



EH&A, a division of MGT

## Classification & Compensation Study FAQ

### Study Overview

**Q. What is the purpose of this study?**

**A.** Berkeley Unified School District has partnered with EH&A / MGT Consulting Group to evaluate and provide recommendations for an up to date, accurate, and competitive classification and compensation system so the organization can continue to recruit and retain high-quality employees. This is an exciting opportunity for the organization to ensure employees are paid competitively and have opportunities for career growth.

**Q. What does market competitive mean?**

**A.** In the context of this study, a job is considered market competitive if the job is paid similarly to other comparable jobs in the organization's competitive markets (i.e., the market area(s) in which the organization recruits from for talent). Being market competitive is not strictly about the pay offered but the benefits offered as well, including compensation policies that guide progression and growth within the system.

**Q. Is the EH&A / MGT study a performance appraisal?**

**A.** No. This study does not determine job effectiveness or job performance. The study is aimed at reviewing what you do, not how well you do it.

**Q. What organizations will Berkeley Unified School District be compared to in the study's analyses?**

**A.** Those determined to be peers or competitors, which may include other counties, public and private markets, or even local companies, depending upon the relevant recruitment markets. The market may vary by position. For some positions, a wider net may need to be cast to attract talent. EH&A / MGT will work with Berkeley Unified School District's Project Team to identify and select the appropriate market data sources and peer/competitor organizations for market comparisons.

**Q. The market is changing rapidly due to the increase in the number of remote workers. Will the survey plan on casting this net wide as a result?**

**A.** Some positions can be done remotely, EH&A / MGT will work with Berkeley Unified School District's Project Team to determine the appropriate recruitment market. Several factors are taken into consideration when determining the market. These factors may include – availability of talent (local or state-wide), recruiting challenges, and past retention concerns. In some cases, the market will expand beyond local markets.

**Q. Can I still request a reclassification during the study?**

**A.** No, reclassification requests will be suspended during the study.

**Q. How can employees assist in the study?**

**A.** Employee input is key to the outcomes of the study. Berkeley Unified School District needs your involvement in gathering job information to ensure accurate market comparisons can be made based on the most current job data. Employees will be asked to participate by completing a survey about their job



relative to duties, roles, and responsibilities; this does not include data about an employee's performance or personal qualifications.

## **The Job Content Questionnaire (JCQ)**

### **Q. What is the Job Content Questionnaire (JCQ)?**

**A.** The JCQ is a survey used to collect information about job duties, roles, and responsibilities to determine if positions are accurately titled and to inform pay analyses and recommendations. The survey also gathers data regarding the minimum qualifications (education, experience, certifications, etc.) someone would need to have to perform the job's functions successfully. Employee participation in the JCQ is strongly encouraged and is an important part of this study.

### **Q. Who will need to fill out the Job Content Questionnaire (JCQ)?**

**A.** The JCQ is for all classified employees. If your job description is current, you may not need to fill out a JCQ. If your current job description is mostly up to date, you may submit a partial JCQ and fill out only the sections pertaining to the items that need to be updated.

### **Q. The JCQ asks for the minimum qualifications needed for a job, but what about when an employee conducts above and beyond the current scope of their position or has higher qualifications?**

**A.** This study is focused on the job and not the employee in the position or their performance or current qualifications (education, experience, etc.). Your personal qualifications may or may not be the same as the minimum qualifications. EH&A/ MGT will provide recommendations for any needed job reclassification based on the job's essential duties and minimum qualifications. If a job has included additional duties over time, this may mean a position is at a higher job level within a job family (I, II, III, etc.), or that a job has grown to become another job classification.

### **Q. How long does it take to fill out the Job Content Questionnaire (JCQ)?**

**A.** The JCQ, when completed in full, can take 1 hour (or more) to complete depending on the nature of your position. If your current job description is mostly up to date, you may submit a partial JCQ and fill out only the sections pertaining to the items that need to be updated. Employees are encouraged to speak with the Personnel Commission Office, supervisors, and other employees in their same position as needed for support with filling out the JCQ.

### **Q. Does the JCQ have to be completed in one session?**

**A.** No. You may work on your survey and return to it later if needed. The survey will save your responses as you click "Next" and "Back" to move through the survey pages. You may work on your survey and return to it later if needed. You will be sent reminder emails until you have submitted your survey. You may also click through the whole survey before entering information to view the complete list of questions before going back to the beginning and entering information. However, once "Submit as Final" is selected on the last page of the survey, no further edits can be made.

### **Q. When will the JCQ be distributed?**

**A.** The JCQ will be distributed to employees at the beginning of each of the three phases. Employees will have a two-week period to complete the JCQ. EH&A / MGT Consulting uses Qualtrics for surveys, and Google Chrome browsers are preferred.



**Q. Should you have your current job description available for completing the JCQ?**

**A.** Referring to a current JD can be helpful to help prevent accidental omission of any duties currently being performed, however, the goal of the JCQ is to help EH&A / MGT find out **current** aspects of a position.

**Technical Assistance:**

- It is important that you do not forward your JCQ survey invitation to anyone, as the survey link provided is unique to you and should not be shared. Sharing your JCQ link tab may result in the loss of data you have entered as someone else overwrites your data and enters their own.
- Do not open your survey in multiple browser tabs; working from more than one browser tab may result in the loss of data you have entered.
- If you have any technical questions or issues with your survey, please contact:
  - o Sandra McCoy, [sandra@ehanda.com](mailto:sandra@ehanda.com)

## Results

**Q. When will the study be completed?**

**A.** The study is projected to be completed by the end of November 2023.

**Q. Could my job title change?**

**A.** Possibly. This study seeks to ensure job titles are accurate and that positions are appropriately classified. Job titles should reflect industry standards and be recognizable to job seekers. It is possible that specific job titles may be updated to better reflect a position.

**Q. When comparing the jobs to the market, will compensation for taking on additional work be included, or will this be a comparison of base salaries only?**

**A.** Base salaries only. This is to ensure apples to apples comparisons with peers and market data.

**Q. Will this study be focusing on how benefits affect pay?**

**A.** This study will be focused on the salaries themselves when making comparisons.

**Q. Who will make the final decisions on adjustments to positions?**

**A.** EH&A / MGT will provide recommendations for the District to consider and to help inform and support future planning and related final decisions.

**Q. Will I see an increase to my pay?**

**A.** Possibly. If you are in a position that received a market update to its assigned pay range, there may be a recommended market adjustment to your pay. Any increases in pay will be subject to available funding and standard approval processes.

**Q. Will my salary be reduced?**

**A.** No. This study's recommendations will not include any reductions in employee pay or determine whether someone should be released or demoted.



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**Q. How will employees hear about the results of the study?**

**A.** EH&A / MGT will provide Berkeley Unified School District's project team with a Final Report. Individuals will be notified of their updated Pay Range/Position Classification.