

## CLASSIFIED EMPLOYEE PROCESS FOR RE-CLASSIFICATION

**PURPOSE:** In order to retain, recruit, and hire employees that are qualified and competent in their roles, it is in the best interest of current employees, future employees, supervisors, and the district to have updated job descriptions. Human Resource Services (HRS) has developed a re-classification process that will place all classified positions on a three (3) year review cycle. This will allow job descriptions to be updated to ensure that the roles, responsibilities, skills, abilities, and compensation are up-to-date and competitive with market demand.

**RECAP:** On July 1, 2018, the district completed and implemented recommendations from the job study that occurred during the 2017-18 fiscal year, and comprised of slightly over 1/3 of the classified positions. There were approximately 60 positions reviewed, which began the first cycle of the re-classification process. Some of these positions will be moved to years two (2) and three (3) in order to create a balance of approximately 45 positions per year.

Part of the recommendations were that the district build and establish a process that would allow all classified positions to be reviewed and updated on a regular basis. Going forward, the remaining classified positions are divided into years two (2) and three (3) accordingly and will follow the process as outlined below.

**PROCESS:** At the beginning of January, HRS will send out notification to the supervisors of positions that have been identified for that year's cycle. Only positions that have been identified for that year will be reviewed. The notification will include the job description(s) and a re-classification worksheet. There is a strict deadline and the responses must be turned into HRS by January 31. **Any forms received after that date will not be reviewed until the position is up for review on the position's next cycle, which is three (3) years out.**

1. Mid December, HRS will notify supervisor of position(s) and employee(s) that will be involved in the re-classification process
2. Supervisor will review list of position(s) and employee(s) to ensure that the information is correct
3. Supervisor will provide the current job description, the worksheet, and a deadline to respond for every employee in the position(s) for the cycle
4. Employee will review job description and complete the worksheet for any additional information related to the job description, roles, skills, and responsibilities. This is not mandatory, but is an opportunity for the employee to provide feedback about their position, and due to the supervisor by January 15<sup>th</sup> of each year
5. Supervisor will review employee responses and complete the worksheet
6. Supervisor will turn the worksheet into HRS by January 31
7. HRS will review the information and develop an updated job description. The district may choose to hire an outside agency to assist in the analysis, development, and market study for the positions
8. HRS will work in collaboration with Business Administration. Approval of any changes will need to be approved by cabinet and in some cases the board
9. It is anticipated that any changes will be effective July 1 and will be communicated to employees and supervisors through pre-established templates

As vacancies occur, the re-classification team will review and determine if:

1. the position has been reviewed under the current schedule, and if not;
2. if the position posts under current status, and remains on the review cycle, or;
3. the position will undergo review prior to posting.