

Frequently Asked Questions (FAQ) Classification & Compensation Study

Lakeside Union School District has initiated a Classification & Compensation Study to cover all positions in the classified service (non-credentialed positions including: classified, confidential, supervisory and management).

What is a Classification and Compensation Study?

The current Classification and Compensation Study (the Study) is a multi-phase process that is beginning in January 2018 and is scheduled for completion in June 2018. The goal is to align job descriptions with the current roles and responsibilities of classified employees and conduct a market analysis of compensation and benefits in similar or like jobs in other comparable Districts.

Why conduct a District-wide Classification and Compensation Study?

The purpose of conducting a Classification and Compensation study is three-fold:

- To ensure District employees are in the correct classification for the work they are doing.
- To ensure the District has accurate, ADA compliant and up-to-date job descriptions that describe the current duties, responsibilities and requirements for employees so they can be used for employment and performance appraisal.
- To ensure employees are being paid a fair rate of pay for the work they are doing and that it is competitive as compared to other Districts in the area.

The purpose of conducting a Classification and Compensation is NOT about:

- Suggesting staffing levels
- Layoffs or eliminating positions
- Performance review
- Work hours/volume of work
- Solving interpersonal staff issues

The District's ability to recruit and retain high quality workforce starts with clear and carefully developed job descriptions that reflect the scope of work for every classification. An efficient and effective organization needs logically constructed job families that link and build positions upon each other, and in some cases, demonstrate career ladders within particular kinds of work.

The roles and responsibilities of employees, the skill sets, and working conditions and environments change over time with technological and organizational advances.

What is the background of the Human Resources firm that has been selected to conduct the study for the District?

Ewing Consulting, a division of CPS HR is based in Orange County, CA has been hired as an independent HR Consulting firm to conduct the Study on behalf of our School District. Ewing Consulting has provided HR consulting services to over 200+ school districts, 40 community college districts, 30 county offices of education and several other public agencies during the past 37 years.

How will the Study be conducted?

The Study will be conducted in several phases during the next six months including:

- Completing the Position Information Questionnaire (PIQ)- Every employee in the classified service is being asked to fill out a Position Information Questionnaire (PIQ). The Questionnaire is available in PDF format that you will be able to type and input your responses.
 - You will need to download the Questionnaire and save it to your computer if you choose to complete the Questionnaire digitally.
- Classification Study Interviews (individual, groups & supervisors).

- Employee Feedback Process and revisions to preliminary job descriptions (post-employee feedback).
- Compensation & Benefits survey
- Presentation of final report

How long does it take to complete the survey?

About 30-60 minutes, if you spend some time preparing in advance. Keep a log of your daily duties prior to completing the Questionnaire. Do complete the Questionnaire together as a group if you are in the same classification as other employees.

When is the deadline to submit my Questionnaire to my Supervisor?

All classified employees are asked to fill out the Position Information Questionnaire (PIQ) and submit it to their supervisor by the deadline January 30, 2018.

What if I choose NOT to complete the Questionnaire or turn it in late?

If we do not receive a Questionnaire form back from you, Ewing Consulting will not be able to propose a classification for your position and you not be able to participate in the interview or feedback process.

If employees turn in their Questionnaire form past the deadline, Ewing Consulting will be pleased to allocate the questionnaire to the proper classification; however, they cannot guarantee an interview for those questionnaires received past the due date.

Whom should I contact if I have questions about the Study?

If you have questions about the Position Information Questionnaire (PIQ), please contact your supervisor or the HR office via email or by phone. Additionally, a group of District personnel that includes a cross section of representative from CSEA, Administrators, Employees and Human Resources are serving as the Classification Study Committee. The Committee is comprised of:

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