifications are established for recruitment and selection purposes.

Around 1987, the state began to use a quantitative job evaluation system (QJES), in addition to the position classification method. QJES had been used for reviewing a large number of positions in the same title. The position classification approach is used for day-to-day position classification and grading of titles with smaller a number of positions. QJES, however, has not been used since the mid 2000’s, based, in part, on the notion that it has not been revalidated. While QJES is no longer used, the eight classification factors that are incorporated into the system are still used in our position classification method. These factors are education and experience; managerial activities; supervision; written communication; oral communication; work complexity; responsibility; and job demands.

New York State's classification plan is the basis for its compensation plan. A principal objective of the classification plan is to provide a structure of equitable relationships based on duties and responsibilities of positions, their classification by title, and their assignment to salary grades. This provides the basis for equal pay for jobs at the same level of difficulty and responsibility, and for equal pay recognition of differences in difficulty and responsibility.

1.3 Requested Information

Please respond to the questions below in complete and concise narratives. In its narrative, a Respondent may provide comments, additional observations, strategies,

and recommendations or any information that the Respondent believes may be of interest or use.

Company Name	
Division/Location	
Headquarter Location	
Contact Name	
Title	
Email Address	
Phone Number	

1. Provide general background information regarding your company or organization, including a summary of any previous experience that is relevant to this RFI. Indicate if you are a consultant, manufacturer, reseller, integrator, or developer and what industry you do work in.
2. What is your Company’s experience in reviewing the classification and compensation systems of a heavily unionized, large public sector employer? This response should include a description of whether the review was targeted to select occupations or involved the entire workforce; and the cost of the review.
3. What tool(s) would your company use to implement a statistically based, quantitative job evaluation system to administer a public sector employer’s compensation plan? This response should include an explanation on:
 - a. If the tools can accept input directly from an electronic job content questionnaire filled out by employees?
 - b. If the tools can be used to evaluate a single position for reclassification to a different title or raise its salary grade while keeping it in the same title?
4. How could the job evaluation system be customized to reflect compensation factors important to the state?
5. What are the approximate costs associated with using your job evaluation tool, including maintenance and license?
6. Provide general information regarding training and support that would be necessary or beneficial to implement a job evaluation system.
7. What type of training is offered for users of your job evaluation system including approximate costs and time associated with the training? Is training provided in person or through another methodology?
8. Provide information and ideas on how a project (implementation) described in this RFI could be accomplished at maximum effectiveness and minimal cost to the state.

9. Explain the potential methods that could be used to review pay equity for job titles dominated by females and minorities; and to determine needed adjustments for work of comparable value and what would be the estimated cost range for the state's 150,000 workforce. Your response should explain if your company has conducted such a review for a large, heavily unionized public employer and if so, how long did it take.
10. Once a tool is identified and implemented, certain benchmark titles, and female and minority dominated titles would be assessed to determine what adjustments, if any, should be effectuated. What would the cost range be to benchmark approximately 300 titles? What would the cost range be to identify comparator changes? What would the cost range be to conduct a compensation review for each of the 3,000 titles utilizing the new tool?
11. Describe potential issues or concerns that should be considered in the development and implementation of a job evaluation system. This response may include strength and weakness comparisons of potential solutions from the respondent's point of view.
12. Please describe the cost models your company would recommend for the State to procure a job evaluation system and why your company recommends this model. Include any potential pros and cons of the recommended model.
13. Please describe any restrictions on the state's sharing or ownership of the information used within the respondent's job evaluation system. This would include the criteria to perform the job evaluation as well as the results.
14. Describe how the respondent's solution would be delivered (e.g., cloud based or on-premises).
15. Please provide any additional feedback on the described job evaluation system within the scope of this RFI.
16. What methods would be used to review the State's existing quantitative job evaluation tool and update it to reflect the current work environment and meet the above minimum requirements?
17. What would be the approximate cost range to perform a review of the State's existing quantitative job evaluation tool and update the tool to reflect the current work environment and meet the above minimum requirements?

1.4 Response Submission

The following timetable applies to this RFI:

EVENT	DATE
RFI Release Date	August 2, 2022
Deadline for Submission of Responses	August 16, 2022

Responses must be sent to DCSprocurement@cs.ny.gov with the following information in the Subject Line: RFI - Job Evaluation System

1.5 Additional Provisions

1. This RFI is issued solely for informational purposes and does not constitute a procurement or solicitation. Since this RFI is designed as a tool to collect information and shall not result in a procurement contract by a state agency, it does not fall under the requirements of State Finance Law section 139-j and 139-k (the Procurement Lobbying Law) and there is no restricted period. However, we request that you direct your questions and response in writing to DCSprocurement@cs.ny.gov

2. Careful consideration should be given before confidential information is submitted to the Department of Civil Service (Department) as part of your response. This review should include whether it is critical for evaluating a response, and whether general, non-confidential information, may be adequate for review purposes. If a Respondent believes any information in its submission constitutes proprietary and/or trade secret or critical infrastructure information and desires that such information not be disclosed pursuant to the New York State Freedom of Information Law (FOIL), Article 6 of the Public Officers Law, the Respondent must clearly indicate "REDACT" next to the applicable response. The Department cannot guarantee that information will not be released as part of a Freedom of Information Law request. Release of such materials is governed by the provisions of FOIL which require the requestor to provide specific justification as to why disclosure of particular information would cause substantial injury to the competitive position of the Respondent.

3. This RFI is not a contract offer and does not commit the Department to award a contract, pay any costs incurred in preparing a response, or to procure or contract for services or supplies. Respondents are encouraged to respond to this RFI; however, failure to submit a response will not impact a respondents' ability to respond to any future competitive solicitation process (if any) for projects. The Department reserves the right to accept or reject any or all information received, or to modify or cancel in part or in its entirety this RFI at any time. Respondents are advised that all costs associated with responding to this RFI will be solely at their expense. There are no representations or warranties regarding the accuracy or completeness of the information contained in this RFI. Respondents are responsible for making their own evaluation of information and data contained in this RFI and for preparing and submitting responses to this RFI.