

2014 Window-Period


Every slide has notes.

Please make sure that you can read the notes below the slide when viewing this PowerPoint Presentation.

[Please note that slide show has 46 slides and may take 45 minutes – 1 hour to view.]



Welcome to the 2014 Window-Period Orientation



Reclassification & Range Reallocation

Presented for:

- Employees in the Window-Period
- Managers and Supervisors

Topics

- What is a “Window-Period?”
- Roles in the Process
- What is Classification?
- Process for Reclassification
- What is Salary Range Allocation?
- What is Range Reallocation?
- Process for Range Reallocation
- Resources
- Forms
- Timeline



Window-Period



What is a Window-Period?

- The annual Window-Period is the time (January – February) during which contract employees may submit a request for review of the classification or range allocation of their existing position.
- Employees or their Supervisor/Manager may request this review.
- There are important deadlines.

Two Year Rule

The request for review of a position will be permitted no more than once in a twenty-four (24) month period.



Roles in the Process

Roles in the Process

- Employee
- Immediate Supervisor/Manager
- Human Resources
- Hay Analyst and/or AFT-O.T. Panel
- Management
- Board of Trustees

What is Hay?

- Hay Group has worked with SDCCD since 1989.
- Hay Group is a contracted company that specializes in reviewing job positions using proven methodologies and global knowledge.
- The Hay Group was established in 1943 and has grown to be one of the top five largest management consulting firms in the world primarily focused on human resources.

What is the AFT OT Panel?

- The AFT Office Technical panel was developed in 2001 for review of AFT Office Technical positions.
- The Panel uses Hay methodologies of job/position evaluation.
- The Panel consists of the Human Resources Supervisor/Manager or designee, two (2) Classification Facilitators appointed by AFT, and the Hay Group analyst



Classification

What is Classification?

- Grouping of Related Jobs
- Gives Rise to Classification Descriptions
 - Distinguishing Characteristics
 - Define Job Duties
 - Supportive Skills, Abilities and Experience

Classification Description Vs. Desk Description

- **Classification Description**

General overview of duties.

- **Desk Description**

Specific list of duties and responsibilities for a specific job/desk (at a particular location.)

Classification Description Layout

- **Definition** - The purpose of the job
- **Distinguishing Characteristics** – What makes this level different from those above or below
- **Example of Duties** – Overview of what may be expected to perform anywhere in the District.
- **Knowledge, Skills/Abilities** – What a fully competent employee needs to successfully perform the job.
- **Training/Experience** – The usual way to obtain the required skills, knowledge and abilities.

Distinguishing Characteristics

- Acquisition Accounting Technician

vs.

- Senior Acquisition Accounting Technician



San Diego Community College District

CLASSIFICATION DESCRIPTION

Page: 1 of 3
Filing #: CL-4027
Original Date: 08/2002
Last Revision: 08/2002
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 23

Title: Acquisition Accounting Technician, Senior

Unit: Office Technical

DEFINITION

Under the direction of an Accounting Supervisor or other assigned supervisor, operate in a lead capacity over other accounting clerical personnel and perform difficult clerical and accounting duties in the processing of District procurements; monitor purchase order/payment encumbrances and individual vendor statements and reconcile with corresponding procurements records, reports and subsidiary ledgers; prepare reports and update and maintain related systems tables, files and records. Communicate with vendors to recognize terms and conditions on the P.O. contract and with end-users to ensure purchase requests have adequate funding.

DISTINGUISHING CHARACTERISTICS

The Senior Acquisitions Accounting Technician class performs the same duties as the Acquisitions Accounting Technician but also serves as a permanent lead worker over three or more contract employees on an ongoing basis.

EXAMPLE OF DUTIES

1. Act as lead over Acquisitions Accounting clerical personnel. Plan and organize work; train and provide work direction to assigned personnel. Provide information and training to District personnel. Review requisitions, invoices, transfers, and related documents and make recommendations as appropriate.
2. Audit various types of requests for payments such as non-stock confirmations, equipment repair orders,



Reclassification



Reclassification

A Job/Position could be considered for Reclassification if the job has changed so much that the duties and responsibilities no longer match the current classification.

Reclassification is NOT:

- A means to give a promotion or a raise.
- A statement about the talents and/or performance of the employee.





Reclassification Steps

1. Employee acquires the Position Description Questionnaire (PDQ) form from District's Public Folders.
2. Employee identifies duties not within the current classification description, completes the PDQ and submits it with all required signatures during the Window-Period.
3. Employee's immediate Supervisor, Manager and President/Vice Chancellor must affirm accuracy before submission to Human Resources.

