



Classification Review Cycle

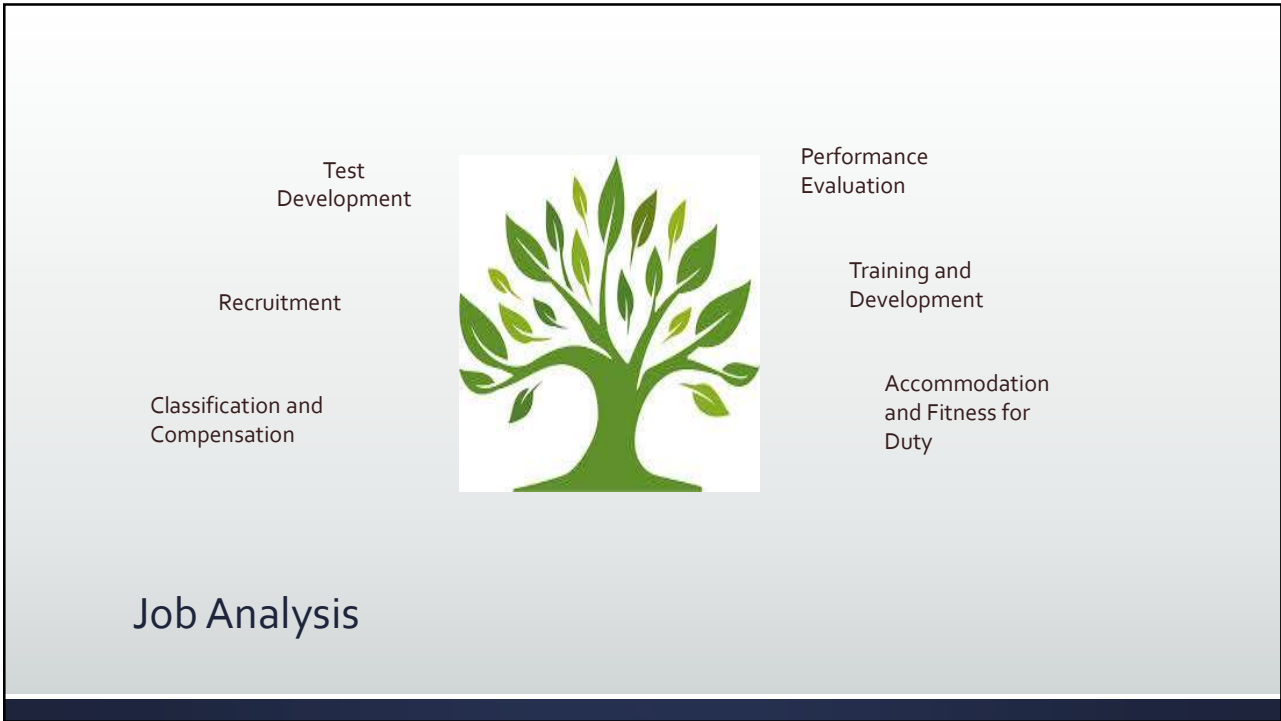
Management of the Classification Plan
PC Rules and Regulations Chapter 30

This presentation is a joint effort of the ADVISORY COMMITTEE FOR CLASSIFICATION REVIEW

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Classification Plan

Classified, Confidential, Supervisory, Management



Job Families

- **What is a job family (job series)?**
 - Classifications are grouped based on:
 - relatedness of their duties
 - progression of responsibility for the work performed
 - comparable knowledge, skills, and abilities required to perform the job
- **Why do jobs need to be grouped into job families?**
 - Classifications are allocated to the salary schedule to ensure internal alignment based on related classifications within the job family.
 - Training programs and succession planning are based on job families.
- **How do I know which job family my classification falls in?**
 - Previously there were 11 job families for bargaining unit classifications.
 - The ACCR revised the job families and presented them to the Personnel Commission for adoption.
 - Examples of new job families includes: Administrative Support, Health Services, Human Resources, Library Media, and Technology

Classification Review Cycle

The intentional review of all job classifications on a periodic basis

A Classification Study is...

- The review of a classification to ensure the duties and responsibilities are aligned with the class description

A Classification Study is not...

- A review of an employee's performance
- A reward or penalty system
- A substitute for negotiating a cost-of-living increase
- A workload study

Classification Review - Current Process

- Review in response to recruitment preparation
- Review at the request of an employee, the Association or management
- Review as part of the employee performance evaluation process

*This process is **REACTIONARY** and does not ensure an efficient and comprehensive review of the classification plan.*

Negative Impacts

- Current system is reactionary. PC staff review classifications only following an event.
- Instead of reviewing positions in their related groups, only one classification is reviewed at a time. This has the potential for disrupting internal alignment.
- PC Staff responds to the person who understands the process and contacts staff for review, instead of in response to a planned review.

