Ohlone CCD Classification and Compensation

Frequently Asked Questions

Q What is the purpose of the Classification and Compensation Study?
A The purpose of the study is to obtain accurate and descriptive information about the work in classified positions. The goal is to update the job descriptions and ensure that positions are correctly classified and compensated. It also assists in maintaining accuracy and relevance based on work performed and changes within positions that may naturally evolve over time.

Q Why is a Classification and Compensation Study being done now?
A The goal of this project is to ensure that all classified job descriptions are current and accurate. Best practice demonstrates that with all the changes that occur within a one (1) year period may result in subtle changes over time. Therefore, a five (5) year review of classifications and compensation is healthy and needed for any organization to sustain and maintain a level of competitiveness. Because the District conducted its last Study more than five (5) years ago, the intent is to maintain current position classifications for all the above stated reasons.

Q Why should job descriptions be updated?
A Updated job descriptions are critical for competitive recruitment, job accuracy based on work performed and required expectations that link directly to employee evaluations. Accurate job descriptions are also an essential ingredient of a comprehensive compensation program. A job description provides a basis for job comparison to market data collected for that job. It is also a helpful tool in developing a job hierarchy (job families) in that it reflects the accretion of duties of each hierarchical step within the job family, how each higher-level positions are compensated, and the relationship of the jobs in the organization to each other.

Q If my manager feels that my Position Description Questionnaire does not accurately describes the work that I perform, will my classification not be updated, modified, or changed?
A No, the purpose of seeking a managerial perspective to the responses to the PDQ is to get a better perspective of the work that is performed. Typically, employees have a subjective perspective of their work because it is more personal for them because they are in the position performing the work. In order to develop an objective interpretation of the work that is performed, data is often compared to different sources. Any recommendation towards the modification of any classification will be made from an objective analysis of all information examined within the Study.
Q: **Will the study include looking at salaries?**  
A: Yes. Once the job descriptions are updated, a compensation study will be conducted using current data so that accurate comparisons can be made. Considerations for salary determination depend on comparable market value and internal alignment. A goal of the project is to determine that classified salaries are competitive for retention and recruitment purposes.

Q: **Will an update, modification, or change in my job classification result in a change in salary?**  
A: No. A change in salary is dependent on several factors such as an organization’s compensation philosophy, internal salary equity, and even collective bargaining.

Salary surveys typically take into consideration what similarly sized organizations in similar industries pay for specific types of work. In short, salary surveys determine the going pay rate for a specific type of work in a similar industry. In this sense, we are comparing apples to apples instead of apples to oranges.

Pay involves other compensatory aspects other than base salary. Other compensation factors may include the cost of benefits, annual raises, paid time off and the like. For the purpose of this Study, any compensation factors that are not closely aligned with other comparison districts will be addressed but not necessarily used as a weighted factor within the compensation analysis.

When we compare base salary and other compensatory rewards, a compensation analysis is developed.

Q: **Will a change in classification result in a change to management classification?**  
A: No. Management classifications are distinctly defined by complexity in duties with related minimum qualifications. In addition, management classifications are not able to earn overtime pay due to their exempt status. If a classification is determined to meet all the requirements, then it may be possible to appropriately define the position as performing managerial work.

Q: **Over the past few years my work volume has increased. Will an increase in work volume mean I will be placed in a higher classification or receive a higher salary?**  
A: No, an increase in work volume does not relate to a higher classification or increase in salary. If the work remains the same, but you are expected to produce more of the same type of work, then the nature of the work is unchanged.

Q: **Will there be layoffs as result of the findings?**  
A: No. The goal of the study is to update job descriptions and conduct a compensation study. It is not the intent of this project to eliminate or layoff positions.
Q  Is this a performance review?
A  No. The classification study and the information you provide on your questionnaire is not a performance review.

Q  What about seniority if my job title changes?
A  Seniority issues will not be addressed within this Study and is a matter of negotiations between the District and the union(s) as well as meeting any related requirements defined by the California Education Code.

Q  What if we go through this study and it costs too much to implement?
A  The exact costs of implementation will not be known until the recommendations are made. The District and the unions will negotiate the implementation phase of the project.