



PARAMOUNT UNIFIED  
SCHOOL DISTRICT

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# Paramount Unified School District Classification Study Project Newsletter

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## Classification Study In Full Swing

The Classification and Compensation Study is now in full swing. Last January, a series of orientation meetings with employees and supervisors were conducted. The meetings were well received and approximately 98% of the classified employees attended. Employees received their Position Information Questionnaires at the orientation meetings. In February, the completed questionnaires were due to Human Resources. The rate of completed questionnaires returned was tremendous—a whopping 98%! Classified employees are to be commended for a job well done. This positive response reflects the commitment of the Board and CSEA to successful completion of this project.

In February, March and April, Ewing Consultants conducted over 200 interviews with classified employees and their

supervisors.

By the end of April, Ewing Consultants will prepare preliminary findings on the classification phase of the project. Based on input from the questionnaires and interviews, the consultants will prepare preliminary classification specifications (job descriptions) and allocate each employee that participated in the study to a classification (job title). By May 1st, all employees who returned a questionnaire will get a preliminary draft of their updated classification specification and will have the opportunity to provide feedback on it. A *Classification Study Feedback Form* will be provided along with the classification specification. Employees wishing to provide feedback must submit the completed form to Human Resources by **4:00 p.m. on Wednesday, May 9, 2007.**

It is important for employees

to provide feedback if they have any concerns about their classification specification or class title. Employees are encouraged to provide suggestions for any changes to the classification specification on the *Feedback Form*. If the suggested changes do not change the concept of the classification, the consultant will not arrange another meeting, but will notify each employee in writing concerning their suggested changes. The next phase of the project will involve conducting a salary survey.



### Classification Committee Recommends Salary Survey Agencies

The Classification Study Committee members met in March to discuss, develop and prepare recommendations for agencies that would be used in the salary survey. In consultation with Ewing Consultants, the Committee established criteria that would be representative of its market area and identified agencies that would be used in the salary survey. The criteria included: 1) Geographic area of Los Angeles County, 2) K-12 Unified School Districts, and 3) Enrollment between 15,000 and 30,000\*. Based on the criteria, the Committee came to consensus and recommended the following agencies: ABC USD, Alhambra USD, Baldwin Park USD, Bellflower USD, Compton USD, Downey USD, Hacienda La Puente USD, Inglewood USD, Lynwood USD, Norwalk-La Mirada USD, Rowland USD, Torrance USD, Walnut Valley USD, and Long Beach USD.

\* LBUSD was included as an exception due to the adjacent proximity and competitiveness of the recruitment market area.

### Board Approves Project Expansion

On February 13, 2007, the Board of Education approved additional consulting services for Ewing Consulting Services to perform a classification and compensation study for 33 positions in 11 classifications within the classified confidential and lead/supervisory groups.

## What's in a Job Title?

When developing job titles, classification professionals use standard guidelines when recommending job titles to a classification. This method provides consistency in classification titles throughout the organization. The guidelines used in the classification study are below.

<b>Assistant or Clerk</b>	Used to identify classes which typically require a high school diploma and some experience (0-3 years) and support a function or office.
<b>Technician</b>	Paraprofessional level typically associated with two years of college and two years experience requirement.
<b>Specialist</b>	Regarded as slightly higher than a technician, this title assumes paraprofessional to entry level professional status.
<b>Analyst</b>	Professional-level title used with a substantial body of knowledge typically associated with a college degree and one to three years experience.
<b>Lead Person</b>	Used for positions which regularly provide work direction and guidance to other regular classified positions but do not prepare the performance review nor discipline employees.
<b>Coordinator</b>	A non-supervisory class with a program responsibility requiring considerable independence of action.
<b>Supervisor</b>	First line management classification, which includes the performance review, discipline, direction and training for assigned employees.
<b>Manager</b>	Used for positions which typically direct supervisors or lead classifications and report to directors.
<b>Director</b>	Used for positions which are involved in planning, organizing and directing a major functional area and report to a top-level administrator, such as an Assistant Superintendent.

## Classification Study Frequently Asked Questions (FAQ's)

**Q: When will I receive my updated job description?**

**A:** A preliminary draft of the classification specification (job description) will be distributed to all employees who turned in a completed Position Information Questionnaire. The classification specifications will be distributed by May 1, 2007. A full set of classification specifications and preliminary recommendations will be available for review at Human Resources.

**Q: What is a classification?**

**A:** A classification (or more commonly, class) is a group of positions which are similar in duties and responsibilities that each position in the group: 1) requires the same or equivalent knowledges, abilities, skills, experience, education, working conditions, physical demands and special requirements; 2) can be filled by substantially the same criteria for knowledges and abilities or other selection methods, and requires similar kinds of training, if necessary; 3) is of similar level of job responsibility; 4) can be given the same general title.

**Q: What is a classification specification?**

**A:** It defines a classification, listing the most important duties and responsibilities, knowledge, skills, abilities, and education and experience requirements for the class.

**Q: What do I do with the classification specification when I receive it?**

**A:** Employees will be required to review the classification (job title) to which they have been assigned and read the classification specification (job description) carefully. If you are satisfied with it, there is no further action required.

**Q: I have read my classification specification and it seems very general and does not list all the tasks I perform.**

**Why?**

**A:** A classification specification is designed to be a broad definition of a classification. It is not a position description of your individual duties and/or tasks. Your task is to review the description to determine whether your position seems to fit the overall definition, scope and intent of the classification. You may not find every task to directly relate to you. Additionally, duties that are performed less than 5% of the time and comprise up to a total not to exceed 20% are generally not listed individually in the classification specification, but rather are referred to as "other related duties as assigned."

**Q: How are positions allocated to a classification?**

**A:** The standards used to evaluate a position and allocate it to a classification include knowledge and abilities required, complexity, accountabilities, supervision exercised,

level of responsibilities and working conditions.

**Q: During my interview with the Consultant, I was asked questions about my supervisor. Why?**

**A:** In order to understand and clarify the context of a job as it relates to the overall organization, the Consultant asked questions about your supervisor to get an accurate perspective of how your job fits in the organization.

**Q: I have reviewed the classification specification and I have concerns.**

**What do I do?**

**A:** It is important at this point for the Consultants to receive your input if you have concerns. Complete the *Classification Study Feedback Form* that will be included with your classification specification. Use this form to provide feedback on the: 1) Overall Class; 2) Class Title; 3) Representative Duties; 4) Requirements. You will have an opportunity to attach a copy of the class description with changes noted and/or state your concerns in detail on the form. In order for your input to be considered, timely submission of the form to Human Resources (HR) is required. The due date to HR is **4:00 p.m., Wednesday, May 9, 2007**. The form will also be available on the District's web site at:

[www.paramount.k12.ca.us](http://www.paramount.k12.ca.us)