

November 16, 2020

TO: Employees in Phase I of the Madera USD Classification and Compensation Study

SUBJECT LINE: 2020 REVIEW AND UPDATE OF YOUR JOB CLASSIFICATION

Your response required by Friday, December 4, 2020

Greetings,

You are receiving this notice because you work for the Madera Unified School District in one of the jobs in Phase I of the two-year Classification and Compensation Study that is underway.

What is this notice about?

The Madera USD, in consultation with the classified bargaining unit, is undertaking a review of all its classified job descriptions. The study will proceed in three Phases over three semesters. A fourth Phase will include a wage comparison against several nearby K-12 school districts.

Phase I of the classification and compensation study begins in November 2020 and ends in June 2021.

This email is to give you a general picture of what will be happening during the review process of your job class.

Who is involved in the review?

You, as the employee doing the work of your job, will be providing information about what you do.

Representatives of bargaining unit (CSEA Chapter #169), Confidential, Supervisory, and Classified Management are aware of this review; have participated in the planning steps leading up to the start; have agreed to the contents of this cover email; the format of the questionnaire; and the steps in the study that will be taking place this year after you all return your questionnaires. The District and the respective representatives will also confer about any recommendations concerning the job class descriptions that may arise from this study.

An independent, outside consultant, Eric Hall and Associates (EH&A), will carry out the work for this review on behalf of the District.

As part of this first phase, EH&A will meet from time to time with the Classification Steering Committee consisting of representatives from the Classified Bargaining Unit (CSEA Chapter #169), Confidential, Supervisory, and Classified Management.

What are the steps in the process?

These kinds of studies start with gathering information about the jobs being reviewed.

You are the important first step in the data collection, so the study starts with a questionnaire designed for you to provide key information about the job that you do. After all, who knows better than you what tasks, duties, functions and responsibilities you perform regularly in your work for Madera USD?

It is anticipated that during January/February/March 2021, a representative from EH&A will directly talk with most of you, either in small groups or at one-on-one interviews, to clarify the information you provided in the questionnaire. Separate interviews will also be held with your supervisor about the program you work in and the kinds of duties that are assigned to you in support of the program.

By March/April 2021, you will receive a draft job class description written to reflect the information you provide in the questionnaire and the interview. You will have an opportunity to provide feedback about the accuracy of the draft description. Your supervisor will also review the description to provide feedback.

Once an accurate picture has been made of your duties and responsibilities, a final job class description will be approved. This job description will then be used in Phase IV to match benchmark jobs in Madera with similar jobs in the comparison districts to develop the information to make external wage comparisons.

What's your next step and how soon?

Fill out and return the questionnaire and the copy of your job description with your comments, **not later than Friday, December 4, 2020.**

The questionnaire is attached to this cover letter. Write your responses directly onto the questionnaire. Feel free to add extra pages to your questionnaire if there is not enough room on the questionnaire itself.

In addition to the questionnaire, your current job class description is also attached to this letter. If it is easier for you to write any changes directly onto your job description, please do so. Add tasks and duties you are currently assigned and perform even if they not on the current job description. You should draw a line thorough sentence on the job description that are not a part of the work you are assigned to do.

Once you complete the questionnaire, make a copy for your records, then return the completed questionnaire, your edited version of the job descriptions and any accompanying documents to both the Personnel Commission Office and EH&A. Send them to:

Vicky Zamora at vickyzamora@maderausd.org and to Jan Brannen at jan@ehanda.com.

If you have any questions about the information above, or need help filling out or submitting the questionnaire and edited job description, do not hesitate to ask by calling 675-4500, at Ext. 296 (Vicky Zamora), Ext. 294 (Ana Perez) or Ext. 271 (Isabel Barreras).