

Administrative Office of the Courts
Supreme Court of New Mexico



Memorandum

To: Court Executive Officers and HR Professionals

Thru: Mr. Arthur Pepin, AOC Director

Ms. Lorri Hatcher, AOC HR Division Director

From: Ms. Valerie Park, AOC HR Project Manager

Date: November 10, 2009

Re: Job Classification Audits

History – Between May and July of 2000, all Judicial Branch job classifications were re-evaluated by the Classification Committee. In November of 2001, the HAY Group did a full evaluation of the Judicial Branch's classification and compensation system. Between 2003 and 2009, all Judicial Branch job classifications were fully studied following the Classification Policy, and job descriptions have been revised and measured. We are moving into another phase of job classification audit and measurement.

Beginning November 16, 2009, AOC HR will begin the five year job classification audit cycle. This is not a full classification study process. AOC HR will work with assigned subject matter experts, job classification series managers and Court Executive Officers to audit the job description components. Adjustments will be made, as appropriate. The revised job series will then be audited by the Classification Committee for accuracy of the job measurements. Should parties discover that a job description series no longer represents the jobs being performed a full classification study will be scheduled. (Attachment - Job Classification Audit Plan)

Audit Process - Individuals involved in the audit process will receive the current job description series and will be asked to complete the Job Classification Audit Questionnaire within five business days. (Attached - Job Classification Audit Questionnaire)

If no suggestions for change are received the job description series will be sent to the Classification Committee "as is" for audit of job measurements.

If revisions are made the AOC HR will send out the revised series for comment (allowing five business days to comment) from all individuals within the job classification series (to include staff, CEOs, supervisors, managers or directors, as appropriate). If additional revisions are then made based upon the 1st comment period the AOC HR will prepare second revisions and will seek comments (allowing 5 business days to comment). At the end of the 2nd comment period appropriate changes will be made final. The then final revised job description series will be submitted to the Classification Committee. The entire audit process should take approximately six weeks to complete.

If things go as planned, the first audited job descriptions could be ready for the Classification Committee by early 2010. I would propose the Committee meeting to be in February, to allow for the conclusion of the Legislative session.

The Job Descriptions scheduled for Audit November 2009:

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| AOC Court Services Division Director | Clinical Director | Training Coordinator |
| Building & Grounds Superintendent | Director of Youth & Family Counseling | Training Director |
| Building & Grounds Assistant Superintendent | Court Clinician 1 & 2 | Trial Court Administrative Assistant (TCAA) |
| Evening Custodian | Court Psychologist | Facilities Director |
| Maintenance Worker | Family Counselor | |

NOTE: Things to keep in mind: A job classification is a description of the major duties/tasks, knowledge, skills and abilities and qualification requirements for a position or series of positions which are associated with a job family. The focus should be on whether the job description to which an employee is assigned is an accurate description of 80% of the major duties and accountabilities of that employee's job and the relevant KSA's and qualification as required in today's work environment.

Attachments: Classification Audit Plan & Job Classification Audit Questionnaire