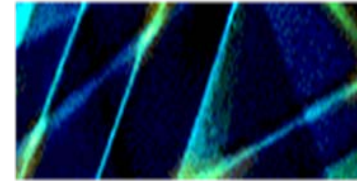




Personnel Testing Council



Classification/Compensation

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Objective

- Provide a general review of job analysis tools and techniques, classification principles and standards, and alternative methods of salary setting
- Discuss real life approaches to classification actions



Topics of Workshop

Job Analysis

Reclassification, Reallocation,
Reorganization

Class Descriptions

Salary Surveys

Collective Bargaining



Classification: Foundation For Human Resources

- Recruitment
- Selection
- Placement
- Promotion
- Compensation
- Evaluation



Definitions

- Position
- Class Specification
- Class Series
- Classification
- Reclassification
- Reallocation



Education Code

- Fix Duties of Position
- Assign Job Titles
- Set Qualifications
- Establish Classification Plan
- Classify Positions



Education Code

- Establish Internal Alignments
- Classify New Positions
- Reclassification

(EC 45109, 45256)



Job Analysis

- Recording Essential Duties, Skills, Knowledge, and Abilities
- Various approaches
 - Interview
 - Direct observation
 - Questionnaire
 - Participant Logs, Diary
 - Job Descriptions



Classification Methods

- Whole Job Ranking
- Position Classification
- Point Factor



Job Descriptions

- Paragraph Form
- Narrative Description
- Menu



Parts of Job Description

- Title
- Definition/Job Summary
- Distinguishing Characteristics
- Licenses



Parts of Job Description

- Examples of Duties
- Qualifications or SKAPs
- Working Conditions



Compensation

- Market Pricing
- Job Evaluation Plans
- Total Compensation



Compensation

- Benchmark Classifications
- Benchmark Districts



Reclassification

- Gradual Accretion over time
- Not Sudden Change
- Change in Duties



Reclassification

- Change in Knowledge, Abilities, Skills, Education, and Experience
- Change in Scope, Authority, Supervision, Responsibility, Decisions, Impact, Complexity, etc.



Classification Principles

- Classify Position Not Person
- Broad vs. Narrow Classifications



Classification Principles

- Relationship Of Classification To Pay
- Employee Performance Not Relevant



Statutory Requirements

- Education Code:
 - 45101 Definitions
 - 45109 Fixing Duties
 - 45110 Inconsistent Duties; Compensation
 - 45276 Merit System; Board Fix duties
 - 45285 Merit System; Reclassification; Two-Year Rule



Negotiations

- Scope of Bargaining
- Anaheim Test
- Alum Rock Decision



Scope of Bargaining

- Wages and Hours
- Health and Welfare Benefits
- Leave and Transfer Policies
- Safety Conditions of Employment
- Class Size
- Evaluation Procedures
- Union Security and Grievances



Anaheim Test

- It Is logically and reasonably related to wages, hours, evaluation procedures, etc.



Anaheim Test

- The subject is of concern to both labor and management, that conflict is likely and that negotiations is appropriate means to resolve the conflict.
- It will not significantly abridge management prerogatives.



Alum Rock Decision

What Is Negotiable?

- Transfer of Work From One Classification to Another Classification
- Re-Titling of Classification
- Salary Assigned to New Classification
- Change Salary for Existing Classifications
- Reassignment of Employees to Different Classifications
- Grouping of Classifications Into Job Groups

What Is Not Negotiable?



- Creation of New Classifications to Perform New Functions
- Abolition Of Classification to Cease Functions Previously Performed
- Revision of Job Classification
- Must Negotiate the Effects On Wages, Hours, And conditions of Employment



Real Life

- The Art and Science of Classification and Reclassification.....

