

THE HAY METHOD OF JOB EVALUATION

Job evaluation is a structured means to rank positions and classifications. It compares dissimilar types of work using a common set of values and assumptions.

The evaluation **sets up relative internal relationships among classes and benchmark positions**. The point-to-pay relationship adopted by the state translates the evaluation to the internal salary level. This is an important factor in setting the salary level for a classification (see HRSD policy 20.005.01).

ORS 240.190 requires the State of Oregon to use a neutral and objective method of job evaluation. The Hay System is that method. It is a quantitative method that applies common factors with standard definitions to each class of work (or individual benchmark position).

The Hay system has three job content factors applied to all jobs. They are:

Know-How (Technical/Specialized, Managerial and Human Relations),

Problem-Solving (Thinking Environment and Thinking Challenge), and

Accountability (freedom to Act, Impact on End Results, and Magnitude)

There is a job context factor applied to some jobs. It is:

Working Conditions (Sensory/Muscular Effort, Physical Environment/Hazards, Work Demands)