

Ewing Consulting, Inc.

Human Resources Consulting

DATE: April 4, 2014
TO: Classification and Compensation Study Participants
SUBJECT: Classification and Compensation Study

Thank you for attending the orientation session on Thursday, April 3, 2014. If you were unable to attend a live session, you may view a recorded version at this link: <http://www.ohlone.edu/org/hr/classificationstudy.html>

I wanted to again remind you that there are eight major parts of the study:

1. Meetings with key personnel to initiate the study. **(completed)**
2. Meetings with employees to explain the purpose of the study and to distribute position information questionnaires.
3. Interviews of a selected number of employees in each classification.
4. Presentation of preliminary classifications and assignment of positions to classifications.
5. Finalization of classification recommendations.
6. Internal relationships.
7. Salary survey.
8. Presentation of final report.

We have completed the first step and a part of the second step – completing the questionnaire! The information you provide in this questionnaire will be used as a primary input for assuring that your position is properly classified. It is vitally important that we receive accurate information from you about the content of your position. Please complete the form as carefully and thoroughly as you can.

We recognize that the form asks a great deal of information. Hopefully you can understand why this is needed. It usually takes two to three hours to complete the questionnaire. This time should be spent during regular working hours (when possible). While the questionnaire is self-explanatory, there are a few helpful hints we can share which may be useful.

1. Please read all the questions carefully at least once and think about how you want to structure your answers. Most people take about two days to think about their answers. Then complete the form as best you can, using your best handwriting.
2. Before submitting the form to your supervisor for review, we suggest that you set it aside for a day. Then, review it again carefully, sign it, and give it to your supervisor for review.
3. If additional space is required, please use as many supplementary sheets as you need.

To stay on schedule, we ask that you present the completed form to your immediate supervisor no later than **April 18, 2014**. Supervisors are requested to review the questionnaire, discuss any significant revisions with you and forward it to the **Human Resources Department by noon of April 25, 2014**. The importance of these dates is critical given the study deadline.

Our consultants will review the forms and will arrange interviews with some employees to learn more about position content. We plan to interview at least one incumbent in each class. Please do not be concerned if the consultants do not interview you personally. If you wish to be interviewed, please indicate this in question 12 of the questionnaire form and we will be certain to arrange a meeting with you. If you wish to have a group interview, please be sure the employees in your group request are of the same classification as yourself and that they request the same group interview on their questionnaire. Employees who do not complete a questionnaire will not be interviewed.

We appreciate your cooperation. We are looking forward to a very successful study.

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