

City of Fillmore

2010 Classification and Compensation Study

Frequently Asked Questions

WHAT IS THE PURPOSE OF A CLASSIFICATION STUDY?

Classification studies:

- ❑ Address gradual changes in the duties performed by positions
- ❑ Address recruitment or retention problems (if the job descriptions do not accurately describe the duties or the skill set required to perform the duties, it may be difficult to recruit and keep qualified individuals)
- ❑ Define the duties and responsibilities of positions as well as knowledge, skills, and abilities required to perform the duties
- ❑ Identify career ladders (how a staff member can advance in an organization)
- ❑ Address changes in organizational relationships and responsibilities
- ❑ Classification studies are also conducted as a form of maintenance (to ensure positions are still properly classified and that class specifications accurately describe the work being performed)

WHAT ARE THE POTENTIAL RESULTS OF A CLASSIFICATION STUDY?

- ❑ Reclassify a position
 - A position may be changed to a different classification which more appropriately reflects the duties performed (i.e. a position currently classified as Account Clerk could be reclassified to Accounting Technician based on the duties performed)
- ❑ Change the title of classification
 - It may be determined that the position is appropriately classified, but the title is changed to better reflect the duties or purpose of the position or to reflect modernization (i.e. Typist Clerk may be changed to Office Assistant, although the duties are essentially the same)
- ❑ Revise the class specification
 - It may be determined that the position is appropriately classified, but the class specification needs to be updated to better reflect the duties being performed. This most often occurs with classifications that have had a long life within the organization and slight changes have been made over time (i.e. typing skills may be changed to keyboarding skills)

WHAT DO CLASSIFICATION STUDIES NOT ADDRESS?

- ❑ Classification studies will not generally look at duties that are performed on a rare occasion (focus is on the bulk of the duties performed by the position)
- ❑ The volume of work performed (being over worked does not justify a reclassification)
- ❑ New technology required to perform the duties (the implementation of a new computer program does not justify a reclassification)
- ❑ The performance of the individual employee (whether good or poor)
- ❑ Salary (salary will be addressed during the compensation study but it is important to know what duties are assigned to the position before the compensation study is started)

WHAT WILL THE EMPLOYEES' ROLE BE IN THE CLASSIFICATION STUDY?

- ❑ Employees will participate in an orientation where the study process will be explained and employee questions will be addressed
- ❑ Employees will be asked to complete a Position Description Questionnaire (PDQ) that asks specific questions about the duties performed by the position
- ❑ **Every** employee will be provided an opportunity to be interviewed by the consultant to gain additional information and clarification
- ❑ Employees will be provided the draft recommendation and job description for their position and provided an opportunity to provide additional information and ask questions prior to the finalization of recommendations
- ❑ A committee, consisting of employees from different classifications; both represented and unrepresented, and each department will be working with the consultant as a steering committee.

WHAT WILL HAPPEN IF A POSITION PERFORMS MULTIPLE JOBS FOR MULTIPLE DEPARTMENTS?

- ❑ Classification studies reflect the duties currently being performed so if there are positions performing multiple jobs, the consultants will need that information so that it can be properly documented in the job description

WHY IS THE CITY CONDUCTING THE CLASSIFICATION AND COMPENSATION STUDY?

- ❑ Classification and compensation studies are very common in the public sector. Typically agencies will periodically conduct a comprehensive classification and compensation study because agencies change and so do duties. It is important that the job descriptions accurately reflect the duties, knowledge, abilities, education, experience and any certifications or licenses required to perform the duties. Job descriptions are used to communicate to employees what the various jobs within the agency entail as well as to let them know what they must possess in order to qualify for a particular position if the employee wants to move up in their career. Job descriptions are also used for recruiting so that the City can determine the best candidate for the position as well as to determine the appropriate selection process. In addition, job descriptions are

used to compare to other agencies for the purposes of collecting salary and benefit data to ensure the agency is competitive with neighboring agencies.

WHAT IS THE PURPOSE OF THE COMPENSATION STUDY?

- ❑ Like classification studies, it is important to conduct compensation studies periodically to ensure that the agency is competitive with other agencies in terms of salary and benefits so that the agency is able to recruit and retain staff.

HOW ARE THE SURVEY AGENCIES SELECTED?

- ❑ Survey agencies are, in general, those agencies that the City competes with for talent. Agencies want to select survey agencies that are of similar size, are within a reasonable geographic proximity, and provide similar services.
- ❑ The selection of the labor market agencies is a policy decision and therefore, the final selection is up to the City Council.
- ❑ The City Council has already selected four agencies, Ojai, Carpenteria, San Paula, and Port Hueneme. Two additional agencies will be included as well but have not yet been selected. It is important that the City have one set of labor market agencies for all classifications otherwise it will create inconsistencies in the salary recommendations if different agencies are used for different classifications.

WHAT WILL HAPPEN TO THE SURVEY DATA THAT IS COLLECTED?

- ❑ The consultants will collect and analyze the survey data which will include salary and benefits. The data will be presented and reviewed by a committee who will be provided a period of time to comment and submit questions. The consultant will review the questions and comments and develop final recommendations which will be presented to the City Council. The final implementation of the survey results will be based on City Council direction and labor negotiations.