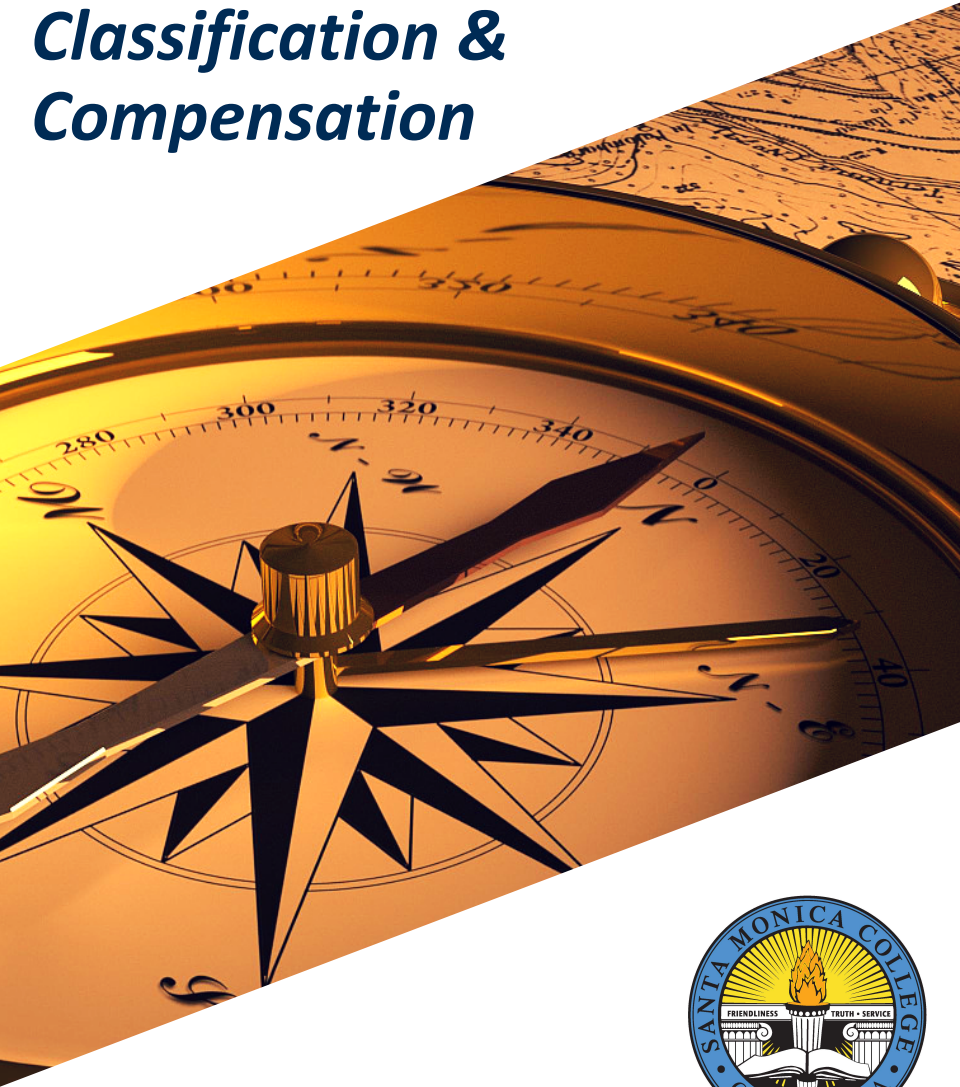
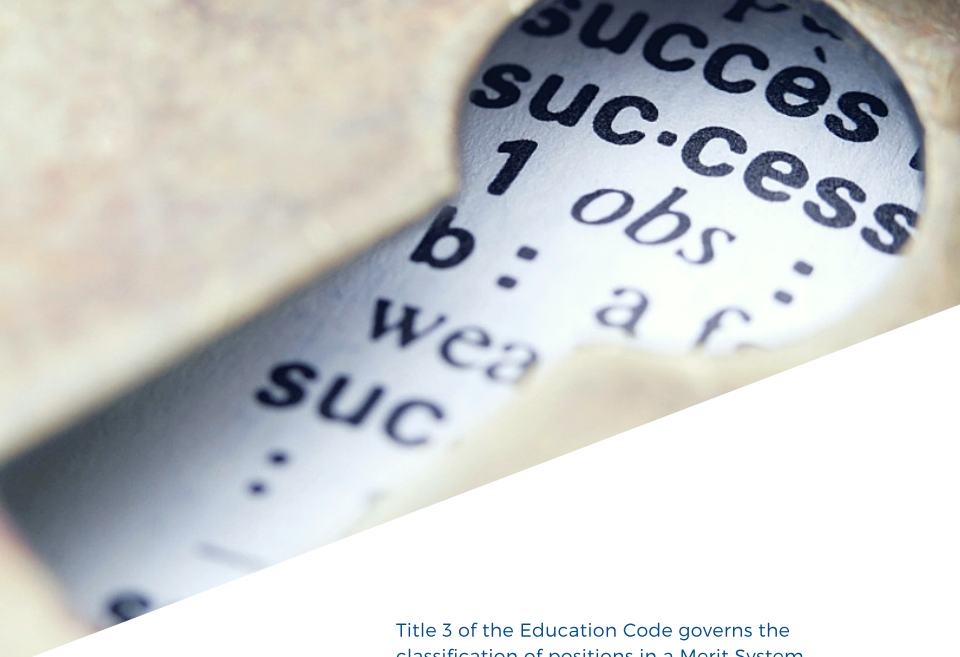


