AGENDA

• History of classification review
• Goals
• Initial Process
• Classification Review Committee (CRC)
• Types of actions
• Workflow
• Factors, degrees and ranges
• Ongoing work of employee committee
• Challenges
HISTORY

Prior to 1991 campus-wide reviews completed by a consultant every 3-5 years
  • Employee committee appointed to participate with consultant in appeals
  • Interim reviews done every year

Issues: extremely time consuming and disruptive.

Growing pains – more jobs being added and perceptions of inconsistency, unfairness
HISTORY cont’d

• Process improvement team surveyed other community colleges
• Administration agreed to a one year trial in November 1991
• Interviewed several consultants
GOALS

Open, equitable and understandable system to:

• Improve relations between administration and employees re: classification review
• Establish integrity
• Establish benchmarks
• Establish parity and equity across divisions
INITIAL PROCESS

• Questionnaires sent to all employees (including response from supervisor)
• Initial grading done by consultant
• Appeal process for employees
• Final ranges established and approved by the board of trustees
INITIAL PROCESS cont’d

• Trial was successful and goals were met
• System depends upon consistency of purpose, objectivity and integrity of those on committee
• Costs of implementation were paid by the superintendent/president
• Discontinued campus-wide reviews
Classification Review Committee

- Subcommittee of Classified Senate Council
- Members elected by all classified employees
- 6 non-management employees
  - Past chair (serves additional year)
  - Chair
  - 4 others
- Serve staggered 2 year terms
- Annual training by consultant
TYPES OF ACTIONS

• Classification of new position
• Reclassification of existing job
  • Temporary reclassifications
• Job Title modifications
• Appeals
WORK FLOW

• CRC recommends to Cabinet
• Superintendent/president recommends to Board
• Board approval
DEGREES AND RANGES

- Within each factor there are various degrees
- Points awarded by degree
- Total points then determine a range
- Range determines placement on the salary schedule
FACTORS

1. Education and skill
2. Experience
3. Decision making
4. Supervision received
5a. Lead and supervisor responsibility
5b. Supervisory authority & occupational level
FACTORS

6a. Contacts – purpose
6b. Contacts – frequency
7. Physical effort
8. Visual effort
9. Working conditions
CHALLENGES

• Keep separate from salary negotiations
• Extraordinary external market pressures (i.e. computer programmers)
• Regular audits not done – inconsistencies can creep in
• Job creep/education creep
• Keeping job descriptions current
• Committee elections perceived by administration as a popularity contest
CHALLENGES cont’d

• Multiple people in same classification – what if one breaks off into unique classification
• Need to ensure cross-divisional and campus representation on committee
• Dependence on a single consultant
• Budgetary constraints
QUESTIONS?

• Information can be found at http://www.miracosta.edu/governance/crc/index.html
• Email swright@miracosta.edu