

Classification Study – FAQ (School Office Manager)

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/Represented and Unrepresented Certificated Management: 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?	You will need to submit a Position Analysis Questionnaire (PAQ).
Who needs to submit a PAQ?	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.
When do I submit the PAQ?	PAQs are due to your supervisor no later than 3/18/2015 . Supervisors are to submit completed form to HR, Attn: Clarissa Ramirez, no later than 3/31/2015 .
Why do I have to submit my PAQ to my supervisor?	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.