Understanding Classification & Compensation





Title 3 of the Education Code governs the classification of positions in a Merit System District. This law establishes the role of the Personnel Commission to classify all classified positions and maintain a classification plan for all positions in the classified service on the basis of "like pay for like service."

The Personnel Commission at Santa Monica College consists of five members who appoint the Director of Classified Personnel and employ Commission staff to fulfill this responsibility.

This document has been prepared by Commission staff to provide a general overview of classification & compensation rules, principles and practices as pertaining to the Santa Monica College Classified Service.

Introduction

What is Classification?

Classification refers to allocating all positions to appropriate job classifications, arranging job classifications into occupational hierarchies and job class families, determining relationships between job classifications within the occupational hierarchies and preparing class specifications.

A classification description is a job description developed by Commission staff and describes job duties and requirements for a group of positions that are sufficiently similar in title, salary range, and qualification requirements. This core job document includes the official class title, a statement of the concept of a class, distinguishing characteristics, range of supervision received and exercised, examples of duties to be performed, critical knowledge, skills and abilities, minimum qualifications, work environment, and other pertinent information

about the job. All job descriptions are available online at www.smc.edu/jobs. Positions at the District are classified on the basis of duties and responsibilities assigned and the qualifications required to do the job. A classification is deemed appropriate when it describes 80% of the duties and responsibilities assigned to a position.

CLASSIFICATION PLAN

A classification plan is a systematic process for grouping jobs into common classifications based on similarities in duties, responsibilities, and requirements. Per PC Rule 3.2.3C, the Personnel Commission is responsible for maintaining a classification plan for all positions in the classified service organized by class series, group, and job family. The list of job classifications contains designation of the salary rate or range applicable to each class.

“The position duties shall be prescribed by the board and qualification requirements for the position class shall be prepared and approved by the commission...”

Classification Studies

Classification studies are performed to account for gradual changes in duties, changes in organizational structure or goals, recruitment and retention challenges, changes in mandated requirements, and other reasons which substantially alter a significant portion of the job duties and responsibilities

There are several types of classification studies, but the most commonly conducted studies at SMC are:

- New classification request
- Class description revision
- Position review or reclassification
- Reorganization
- Classification system maintenance (initiated by the PC)



Conducting Class Studies

Class studies of existing positions can be requested in writing to the Director of Classified Personnel. Administrators, incumbents, and/or employee organizations may initiate this request. Studies can vary greatly in complexity. Depending on the nature of the study, the following are basic components of a class study.

Initial Request

Based on the type of request, the appropriate PC form is completed and submitted to the Director of Classified Personnel.

PDQ

A PDQ is completed by the requester for review by the PC staff.

Desk Audit

Interviews with incumbents and supervisors may be conducted to obtain more details.

Job Analysis

Job duties and responsibilities are examined based on job evaluation factors.

