

TO: Supervisors
DATE: SEPTEMBER 22, 2014
FROM: Shairon Zingsheim
SUBJECT: **Instructions from our consultants regarding your proposed job specification and those of your direct reports**

You are receiving this communication because you and your direct reports completed Position Questionnaires earlier in the summer. Your recommended classification is attached (also attached are classification(s) of any vacant position(s) you have since the questionnaires were filled out). Ewing Consultants prepared the communication below explaining the next step in the Classification and Compensation Study. I am excited to get to this next step! Let me know if you have any questions. Thanks, Shairon

We have prepared our preliminary findings on the classification part of our assignment. Based on input from questionnaires and interviews, we have prepared preliminary classification specifications and have allocated each employee who completed a questionnaire to a specific class. Please note this is only a preliminary recommendation.

Please remember that your description may be quite general and may relate to a wide variety of highly specialized positions. This description is designed to be a broad definition of a classification, not a position description. We are seeking your review of the description to determine whether your position seems to fit the overall definition, scope and intent of the classification. You may not find every task to directly relate to you.

You may note that the class description is divided into “Essential Duties” and “Other Duties”. This is strictly for use in compliance with the Americans with Disabilities Act. You do not need to comment on how these are determined.

It is important at this point to receive your input if you have concerns. We encourage you to complete the attached feedback form regarding the recommended classification for your position. ***We are also requiring that you turn in the feedback form with or without changes, to ensure that we have accounted for everyone.*** Please remember that at this time we are only recommending the most appropriate classification for your position - not placement on the salary schedule. The salary recommendations will come following the salary survey.

Therefore, we ask you to do the following:

1. **REVIEW THE RECOMMENDED CLASSIFICATION**: Review the classification to which you have been assigned and read the class specification carefully. If you would like to discuss with your supervisor, please feel free to do so. Your supervisor will be receiving a complete set of the job specifications for his/her area.
2. **COMPLETE THE FEEDBACK FORM IF NECESSARY**: Determine whether you wish to provide feedback concerning the recommendation of the consultant regarding your classification. **If you wish to provide feedback, complete the attached form and send it to the Human Resources Office as soon as possible, so that it is received no later than 5:00 p.m. on October 3, 2014.** You can discuss with your supervisor but **you** are responsible for submitting the form back to HR. You can also suggest any changes to the class specification you believe are appropriate. If the suggested changes do not change the concept of the class, the consultant will not arrange another meeting with you, but will notify you in writing concerning your suggested changes.

Your supervisor will also be reviewing your job specification and can use the feedback form. He/she will be turning those forms into HR as well. If there are discrepancies between your information and that of your supervisor, our consultant will be in contact with both of you to get further clarification.

3. **RETURN THE FEEDBACK FORM WITH OUR WITHOUT CHANGES:** Even if you don't have changes or suggestions, we are requiring that you turn in the feedback form so that we can account for everyone. Write your name on the form so that it will be easily identified.

P.S. We will post a complete set of all the class specifications on the HR website as soon as possible. Feel free to browse through them if necessary.

SUPERVISORS ONLY

I am attaching a copy of the complete Allocation list so that you may identify your employee's new job classification and proposed job title. We have placed all the job specifications on our website so that you can browse through them and locate the specifications for your direct reports. The website is located at: <http://www.ohlone.edu/org/hr/classificationstudy.html>.

You may want to print all of your employees' specifications. You can comment or provide recommendations on the feedback form for all or some of your employees (use a separate form for each employee). You can discuss those recommendations with your employee, but you need to turn the feedback form into HR by October 3. Your employee can also make recommendations and they have been instructed to turn those forms into HR as well. If there are discrepancies, Ewing consultants will be in contact with you.

