



CLASSIFICATION REVIEW AT MIRACOSTA COLLEGE

September 8, 2011

AGENDA

- History of classification review
- Goals
- Initial Process
- Classification Review Committee (CRC)
- Types of actions
- Workflow
- Factors, degrees and ranges
- Ongoing work of employee committee
- Challenges

HISTORY

Prior to 1991 campus-wide reviews completed by a consultant every 3-5 years

- Employee committee appointed to participate with consultant in appeals
- Interim reviews done every year

Issues: extremely time consuming and disruptive.

Growing pains – more jobs being added and perceptions of inconsistency, unfairness

HISTORY cont'd

- Process improvement team surveyed other community colleges
- Administration agreed to a one year trial in November 1991
- Interviewed several consultants

GOALS

Open, equitable and understandable
system to:

- Improve relations between administration and employees re: classification review
- Establish integrity
- Establish benchmarks
- Establish parity and equity across divisions

INITIAL PROCESS

- Questionnaires sent to all employees (including response from supervisor)
- Initial grading done by consultant
- Appeal process for employees
- Final ranges established and approved by the board of trustees

INITIAL PROCESS cont'd

- Trial was successful and goals were met
- System depends upon consistency of purpose, objectivity and integrity of those on committee
- Costs of implementation were paid by the superintendent/president
- Discontinued campus-wide reviews

Classification Review Committee

- Subcommittee of Classified Senate Council
- Members elected by all classified employees
- 6 non-management employees
 - Past chair (serves additional year)
 - Chair
 - 4 others
- Serve staggered 2 year terms
- Annual training by consultant

TYPES OF ACTIONS

- Classification of new position
- Reclassification of existing job
 - Temporary reclassifications
- Job Title modifications
- Appeals

WORK FLOW

- CRC recommends to Cabinet
- Superintendent/president recommends to Board
- Board approval

DEGREES AND RANGES

- Within each factor there are various degrees
- Points awarded by degree
- Total points then determine a range
- Range determines placement on the salary schedule

FACTORS

1. Education and skill
2. Experience
3. Decision making
4. Supervision received
- 5a. Lead and supervisor responsibility
- 5b. Supervisory authority & occupational level

FACTORS

- 6a. Contacts – purpose
- 6b. Contacts – frequency
- 7. Physical effort
- 8. Visual effort
- 9. Working conditions

CHALLENGES

- Keep separate from salary negotiations
- Extraordinary external market pressures (i.e. computer programmers)
- Regular audits not done – inconsistencies can creep in
- Job creep/education creep
- Keeping job descriptions current
- Committee elections perceived by administration as a popularity contest

CHALLENGES cont'd

- Multiple people in same classification – what if one breaks off into unique classification
- Need to ensure cross-divisional and campus representation on committee
- Dependence on a single consultant
- Budgetary constraints

QUESTIONS?

- Information can be found at <http://www.miracosta.edu/governance/crc/index.html>
- Email swright@miracosta.edu