

Frequently Asked Questions

Q: What is the purpose of the Classification and Compensation Study?

A: The purpose of this study is to obtain accurate and descriptive information about the positions in the classified service.

Q: Why is the District starting this study?

A: The goal of this study is to ensure that all classified job descriptions are current and accurate. Many of the job descriptions have not been updated for several 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.

Q: What is the focus of classification?

A: The position classification focuses attention on jobs, the nature of the work that is done and the job's duties and requirements. It does not focus on the employee's individual performance or personal characteristics.

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 study is to determine that classified salaries are competitive for retention and recruitment purposes.

Q: What classifications will be studied?

A: All classifications in the classified service will be studied. This represents approximately 110 bargaining and non-bargaining classifications.

Q: Who is on the Classification and Compensation Advisory Committee (CACAC)?

A: This project is under the guidance of the CACAC. Currently, the CACAC consists of the following individuals: Judy Abdo, Director of Child Development Services; Keryl Cartee, Chief Steward, SEIU Local 99; Wilson Moton, Custodian; Stephanie Perry, Personnel Analyst; Tim Walker, Deputy Superintendent; and Wilbert Young, Director of Classified Personnel.

Q: Can I submit a request for a position review?

A: No. Not during the duration of the study.

Q: Who will conduct the Classification and Compensation Study?

A: We have contracted with Ewing Consulting Services to assist us in this important study.

Q: How will the study be conducted?

A: Employees will be asked to attend an orientation meeting and complete the Position Information Questionnaire. The consultants will conduct interviews with individual employees and small groups. The consultants will conduct analyses. Job descriptions will be updated and 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 the study take?

A: The estimated time frame for this study is about four months.

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 study to eliminate or layoff positions.

Q: Can I compete 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, paper forms will 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: Will I be given time to fill out the questionnaire?

A: Yes. Since the District supports this study, you will be given adequate time to complete the questionnaire during your normal working hours.

Q: What if I don't agree with the results?

A: Employees will have an opportunity for appeal. There will be a review and appeal process concerning audit findings and allocation of positions to a class.

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

A: The exact cost of implementation will not be known until the recommendations are made. Salary adjustments will remain consistent with the District's present policies of salary review and recommendation.

Q: Whom do I contact if I have questions?

A: Your questions and thoughts about the study are welcomed. Please feel free to contact the Office of Classified Personnel via phone (extension 279), e-mail (jana.hatch@smmusd.org) or drop by our office for a private meeting. Periodically, we will issue updates about the study's progress.