

COMPENSATION COMPREHENSIVE ACTION PLAN

The compensation team has prepared initial Organizational Charts with recommendations provided by the Associate Superintendents and current Assistant Superintendents. Guided by the FADSS recommendations, approximately fifty administrative titles will be moved to the Professional / Technical / Supervisory (P/T/S) Salary Schedule. A new Professional / Technical / Supervisory salary schedule is being created. This move from Administrative to Professional/Technical/Supervisory employees will reduce the number of Administrators significantly, and will increase the number of P/T/S employees to 241.

The Organizational Charts have all title changes marked in **red** and all P/T/S positions are indicated by a dotted line box.

The Organizational Chart will be continually updated throughout the process due to attrition and employee movement. Compensation will work directly with divisions, department administrators, and Budget to create true cost neutral Organizational chart changes. Any new position(s) will have to be balanced by the loss of position(s) of equal funding. This would include any level increases, which should be minimal.

With approximately 900 district job classifications to audit, review, and revise, Compensation will work collaboratively with all stake holders to do a thorough evaluation of each job description, to exam titles, to include 'reporting to' on job descriptions, to include 'who they supervise' on job descriptions, to evaluate minimum qualifications, to complete job summaries, skills and abilities, essential responsibilities, and American Disabilities Act requirements. The salary pay grade, Department of Education job code, and Equal Employment Opportunity line will be reviewed and adjusted as necessary to allow for proper reporting to the state. By using the seven school districts discussed in the FADSS study as a comparison, benchmarks will be established for each classification. Compensation will oversee the complete revision of each job classification, assist departments with evaluating the classifications within their areas and help create staffing models. As many positions are held by multiple incumbents located district-wide, a comprehensive sample of schools and departments will be used to conduct on-site job studies needed to evaluate job duties. A survey will also be used to obtain feedback from all employees in a particular position. The survey will include information obtained by the employees' supervisor.

TIMELINE

July 1, 2012 - to complete the top fourteen positions on the main organizational chart, starting with the Superintendent, Associate Superintendents, Chief of Human Resources Services, Area Superintendents Turnaround Officer, and the Executive Directors, these fourteen job classifications represent seventeen incumbents and create job descriptions for five new classifications.

July 1, 2013 - to complete the remaining administrative job classifications and start on the Professional / Technical / Supervisory classifications

July 1, 2014 - to complete as many revisions of Professional / Technical / Supervisory classifications and start on the support staff classifications

July 1, 2015 – continuation of the revision of the support staff job classifications

June 30, 2016 - completion of the revision of all job classifications

A progressive plan for updating positions will be designed to review job descriptions on a four-year cycle, or as needed during reorganizations.

PROCESS

Working with each job classification, an audit will be completed by the individual(s) currently in that classification and their direct supervisor, data from other districts will be gathered on like positions. Benchmarks will be established to help evaluate each position. This information will be included in each classification's folder. Working with division leaders and administrators, a review and revision of the job classification will be completed. Once completed and the necessary signatures are received on the job classification, added to an agenda item and the revised job classification (in the new format) will be presented to the board at a workshop initially, then agenda prep and finally to the Board meeting for approval.