

Appendix C: Classified Job Description Review Guidelines

20.3 The Joint Code Level Review Committee

The District will notify the Chapter President and Association Field Representative of all job descriptions being considered for placement or change of placement on the Code Level. The Association will notify the District of job descriptions that need to be re-evaluated for placement on the code level.

Purpose

To determine code level for new classified positions and for existing classified positions where there have been significant changes in responsibilities, which could, in effect, cause the creation of a new or revised position, or if the District or Association believes a current position needs to be re-evaluated for placement on the code level.

Timelines for Review

Revisions to existing classified job descriptions must be submitted to the SOESD superintendent by November 30 of each year. Revised job descriptions or positions for Code Review and new job descriptions shall be submitted to both the District and Association in writing at least fourteen (14) calendar days prior to a scheduled code review committee meeting. All final recommendations and decisions will be made in writing at least fourteen (14) calendar days after the final Code Review meeting, a timely manner with consideration given to budgetary impact. Timelines for code changes will be implemented based on the superintendent's recommendation. New job descriptions may be submitted on an as needed basis and are processed in the manner listed below.

Factors to Consider

1. New responsibilities of the position.
2. Comparison with the duties of other classified positions and the placement of those positions on the salary schedule.
3. Comparability of pay and job placement for similar positions in other districts.

Committee Composition and Protocols

1. The committee will be comprised of three administrators and three classified employees, selected by the district and the union respectively. All attempts will be made to select committee members from program areas not being considered for review.
2. The committee chair will be determined by the District or the Association, depending on which group is requesting the committee to convene, the district or the association.
3. All committee meetings/discussions are of a confidential nature. The only public information is the actual recommendation of the committee and the superintendent's final decision.
3. Committee members will not have private meetings, regarding matters of this committee,

with proposer at any time during the process. Such meetings will only be allowed if agreed to in advance by all committee members.

Process

1. Revised job descriptions or positions for Code Review and new job descriptions shall be submitted to both the District and Association in writing at least fourteen (14) calendar days prior to a scheduled code review committee meeting. The recommendation for change is submitted to the superintendent by either the district or the union. This includes the draft of the new or revised job description(s) and the rationale for the change.
2. The draft job description is reviewed by the executive assistant for consistency with established agency policy and protocol using the agency job description template.
3. The draft job description is submitted to the superintendent's cabinet for review and final approval by the superintendent.
4. The superintendent appoints three representatives and the association appoints three representatives.
5. The superintendent's office communicates with committee members and the appropriate proposer to set date, time and location of first meeting.
5. The proposed job description(s) is/are sent by the superintendent's office to committee members at least seven (7) calendar working days prior to the first meeting.
6. The designated chair is recognized at the first meeting.
7. At the first meeting, if applicable, the proposer will provide for review comparable job descriptions and salary schedules from the following districts/ESDs: Medford, Central Point, Three Rivers, Grants Pass, Klamath Falls City, Linn-Benton Lincoln ESD, Lane ESD, Clackamas ESD, and Willamette ESD. At this meeting the proposer will present his/her rationale behind the job description and recommendation for job description code placement within the agency.
8. Committee members are given the opportunity to ask questions.
9. The proposer is asked to leave during the committee's deliberations.
10. The committee analyzes the information presented.
11. The committee may request additional presentations, should additional information be needed.
12. Additional meetings may be required if more information is needed.
13. During the meeting, the committee finalizes their recommendation of appropriate code.
14. The chair forwards the committee's written recommendation and rationale to the superintendent, with copies to all committee members.
15. The superintendent may choose to share the committee's written recommendation with the superintendent's cabinet, if programmatic questions related to the new or revised job description require clarification.
16. The cabinet, if requested by the superintendent, reviews the committee's written recommendation and shares insight with respect to programmatic elements.
17. The superintendent makes the final decision about code placement and notifies committee members and proposer(s), in writing, of that decision.