



**Questionnaire Due To Supervisor by: February 16, 2017**

DATE: January 20, 2017  
TO: Classification and Compensation Study Participants  
SUBJECT: Classification and Compensation Study

You may know we are conducting a classification study of classified positions for Lake Tahoe Community College. The study will result in recommendations to the Board for the appropriate classification for each position. These are the major parts of the study:

- Meetings (orientation sessions) with employees to explain the purpose of the study and to distribute position information questionnaires.
- Interviews of a selected number of employees in each classification.
- Presentation of preliminary classifications and assignment of positions to classifications.
- Finalization of classification recommendations following the employee feedback process.
- Salary survey.
- Presentation of final report.

We need your help in completing the attached or automated questionnaire. The information you provide in this questionnaire will be used as a primary input for assuring that your position is properly classified. It is vitally important that we receive accurate information from you about the content of your position. Please complete the form as carefully and thoroughly as you can. We encourage group participation from the same classification in completing the questionnaire.

We recognize that the form asks a great deal of information. The time completing the questionnaire should be spent during regular working hours (when possible). Please see below for some helpful hints to complete the questionnaire:

- Review your current job description.
- Keep a log of primary or daily activities prior to completing the questionnaire.
- Please read all the questions carefully at least once and think about how you want to structure your answers.
- If completing the questionnaire as a group, it is acceptable to submit one group form.

Our consultants will review the forms and will arrange interviews with some employees to learn more about position content. We plan to interview at least one incumbent in each class. Please do not be concerned if the consultants do not interview you personally. If you request a group interview, please be sure the employees in your group request are of the same classification as yourself and that they request the same group interview on their questionnaire. **Employees who do not complete a questionnaire will not be interviewed, will not be placed in recommended classification, and will not be eligible to participate in the classification review (feedback) process.**

We ask that you present the completed form to your immediate supervisor no later than **February 16, 2017**. Supervisors are requested to review the questionnaire, provide feedback and discuss any concerns with you.

We appreciate your cooperation. We are looking forward to a very successful study.