

Frequently Asked Questions (FAQ) Classification Study

San Bernardino Community College District has initiated a Classification Study to cover all non-supervisory/certificated positions in the Classified Bargaining unit including a total of 113 classifications and 370 incumbents.

1. **What is a Classification Study?**

The current Classification Study (the Study) is a multi-phase process that is beginning in February 2019 and is scheduled for completion in June 2019. The goal is to align job descriptions with the current roles and responsibilities of classified employees.

2. **What is the purpose of the Classification Study?**

The purpose of conducting a Classification study is:

- To ensure employees are allocated to an appropriate classification based on the scope of work they are performing.
- 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, recruitment and performance appraisal.
- To recommend an appropriate classification structure for the District that is a sustainable system for the current and future operational needs and economic environment.

The purpose of conducting a Classification is NOT about:

- Suggesting staffing levels
- Layoffs or eliminating positions
- Conducting a performance review
- Work hours
- Volume of work
- Compensation

The District's ability to recruit, develop, retain and reward a 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.

3. **What is the background of the Human Resources Consulting agency selected to conduct the study for San Bernardino Community College District?**

CPS HR is a Joint Powers Authority and self-supporting public agency with over 30+ years' experience in the public sector including federal, state and local agencies, school districts, county offices of education, colleges, special districts and non-profit organizations. CPS HR Consulting provides a full range of integrated HR solutions including classification & compensation, training, recruitment, testing/assessment succession planning and other HR services. The mission of CPS HR is to promote human resource excellence in the public sector.

4. **How will the Study be conducted?**

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

- Orientation sessions- were held on March 12th at the San Bernardino Valley College campus and the Crafton Hills College campus
 - If you were unable to attend one of the employee information meetings, you can view the 30-minute orientation presentation by clicking [here](#).
- Completing the Position Description Questionnaire (PDQ)- every employee in the classified unit is being asked to fill out a PDQ.
 - You will need to download the PDQ and save it to your computer if you choose to complete the PDQ digitally and then email your PDQ to your direct supervisor and Karla Zaragoza-HR Analyst at kzaragoza@sbccd.edu.
- Classification Study Individual & Focus Group Interviews- CPS HR consultants will conduct interviews with individuals, focus group & supervisor during the interview phase. All employees will have an opportunity to participate in the classification study through submission of a PDQ. Not all incumbents will participate in the interview phase. Please indicate if you would like to be considered for an interview or focus group on your PDQ. *There is no guarantee you will be scheduled for an interview; however, the Advisory committee will consider your request.*
- Employee Feedback Process- employees will be asked to review the preliminary job description for their assigned classification and may provide feedback or suggestions for change via the feedback form.
- Presentation of final report to the College District Board of Trustees- Projected June 2019.

5. **How long does it take to complete the survey?**

About 60-90 minutes, if you spend some time preparing in advance. Keep a log of your daily duties prior to completing the PDQ. Do not complete the PDQ together as a group if you are in the same classification as other employees. Do not attempt to complete form during one sitting.

6. **When is the deadline to submit my Position Description Questionnaire (PDQ) to my Supervisor?**

All employees are asked to fill out the PDQ and submit it to their supervisor by the deadline **Tuesday, April 2, 2019**. If there are special circumstances, please contact HR to facilitate the review of your PDQ with your supervisor. The Supervisor's deadline to review/validate assigned employees PDQ's and to submit them to HR is **Tuesday, April 9, 2019**.

7. **How should employees indicate the % of time spent for the work they perform?**

Indicate percentages for work performed in the past year by looking at duties on a monthly basis.

8. **Will new employees be asked to complete the PDQ?**

Yes, all permanent classified employees that are part of the study should complete a PDQ form for their position.

9. **If I had a reclassification request already approved, do I still need to complete a PDQ?**

Yes, if you have had a recent reclassification approved, please complete PDQ with the new classification you were approved for.

10. **Will my supervisor be able to make changes to my PDQ?**

No, Supervisors have their own section and have been instructed not alter or change any information in the employee section.

11. How will noticeable disparities in work duties be handled in the allocation process?

The scope and complexity of duties will be analyzed to determine the appropriateness of the allocation of a position based on the PDQ, interview or focus groups, and review of the classification structure.

12. Why should I participate in the study?

Every SBCCD employee's voice matters! This is an opportunity for you to share what you do in your job, how you do it and any changes to the scope of the work that you are performing. Don't miss out on the opportunity to make sure your voice is heard in this study.

13. What is the role of the Advisory Committee in the study? Who is on the Advisory Committee?

The Advisory Committee represents a cross section of Management, CSEA Union, Human Resources and staff from major District departments. They serve as a sounding board regarding the scope of the study, process, schedule and output. Advisory Committee members encourage employee participation in the classification study and transparency in communication. They may answer employee questions related to the study timeline and steps. Members also provide feedback on interviews, preliminary job descriptions, study findings and other related items.

CPS HR Consulting

- Jennifer Ramos - Division Manager
- Suzanne Ansari - Senior HR Consultant
- Leena Rai - Human Resources Consultant

SBCCD Advisory Committee

- Kevin Palkki - CSEA President
- Stacy Garcia - CSEA Team Member
- Ginger Sutphin - CSEA Team Member
- Fermin Ramirez - CSEA Team Member
- David Stevenson - CSEA Team Member
- Myesha Kennedy - CSEA Labor Representative
- Kristina Hannon - Human Resources
- Byron Isaac - Human Resources
- Karla Zaragoza - Human Resources
- Joe Cabrales - CHC
- Marty Milligan - SBVC

Still have questions? Please email Karla Zaragoza-HR Analyst at kzaragoza@sbccd.edu