Salary Survey

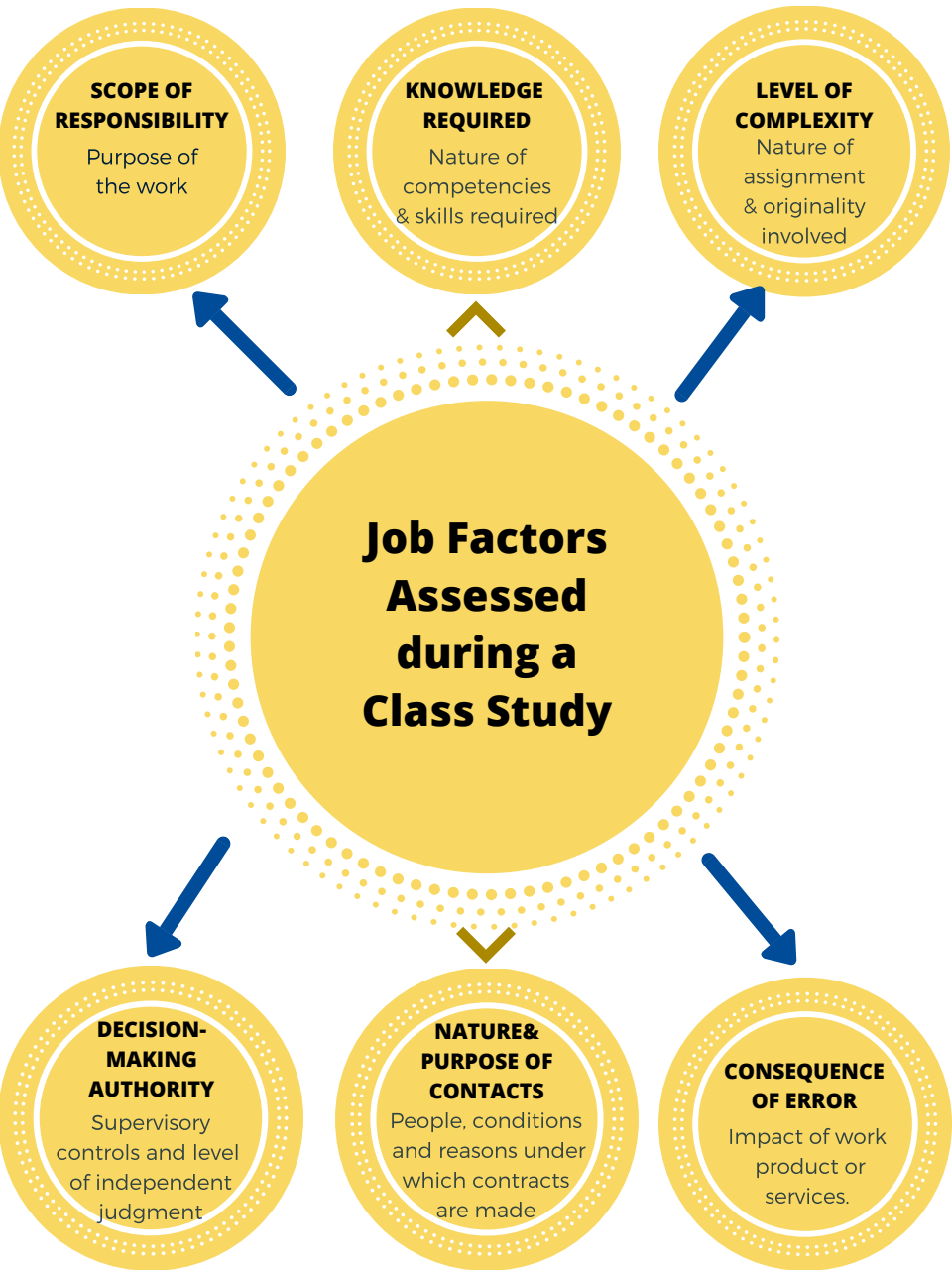
After the job analysis phase, a salary study MAY be initiated to maintain external competitiveness and internal equity.

