Classification & Compensation Study

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Ocean View School District

CHAPTER 375 CSEA

Why This Study, Why Now

Alignment

Per the OVSD Merit Rules, each job classification must be reviewed at least once every three years.

Competitiveness

Market-aligned compensation structures that promote recruitment and retention of talented classified professionals.

Accuracy

Accurate job descriptions ensure employees are classified and compensated appropriately for the work they actually perform today.

STEPS TO SUCCESS

6 Maintain Ongoing Review

Conduct regular reviews to maintain alignment as stated in the Merit Rules.

5 Steady Facilitation & Sustainability

Establishment of consistent, repeatable, District-led processes.

4 Phased Implementation

Review positions in staggered phases.

3 PAL Partnership

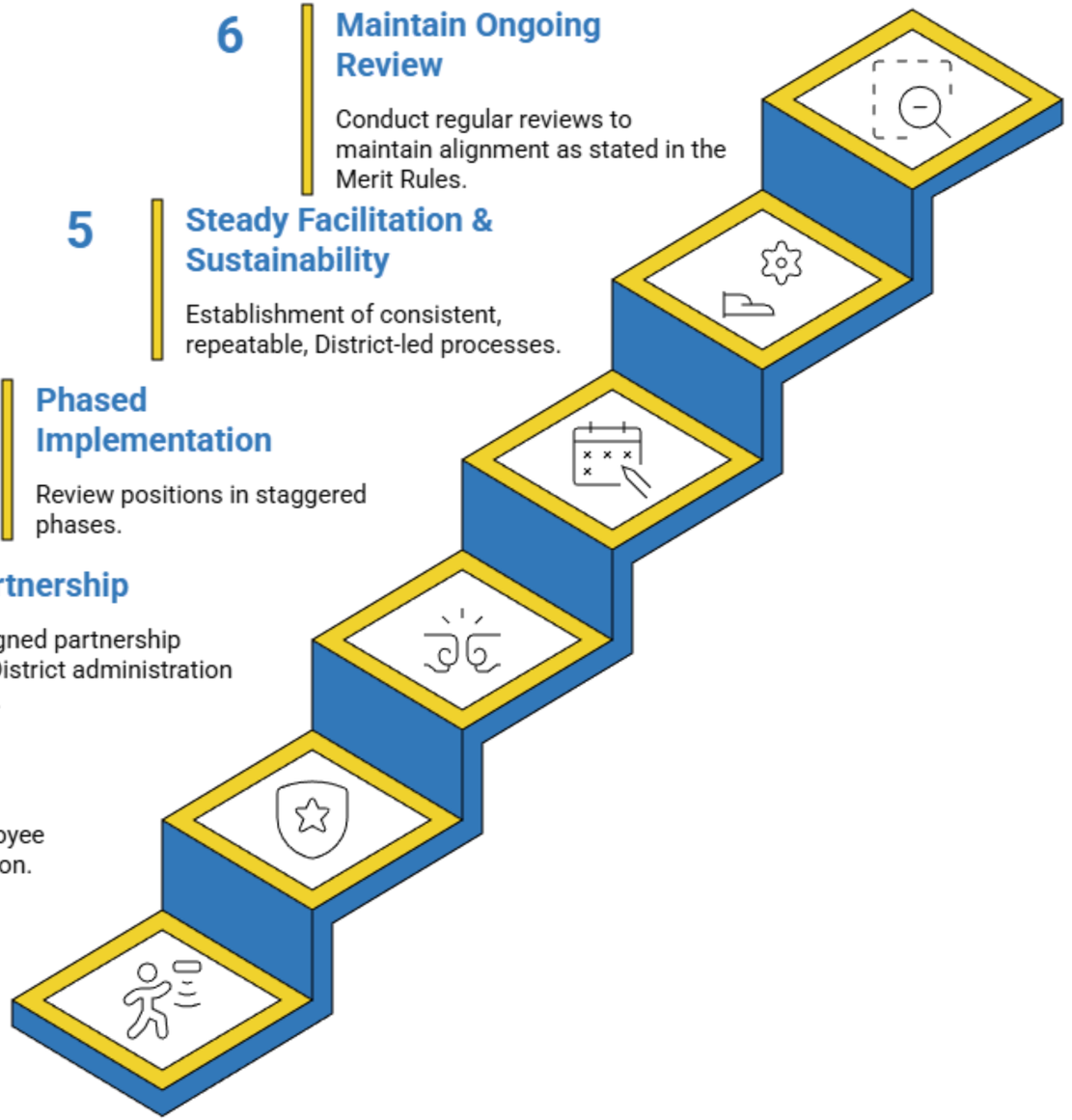
Tightly aligned partnership between District administration and CSEA.

