



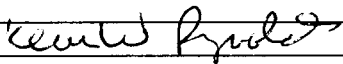
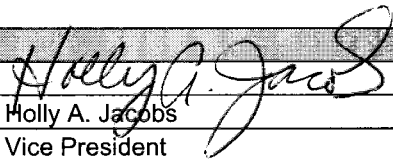
Template for Strategic Investment Funding Proposals, FY 2018

Proposals must be submitted to the YSU Budget Office, no later than February 1, 2018

Section I: Proposal name and contact information

Title / name of proposal:	Classification & Compensation Analysis
Contact person name and title:	Holly A. Jacobs, Vice President Legal and Human Resources
E-mail address:	hajacobs@ysu.edu
Phone number:	(330) 941-2340

Section II: Approvals of the appropriate College Dean and/or Division Officer

To certify that the proposal is aligned with the strategic objectives of the department, college or division, signature approvals are required by the appropriate Department Chair or Director, College Dean, and/or area division officer, i.e., Provost, Vice President, Associate VP.	
Signature of Dept. Chair or Director	
Name (printed/typed):	Kevin Reynolds
Title:	Chief Human Resources Officer
Date:	1/25/2018
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Signature of Dean (if applicable):	
Name (printed/typed):	
Title:	
Date:	
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Signature of Division Officer:	
Name (printed/typed):	Holly A. Jacobs
Title:	Vice President
Date:	01/25/2018



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Section II: Description of the proposal and its alignment with the YSU 2020 Strategic Plan

Please summarize the proposal and specify how it aligns with the YSU 2020 Strategic Plan.

The proposal is to solicit funding to hire a consultant to work with the Office of Human Resources to develop a position classification and compensation system for the workforce that takes into account current and future operational, programmatic and workforce needs. Working with a consultant to gain the vision and strategic needs of the workforce to develop a classification system for the Professional and Administrative, including the bargaining unit professional positions of the University. This may also include some elements of the Classified employee class plan. The University has been using a system that was put into place in the early 2000's created by the Buck Consultants and which has not been updated or amended to reflect current needs. The current University staff in the Human Resources Office are unable to set aside current work demands to focus on the development of this foundational need. However, this project would benefit the organization as a whole and contribute to increased general employee satisfaction.

This project aligns with the Accountability and Sustainability Cornerstone of the Strategic Plan in that this will increase employee satisfaction by employees having a better understanding of the employee class plan, where they fit into the class plan and what opportunities are available for growth. This will lead to increased employee satisfaction and thereby more robust human resources health.

Section III: Shared governance and stakeholder engagement

Was the proposal developed collaboratively and with input from all stakeholders? Please describe the process used to develop your proposal.

This project is being requested as a result of input received by managers and employees who have interacted with the Office of Human Resources through requests for reclassifications, job audits, position description updates, performance reviews and numerous other interactions that result in employee feedback. An improved Classification Plan and System is sorely needed and surely overdue. Many managers and employees will welcome a more transparent and understandable process and system.



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Section IV: Return on Investment

If applicable, describe how the proposal may generate new revenue to support related expenses or other strategic initiatives. If there are benefits other than revenue-generation, whether tangible or otherwise, you may also describe those.

The benefits of creating a Classification System that is more aligned with our current strategic needs of the university is that the enterprise as a whole will be more efficient in its operations by updating to current demand, as well as looking into the future to be prepared for upcoming trends affecting the university. Not only being being proactive as opposed to reactive to changing jobs and duties but being united in the expectations of the employee by manager and employee.

Also included in the Classification Plan will be process in how a position can change and and be modified, ie., reclassified and what the potential outcome can be. This process of reclassifications and reorganizations of positions at the University has proven to be a necessity due to stagnation in the Class Plan and a lack of updating for current and future needs. Positions will change but there needs to be a process in place and our underlying system requires updating. Rather than piecemeal the process, we need a review of the entire classification and compensation plan and an understanding of the goal of where we want our employees to be. This will result in a more equitable approach for all parties.

Section V: Proposed funding amount requested (NOTE: Available strategic investment funds are one-time dollars left over from the prior fiscal year. Consequently, proposals requiring multi-year funding will require additional consideration.)

Single year funding request:	\$ 50,000.00		
Multi-year funding request (if applicable):	\$ 10,000.00	No. of years:	2

Section VI: Space utilization and/or modification

If applicable, describe any special and/or additional building or space requirements that would be needed to pursue your proposal.

Consultant would have space available in the Office of Human Resources or Legal. No special space requirements needed.



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Section VII: Personnel costs / additions

If applicable, explain any additional costs associated with the need to add staffing and/or faculty resources required to pursue your proposal.

The cost of the consultant is the staffing required.

Section VIII: Enterprise risk management

If applicable, describe the risk mitigated by your proposal, or the risk elevated if your proposal is not funded.

A more comprehensive Classification & Compensation system would eliminate or at least reduce the cost of reclassification and job audit appeals and other administrative and legal appeals based upon pay and position. The University defends arbitrations, appeals to the State Personnel Board of Review, charges filed with the EEOC and OCRC, as well as litigation filed in Ohio and federal courts. We bear court costs, in some cases, and are required to pay attorneys fees in most cases.