Reclassification Process Justification

One of LCPS’s strategic goals is to cultivate a high performing team of professionals focused on our mission and goals. The purpose of this document is to outline the proposed revision of LCPS’s current reclassification process which would assist in recruiting and retaining the best employees in support of this goal.

Proposed Reclassification Process

The proposed reclassification process would allow for the review of all non-licensed positions over a six-year cycle, as well as the analysis of the auxiliary salary scale and placement practices on the administrative salary scale. Within the current salary structures there are a total of 340 classified and administrative job titles. Using an established protocol and specific guidelines for a systematic job analysis review of these positions, the Department of Personnel Services would adopt a plan to group positions for review. The plan can be adjusted depending on the availability of budgeted funding and the immediate needs of the school division. The position reviews would focus on an analysis of whether or not positions have been placed at the appropriate pay level.

The advantages of this proposed process include the following:

- All classified and administrative positions reviewed on a cyclical basis
- An analysis of the auxiliary salary scale and placement practices on the administrative salary scale to enhance recruiting and retention strategies
- Ensure all positions within comparable job titles are reviewed contemporaneously
- A targeted use of financial resources to remain internally equitable and externally competitive

The proposed process also affords LCPS the opportunity to become proactive in reviewing positions and assessing job descriptions to ensure requirements are kept current.

School Division Comparison

In an analysis of three neighboring school divisions we have found various methods for addressing reclassification services. The process of the first school division includes a paper review on an ad hoc basis and costs over $400 an hour. The second school division employs four administrators to review positions on an ad hoc basis and is currently working with a consultant to design a cyclical plan and determine further resources needed. Additionally, the third school division utilizes a committee, comprised of three personnel administrators, to review predominantly vacant positions on an ad hoc basis.

Resource Needed

The resource requested for this initiative is a 1.0 FTE Level 3 administrative employee. This employee would be responsible for assisting in the development, implementation, and management of the proposed reclassification process. This employee would examine each position using a variety of methods which may include the following: observations, interviews with incumbents and/or
supervisors, questionnaires, and industry salary surveys. The results of this examination would then be assessed in relation to the needs of the school division and used to establish the highest priorities for reclassifications. These tools and techniques would be designed to gather detailed information on essential job duties and responsibilities; required knowledge, skills and abilities and educational and physical requirements of the position.

Current Reclassification Process

Currently a reclassification request is initiated by a supervisor who submits a justification package, with the approval of the appropriate Assistant Superintendent, in response to a specific need or employee request for review of his/her salary level. The Department of Personnel Services coordinates a review of the request and provides a recommendation to the Superintendent. This process does not allow for the review of all non-licensed positions on a cyclical basis nor does it ensure a simultaneous review of comparable job titles.

The proposed process would provide LCPS with the tools necessary to strengthen and support its strategic goal of cultivating a high performing team of professionals focused on our mission and goals.