2 Protect Salaries

Ensure no current employee experiences pay reduction.

1 Positions, not Performance

Classify positions based on knowledge, skills, and abilities, not individual performance.



Process Overview

1

Planning and Setup

Establish project governance, finalize methodology, select job families for initial review, and communicate to employees.

2

Staff Input and Data Collection

Gather current information through Job Content Questionnaires, employee interviews, current job descriptions, focus groups, and supervisor input to document actual work performed.

3

Position Review

Evaluate positions relative to one another within the District to ensure fair, consistent classification based on comparable knowledge, skills, abilities, and responsibilities.

4

Compensation Review

Compare District positions and compensation to relevant labor markets, peer districts, and industry benchmarks to ensure competitiveness.

5

Development and Review

Draft updated job descriptions and compensation recommendations, review with the Task Force, refine based on feedback, and prepare formal proposals.

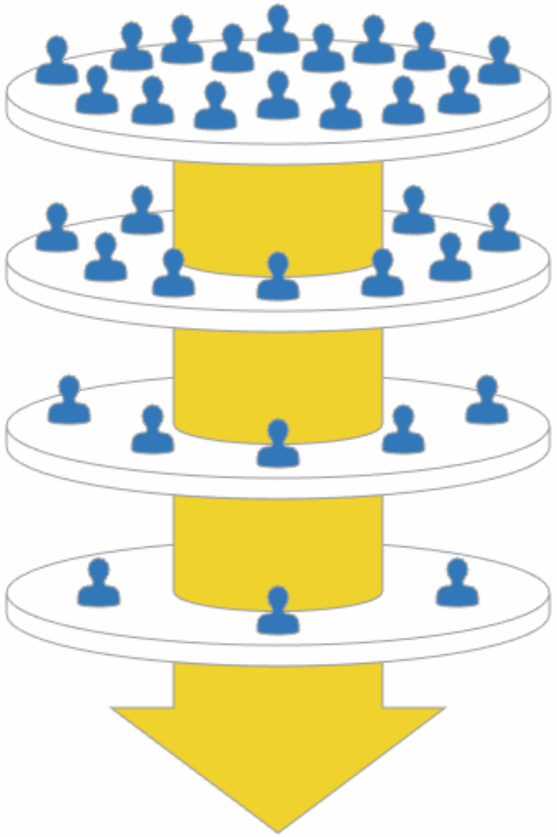
6

Approval Process

Present recommendations to Personnel Commission and Board of Trustees for approval, communicate outcomes, and implement changes systematically.


INSTRUCTIONAL JOB FAMILY
345
Employees
60% of Classified Staff
HIGH VENDOR RELIANCE
TRANSPORTATION JOB FAMILY
19
Employees
HIGH VENDOR RELIANCE

Data Collection Process



- Job Content Questionnaire (JCQ's)
- Focus Groups
- One-on-One Interviews
- Administrative Input

Job Content Questionnaire (JCQ)

A structured survey to understand core duties, responsibilities, skills, and working conditions for classification and compensation.

1

COLLECTION

Employees complete JCQs on current work.

2

ANALYSIS

Responses reviewed for consistency and alignment.

3

VALIDATION

Supervisors & Task Force verify accuracy.

4

RECOMMENDATIONS

Data informs classification & compensation

Honest, thorough responses accurately document actual work performed.



We Value & Appreciate Our Classified Staff

Ocean View School District

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