

CLASSIFICATION AND COMPENSATION STUDY PROJECT OVERVIEW 2006 - 2007

Rosemary Green, Director of Personnel

Purpose of the Classification and Compensation Study

- District has been faced with challenges and opportunities in classification and compensation of the classified service
 - Outdated job descriptions
 - Recruitment and retention

Goals and Objectives

- Update classified job descriptions to current specifications
- Ensure positions are appropriately aligned to a classification
- Determine relationships among and between classifications and job families
- Determine that salaries are competitive for retention and recruitment purposes

Classification Study Committee

- **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

Scope of the Classification Project

- CSEA Represented Classifications
 - 75 Classifications
 - 613 Positions

Memorandum of Understanding (MOU)

- Article 18 of CSEA contract- Reclassifications
 - Temporarily suspend Article
 - Requests for Position Review not accepted during duration of the Classification Study Project
 - All CSEA classifications and positions will already be studied in the Classification Study Project

Classification and Compensation Study

- Classification Study will be conducted by an independent Consultant Firm
- Employees will complete an extensive job inventory questionnaire
- Majority of employees will be interviewed by Consultant(s)

Information Needed for the Questionnaire

Start thinking about what you do. Keep a running log.

Functions & Responsibilities (List major tasks for each function performed)	% Time	Knowledges, Skills & Abilities Required; Special Licenses or Certificates	Equipment/tools/ technology or Materials Used
1.			
2.			
3.			
4.			
Total Must Equal =	100%		

Timelines

- November – Consultant Firm selected
- December – Planning with Consultant
- January – Begin Orientation meetings with employees and complete questionnaires

Keep Informed

- Periodic project updates
- Frequently Asked Questions (FAQ's)
- Newsletters
- Website
- CSEA Classification Committee Members



Questions