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SAN RAMON VALLEY
UNIFIED SCHOOL DISTRICT

***Classification &
Compensation Study***

October 8, 2019

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Classification & Compensation Study

Activities & Outcomes

- ✓ **Examine & review all existing classifications and wage structures in the classified service**
- ✓ **Engage employees/managers in reviewing duties and functions of current classifications**
- ✓ **Conduct market analysis of compensation for like classifications with competition agencies**
- ✓ **Provide updated and legally-compliant job descriptions for all classifications which reflect contemporary job duties & functions**
- ✓ **Provide recommendations for moving ahead**



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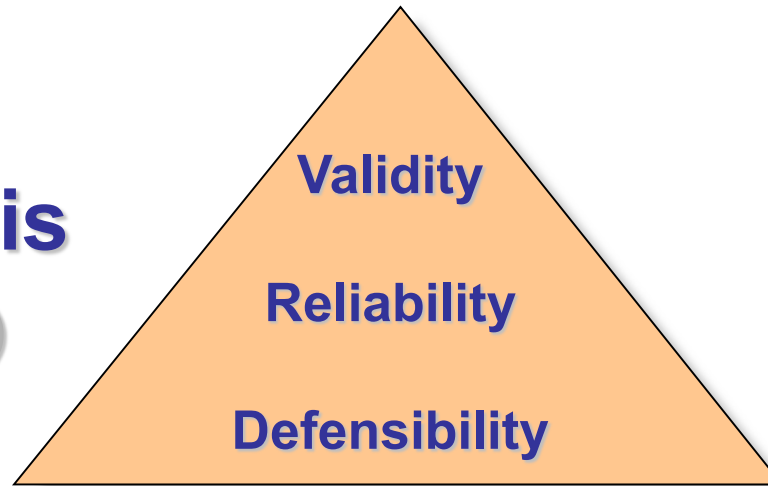


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3 Phases of the Study

**Job
Analysis**
(Phase I)



**Market
Analysis**
(Phase II)

Development & Implementation
(Phase III)



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Job Analysis

- **Review documentation (i.e., job descriptions and salary schedules)**
- **Conduct employee focus group meetings**
- **Validate job information with employees and supervisors**
- **Develop and provide draft job descriptions**



Typical Job Descriptions

WAREHOUSE WORKER

- LIFTS AND CARRIES BOXES
- WRITES REPORTS
- COUNTS ITEMS

INEFFECTIVE



Our Function Descriptions

WAREHOUSE WORKER

- **TRANSPORTS MATERIALS *FOR THE PURPOSE OF MOVING THEM TO STORAGE.***
- **PREPARES REPORTS *FOR THE PURPOSE OF DOCUMENTING SHIPMENTS.***
- **MAINTAINS INVENTORY *FOR THE PURPOSE OF ENSURING AVAILABILITY OF SUPPLIES.***



Job Evaluation (For Internal Equity)

Multi-Point Factor-Based Analysis

Analysts utilize a 33 Point Internal Analysis rubric to provide consistency and internal integrity across all job classifications.

POSITION	SALARY	SCORE
• JOB A	3	700
• JOB B	4	900
• JOB C	5	800



Market Comparison

Total Compensation

We conduct a detailed comparison of the various components that make up an employer's "total compensation."

Compensation areas to be studied:

- Starting, Midpoint and Maximum Wages
- Hours / Days Worked
- Compensation Structure
- Leave Time (Sick, Vacation, Personal, etc.)
- Incentives (Performance, longevity, professional growth)
- Long-Term / Retirement Benefits
- Health and Welfare Benefits Offered





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Wage Analysis

- **District Philosophies and Priorities**
- **Structural Consistency (or Inconsistency)**
- **Comparison to Competing Employers**
- **Feasibility of Using Current Schedules**





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Findings & Means of Implementation

- **No Financial Impact**
 - **New Job Descriptions, Updated Job Titles, Align Job Families**
- **Financial Impact**
 - **Salary Schedule Adjustments**
 - **Select Job Families and/or Classifications for increase**
 - **Other General Adjustments**



Post-Study Support

Implementation Strategies

Consultation and support in negotiating the impacts and effects of study findings and recommendations is available.

Software Applications

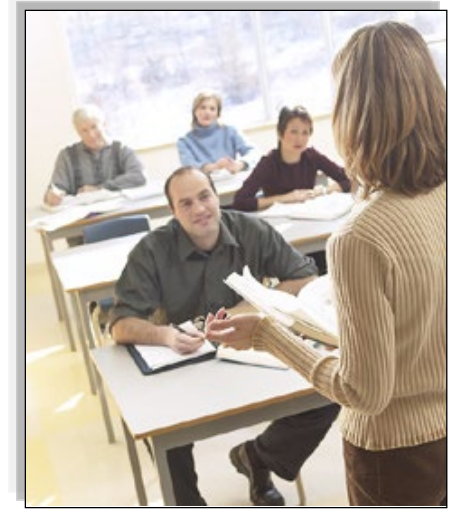
The District will be licensed with our JobsPlus™ software to use in revising current job descriptions and developing new classifications and job descriptions in the future.

Ongoing Reclassification Support

Ongoing support for future local reclassification processes is available as determined by the District.



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Thank you!

Any questions??



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