

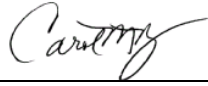


SUBJECT: DISTRICT-WIDE CLASSIFICATION STUDY **HR-11**

TO: ALL Classified Employees
(SEIU, Teamsters, CSA, Confidential and Unrepresented)
ALL UPE Employees
ALL Unrepresented Certificated Management

DATE: February 26, 2015

PREPARED BY: Cindy Nguyen **DEPARTMENT:** Human Resource Services

REVIEWED BY: UPE
CSA
SEIU
Teamsters **APPROVED:** 
Carol Mignone Stephen,
Interim Chief Human Resources Officer

I am pleased to inform you that the District, working closely with our collective bargaining partners, has contracted with Public Sector Personnel Consultants (PSPC), to develop an updated classification and compensation study that accurately reflects the duties and responsibilities of District employees.

Your first opportunity for involvement with this important project will be through your attendance at a project briefing meeting to be held on **March 3, 2015 and March 4, 2015** for all participating employee groups. At this important meeting, representatives from PSPC will provide an overview of the project and answer any questions that you may have, as well as distribute a Position Analysis Questionnaire that will enable each employee to describe the duties and responsibilities of their position.

For those who cannot attend either date, a video will be uploaded onto the District's website for viewing of the instructions on how to complete the Position Analysis Questionnaire (PAQ). However, we strongly encourage you to attend one of the orientations if at all possible.

Due to the capacity of each session, please log onto to <http://www.signupgenius.com/go/20f084baea62ca5ff2-districtwide> and sign up for a session. Instructions are provided in this attachment.

Tuesday, March 3, 2015
Serna Center, Michigan/Minnesota/Pennsylvania Rooms

- 8:00 a.m. – 9:00 a.m.
- 9:00 a.m. – 10:00 a.m.
- 10:00 a.m. – 11:00 a.m.
- 11:00 a.m. – 12:00 p.m.
- 2:00 p.m. – 3:00 p.m.
- 3:00 p.m. – 4:00 p.m.
- 4:00 p.m. – 5:00 p.m.
- 5:00 p.m. – 6:00 p.m.

Wednesday, March 4, 2015
Serna Center, Michigan/Minnesota/Pennsylvania Rooms


8:00 a.m. – 9:00 a.m.
9:00 a.m. – 10:00 a.m.
10:00 a.m. – 11:00 a.m.
11:00 a.m. – 12:00 p.m.
2:00 p.m. – 3:00 p.m.
3:00 p.m. – 4:00 p.m.
4:00 p.m. – 5:00 p.m.
5:00 p.m. – 6:00 p.m.

Look forward to seeing you on March 3, 2015 or March 4, 2015 for the orientation. We will keep you informed of the progress of the study through newsletters and special employee meetings. Please see the following page for additional details about the study and process.

You have been invited by Sacramento City Unified School District to sign up for "District-Wide Classification Study." Sessions will be offered March 3rd and March 4th, please click on the link below to view the online sign-up sheet.

Click Here: <http://www.signupgenius.com/go/20f084baea62ca5ff2-districtwide>

Step 1: Click the Sign Up button next to the available slot you wish to attend

Available Slots	Date	Time
District-Wide Classification Study	3/3/2015 (Tue)	8:00AM - 9:00AM (50) 1 of 50 slots filled Sign Up 
		9:00AM - 10:00AM (50) 1 of 50 slots filled Sign Up
		10:00AM - 11:00AM (50) Sign Up
		11:00AM - 12:00PM (50) Sign Up
		12:00PM - 1:00PM (50) Sign Up
		1:00PM - 2:00PM (50) Sign Up

Step 2: From the *Sign Me Up For* page, please input your First Name, Last Name. Providing your email address is optional however required if you would like a reminder. Please select the box to “Create an account at SignUpGenius so I can login and edit my items if I ever need to make a change” if you may need to make changes to the date and time selected.

Sign Me Up For:

Date	Available Slots	Qty	My Comment
3/3/2015 (Tue. 9:00AM - 10:00AM)	District-Wide Classification Study	1	

I'm a SignUpGenius member

I do not have a SignUpGenius account

First Name *

Last Name *

Email

Re-enter Email

Create an account at SignUpGenius so I can login and edit my items if I ever need to make a change.

Send me a confirmation email with an iCalendar (.ics) file and a link that will allow me to edit this item later.

Step 3: Click the [SIGN UP](#) button to submit your sign-up request, and you will re-directed to you confirmation page:

THANK YOU!

Your sign up has been added.

You signed up on the "District-Wide Classification Study" page for District-Wide Classification Study on 3/3/2015 (Tue.) 10:00AM- 11:00 AM at Serna Center, Michigan/Minnesota Rooms.

Step 4: Please click here [I need to change my sign up](#) if you wish to make a change to something you signed up for. If you signed up without a SignUpGenius account, you have several options for editing your sign up. You can:

1. [Contact the sign up creator](#) and have him/her update your item for you.
2. [Create an account](#) at SignUpGenius using the same email address that you used when you signed up. You will then be able to login and edit your item.

Send yourself an email link that will allow you to edit your sign up item.

Enter your email address

Classification Study – FAQ

Question	Answer
What is this study?	<p>Classification: This portion of the study reviews your job functions. Essentially, what it is that you actually DO when you are at work. We will review your job description and ensure that it appropriately aligns with your actual work.</p> <p>Compensation: This portion of the study reviews the pay range used for your position. We will review comparable job descriptions (see above) with other entities (for example, compare to what a similar job description is paid at other school districts or other area employers to see what they are being paid).</p>
Who does this effect?	<p>Classified: Your classifications will need to be reviewed to ensure that your job descriptions are appropriately aligned with your actual job duties. We will then also perform a compensation analysis based on your job description (see “Compensation” above).</p>
How do you learn about what I do?	<p>You will need to submit a Position Analysis Questionnaire (PAQ).</p>
Who needs to submit a PAQ?	<p>Ideally everyone will submit an individual or group questionnaire; if you have co-workers that perform the same job, you are welcome to work together on a group questionnaire <u>unless</u> your individual position performs job duties that others do not, it is critical that everyone is accounted for via a questionnaire.</p>
When do I submit the PAQ?	<p>PAQs are due to your supervisor no later than 3/18/2015. Supervisors are to submit completed forms to HR, Attn: Clarissa Ramirez, no later than 3/31/2015.</p>
Why do I have to submit my PAQ to my supervisor?	<p>All supervisors must review your PAQ prior to submittal to Human Resources. Supervisors cannot change your PAQ; they have their own section to add any additional information to the document.</p>