

COMPENSATION AND JOB CLASSIFICATION

INITIATING A JOB EVALUATION

A job evaluation may be initiated for two reasons: a new job has been created, or there has been a permanent, significant change in the duties and responsibilities of an existing job.

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. If the job has changed *significantly*, ** contact Compensation and/or download a [Position Budget Approval Form](#) and a [Job Analysis Questionnaire \(JAQ\)](#)

3 **STEP THREE:** **Position Budget Approval Form**

Once the Position Budget Approval Form has been completed by the manager and signed by the division chief, it should be submitted to scsbudget@scsk12.org.

NOT CONSIDERED IN A JOB EVALUATION

Job Evaluations only consider the job duties and responsibilities, not the employee performing the job. Therefore, the following are NOT considered:

- Financial Need
- Volume of Work
- Length of Service*
- Dedication/Performance*
- Relationship to Management*
- Employee Retention

**SCS greatly values dedicated and high performing employees. These factors are taken into account in the performance evaluation process.*

***A "significant change" is one where the primary focus of the job has shifted away from the original job description by more than 50%*



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STEP FOUR:

Job Analysis Questionnaire (JAQ)

Once the Position Budget Approval Form has been approved, the manager or incumbent will complete the JAQ. The employee, manager, and chief must endorse the JAQ with a signature.

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STEP FIVE

Submit Job Evaluation Packet

A packet including the JAQ and *approved* Position Budget Request is sent to Compensation either in hard copy or digital format to compensation@scsk12.org

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STEP SIX:

Evaluation Results

Once the evaluation is complete, Compensation will email a written copy of the evaluation and its results to the department head.

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STEP SIX:

Next Steps

If the job is reclassified, Compensation will send a notice to Employee Enterprise. If there is an incumbent in the position, the supervisor will meet with the job-holder to communicate the evaluation

WHAT GOES INTO A JOB EVALUATION?

Job Evaluations only consider the job duties and responsibilities, not the employee performing the job. ONLY the following are considered:

- JAQ and/or job description
- Similar duties in existing SCS jobs
- Compensable factors, including:
 - Education, experience, and credentials (licenses and certifications)
 - Knowledge, skills, and abilities
 - Financial responsibility levels
 - Organizational impact
 - Decision making
 - Analytical reasoning and problem solving
 - Communication
 - Unusual working conditions
 - Management or supervisory responsibility levels

