LGSUHSD Classified Classification and Compensation Study

FREQUENTLY ASKED QUESTIONS

Q: What is the purpose of the study?
A: The purpose of the Classified Classification and Compensation Study is to ensure that all classified job descriptions accurately reflect current duties, responsibilities, and expectations, and that compensation is comparable to similar positions in other school districts.

Q: Who is conducting the study?
A: The District has contracted with Educational Management Solutions (EMS), an independent consultant specializing in public sector classification and compensation reviews.

Q: Why is the District doing this now?
A: Over time, the duties and expectations of classified positions evolve. The study ensures that job descriptions are accurate and current, and that salary ranges remain equitable and competitive within the marketplace.

Q: How long will it take to complete the study?
A: The study will begin in Fall 2025, with focus groups scheduled for December. It is expected to conclude by June 2026.

Q: How will information about the District's classified positions be gathered?
A: EMS will conduct in-person focus groups with all classified staff, review current job descriptions and compensation data, and compare positions with similar roles in other school districts to develop updated job descriptions and salary recommendations.

Q: Who will participate in the focus groups?
A: All classified staff will be invited to participate. These focus groups are designed to gather detailed information about the actual work being performed in each role.

Q: Who are the members of the Classified Classification Committee?
A: The Committee includes:

- Flor Alcoba, HR Specialist
- Hongmei Chen, Purchasing Specialist
- Luis Contreras, IT Technician

- Dagmar Derickson, Executive Director of HR
- Amy Gaustad, Assistant Principal
- Julie Grenier, Director of Technology
- Julia Peck, CSEA President / Administrative Assistant
- Amrita Vu, Mental Health Therapist

Q: What happens after the focus groups?
A: EMS will use the information collected to draft updated job descriptions and salary range recommendations. Draft job descriptions will be shared with all classified staff for review and feedback through a survey process.

Q: Will I get to review my own job description?
A: Yes. All classified staff will receive a draft of their job description and will have the opportunity to review it and provide feedback through an online survey.

Q: How will my feedback be used?
A: EMS will review all feedback and incorporate suggestions where appropriate before finalizing job descriptions and recommendations.

Q: What if I disagree with parts of the draft job description?
A: Staff should include any concerns or suggested changes in their feedback survey. All responses will be carefully reviewed by EMS before recommendations are presented to the Classified Classification Committee.

Q: Will this study automatically change my pay or job description?
A: No. The study will result in recommendations only. Any changes to job descriptions, position titles, or salary ranges will be reviewed and negotiated between CSEA and the District before implementation.

Q: Could this study result in anyone earning less?
A: No. The study will not reduce anyone's current salary.

Q: When could changes take effect?
A: The earliest possible implementation of any negotiated changes would be the 2026-27 school year.

Q: Will this affect my evaluation or job status?
A: No. This study is administrative in nature and will not affect your evaluation, seniority, or employment status.

Q: What happens after the study is complete?
A: EMS will prepare a final report that includes updated job descriptions and salary range recommendations. The report will be reviewed by the Classified Classification Committee and shared with both CSEA and the District for negotiation and finalization.

Q: How will updates be communicated?
A: The District will share progress updates throughout the process. Staff will also receive direct communication about opportunities to participate in focus groups and review draft job descriptions.

Q: Who can I contact if I have more questions about the study?
A: Staff may contact the Human Resources Department or any member of the Classified Classification Committee for additional information.