

CLASSIFICATION STUDY PROJECT

FREQUENTLY ASKED QUESTIONS (FAQ's)

Q What is the purpose of the Classification Study?

A The purpose of this study is to obtain accurate and descriptive information about the work in the classified positions. The goal is to update the job descriptions and ensure that positions are correctly classified.

Q Why is a Classification Study being done now?

A The goal of this project is to ensure that all classified job descriptions are current and accurate. Many of the job descriptions have not been updated in 20 or more years. Updated job descriptions are critical for a good recruitment and examination program. Accurate job descriptions are also an essential ingredient of a comprehensive compensation program. A job description provides a basis for job comparison to market data collected for that job. It also is a helpful tool in developing a job worth hierarchy (job families). It typically reflects the value of the job and the relationship of the jobs in the organization to each other.

Q Will the study include looking at salaries?

A Yes. Once the job descriptions are updated, a salary survey can be conducted using current data so that accurate comparisons can be made. Considerations for salary determination depend on comparable market value and internal alignment. A goal of the project is to determine that classified salaries are competitive for retention and recruitment purposes.

Q What classifications will be studied in this project?

A The initial scope of the project will include all classifications represented by CSEA. There are approximately 75 classifications and 613 positions. The size and scope of this project is very large.

Q Who is on the Classification Committee?

A **CSEA**

JoAnn Garner, CSEA President
Cheryl Browning, CSEA Vice President
Lourdes Aguayo, CSEA Treasurer
CSEA Labor Relations Representative

Confidential

Ofelia Larios, Administrative Secretary-Educational Services

Management

Rosemary Green, Director of Personnel
Cindy DiPaola, Director of Operations
Elio Mendoza, Ed.D., Principal

Q Can I still submit a Request for Position Review?

A Not during the duration of the Classification Study Project. All classifications and positions represented by CSEA are already included in the project. The District and CSEA have entered into a Memorandum of Understanding (MOU) temporarily suspending Article 18 (regarding reclassification) of the CSEA contract during the period of the Classification Study Project.

Q Who will conduct the Classification Study?

A The Classification Study will be conducted by an independent Consultant Firm who have expertise in conducting such studies.

Q How will the study be conducted?

A Employees will be asked to attend an orientation meeting and complete a questionnaire to obtain information about their job. The consultants will conduct interviews with individual employees and small groups. Analysis will be conducted by the consultant. Job descriptions will be updated. A salary survey will be conducted. The consultants will make recommendations on job family hierarchies and salary allocations based on external data and internal alignment.

Q How long will it take?

A By the end of November 2006, a consultant firm will have been selected based on recommendations from the Classification Study Committee and planning the project and timelines will begin. It is anticipated that by January 2007, the study will begin.

Q Will there be layoffs?

A The goal of the study is to update job descriptions and conduct a compensation study. It is not the intent of this project to eliminate or layoff positions.

Q What classifications and/or positions will be looked at first?

A The plan will be developed once the consultant firm is selected.

Q Can I complete the questionnaire on-line?

A It is anticipated that an electronic form will be available for those who prefer using a computer. For those who do not have access to a computer or prefer not using a computer, hard-copy/paper forms will also be available.

Q Can my supervisor change anything on my questionnaire?

A No. Supervisors may not edit, modify or change anything on your questionnaire. The supervisor will be required to review your questionnaire to confirm that it reflects a complete and accurate picture of your job responsibilities and working conditions.

Q Is this a performance review?

A No. The classification study and the information you provide on your questionnaire is not a performance review.

Q What about seniority if my job title changes?

A Seniority issues will be discussed at the Classification Study Committee and some seniority aspects will be a matter of negotiations between the District and CSEA.

Q What if we go through this study and it costs too much to implement?

A The exact costs of implementation will not be known until the recommendations are made. The District and CSEA will negotiate the implementation phase of the project.