Classification Review - **New** Process

- **NEW** Intentional review of approximately 40 classifications per year as part of a classification review cycle
- Review in preparation for recruitment
- **NEW** Review individual requests made by the employee, the Association, or management during a designated window each Fall.
- Review as part of the performance evaluation process

*This process is **INTENTIONAL** and ensures an efficient and comprehensive review of the classification plan.*

Positive Impacts

In addition to recruitment, individual request, and performance evaluations, the existing 237 classifications will be reviewed as part of a comprehensive schedule.

Related confidential, supervisory, and management groups will be reviewed with the bargaining unit classifications to ensure maintenance of internal alignment.

Staff can rely on a review taking place in a designated year of the cycle.

Objectives

- Overall project objectives:
 - Implement a plan to **promote an intentional review** of all 237 job classifications in order to ensure positions are appropriately classified
 - Review approximately **40 classifications each school year** with an expectation of completion within six years
 - Utilize existing staff and resources to **conduct job analysis** and prepare reports for **communication with all stakeholders**
 - Utilize the findings from job analysis as the basis for completing projects within the Commission's scope of responsibility

Steps to Creating the Cycle

- 1) **Update the Job Families**
 - Job families were reviewed to group related classifications with like requirements.
 - Related confidential, supervisory and management classifications were grouped with the appropriate job family.
- 2) **Identify the time and resources required to perform the study**
 - A new HR Analyst position was added to support this work of this project
- 3) **Identify the last content revision date for each classification**
 - Revision dates were used to prioritize the classifications for placement in the classification review cycle.
 - FOCUS - classifications which had not been reviewed for content since 1996-2006 ("Range 1").
 - Job families were prioritized and placed in each year of the cycle based on the highest percentage of classifications in Range 1.

100% of these families have not been reviewed since Range 1 (1996-2006)

The CYCLE

Grouped by:

- Last Content Revision Date
- Percentage of Job Family Reviewed
- Related confidential, supervisory, management
- Groups of approx. 40 classifications

Job Family	BU Classes	Related CSM	Total Classes	CycleYear	Grand Total
Transportation	9	5	14	1	
Custodian	5	3	8	1	
Facilities	3	4	7	1	
Grounds	6	1	7	1	
Maintenance	4	3	7	1	43
Lifeguard Series	3	1	4	2	
School Community Interface Series	6		6	2	
Student Support Series	16	1	17	2	
Human Resources Series	8	5	13	2	40
Communications	5	1	6	3	
Administrative Support	15	5	20	3	
Trades	10		10	3	
Planning	3	2	5	3	41
Fiscal Series	24	7	32	4	
Health Services	7		7	4	39
Paraprofessional	29	3	32	5	
Food Services	5	5	10	5	42
Technology	13	2	15	6	
Library Media Series	5		5	6	
Publications	3		3	6	
Warehouse	4		4	6	
Loss Prevention Series	2	1	3	6	30
					235

