CURRENT – Job Study Announcement

Through an approved RFT process, an independent consultant will resume the Job Study process by Job Families, beginning with specified clerical/secretarial, instructional and custodial positions in Jordan School District. The purpose of the job study is to update current job descriptions and compare pay levels both internally and externally for each selected position. Based on the results of the study, recommendations will be made to the Superintendent and Board of Education. Any / all changes will be made at the discretion of the Board. The anticipated date of completion for this job study is July 1, 2012.

Beginning this month, voluntary orientation meetings will be held to provide information regarding the job study process and timeline for employees who will be impacted by the job study or for any employee interested in this process. At these meetings, employees will be able to ask questions and learn about the job study process from the independent consultant. All voluntary meetings will begin at 5:00 p.m. and are scheduled as follows:

Dates	Location
Monday, November 14th	District Office, Room 129
Tuesday, November 15th	Auxiliary Services Building, Auditorium A109 (north end)
Wednesday, November 16th	Auxiliary Services Building, Auditorium A109 (north end)

Later in the year, some employees will be asked to participate in small group meetings with the independent consultant during their contract time to further describe their job functions. These employees will be given the opportunity to provide insight into their individual job responsibilities and functions.

Throughout this process, the Human Resource (HR) Department is committed to providing employees with an open and transparent process with opportunities for employees to participate in an interactive job study process. In addition, HR will provide frequent communication to employees throughout the study via email, Current, and postings on the HR website. At the end of this job study, meetings will be held with employees to summarizing the findings. These meetings will be determined at a later date.

If you have questions or would like additional information regarding the Job Study process, please contact the HR Department at 801-567-8150, or your principal/department director.