

## For the Website:

### The Compensation Study

To begin the Compensation Study process, the consultant identified *bench-mark* positions in the classified service to provide the framework for our hierarchical classification structure. A *bench-mark* position can be defined as a job classification that tends to remain consistent across similar places of employment, allowing employers to use it as a basis for evaluation and comparison.

The consultant then surveyed the following for market comparison data: Alameda County Office of Education, San Lorenzo Unified School District, Pleasanton Unified School District, Alameda Unified School District, Livermore Valley Unified School District, Antioch Unified School District, New Haven Unified School District, Hayward Unified School District, Oakland Unified School District, San Ramon Unified School District, San Leandro Unified School District and Fremont Unified School District.

To determine a match in classification for the market analysis, the consultant uses a *Rule of 80*. That means if there is an 80% match in essential functions between the BUSD classification and the external classification identified, then the comparison data is deemed to have significant relevance.

Once all necessary comparison data is gathered, the consultant will allocate each bench-mark position to an existing BUSD salary range which matches the median comparison salary range. Next, the bench-mark positions are arranged by occupational group (or job family). Finally, all other positions in each occupational group are given a salary range that aligns with the bench-mark position, and then the group is arranged in hierarchical order. For example, if a bench-mark position in the clerical series increases one salary range, as a result of the compensation study, then all other positions in the same job family will also increase one salary range. The consultant may also conduct an internal alignment for job classes that may not have a clearly identified bench-mark position outside the BUSD. In that case, the consultant will look at similar positions internally for range placement.