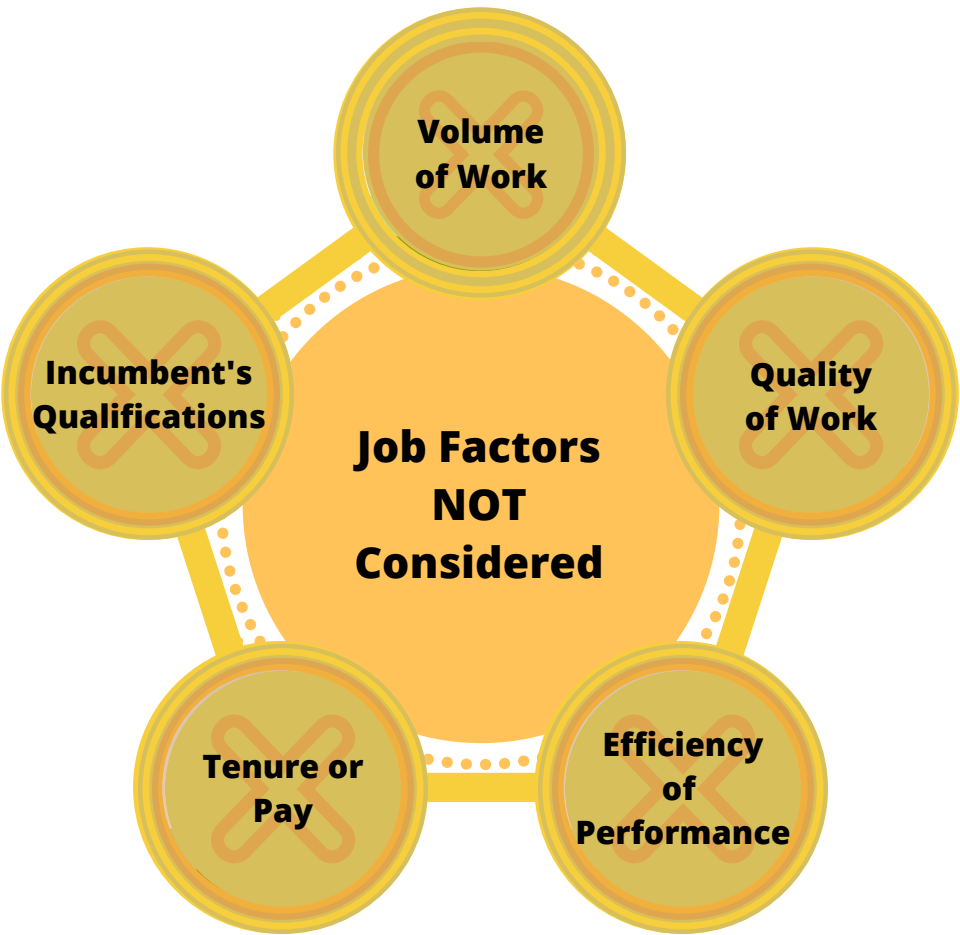
Review/ Present

Once the analysis phase is complete, the preliminary findings and recommendations are reviewed with incumbents, managers, and applicable bargaining unit prior to formal action by the Personnel Commission.

Board Action

If the Personnel Commission approves the recommendations, then the recommendations are presented to the Board of Trustees for action.





Reclassification

Requests for reclassification of an existing position must be submitted in writing to the Director of Classified Personnel. A manager, the incumbent, or the collective bargaining unit representing employees in positions in the subject classification may initiate a request by completing the Request for Reclassification Form.

Requests for reclassification should be submitted when gradual accretion of duties occurs over two or more years of regular service, and the change impacts a substantial portion of the duties and responsibilities of the incumbent.

There are several possible outcomes to a reclassification study. Commission staff may determine that:

- The employee is in the correct job classification.
- The employee should be reclassified into a job classification which pays the same, more, or less than the current job classification.
- A new job classification needs to be created, and a salary study conducted to set the salary of the new job classification appropriately. The salary for the new job classification may be the same, more, or less than the employee's current classification.

At least two years must elapse before another request for reclassification can be initiated for the same position. Please contact the Commission office for more details about the reclassification process.

“The basis for reclassification of the position shall be a gradual accretion of duties and not a sudden change occasioned by a reorganization or the assignment of completely new duties and responsibilities.”

California Education Code 88104

Working out of Class

Requests for approval for an employee to be working out of class must be submitted to the Director of Classified Personnel by completing the Working out of Class Form. Per PC Rule 3.2.10, an employee is working out of class if:

- The employee has been assigned to perform work that is beyond that indicated in the definition of the class to which his or her position is currently assigned

- The assignment is at least a full work week within a fifteen calendar day period, or equivalent working days within a fifteen day calendar period.
- The employee must have been assigned duties which are at a higher range for a substantial part of his or her assignment

The employee's supervisor or the employee must notify the Director of Classified Personnel in writing, no later than forty-five (45) working days after the start of the assignment. Any request submitted after this time period will be considered from the date of receipt. Please contact the Commission office for more details.





Compensation Philosophy

The Personnel Commission aims to promote equity within the District and equity in the marketplace when recommending salary allocation. We take into account fair compensation for employees, competitive compensation to attract applicants, budget, organizational projections, bargaining unit agreements, cost of living, and funding resources.

Questions?

Commission staff is available to answer any questions or concerns you may have and to guide you through the classification & compensation process. Please call or email us at personnel_commission@smc.edu.

Sources:

California Education Code – www.leginfo.ca.gov
Santa Monica College Personnel Commission Rules –
www.smc.edu/jobs
US Office of Personnel Management Classifier's Handbook
– www.opm.gov