



CLASSIFICATION STUDY FREQUENTLY ASKED QUESTIONS

Why are studies conducted?

Classification studies are conducted in order to assess changes in job functions over time, create new jobs, and accurately represent the full scope of duties during recruitment and performance evaluation. They are also useful in creating a solid foundation by which to compare positions within an organization to other, similar positions within a market.

What is the difference between a classification specification and position (or job) description?

“Position” and “Classification” are two terms that are often used interchangeably but have very different meanings.

- A position is an assigned group of duties and responsibilities performed by one person. A position can be full-time, part-time, regular, temporary, filled, or vacant. Often the word “job” is used in place of the word “position.”
- A classification or class may contain only one position or may consist of a number of positions. When you have several positions assigned to one class, it means that the same classification title is appropriate for each position; that the scope, level, duties, and responsibilities of each position assigned to the class are sufficiently similar (but not identical), and that the same core knowledge, skills, and other requirements are appropriate for all positions in the class.

A position or job description, often known as a “desk manual”, generally lists each duty an employee performs and may also have information about how to perform that duty. A classification specification normally reflects several positions and is a summary document that does not list each duty performed by every employee. The classification description, which is intended to be broader, more general and informational, indicates the general scope and level of responsibilities, plus the knowledge, skills, abilities, and other requirements for successful performance, not detail-specific position responsibilities.

What is the relationship between classification and compensation?

Classification is the description of and the requirements to perform the work. Compensation is the monetary value of the work, often influenced by two factors:

- The external labor market; and
- Internal relationships within the organization.

Why were some classifications recommended for a series (such as a I, II, etc.) and other classifications not recommended for a series?

Classifications may consist of multiple levels called a classification series (such as Administrative Assistant I and Administrative Assistant II) or consist of a single level (such as Program Coordinator). The recommendation of multiple levels or a single level classification series depends on the allocation factors described previously, as well as the availability of work, the training requirements to become fully competent in the work, and the District’s needs and priorities.

What is “mental demand”?

Mental demand is how much thinking, deciding or calculating was required to perform the desk.

If I have multiple supervisors, who should I list on the questionnaire?

Please list the supervisor who would have the best understanding of your work demands and responsibilities.

Will my supervisor and/or director be reviewing the questionnaire?

As a part of the process, the supervisor and/or director that oversees the position completes a section of the application following the employees’ section. This section is intended to be about the position and the responsibilities and not the person currently holding the position.