

COMPENSATION AND JOB CLASSIFICATION






The Compensation Team provides expertise in developing, implementing, and administering job classifications and descriptions, competitive wages, and additional pay opportunities.

UNDERSTANDING JOB DESCRIPTIONS

A well-written, up-to-date job description should . . .

- Define the nature, type, and difficulty of the work
- Describe the work as it currently exists (*not in the past or future*)
- Focus on the requirements (*not skills of a particular incumbent*)
- Note the frequency, duration, and intensity of unavoidable working conditions

A Job Description should be reviewed when . .

-  The job's **responsibilities** have changed
-  A new **position** is established
-  An **organizational change** has occurred
-  Working **conditions or technology** have changed
-  A position has **naturally evolved** to meet the priorities and requirements of the organization
(*Recommended every three years*)

TERMS TO KNOW

Job Description: *aka: JD* A written statement of facts that describes the scope, responsibilities, and organizational relationships of a job

Organizational Chart : *aka: Org Chart* A visual representation of the structure of an organization, determining role, reporting relationships, and jobs that work in conjunction with one another

Job Evaluation: An objective measurement of a job's duties and responsibilities that is weighed against different jobs within SCS to determine a position's relative internal value (*NOT to be used to provide a salary increase to an employee*)



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UPDATING JOB DESCRIPTIONS & ORG CHARTS

Job Descriptions and Org Charts can be updated for a variety of reasons: a new position, changed responsibilities or working conditions, organizational change, or as a natural result of organizational growth. All updates should be submitted through the following process.

1 **STEP ONE:** **Contact Compensation**

Contact the Compensation Department at compensation@scsk12.org to obtain a current job description for the position

2 **STEP TWO:** **Review the Description**

Review the current job description and organizational chart, as they may be accurate and not require any changes

3 **STEP THREE:** **Make Updates**

Make any corrections necessary, making sure that you adhere to the Job Description Writing Guide.

4 **STEP FOUR:** **Submit to Division Chief**

The Division Chief must review and sign the updated job description and proposed organizational chart.

5 **STEP FIVE:** **Submit to Compensation**

Submit the new or revised job description and organizational chart to your Compensation Representative, who will determine if a job evaluation is necessary.

HINT!

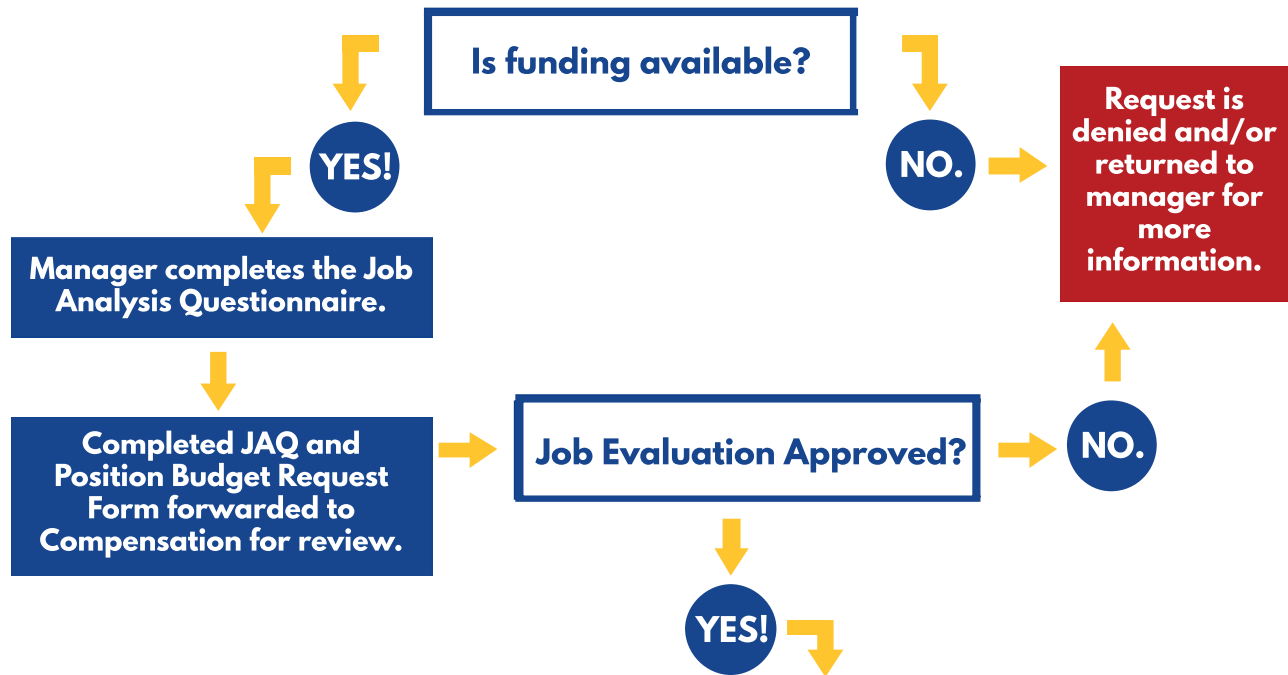
You can contact your Compensation Representative at any time for assistance.



JOB EVALUATION WORKFLOW

Submitting a request to fill an empty position--whether it's a new position or a recent vacancy--must undergo the following Job Evaluation Workflow to gain approval. Contact your Compensation Advisor with any questions.

Submit Position Budget Request Form
Budget will determine if funds are available.



Compensation works with hiring manager to complete job description, grade assignment, and other position attributes. Request is reviewed by Compensation Committee.
Please Note: Board notification/approval may be required per SCS Board Policy #2001

