###### Iowa Department of Administrative Services – Human Resources Enterprise

**PAY GRADE STUDY QUESTIONNAIRE**

###### This form is to be completed for agency requests to change an existing pay grade. Once complete, send this form, along with the completed [Request for Classification, Compensation, and Selection Changes form](https://das.iowa.gov/sites/default/files/hr/documents/class_and_pay/552-0709_request_class_comp_selection_changes.docx) and any accompanying documentation, to your DAS-HRE Personnel Officer.

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| **Agency Requesting Change:** | |  | | | |
|  | | | | | |
| **Class Title:** |  | |  | **Class Code(s):** |  |

**Identify the geographic location(s) of where positions in this class are found:**

1. **Identify the sources (e.g., targeted recruiting, advertising, job boards, LinkedIn, recruitment events, etc.) and describe the results of your recruitment activities over the last twelve months for the job class identified above:**

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1. **Were your recruitment activities reviewed/coordinated through DAS-HRE? Yes  No**
2. **Record attempts to fill vacancies in the job class from DAS-HRE lists in the last twelve months:**

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| *Requisition #* | *Date Posted* | *#of Applicants on List* | *# of Applicants Interviewed* | *# of Applicants Declined* | *# of Applicants Hired* |
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* 1. **Identify any selective certification requirements used in these postings:**

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* 1. **If not all applicants on list were interviewed, state the specific reasons why:**

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* 1. **If any applicants from lists declined an interview, state the specific reasons why:**

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* 1. **If any applicants from lists declined a job offer, state the specific reasons why:**

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1. **If employee retention is a problem, list the number of employees in the job class that voluntarily quit during the last two or more fiscal years and identify the reasons given for leaving:**

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| *Fiscal Year* | *# of Employees Leaving* | *Reason(s) for leaving* |
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1. **Have you used any special pay actions (e.g., advanced appointment rates, recruitment/retention bonuses, etc.) to attract or retain employees in the job class in the last twelve months? Yes  No**

**If yes, identify the special pay action and describe your experience with it below:**

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1. **Have major changes occurred in the job class? Yes  No**

**If yes, briefly describe below:**

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1. **Would other classes be impacted if the pay grade for the class was changed? Yes  No**

**If yes, identify the class(es) affected and any recommendations you have for addressing this impact:**

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| **8.** | **Submitted by:** |  |  |  | |
|  |  | *(name and title)* |  | | *(e-mail address)* |
|  | Agency Contact: |  |  |  | |
|  |  | *(name and title)* |  | *(e-mail address)* | |

**Appointing Authority’s Signature:**

**Date Submitted to DAS-HRE:**

**For DAS-HRE Use Only**

DAS-HRE Personnel Officer review and comments:

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|  |  |  | |
| *(DAS-HRE Personnel Officer)* |  | | *(date reviewed)* |

Date Received in Class & Comp:

DAS-HRE Routing Initials: