



January 26, 2017

**Due to Human Resources Office by: March 1, 2017**

TO: Administrators, Managers and Supervisors  
LAKE TAHOE COMMUNITY COLLEGE

The Classification Study is now in progress and each participating employee is provided a position information questionnaire. Many of you have attended or will attend the orientation sessions where the forms are distributed. For your information, the forms are also provided on-line at <http://www.ltcc.edu/about/human-resources/benefits.php>.

Since the involvement of management personnel is so vital to the success of this study, we thought it appropriate to communicate the time line to you and indicate the role of supervisors in this entire process. Employees have been given approximately two weeks to complete the questionnaires and have been instructed to submit the completed form to the immediate supervisor no later than **March 1, 2017**. Supervisors are asked to review the forms according to the guidelines below and return them to the Human Resources Office no later than noon on **March 1, 2017**. Our consultants will begin working with the questionnaires shortly thereafter.

#### ROLE OF THE SUPERVISOR

Supervisors play an essential role in a classification study both during the questionnaire phase and during the process of review of our recommendations.

During the questionnaire phase, the supervisor's role is to validate the information provided by the employee on the position information questionnaire. We ask supervisors to provide a careful review of each questionnaire item to assure that the employee has properly represented the duties delegated. With respect to your review, please note the following:

- Pay particular attention to the verbs used by the employee to assure that the proper action and accountability are described.
- Review the Knowledge/Abilities and Education sections of the questionnaire to provide your input should it differ from the employee's statements.
- Review the form for completeness and identify additional duties not otherwise stated by the employee on the space provided on the Supervisor's Review portion of the questionnaire.
- Review the form for accuracy to assure that duties reported by the employee are actually being performed even in cases where these duties may be outside the current class specification covering the position.
- If you have items for review, please do not alter the form the employee has prepared. Simply reference the item in the questionnaire and indicate your concern in the space provided for your review.
- This is a transparent process. Any review items should be discussed with the employee prior to submitting the form to the Human Resources Office. If this is not possible, please send the form in by the deadline and discuss your concerns with the employee as soon as possible.
- We provide for feedback following our preliminary recommendations.

It is our purpose to assure that this substantial amount of work becomes something very positive for the District, not only in terms of its use in classification, but also to encourage dialogue and understanding between supervisor and subordinate.

We hope this clarifies your role in the classification study process. If you have any further questions please feel free to contact your Human Resources administrator. Thank you in advance for your time and cooperation.

*Ewing Consulting, inc.*

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