



## PERSONNEL COMMISSION

### **FREQUENTLY ASKED QUESTIONS**

- **Q: Why are we conducting a job family classification study?**

A: The primary reason for conducting a classification study is to assure our job descriptions are current and accurate. We want to be sure your job description describes the duties you are performing. The study will help us gather information useful for future recruitment, testing, employee training and development. Without an accurate job description, we cannot recruit the right people with the right skills for our jobs. We cannot test applicants on items that are not job related so it is important to make sure the descriptions are updated. The descriptions are also important because it allows us to make reasonable accommodations for people under the Americans with Disabilities Act.

- **Q: Why should I participate in a classification study?**

A: We want to gather accurate information about the job from professionals like you in order to write a detailed and updated class description. Information received will allow us to improve our selection tools which can lead to improvements in the quality of new employees that you will be working with in the future.

- **Q: Who can participate in a classification study?**

A: We want input from various sources, which includes job incumbents and their supervisors/school administrators.

- **Q: Do I have to participate in the classification study if I do not want to?**

A: No, it is not mandatory that you participate in the classification study. If you do not participate, others in your classification will provide input on your behalf.

- **Q: I am the only person in the District with my job title, do I have to participate?**

A: If you are the only person in a classification, we need you to participate because you are the one performing the work and you know the job. We need your participation to help us accurately update the job description.

- **Q: I am going to retire in the next few years. Why should I participate in the classification study?**

A: Your input is important because you are the expert in your job! The information you provide is needed to develop accurate job descriptions to assist us to recruit for the position in the future.

- **Q: Who is conducting the classification study?**

A: Director and staff from the Personnel Commission Office.

- **Q: What methods are we using to conduct our classification study?**

A: We will use multiple data collection methods, such as surveys (online & paper format), focus groups, and job observations.

- **Q: What do I have to do?**

A: All employees in the Instructional Support job family will first be invited to participate in a short survey. You can either fill out the survey online or pick up a paper copy from the Personnel Commission Office. On the survey, employees will then be asked to volunteer to participate in a focus group to talk about their jobs and update their job description together. A job observation may be conducted during your work hours if needed.

- **Q: What is a focus group?**

A: A focus group is a small group of employees that will represent all of the employees in a classification. These focus groups will meet confidentially with Personnel Commission Staff to offer their input and update their job description.

- **Q: How long will a focus group meeting last and where will they be held?**

A: The meetings will last about 60 to 90 minutes and will be held at locations throughout the District. The exact dates and locations of the meetings will be announced at a later time.

- **Q: I received an invite to a focus group and I did not volunteer for it.**

A: Commission Staff may contact you to attend if not enough employees in a classification volunteer or if you are the only employee in the classification.

- **Q: Is my union, CSEA, involved in this study?**

A: Yes, CSEA leadership will be involved throughout the study and will review the updated job descriptions and study recommendations prior to Personnel Commission approval.

- **Q: Will my job title change and if it does will I get a raise?**

A: Your job title may change but this does not mean your salary will also change. Often we find that titles have become outdated and simply need updating to align with marketplace trends and titles.

- **Q: Will I be moved to another site or have my hours reduced because of the study?**

A: No, you will not be moved to another site or have your hours reduced because of the study.

- **Q: Will my job be eliminated?**

A: The study is not going to eliminate jobs. The goal of this study is to make sure our job descriptions are current and accurate.

- **Q: Will I have to do more work because I have a new job description?**

A: No, the new job description will list duties you perform now or may perform for your job.

- **Q: Will Personnel Commission Staff give me a performance evaluation?**

A: No, Personnel Commission Staff only wants to know what work you are performing and will not evaluate your performance. Your individual performance is not a factor in the study.

- **Q: I think I am working outside of my classification and have been for several years. What do I need to do?**

A: If you believe you are working outside of your classification you will need to complete a Classification Questionnaire, which is a form, you fill out to describe your job and the work assigned to you. The form can be found on the Personnel Commission website, <http://www.hlpusdjobs.org/employees/forms>. If you have questions, you can contact the Personnel Commission Office at (626) 933-3920.

- **Q: How long will the classification study take?**

A: The study should be completed around July 2017. The timeline is subject to change.

- **Q: Who do I need to contact at the Personnel Commission if I have questions about the study?**

A: You may contact Kristina Hannon (Personnel Director) at (626) 933-3921 or email at [khannon@hlpusd.k12.ca.us](mailto:khannon@hlpusd.k12.ca.us).