A classification plan is a systematic process for grouping jobs into common classifications based on similarities in duties, responsibilities, and requirements. The emphasis of the classification plan will be on broader classifications wherever possible. In other words, when positions have sufficiently similar duties, responsibilities, and requirements they are appropriately classified in one job class. That means they will have the same title and will be allocated on the same salary s have Communicating with supervisors/managers to confirm and darify information

Studying classifications

Analyzing the data

Developing and/or updating classification specifications/descriptions (often casually called job descriptions)

Developing and then presenting a preliminary report and recommendations to the Personnel Commission and interested parties

Communications with interested parties on the preliminary report and recommendations

Developing and presenting the final report to the Personnel Commission and interested parties

If applicable, presenting a report and the recommendation to the Board of Trustees for approval and adoption

The job evaluation process is technical and objective in nature and involves thoroughly researching, analyzing, determining, and documenting the responsibilities, duties, skills, knowledge and abilities related to a position. The analyst looks at various factors in determining the proper class, such as, but not limited to, decision making responsibilities; scope and complexity of work; nature and purpose of contact with others; required bilities, atu111()-423(d)-4(ies)]TJETC

Classification Description Update: A study of the current duties, responsibilities, and required knowledge and abilities of an existing class.

New Classification Request: A study of newly identified duties, responsibilities, and required knowledge and abilities to develop the appropriate classification, specification, and salary.

A study may take a few weeks to several months. In the case of a District-wide study of the whole classification plan under the auspices of the Personnel Commission, the study may take a year or two. Some of the factors that affect the length of a study are the number of classes and positions included in the study, the amount of research necessary, the extent of the recommendations,

Addition of stronger, more complex duties/removal of duties (i.e., sometimes the changes in a job no longer warrant the same level of pay)

Change in organizational structure or mandate that affects reporting relationships, level in the organization

These changes must be significant either in a single area or overall, in order to justify reclassification either upwards or downward. For example, if in the analysis a position is found to have a new function that is not currently within the scope of the current dass, and this new function is found to only be 10% of the overall duties of the position, reclassification is not likely.

and

concise information in an interview regarding the work that is being performed in the position. The incumbent may also participate in communications and provide feedback on the preliminary report and recommendations (for example, review a draft updated job description for completeness and accuracy).

A classification study is the evaluation of a position or group of positions and the nature and kind of work assigned and expected to be performed by the position. A classification study is _____ a study of how well incumbents do their jobs. An incumbent's performance on the job is _____ considered in a study.

Not necessarily. Most of the to encompass a wide variety of duties and responsibilities.

However, that said, managers/supervisors are responsible for ensuring that employees work within the definition of their position and job classification. If the duties that are assigned are not appropriate, then when operationally possible, the duties should be reassigned to a more appropriate position. Only if the additional duties cannot be reassigned and are anticipated to be ongoing, should a reclassification study be requested.

Not necessarily. There are several possible outcomes to a classification study. The study most often determines that an employee is in the correct job classification. However, the study may determine that the work being performed by the employee is more appropriately reclassified into a job classification which pays the same, pays more, or pays less than the current job classification. The study may determine that a new job classification needs to be created, so additional work must be done to set the appropriate salary of the new job classification. The pay for the new job classification may be the same, more, or less than the pay of current classification.

Salaries are only studied under very specific circumstances. During a classification study, the only time a salary is studied is when a new job classification is created. Human Resources may, but under very limited circumstances, re-evaluate a

updates are extremely significant to the overall scope, complexity, purpose, and knowledge and abilities of the classification.

When an employee is reclassified to a job classification with a higher salary range than the current job classification, it is considered a promotion. Salaries upon promotion are determined by the bargaining unit contract or the Personnel Commission Rules. Generally, the employee will receive an increase to the salary step which is closest to a minimum 21/2% to 3% increase from their current salary, but not less than the minimum salary step of the new classification, and not

more than the highest step of the new classification.

When an employee is reclassified to a job classification with a lower salary range than the current job classification, it is treated as an involuntary demotion. Salaries upon involuntary demotion are determined by the bargaining unit contract. Generally, the employee will receive the highest salary step for the new classification which does not exceed their current salary. However,

Director may recommend that the employee continue to receive their previously authorized

When an employee is reclassified to a job classification with the same salary range as the current