

Koff & Associates Classification Study Timeline

Fall 2011

- Koff & Associates Contract approved by the Board of Trustees (11/16/2011)

Winter 2012 –

- Koff & Associates holds “Kick Off Meeting with the District”
- Town Hall Meetings/Training Sessions presented by Koff & Associates
- Position Description Questionnaires (“PDQ’s”) distributed to employees and managers

Spring –Summer 2012

- PDQ’s received from employees and managers
- Individual interviews with employees and managers conducted by Koff & Associates
- Koff & Associates reviews and summarizes PDQ’s.

Fall 2012

- Initial DRAFT Job Descriptions received from Koff & Associates
- Koff & Associates reviewed range placement of existing positions
- Initial drafts sent to manager’s for input
- Cabinet review of initial job titles and range placement

Summer (June) 2013 – Fall 2013

- Cabinet review of job titles, range changes (“classification road map” is developed)
- Job descriptions provided to VP’s for managers to review
- Manager’s input incorporated into job descriptions
- Job descriptions and range placement provided to union, management, and confidential and supervisory representatives

Winter 2014 – Winter 2015

- Final changes to job descriptions and ranges finalized
- Board approval obtained at March – May Board of Trustees meetings

2/3/15