

POSITION CLASSIFICATION SYSTEM FOR EXEMPT STAFF

Background:

The Classification Manual is an administrative document that has been officially approved by the Superintendent for the purpose of recruitment, selection, assessment and compensation of exempt staff. The Superintendent of Schools has full discretion on approving any amendments to the Classification Plan, as well as approving any decisions within the Classification Plan.

Procedures

1. The Superintendent is responsible for the administration of the Exempt Staff Position Classification Plan; only the Superintendent may approve changes to the Plan.
2. The Assistant Superintendent, Employee Services, is responsible to:
 - a. Under the direction of the Superintendent, implement the Exempt Staff Classification Plan.
 - b. Maintain current and accurate job descriptions.
 - c. Receive job descriptions from supervisors; ensure revised job descriptions fall within pay level criteria; approve revisions, or return job description to supervisor for revisions that comply with the approved position classification specifications.
 - d. Receive position re-classification requests; ensure that re-classification requests and reviews comply with policies and procedures.
 - e. Notify employees and supervisors, in writing, of the recommendation/decision arising from the position classification review.
 - f. Record and implement classification decisions.
3. The direct supervisor is responsible for ensuring that an accurate and current position description for each direct report is submitted to Employee Services every 24 months.
4. Revisions to a position classification must be approved by the direct supervisor and submitted to Employee Services for review and approval.
5. A position re-classification review may be initiated by the incumbent of the position or the direct supervisor of that position; the request must be made in writing to the Assistant Superintendent, Employee Services, using the Request for Position Review Form; the request must be accompanied by a current position description signed and dated by the incumbent and the direct supervisor.
6. Employee Services will not accept a request for a classification review within 24 months of a review of that position unless there has been a significant, approved change to that position description.
7. Position re-classification reviews will be completed accordingly:

- a. The Request for Position Review Form and the approved position description must be signed and dated by the incumbent and the direct supervisor.
- b. The Assistant Superintendent, Employee Services, will receive the re-classification review request and is responsible to ensure that position re-classification review is completed within the required timeline.
- c. The review will comprise an interview with the incumbent and an interview with the direct supervisor to ensure understanding of the approved duties and responsibilities of the position.
- d. The approved position evaluation factors will be applied to each position and weighted accordingly.

APPENDIX

General Guidelines

A position classification plan is a system for grouping positions into job classes with similar job requirements and characteristics. Most positions can be easily classified within specific job groupings. Where a position is singularly unique, it may need to be classified as a “best fit” into a classification according to the factors approved within the Plan. It is also recognized that a position may not fit into any established job classification level and may be allocated into a holding position for pay purposes only.

Both the job description, and the resulting position classification, are based on what the position is required to do and what knowledge, training and experience are required while performing the tasks within the approved job description. It is not a description of what the incumbent wants the job to be, or what the incumbent may bring to the job that is outside of the scope of the position.

The Classification Manual contains a description of class specifications which describe the kind and level of work as applied against a set of approved factors; the factors are weighted according to defined priorities within Foothills School Division.

All position descriptions must fall within the parameters of a particular class specification. The first step in classifying any position is to define the duties and responsibilities within the position description and ensure mutual understanding of same. The next step measures the position against weighted classification factors as established in the Classification Plan. The last step involves assigning the position a Pay Grade for salary purposes.

Employee Services is responsible to ensure that there is employee and supervisor agreement of each job description, that each job description falls within a particular classification level and that each job description is reviewed periodically for accuracy. Foothills School Division is a vibrant education system that remains responsive to its learning communities and it will be necessary to revise job descriptions, or create new job descriptions, as the system implements its mission and vision.

Position Evaluation Factors

Job evaluation for exempt staff within Foothills School Division will be based upon six evaluation factors:

1. Knowledge and Mental Skill
2. Physical Skills, Effort and Activity
3. Customer Service, Contacts, Communication and Scope of Relationships
4. Decision Making and Problem Solving
5. Independence, Accountability and Consequence of Error
6. Supervision, Leadership, Advisory Responsibilities

The six evaluation factors are explicitly defined within Employee Services procedures and are weighted according to formulae approved by the Superintendent.