



Department of  
Civil Service

## REQUEST FOR INFORMATION

ENTITLED:

**“Job Evaluation System”**

RELEASE DATE:

**August 23, 2024**

PROPOSAL DUE DATE:

~~**September 6, 2024**~~

**REV. September 26, 2024**

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

**[DCScontracts@cs.ny.gov](mailto:DCScontracts@cs.ny.gov)**

Timothy R. Hagues  
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 educate the Department of Civil Service of the technology solutions that may exist in the marketplace which may be able to provide the Department with a Job Evaluation Solution.

The Department is interested in seeing if there is an existing solution that has functionality for a Job Evaluation System that might include the following functionality:

- System allows customization of factors and any weight assigned to such factors.
- System can determine the appropriate salary grade for employees in a title, based on job content.
- 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.

At this time the Department is only seeking information and would like to see demonstrations of existing solutions from vendors who submit a proposal that meets the Department's needs. Demonstrations may not be requested from every vendor submitting a proposal. The Department reserves the right to determine which proposals meet the needs of the Department. We are not seeking demonstrations of prospective solutions that would need to be built (e.g., technology solution does not exist today). Please note that while we continue to gather information, at this time, the Department has not yet made a final determination to procure a solution.

## **1.2 Background**

The State has approximately 3,000 job titles covering nearly 140,000 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" that employees receive until they reach the maximum 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 uses 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 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 also 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 a smaller 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 pay equity for jobs at the same level of difficulty and responsibility, and for 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 providing tools for evaluating positions in a heavily unionized, large public sector employer? This response should include a description of whether the tool was for select occupations or the entire workforce.
3. What tool(s) can your company provide to implement a job evaluation system to administer a public sector employer's job architecture? This response should include an explanation on:
  - a. If the tool(s) can accept input on job information gathered from employees.
  - b. If the tool(s) 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. Would configuration or customization be needed to tailor your product to meet our requirements? If so, how much configuration or customization?
5. How could the job evaluation system be customized to reflect compensation factors important to the state?
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 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 customization to the state.
9. Explain the potential methods that could be used to review pay equity for job titles traditionally dominated by females and minorities; and to determine needed adjustments for work of comparable value for the state's 140,000 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. 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.

11. 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.
12. Describe how the respondent's solution would be delivered (e.g., cloud based or on-premises).
13. Please provide any additional feedback on the described job evaluation system within the scope of this RFI.

#### **1.4 Response Submission**

The following timetable applies to this RFI:

EVENT	DATE
RFI Release Date	August 23, 2024
Deadline for Submission of Responses	September <del>6</del> ,26, 2024

Responses must be sent to [DCScontracts@cs.ny.gov](mailto:DCScontracts@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 [DCScontracts@cs.ny.gov](mailto:DCScontracts@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.