

## Job Classification Process, Per OSEA Article 18

### Initial Implementation of Willis System (Guide to Position Measurement):

- Consultants determine point score for each existing job description based on the Willis System of position evaluation.
- Point ranges are assigned to salary schedule grades or levels.
- Scored jobs are placed on salary schedule according to their total point scores.
- Salary placement at this stage is strictly based on internal equity; labor market comparisons are not applied.

#### A. Criteria for Job Classification Review

Review of an employee's position is warranted when the knowledge, skills, major duties (i.e. essential job functions) and/or levels of responsibilities have changed significantly. The Evaluation Components of the Willis System are:

1. Knowledge and Skills
2. Mental Demands
3. Accountability
4. Working Conditions

#### B. Factors Not Used in Considering a Job Classification Review Request

1. Workload increases;
2. Personal proficiencies and aptitude;
3. Seniority of employee.

#### C. Job Classification Review Panel (JCRP)

1. The panel will be composed of three (3) classified members selected by the Association, and three (3) administrators/supervisors and/or HR staff chosen by the District. Training in evaluating Job Classification Review requests will be provided to the Job Classification Review Panel by Human Resources.
2. The panel analyzes all job classification review submissions to determine if job responsibilities are in alignment with the job description. In the process of scoring the position description, the panel will attempt to reach consensus; however, if consensus cannot be achieved, a majority decision will be rendered.
3. The District and OSEA can also agree to have their consultant(s) score such positions in lieu of the JCRP.

#### D. Reclassification Request for Existing Job Descriptions

The District, an employee, or OSEA may initiate a request to have an existing job description reviewed by HR based on permanent and substantial changes in the duties as described in the existing job description. This process is generally referred to as a "reclassification request."

1. Such a request is reviewed by the appropriate supervisor(s) for accuracy, and referred to HR, for a determination on possible next steps:
  - a. No change in the employee's current job description is warranted;
  - b. Reclassify the employee into another existing position description based on a significant change of job duties; or
  - c. Prepare a new job description for submission to the JCRP (or consultant) for scoring.
2. If the employee or OSEA believe a specific job is underpaid relative to the labor market, such a concern would be addressed outside of the reclassification request process.

#### E. Job Classification Review Process

1. Applications for individual job classification review must be received by Human Resources **by November 1**, but may be submitted at any time prior to this date.
2. Complete the Job Classification Review application providing an explanation of significant changes in required knowledge, skills, major duties (i.e. essential job functions) and/or levels of responsibilities. Applicants may request to meet with the panel to assist in understanding the request, by marking the box on the application. The applicant may choose to bring a non-panel and non-voting staff member or OSEA representative to the meeting. The District may choose to invite the applicant's supervisor to the meeting as well.
3. Human Resources will forward the materials to the Job Classification Review Panel JCRP.
4. If the Job Classification Review Panel JCRP determines that significant changes have been made to the applicant's job duties, then the JCRP may recommend Human Resources to work with the administrator/supervisor to review the request in comparison with the position description (see D1 above).
5. If the employee or OSEA believe a specific job is underpaid relative to the labor market, such a concern would be addressed outside of the reclassification request process.
6. Human Resources and the administrator/supervisor will determine if changes need to be made to the job description, and Human Resources will determine whether or not the position description needs to be forwarded to the panel to score the updated position description. As a result, a position realignment may be recommended by the District.
7. The District will make a final decision and notify the employee by June 1. Any wage adjustments will be made in the following school year (i.e., decision made June 1; wage adjustment will be effective July 1). Decisions will be contingent upon available District funds.

#### F. Appeals

An employee or OSEA may appeal the Human Resources decision through a written request for review to the superintendent or designee. The purpose of an appeal is to clarify information already given.

1. Upon receipt of the District's decision, the applicant has fifteen (15) work days to submit a written appeal to the superintendent. Upon receipt of the appeal, the superintendent or designee will make contact with the applicant within ten (10) work

days to schedule the appeal hearing. The applicant may request his or her supervisor's attendance and/or the presence of an Association representative.

- a. The superintendent or designee will respond with a letter outlining the employee's responsibilities, time lines, and data required to process the appeal.
  - b. Employee returns completed documents to HR, which are then forwarded to superintendent or designee for review and a decision.
2. The superintendent will make a decision within ten (10) work days after the hearing.
  3. If the appeal is granted, any wage adjustments will be retroactive to July 1 of the effective year (i.e., decision made June 1; appealed and granted wage adjustment will be retroactive to July 1).

G. Salary Placement of New Job Descriptions

1. The JCRP is typically used to score all new jobs. The District and OSEA can also agree to have their consultant(s) score such positions in lieu of the JCRP.
2. When the District creates a new position description, a job that has never existed previously, it would be forwarded to the JCRP (or consultant) for evaluation and scoring using the Willis System.
3. Human Resources would determine potential salary placement based on the JCRP (or consultant) score, and then refer to the Executive Director of Human Resources for approval or modification. If modified, OSEA and the employee are given notice of the action and supporting reasons.
4. Labor market factors are not considered in the JCRP/Willis scoring process.