



# Classification & Compensation Study

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Presented by:

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Human Resources Consultants

# Who We Are

*Philip J. Gordillo*

*Angela Bishop*

Retired Classified School  
Human Resources  
Administrators with over 30  
years each of classification  
and compensation experience



# Classification Study

## What Is It?

**To determine if changes have occurred in a classified position and/or an employee has been assigned duties that are not included in the job description.**

**Factors include:**

- **Nature and variety of work**
- **Complexity of work**
- **Supervision or guidance received**
- **Supervision or guidance exercised over others**
- **Guidelines available**
- **Consequences of errors**
- **Nature and finality of decisions**
- **Public contact**
- **Knowledge, skills, and abilities needed to do the work**

# Classification Study

## What It Isn't



Volume of work



Quality of performance



Personal qualifications and/or experience



Length of service



Salary schedule placement



Financial need



Loyalty to site, department or district



Dependability

# Classification Study Process



Documentation Review



Classification Study Questionnaires



Focus Groups



Draft Preparation and Review

# Advisory Committee

**A committee of management and labor representatives (CSEA) who advise the consultants on topics related to the Study**

**Topics include:**

- **Progress reports**
- **Position questionnaire distribution and collection**
- **Interview process**
- **Feedback from employees**
- **Issues and/or problems**
- **Clarification**
- **Classification study challenges**
- **Compensation study challenges**

# Classification Study Questionnaire

## **Tips:**

- **Invest your time**
- **Focus on your job description**
- **Be accurate**
- **Be thorough**
- **Be honest**

## Comparison Districts

Beverly Hills USD

Laguna Beach USD

Pacific Grove USD

Palo Alto USD

Santa Clara USD

St. Helena USD

## Compensation Study

- Identifying the labor market
- Data points compared
- “Top Three” of Comparison Districts



# PHASE I

## Classification (Incumbents):

- Clerical/Secretarial (24)
- Business Services (9)
- Campus Aide (3)
- Information Technology (10)

## Timeline

- September 2022 – December 2022

## PHASE II

### Classifications (Incumbents):

- Maintenance and Grounds (32)
- Transportation (23)
- Food Services (14)

### Timeline

- January 2023 – June 2023

# PHASE III

## Classifications (Incumbents):

- Instructional Support (109)

## Timeline

- September 2023

## Wrap Up....

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Position questionnaires distributed to all employees in Phase I – **August 22, 2022**

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Position Questionnaires Returned to Human Resources no later than **September 6, 2022**

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Interviews with employees, individually or in groups, where possible, to begin **September 19 – October 7, 2022**



***Thank you!***

***We look forward to  
working with you***