



JORDAN SCHOOL DISTRICT JOB STUDY

Specified Clerical and Instructional Support Staff
and Custodial Staff

November 2011 to July 2012

BRIEF BIO SKETCH

Jill E. Carter is a native of Utah residing in Salt Lake City. She is a Human Resource Consultant to organizations throughout the Western and Southern regions of the Country with many of her clients located in Utah along the Wasatch Front. Jill's areas of expertise are human resource management, employee and organizational development and compensation. She has been working in Human Resource Management for the past 28 years and in the capacity of a Consultant with her own Company for the past 22 years. She has a Master's Degree in Public Administration and a Bachelor's Degree in Political Science from the University of Utah. She teaches as an Assistant Adjunct Professor at the University of Utah. Regarding compensation and incentive research, Jill spends a great deal of her time monitoring the market for competitive compensation practices and rates, developing market-based pay systems as well as creating recognition/reward and incentive programs. Prior to consulting, she was employed with the State of Utah, National Semiconductor, Questar Corporation and the University of Utah.



PURPOSE OF THE JOB STUDY

- Evaluate specified clerical and instructional support staff and custodial staff
- Evaluate specified full time and part time positions
- Update job descriptions
- Determine appropriate pay lanes
- Create consistency across the District with titles and resulting duties/responsibilities
- Align pay lanes with external market competition

TIMELINE



- Phase I: Orientation Meetings
 - November 14, 15 and 16
- Phase II: Job Analysis
 - Survey Monkey Questionnaire
 - Complete your questionnaire no later than December 2
 - Your supervisor will review and comment on your questionnaire
 - Employee Interviews on a sample of employees to further explain job duties – January 2012 (dates TBD)
 - Update Job Descriptions February 2012 – April 2012
- Phase III: Market Survey (February 2012)
 - 5 or 6 similar school districts in the State
 - 3rd Party public and private sector salary data
- Phase IV: Recommend to Superintendent/BOE May 2012
- Phase V: Follow-up and Make Changes if Approved by BOE
- Phase VI: Completion: July 1, 2012

JOB ANALYSIS



○ Questionnaire in Survey Monkey

- Eight question survey (approximately 15 minutes)
- Employees will identify the duties and responsibilities they currently perform
 - [Secretary/Clerical/Instructional/Purchasing \(Click to see Questionnaire\)](#)
 - [Custodial \(Click to see Questionnaire\)](#)
- Employees identify their immediate supervisor
- Principals/directors will review and may provide additional information regarding duties and responsibilities.

○ Interviews

- Sample of staff by title in small groups
- Talk about your current duties and responsibilities with Jill or Melissa
- Provide detail about what you currently do in your present job

WHAT YOU CAN EXPECT AS OUTCOMES

- Alignment between duties and responsibilities by title throughout JSD
- Updated job descriptions. Descriptions will be consolidated where possible.
- Pay structure competitive with market competition



WHAT YOU SHOULD **NOT** EXPECT

- Salary increase
- Promotion
- Cut in pay
- Cut in hours
- Cut in personnel(RIF)



PLEASE HELP US



THE RUMORS

- The purpose of this study is to:
 - Update job descriptions
 - Determine appropriate pay lanes
 - Create consistency across the District with titles and resulting duties/responsibilities
 - Align pay lanes with external market competition

- The purpose of this study is **NOT** to:
 - Reduce staff size
 - Study efficiency in JSD
 - Cut payroll dollars
 - Vent against supervision

HOW CAN YOU HELP THE STUDY BE SUCCESSFUL?

- Report honest answers on the questionnaire
- Complete your questionnaire by 12/2 (on time)
- Describe your duties and responsibilities in detail if you are asked to interview
- Stop the rumor mill



QUESTIONS?

- Where can I find the PowerPoint presentation?

<http://hr.jordandistrict.org/currentclassified.html>

- What if I don't know my email?

Contact the Help Desk at 801-567-8737

- Will other job families be reviewed?

The goal is to continue to evaluate all classified positions and implement a job review rotation

- What happens to my salary if my lane is too high or too low?

The Superintendent and Board of Education will have discretionary authority for these decisions.

- ❖ If the lane is too high, current practice is to freeze rather than decrease salaries.
- ❖ If the lane is too low, current practice is to determine appropriate step on the new lane.