Reclassification Steps

4. Human Resources reviews to determine if complete and if it has sufficient information to move forward.
5. PDQ goes to the Hay Analyst/ AFT-O.T. Panel for review.
6. Hay Analyst/ AFT-O.T. Panel meets with incumbent and Supervisor(s) to ensure complete job information and clarity.
7. Hay Analyst/ AFT-O.T. Panel makes a recommendation regarding classification and notifies Human Resources. HR will forward the information to principals.

Reclassification Steps

8. President/Vice Chancellor has the opportunity to accept the recommendation or change the duties to maintain the current classification.
9. Managers and/or incumbents (other than AFT-O.T. positions) may appeal if unsatisfied with the recommendation.
10. Approved by the Board of Trustees



Salary Range Allocation



What is Salary Range Allocation?

Salary Range Allocation is the ranking of a classification within a salary structure.



Range Reallocation

What is Range Reallocation?

- Range Reallocation is a review of the changes in the classification that would affect the salary range placement.
- Applies to ALL positions in the classification.

Range Reallocation Process

- The process for Reallocation is the same as the process for Reclassification (refer to the previous slides numbered 21 thru 23)
- The only difference between the two processes is the form that is used.

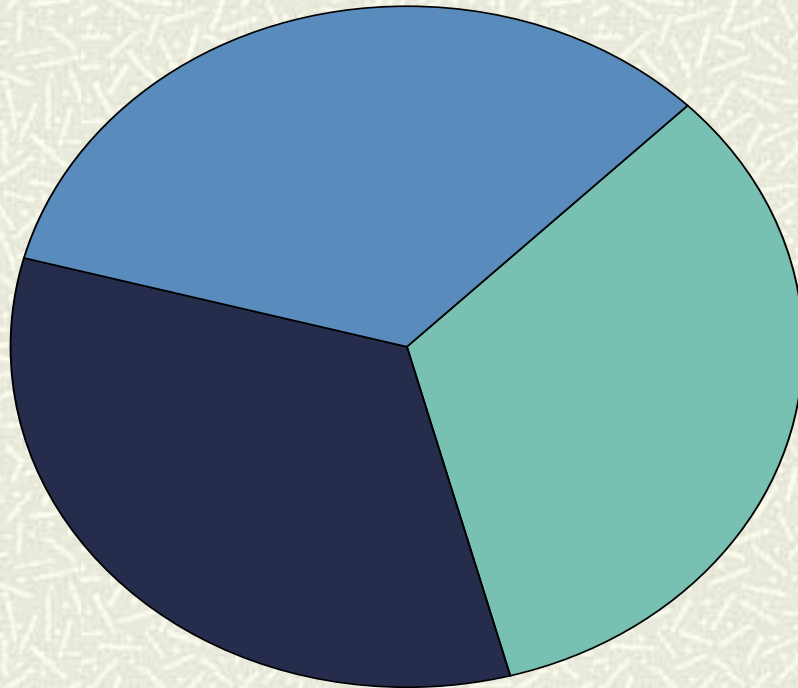
Range Reallocation

Three Primary Components

- Know-How
- Problem Solving
- Accountability

First Primary Component

Know-How



■ SPECIALIZED
TECHNICAL

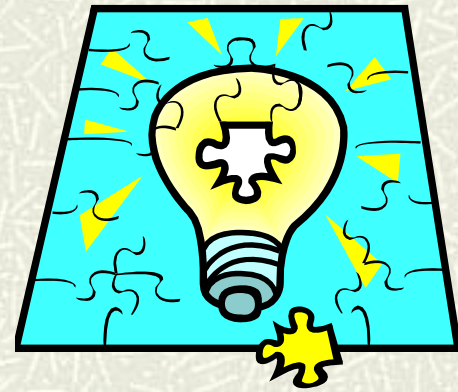
■ PLANNING
AND
ORGANIZING

■ HUMAN
RELATIONS

Second Primary Component

Problem Solving

- Thinking Challenge
- Thinking Environment



Third Primary Component

Accountability

- Freedom to Act
- End Result (Magnitude)
- Impact



Resources

Resources

[Classification Description \(Click Here\)](#)

[Public General Information & Forms \(Click Here\)](#)

(\District Offices\Human Resources\Employee Relations\Classification & Position Control\Reclass and Range Reallocation)

- PowerPoint
- Screen Print Guide
- Should I or Shouldn't I? checklist
- FAQs
- Checklist
- Dos / DON'Ts
- FORMS in MicroSoft Word

Public Folder PowerPoint Presentation

The screenshot shows a Microsoft Outlook window titled "Reclass and Range Reallocation - Public Folders - jgiles@sdccd.edu". The left-hand pane displays a tree view of public folders under "Public Folders - jgiles@sdccd.edu". The "Reclass and Range Reallocation" folder is selected. The main pane shows a list of items with columns for Subject, Sent, Size, and Categories. A search bar at the top right of the main pane contains the text "Search Reclass and Range Reallocation (Ctrl+E)".

