



MILPITAS
UNIFIED SCHOOL DISTRICT

**JOINT-CLASSIFICATION STUDY UPDATE AND
RECOMMENDATIONS
HUMAN RELATIONS & C.S.E.A. CHAPTER 281**



Need

During the 2015-2016 negotiations process it was jointly agreed that there was a need for a comprehensive study to determine relevancy and alignment in CSEA job classifications, descriptions and work being performed throughout MUSD. During the 16-17 School Year, the following classifications were reviewed: Community Liaison and all classifications within the Technology Services, Business Services, Human Relations, and Adult Education departments. Principal Secretaries were also studied.



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Process Overview

- A side letter (Appendix E) agreement was made in the collective bargaining agreement of 2015-2018 to conduct a pilot three-year Classification and Compensation Study program.
- The study began in December 2015 and has now been extended into a five year pilot as more time is needed to thoroughly review each classification.
- The review phase included staff surveys, meetings by classification, job shadowing, interviewing, and analysis of work being performed compared to the current job descriptions, and reviewing the language in multiple job descriptions.



Considerations

The following considerations were factored into this report:

- Relevancy of current job descriptions
- The actual work performed compared to the current job descriptions of each classification and whether or not the work met the requirements for the classification.
- The compensation reports of neighboring similar-sized districts to compare duties and salary ranges.
- MUSD's goal to be in the upper-middle compensation range when compared to surrounding districts, whenever possible.



Next Steps

- Full list of recommended adjustments were provided to the Superintendent and Executive Cabinet on May 30.
- Based on the data gathered from this comprehensive process, the committee has evidence some classification groups are performing out of class work. The committee recommended movement of these classification groups to job descriptions relevant to work being performed. These adjustments will have a financial impact and have been reviewed by the Superintendent and the Executive Cabinet.
- The recommendations provided are the product of this joint committee and the Executive Cabinet working together. If approved by the Board, updated job descriptions will be created and brought to a future Board meeting for approval.