Implementation Process

Phase 1 - Data Gathering

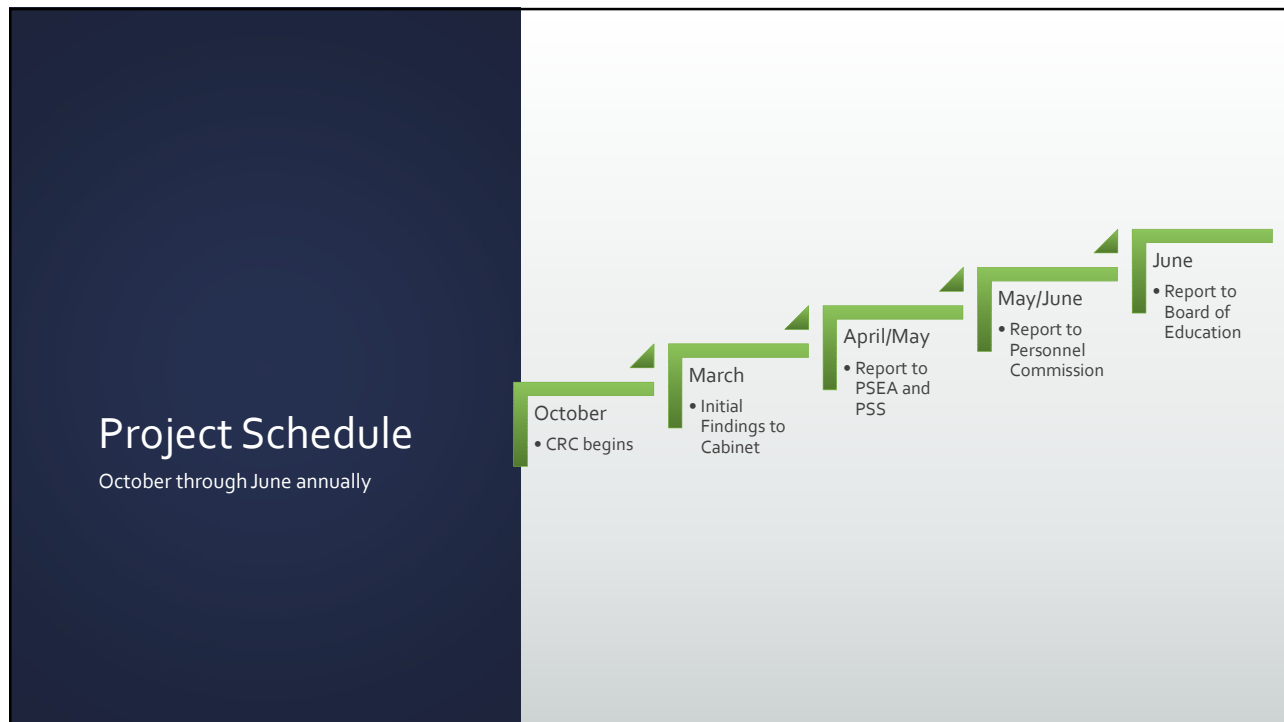
- Review and compile existing data and documentation
- Develop and distribute job specific questionnaires to solicit employee and supervisor feedback
- Develop schedules and conduct job shadowing and/or interviews of staff and supervisors.
- Review data from comparable districts
- Review related classifications for duties and minimum qualifications

Implementation Process

Phase 2 - Recommendations

- Findings shared with employees and supervisors for feedback
- To Cabinet
 - Initial findings
 - Duties determined to be outside the classification may be removed or confirmed as having changed
- To PSEA and PSS Leadership
 - Recommendations for classification description revisions, reclassifications, salary reallocation
- To Personnel Commission
 - Recommendations ready for action
- To Board of Education
 - Salary reallocation recommendations for final approval

Employees and supervisors will be invited to attend the Personnel Commission and the Board of Education meetings.



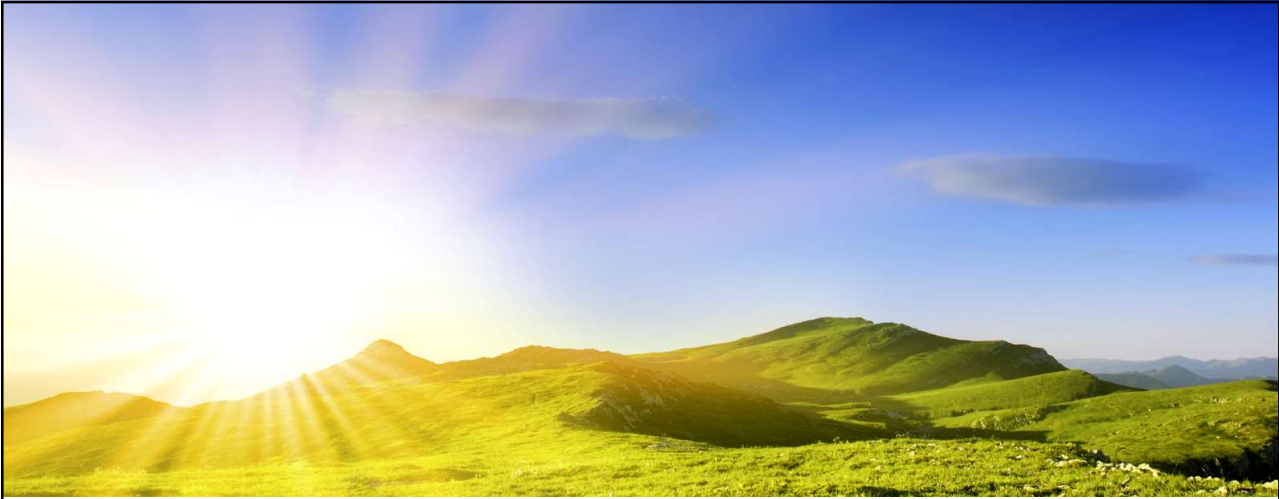
Individual Requests

PROPOSED RULE CHANGE:

Requests for individual classification reviews will be received in the Personnel Commission office
Between October 1 and December 31 each year.

Requests for reviews will be accepted based on the following:

1. The review of the classification has not been conducted in the past two years; and,
2. The review of the classification is not scheduled in the cycle within the next two years; or,
3. The request demonstrates significant changes to the duties of the position in relationship to the class description.



Questions?