Subject	Sent	Size	Categories
Position Description Questionnaire (for NEW or Reclassification)-v2013-p10.docx	Mon 1/6/2014 12:20 PM	46 KB	
2014-Window-Period Welcome to the Orientation.ppt.ink	Mon 1/6/2014 11:39 AM	5 KB	
Position Control forms and information documents have moved to the District HR Dept web site.docx	Mon 3/5/2012 9:27 AM	21 KB	
Reclassification and Range Reallocation FORMS and DOCUMENTS have moved to the District HR Dept web site.docx	Wed 2/8/2012 12:05 PM	21 KB	
Window-Period = What happens after the interview review meeting.DOC	Tue 4/6/2010 3:30 PM	37 KB	
Window-Period = Interview Do's Dont's.DOC	Tue 4/6/2010 3:29 PM	58 KB	
Window-Period = Frequently Asked Questions.DOC	Wed 9/24/2008 8:08 AM	35 KB	
Window-Period = Checklist.DOC	Wed 9/24/2008 8:08 AM	26 KB	
Window-Period = Should I or NOT.DOC	Wed 9/24/2008 8:08 AM	47 KB	
Window-Period = Range Reallocation Request Form.DOC	Wed 9/24/2008 8:08 AM	67 KB	

Outlook blocked access to this potentially unsafe item.

Items: 10 Unread: 2 | This folder is up to date. Online 100%

Window-Period, Should I, or NOT?

The Window-Period process (reclassification / range reallocation) is for non-faculty, contract employee assignments ONLY.

This sheet is for informational purposes only. Please DO NOT submit this sheet at anytime during the process.

Section A

	YES	NO
Are you a faculty employee?		
Are you an Hourly or Adjunct employee?		
Has your position assignment been in a classification review in the past 2 years?		

If the answer to any of the above Section A questions is "YES", **STOP HERE**
You are not eligible to participate in the Window-Period process.

If all of the above answers are "NO", please continue . . .

Section B

	YES	NO
Have you reviewed your current classification description?		
Have you been employed in the District for more than 1 year and in the current classification for more than 6 months?		

If the answer to any of the above Section B questions is "NO", **STOP HERE**
You are not eligible to participate in the Window-Period process.

If all of the above answers are "YES", please continue . . .

Section C

	YES	NO
Are you currently performing more than 80 % of the Duties stated in your classification description?		
Are there current significant permanent additions (other than work-load) to the Duties stated in your classification description?		

If the answer to all of the above Section C questions is "YES", **STOP HERE**
You could be eligible to participate in the Window-Period 'Range Reallocation' process.

If any of the above answers are "NO", please continue . . .

Section D

	YES	NO
Are you currently performing less than 80 % of the Duties stated in your classification description?		
Are there any Duties that you are currently required to perform that are not inherent in your classification description?		

If the answer to all of the above Section D questions is "YES", **STOP HERE**
You could be eligible to participate in the Window-Period 'Reclassification' process.

If any of the above answers are "NO", please continue . . .

Section E

	YES	NO
Are you currently performing 100 % of the Duties stated in your classification description?		
Are there NO other Duties that you are currently required to perform that are not inherent in your classification description?		

If the answer to all of the above Section E questions is "YES", **STOP HERE**
You are properly classified and are not eligible to participate in the Window-Period process.

This is one of many informational forms that can be viewed in the Public Folders.



Forms

Forms Overview

Reclassification (PDQ)

1. How the job (or the Department) has changed
2. Specific information regarding the job duties/responsibilities
3. Your positions role in the function and in the District.
4. Examples of contacts, files, budgets, etc.

Range Reallocation (Reallocation Request Form)

1. What has been added to your current job or classification?

Forms Overview

PDQ & Reallocation Request Form

- Requires your signature
AND
- Requires the signatures of your immediate Supervisor, the department Manager, the Vice Chancellor, or the Vice President of Administrative Services and the President.

Reclassification Form (PDQ)

- Position Purpose & Organization Structure
 - What & Why
- Position Accountabilities
 - Freedom & Impact
- Problem Solving and Decision-Making
 - Scope & Challenge
- Leading and Supervising
 - Who & When

Reclassification Form (PDQ)

- Qualifications Required
- Working Conditions
- Additional Comments
- Signatures



Reallocation Request Form

- Reasons for Request
- Significant Changes/Impact
- Signatures

Appeal

- Reason(s) for Appeal
 - Specific points that were not understood
 - Only functional areas that have been previously included in this Window-Period process may be addressed in the appeal.
- ALL Signatures required



Timeline

Timeline

- Discuss with Supervisor January 31st
- Submission of forms January – February
- Human Resources Review March
- Interviews March/April
- Appeals (if allowed) May/June
- Presentation to Board June
- Effective Date of Change (except for appeals) July

The End

