



Classification and Compensation Study to be Conducted

April 13, 2017

The California School Employees Association Glendale Community College Chapter #76 and the District have agreed to conduct a classification and compensation study beginning in early May 2017 with expected study completion by October 2017. Funding for the study has been approved by the GCC Budget Committee and the College Executive Committee.

What is a Classification and Compensation Study?

The Classification and Compensation Study (the Study) is a multi-phase process with the goal to align job descriptions with the current roles and responsibilities of classified employees and conduct a market analysis of compensation in similar or like jobs in other districts as identified in consultation with CSEA. Approximately 140 job descriptions and classifications will be studied.

Why conduct a District-wide Classification and Compensation Study?

The college's ability to recruit and retain a high quality workforce starts with clear and carefully developed job descriptions that reflect the scope of work for every classification. An efficient and effective organization needs logically constructed job families that link and build positions upon each other, and in some cases, demonstrate career ladders within particular kinds of work. In addition, it is recognized that the roles and responsibilities of employees, the skill sets, and working conditions and environments change over time with technological and organizational advances. These changes should be reflected in the job descriptions which outline the expectations for each employee.

Who will conduct the Study?

Ewing Consulting Services has been hired to conduct the Study. The firm has provided consulting services to over 160 school districts, 40 community college districts, 30 county offices of education and a number of other organizations during 30+ years providing human resource consulting services. Ewing Consulting Services was one of two firms identified by CSEA to conduct the Study.



A Classification and Compensation Study Advisory Committee will be formed by the District and CSEA, Chapter #76. The advisory committee will include classified staff members representing the areas of student services, instruction, business services, facilities, and IT. The advisory committee also will include representatives of the CSEA and District. The advisory committee will be charged to provide advice and counsel to representatives of Ewing Consulting Services in the conduct and implementation of the Study.

How will the Study be conducted?

Five 45-minute informational/orientation meetings for classified employees will be scheduled in the Student Center on May 1 at 9:00 am, 10:00 am, 11:00 am, 12:30 pm and 1:30 pm. Employees may choose, in collaboration with their supervisors, which of the five meetings is most convenient to attend. At the meeting employees will receive information on the work plan for the study, the criteria to be used for evaluating job descriptions, a copy of the Position Information Questionnaire (PIQ) and directions and support for completion of the PIQ, the role of employees' supervisors in the process, and steps to follow to appeal the draft positions descriptions.

Classified employees unable to attend one of the employee information meetings, will be able to view a 40-minute training video that will be available on the college website following the informational meetings.

Who will the Study impact?

All classified employees are expected to take part in the study by completing the Position Information Questionnaire (PIQ). Although not every job description will require significant changes, every classification will be reviewed and modified as needed. At the completion of the Study, all classified positions will have job descriptions that accurately reflect the roles and responsibilities of the position.

Phases of the Study

Phase 1 - Collection of data and information to develop job descriptions

The three main sources for collecting the data and information needed to develop current job descriptions for the GCC classified service are:

- 1) The Position Information Questionnaires (PIQs) that each classified employee is asked to complete electronically or hand-written within a two-week period. The position information questionnaires may be completed in a hardcopy form, or if preferred, it will be available in a digital editable PDF format. Instructions will be provided regarding how to access the digital form online. Once saved, copied and printed the form will be submitted to the employee's supervisor for review. In order to participate in the study, classified employees will need to complete a position information questionnaire.
- 2) Thirty minute interviews of at least one employee in each position classification who participated in the study, and
- 3) Review and analysis of the current job descriptions.

Phase 2 - Review of Ewing Consulting Services developed draft job descriptions.
Resulting job description drafts will be vetted by GCC staff and administration to verify that the descriptions accurately capture the work being performed. An employee feedback process will be in place to address issues raised by staff or administrators.

Phase 3 – Market analysis of pay.

Once the job descriptions are finalized, Ewing will conduct a market analysis to determine how the GCC District compares with regard to pay for like services in other comparable and neighboring districts as agreed upon between the District and CSEA, Chapter #76.

If, as a result of the classification and compensation study, it is determined a person is being paid at an over-market level that employee will be “grandfathered” at that level and be kept at the current level of pay. **No employee will be reduced in salary as part of this study.**

Phase 4 – Placement of employees in appropriate class and recommendation of pay for class.

Ewing Consulting Services will propose allocating the classified employees who participated in the study to a classification and recommend a pay for that classification. The findings will be presented in a final report to the Superintendent/President and CSEA, Chapter #76 President.

Phase 5 – Presentation of report to Board of Trustees

Phase 6 – Negotiations with CSEA, Chapter #76 related to issues of implementation

Once the classification and compensation study is completed, there will be a one-year time period when no reclassifications requests will be accepted related to positions that were included in the study.

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