

NEW YORK POWER AUTHORITY

EP: 2.2

EMPLOYEE POLICY

REVISION: 2

DATE: 11/27/2000

PLEASE REFER TO THE PORTION OF THE EMPLOYEE POLICIES ENTITLED DISCLAIMERS WHERE YOU WILL FIND A STATEMENT, WHICH PERTAINS TO ALL EMPLOYEE POLICIES, INCLUDING THIS ONE.

JOB DESCRIPTION AND EVALUATION

- 1.1 This policy permits the New York Power Authority to ensure internal equity among salaried employees by recognizing the differences in job content and providing a salary range and grade that reflects the relative value of each job to the market and to the Authority.
- 1.2 All salaried Authority employees must have an approved job description and associated evaluation of their job.
- 1.3 The job evaluation, which results in the assignment of a salary grade or target, is based on the scope of the position's accountabilities, challenges, decision-making authority, competencies, experience, and educational requirements, stated in the job description and the market value. Both the job description and market evaluation must be mutually supportive of each other.
- 1.4 The Authority may periodically review and revise job descriptions and evaluations to ensure that they accurately reflect the content of the job, and appropriate salary range and grade.

Responsibilities

- 2.1 Business Unit and Department Heads must ensure that all salaried positions in their Departments/Facilities have accurate and up-to-date descriptions. In the case of the facilities, the Facility Managers of Human Resources *assist* in the writing and review of job descriptions. In the Headquarters, the Compensation group in Human Resources provides assistance.
- 2.2 Both the employee and the supervisor must sign the job description to attest to the accuracy of the information, duties, responsibilities and requirements it describes.
- 2.3 The Human Resources Compensation group reviews and evaluates job descriptions as requested by the Business Unit and Department Heads or designees. The evaluations are coordinated with these senior managers before they are implemented. The Human Resources Compensation group staff ensures that all job descriptions provide sufficient information on the positions so that they may be adequately evaluated.
- 2.4 The Business Unit and Department Heads, and/or designees will provide input on job evaluations provided by the Human Resources Compensation group staff.

Competency Based Job Family Models

- 3.1 In certain instances job family models will be developed and evaluated by the Human Resources Compensation group staff in cooperation with Business Unit and Department Heads, and Regional Managers. These models are generic in nature and do not specify the particular accountabilities, nature and scope, and requirements of individual jobs. They state the general characteristics, typical responsibilities, and competencies associated with different levels of work within a job family. They are intended to supplement, not replace, specific job descriptions. The grade levels assigned for the different levels of work and competencies in a job family are determined by job evaluation.
- 3.2 For certain types of jobs, a skill-based salary structure may be developed by the Human Resources Compensation group staff in cooperation with Business Unit and Department Heads, and Regional Managers. This model defines an individual job by the number (and for some jobs, the level) of skills in which an employee develops proficiency.

Procedure

- 4.1 All jobs must be described on the appropriate New York Power Authority Position Description form – Exempt or Non-Exempt – following the specifications expressed in the *Guidelines for Completing Job Description Form*.



Executive Vice President
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