



District Classification & Compensation Study Update

August 2, 2017

Employees Association



Agenda

- Allocation Result
- Compensation Results
- Review Process
- Next Steps



Proposed Framework

- 177 original classification to 176 proposed classifications
- 17 New classifications
- 18 Deleted classifications
- 32 Retitled classifications
- 7 positions that management is still discussing redesign on.



New Proposed Classifications

- Assistant Procurement Analyst
- Environmental Health & Safety Specialist I & II (2)
- Senior Environmental Health & Safety Specialist
- Environmental Planner III
- Info Systems Tech III
- Sr. Info Systems Analyst
- Labor Specialist I & II (2)
- Records Management Assistant I & II (2)



New Proposed Classifications

- Sr. Biologist
- Payroll Supervisor
- Vegetation Technician I & II (2)
- Sr. Vegetation Technician
- Vegetation Program Supervisor



Deleted Classifications

- Audio-Visual Specialist
- Buyer I
- Carpenter I
- Database Analyst
- Geographic Info Systems Analyst I, II, III
- Industrial Hygienist I & II
- Procurement Specialist
- Project Assistant



Deleted Classifications

- Project Coordinator
- Safety Technician
- Small Engine Mechanic
- Supervising Accountant
- Technical Systems Administrator
- Water Measurement Technician III
- Web Analyst



Retitled Classifications

- Purchasing Tech I & II
- Sr. Purchasing Tech
- Buyer II
- Sr. Buyer
- Building Maintenance Tech I, II, III
- Carpenter II
- HVAC Mechanic (including Sr.)
- Procurement Tech I & II
- Sr. Procurement Tech
- Procurement Analyst
- Sr. Procurement Analyst
- Facilities Maintenance Tech I, II, III
- Carpenter
- HVACR Mechanic (including Sr.)



Retitled Classifications

- Industrial Painter I & II
- Safety Specialist
- Office Automation Admin
- Sr. Field Ops Admin
- Board Administrative Asst.
- Word Processing Oper.
- Plant Maintenance Mechanic
- Industrial Coating Specialist I & II
- Environmental Health & Safety Tech
- Info Systems Admin
- Field Construction Supervisor
- Asst. Deputy Clerk I & II
- Document Specialist I & II
- Plant/Pipeline Maintenance Mechanic I, II, Sr.



Retitled Classifications

- Hydrographer III
- Hydrologic Systems Analyst
- System Control Operators
- Water Plant Sup Grade V
- Sr. Hydrographer
- Well Ordinance Compliance Inspector I, II, and Sr.
- Raw Water Operators I, II, III, Supv.
- Water Plant Supervisor



Compensation Results

- Summary results – we are at or above market for the most part
- No discussion on compensation until classification phase done
- Then enter into negotiations mode



Review Period Schedule

- Individual Emails go out 8/3/17
- Members review and write any responses by 8/17/17
- Send responses to “EA Classification Team” on outlook global address list
- DCCS team reviews responses and provides a packet of issues to discuss to HR-LR DCCS Team by 8/24/17
- HR-LR Team Replies to DCCS and members with decision by 9/14/17



Review Process

- You will receive an individual email with the following at the top of your form and a copy of your classification specification tomorrow



**Review and Comment Form
District Classification and Compensation Study
Employees Association**

To:

Current Title:

Recommended Title:



Review Process

- You will receive your own classification specification but will also get access to see all the new classification specifications (separate e-mail with link)
- Review form gives you three options
 1. You are fine with the allocation and spec – sign and/or email back
 2. You have comments on the classification specification
 3. You have comments on your allocation (your new title)



For issues with Spec

2. I have comments on my classification specification

I disagree with my classification specification. Please indicate on the table below what you disagree with; this can include dissatisfaction with the title as well. Each line of the classification specification has been numbered for easier reference.

Class Spec Line #	Comment

Name _____ Date _____

Please sign, date, and scan this memo and email to "EA Classification Team" **OR**
Send an e-mail directly to "EA Classification Team" with the information from this form.



For Issues with you allocation

3. I do not agree with my allocation (job title)

Please use the space below to explain your rationale on why you disagree with the determination of the job you are performing. Please give specific examples of work that you are performing that is not reflected in the classification specification you have been given. Please give specific examples, including percentage of time and frequency of work you are performing that belongs to the classification you think you are performing instead.

Name _____ Date _____

Please sign and date this form, scan, and email to "EA Classification Team" **OR**
Send an e-mail directly to "EA Classification Team" with the information from this form.



Tips for your responses

- Be objective as possible
- Be specific on what part of the spec you disagree with and why
- Do not compare yourself to others – focus on what you do and how it compares the classification specifications
- EA DCCS may call you for further explanation if not clear.
- Not all responses may go through if not a good justification – we will work with members



Next Steps

- After 8/24/17, the DCCS team will start looking at compensation results
- HR-LR DCCS Team have not completed their compensation recommendations so there will be on-going meetings.
- Negotiations mode requires a strategic approach and not all information/strategies will be shared in open forum.
- We will check in with membership as much as possible during the compensation phase.



Questions?

