

FREQUENTLY ASKED QUESTIONS

Why is this classification study being done?

The District, in coordination with the Personnel Commission, has contracted to have the classification study done for two reasons:

1. To ensure that the classified job descriptions accurately reflect what people are currently doing "on the job."
2. To ensure that the salary ranges for classified positions allow the District to recruit and retain employees who are qualified and capable of performing the jobs.

Who is doing the study?

The District has contracted with Ewing Consulting Services to conduct the classification study. Ewing Consulting Services is responsible for collecting and analyzing the data it receives from employees.

Will the study be objective?

The Personnel Commission is committed to having accurate data on which to base its classification decisions. It is for this reason that Ewing Consulting Services was hired to do an objective classification study.

How will the study be conducted?

Employees will be asked to complete a position information questionnaire form. This form will probably take two to three hours to complete. The completed form should be turned in to the employee's supervisor who will review the form, add comments, sign it, and return it to the Personnel Commission office. Ewing Consulting Services is responsible for analyzing the forms and developing job descriptions/titles based on the results of the surveys. Interviews will be scheduled with a selected number of employees in each classification. Preliminary classifications and assignment of positions to classifications will then be presented to the Personnel Commission.

Which employee groups will be studied, and when?

The study will be conducted over a five-year review cycle. The review schedule was developed based on input from the Association and was approved by the Personnel Commission.

Who will be interviewed?

At least one employee in each job classification will be interviewed, as well as any employees and supervisors who request an interview. Interviews will also be scheduled regarding any positions that appear to be very different from the current classifications. Ewing Consulting Services will also conduct interviews when they have questions about a survey's information.

Will employees be given work time to complete their portion of the study?

Employees and supervisors should work out time for the surveys to be completed during the workday. This may be a block of time or smaller increments depending on the work needs.

What is the best way to describe my work duties?

Volume of work is not what's important, nor is the amount of coverage for your responsibilities. Answer the questionnaire with what your work duties actually are. Using action verbs is the most effective way to describe your work duties. Use verbs as the leading word of the statement. For example: "Collect and verify receipt of enrollment forms". Be sure to use accurate verbs. As an example, "**collect and verify** receipt of enrollment forms" is very different from "**analyze** enrollment forms".

When is the questionnaire due?

You should submit your questionnaire to your immediate supervisor for review by no later than 4:00 p.m., Monday, November 17, 2008.

What happens if I do not submit a questionnaire?

Employees who do not submit a completed questionnaire will not have the opportunity to be interviewed and will not have rights to appeal the recommendations of the study.

Who is my supervisor for the purpose of review of the questionnaire?

Your direct supervisor is the person who is responsible for conducting your evaluations. This is the person to whom you should submit your questionnaire.

Will my supervisor change my answers?

Your supervisor will NOT alter your statements in any way. The last page of the questionnaire is provided for your supervisor to provide comments on what you have written. This is not intended to serve as a performance review, an evaluation or staffing review. The supervisor's comments are not confidential and may be read by you.

Will everyone get raises?

While it is likely that some classifications will be adjusted to reflect current market value for the duties and responsibilities, there is no reason to believe that every, or even most, classifications will be adjusted. All recommendations for salary adjustments of bargaining unit positions will be negotiated between the Association (CSEA) and the District.

How will market place pricing be determined?

Market place pricing is generally determined by gathering information from job markets similar to CVUSD. This most likely will include other school districts which are similar in size and geographical location to CVUSD. It **may** also include other public sector organizations.

What happens after the study is completed?

The results of the study and any recommendations by Ewing Consulting Services will be presented to the Personnel Commission and the District. Any changes as a result of the study must be negotiated with the appropriate bargaining unit.

What is the role of the Advisory Committee?

The advisory committee consists of representatives of the job families being studied. This committee will be a liaison between the employee groups and the consulting firm to relay information and concerns between both. They can be contacted for information at any time.

How can I get other questions answered?

For answers to questions that are not listed on this page, please contact Linda Gudino, Personnel Specialist, Personnel Commission, at 588-3050.