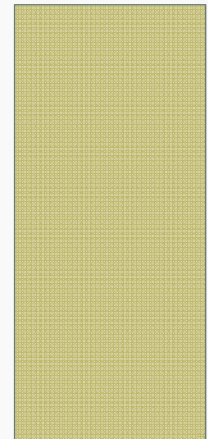


ARE YOU WORKING OUT-OF-CLASS?

PRESENTED TO THE CLASSIFIED EMPLOYEES OF THE VENTURA
COUNTY COMMUNITY COLLEGE DISTRICT ON APRIL 26, 2018



AGENDA

We will discuss:

- Working Out of Classification 101 – A brief discussion of the basic principles
- Process
- Expectations
- Q&A

CLASSIFICATION 101

DEFINITIONS:

- **Classification:** A group of positions that have duties and responsibilities that are sufficiently similar and for which the same title, requirements, and rates of pay can be applied (ex: Office Assistant, Senior Administrative Assistant, Accounting Technician).
- **Classification Specification:** An official statement of the characteristics of a class of positions.
- **Position:** A group of current duties and responsibilities assigned by official authority and requiring the full- or part-time employment of one person.

CLASSIFICATION 101 (CONTINUED)

- What does it mean *to classify*?
- Who is responsible for classifying positions in the classified service? (Education Code 88076)
- What is the authority of the Board of Trustees pertaining to classification?
- Purpose of a position classification study.
- When should you request a study of your position?
 - Review your classification specification
- Who may request a classification study?

CLASSIFICATION 101 (CONTINUED)

- You should not request a classification study when:
 - A. You wish to receive more pay but your duties have not changed.
 - B. You do not want to perform the duties that have been assigned to you, yet they are within class.
 - C. You believe you work harder than other employees who make the same or more than you, yet your duties are within class.
 - D. The volume of work assigned to you has increased or decreased, but the actual work is within class.
 - E. You have obtained additional education, training, or experience that makes you more qualified, but your duties have not changed.

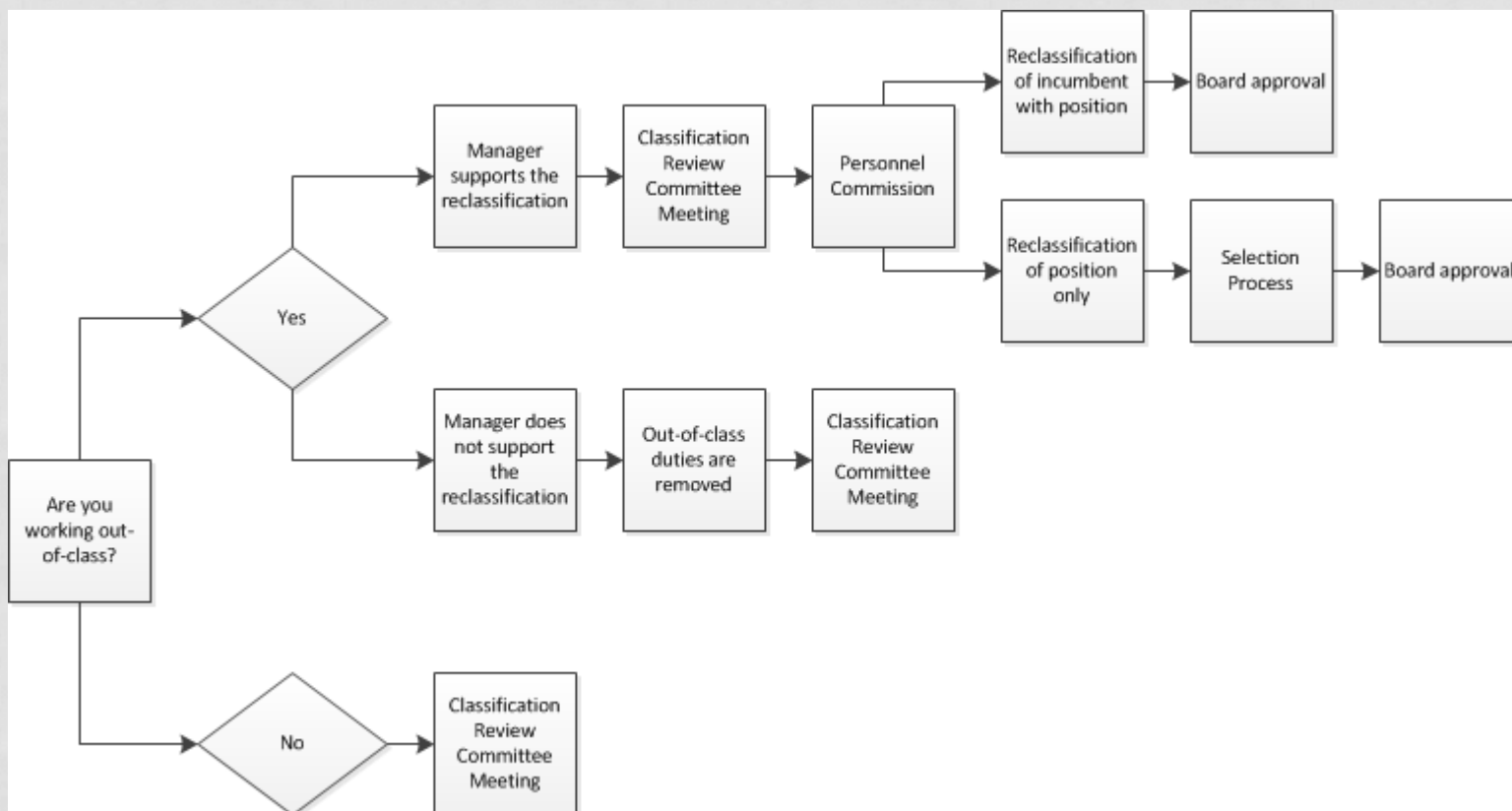
POSITION CLASSIFICATION STUDY PROCESS

- A. Submit a Notification of Out-of-Classification Duties form to your supervisor.
- B. Submit a Position Information Questionnaire to HR.
- C. HR will contact you to schedule a desk audit of your position.
- D. HR will contact your supervisor to discuss the assigned duties and the position's history.
- E. HR will conduct a desk audit which may include follow-up discussions/meetings.
- F. HR will present their findings to the supervisor and employee first and then to the Classification Review Committee.
- G. If HR staff believes the position should be reclassified, they will present a recommendation to the Personnel Commission and then the Board of Trustees for approval.

WHAT TO EXPECT

- Desk audit with the employee – Be prepared!
 - ✓ Samples of work performed
 - ✓ Written procedures, guidelines, etc.
 - ✓ Emails and other relevant correspondence
- Timing/Duration
- Possible outcomes

STUDY OUTCOME FLOWCHART



QUIZ

1. If an employee or supervisor believes a position or group of positions are paid inappropriately in relation to other similar job types in the organization or in the private/public industry, should a classification study be requested?
2. Your boss has requested that you perform duties not listed on your classification specification (job description). Should you request a position classification study?
3. You know of other employees at your location who are assigned less difficult responsibilities and get paid more than you. Should you request a classification study?
4. Is an increase in the volume of work a basis for requesting reclassification of a position?
5. You just obtained an advanced degree or professional certificate. Should you request a classification study?

Q&A