

**SENATE . . . . . No. 1408**

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**The Commonwealth of Massachusetts**

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**In the Year Two Thousand Nine**  
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An Act providing for a study of the Commonwealth's job classification system by the Human Resources Division..

*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  
3 commonwealth;

4 (b) most job specifications for state employees of the commonwealth have not been  
5 updated in over twenty years;

6 (c) the starting point for equitable compensation is through a statewide classification  
7 plan;

8 (d) the commonwealth is experiencing an exodus of educated young adults and skilled  
9 workers and to be competitive the commonwealth must have current job descriptions which are  
10 updated in order to recruit, develop, promote and retain new workers;

11 (e) the commonwealth should ensure that state employees are paid equitably through fair,  
12 impartial, and up-to-date job specifications;

13 (f) the commonwealth should actively seek to provide equitable, impartial, just, and  
14 comparable worth for all people that it employs;

15 (g) equitable compensation has a significant impact on the financial welfare for  
16 individuals, families, and retirees; and

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

## 19 SECTION 2. Definitions

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

22 “Job classification” means a system designed to create an arrangement of different types  
23 of employment 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  
25 responsibilities that the same descriptive title may be used to designate all positions allocated to  
26 the class, the same general entrance qualifications may be required of incumbents of positions in  
27 the class, the same general tests of fitness may be used to choose qualified employees and the  
28 same schedule of pay may be made to apply under the same or substantially the same  
29 employment conditions.

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

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

33           “The division” means the human resources division.

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

42           SECTION 4. Said study relative to job classification shall be administered by the division  
43 subject to appropriation. For the cost associated with the study, \$1,298,000 shall be appropriated  
44 to the human resources division in FY10, \$615,000 shall be appropriated to the human resources  
45 division in FY11, and \$615,000 shall be appropriated to the human resources division in FY12.  
46 The amount appropriated in this item shall include, but not be limited to, the costs of additional  
47 personnel, consultants, data collection software, and any other related costs of the study.

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