

A Guide to Montgomery College's Classification System
Policy and Procedure 33001CP, 35001CP
http://cms.montgomerycollege.edu/pnp/#Chapter_3

Classification Overview

Broadly speaking, classification systems are used for objectivity and accurately defining and evaluating the responsibilities and duties of job classes and positions.

Determining a salary grade is based on a review of seven compensable factors. The seven compensable factors are job complexity, education and experience, scope and impact, supervision received, working relationships, work environment, and physical demands. Job classes are evaluated by comparing the compensable factors with information about the work, knowledge, skills, and abilities of the positions within the job class. When the evaluation is complete, the job class is assigned to the appropriate salary grade.

Montgomery College uses the following compensable factors when conducting a job analysis:

JOB COMPLEXITY

This factor covers the nature, number, variety, and intricacy of tasks, steps, process, or methods in the work performed; the difficulty in identifying what needs to be done; and the difficulty and originality involved in performing the work. This factor also covers the judgment needed to apply guidelines, the nature of guidelines, and authority to depart from and to adopt guides.

EDUCATION AND EXPERIENCE

This factor measures the combination of formal education, training and practical experience needed to fully perform the requirements of the job.

SCOPE AND IMPACT

This factor covers the purpose, breadth, and depth of the assignment, and the effect of work products or services both within and outside the organization. Impact measures such things as whether the output facilitates the work of others, provides timely services of a personal nature, or impacts the adequacy of the programs.

SUPERVISION RECEIVED

This factor covers the nature and extent of direct or indirect controls exercised by the supervisor, the employee's responsibility, and the review of completed work. Controls are exercised by the supervisor in the way assignments are made, instructions are given to the employee, priorities and deadlines are set, and objectives and boundaries are defined.

WORKING RELATIONSHIPS

This factor refers to the responsibility of the worker to deal with individuals or groups, such as representatives of organizations, legislative bodies, or community groups to accomplish work

objectives. Consideration is given to the purpose of contacts, their difficulty, importance, and level within or outside the organization.

WORK ENVIRONMENT

This factor measures the discomforts or unpleasantness of the work environment. Frequency of exposure to unpleasant or discomfiting conditions is considered. This factor also considers the hazards present on the job even through all reasonable safety precautions have been taken. Frequency of occurrence is also considered.

PHYSICAL DEMANDS

This factor covers the requirements and physical demands placed on the employee by the work assignment. This includes physical characteristics and abilities (e.g., specific agility and dexterity requirements) and the physical exertion involved in the work (e.g., climbing, lifting, pushing, balancing, stooping, kneeling, crouching, crawling, reaching, using quick and frequent hand/arm and/or foot/leg movements.) The frequency or intensity of physical exertion must also be considered, e.g., a job requiring prolonged standing or a job requiring continued staring or listening requires greater physical effort than one that does not require that kind of endurance.

At Montgomery College, we group similar positions into job classes. Job classes are groups of positions that are sufficiently similar as to the types of work, including levels of difficulty, responsibilities, qualifications and requirements to warrant similar treatment in personnel and pay administration.

Job classes are described through class specifications, which are broadly written documents that outline the duties and responsibilities of a job class, as well as the qualifications associated with the performance of those duties and responsibilities. Thus, a class specification is the high-level description of a job class, a group of positions performing the same type of work at the same level with similar duties, responsibilities, and requirements. As noted above, the Office of Human Resources, Development, and Engagement is responsible for developing and maintaining class specifications. In most cases, a class specification will cover multiple positions. Class specifications are related to position descriptions in that they provide general information on the functions that all positions assigned to a particular job class perform, whereas, a position description will only cover the duties and responsibilities of one specific position.

Position descriptions are collaboratively prepared by employees and supervisors. In contrast to the class specification, position descriptions outline the assigned responsibilities, duties, supervisory relationships, and pertinent information relative to each position within the College. More specifically, position descriptions are unique to each position and the primary responsibilities of that particular position. Position descriptions are used in both the classification process as well as in the performance evaluation process, outlining the duties and responsibilities on which an employee will be evaluated.

To ensure the classification system remains relevant and equitable, a five-year maintenance cycle will be established, as well as annual opportunities for staff and administrators to request a classification review. HRDE may also authorize out-of-cycle classification reviews as explained below. To assist in this maintenance, staff and administrators and their supervisors are responsible for ensuring that position descriptions remain current and must, at minimum, review and update position descriptions at the end of the annual evaluation process. To update a position description, use the College's new JobWizard application. Access the JobWizard through MyMC in the Employees Tab, and then the Position Descriptions channel. You can also launch The JobWizard directly from this link: <http://www.montgomerycollege.edu/JobWizard>.

Five-Year Cycle

Beginning in fiscal year 2014, the following maintenance review cycle will be employed for all job classes assigned to specific salary grades:

<u>Grades</u>	<u>Fiscal Year</u>	<u>Approximate Number of Job Classes/Employees as of July 2012</u>
A–F	2014	36 job classes/353 employees
G–H	2015	60 job classes/305 employees
I–J	2016	90 job classes/223 employees
K–L	2017	101 job classes/251 employees
M–S	2018	68 job classes/103 employees

Subject to budgetary constraints, where classes are reallocated to a higher grade as a result of maintenance review, employees in those class specifications will receive a compensation increase equivalent to an increment. Where job classes are reallocated to a lower grade as a result of maintenance review, employees in those class specifications will be “pay-protected” at the higher salary grade for as long as they remain in that position.

Individual Reviews

As mentioned earlier, all position descriptions will be reviewed and updated as appropriate on an annual basis by employees and supervisors as part of the evaluation process in establishing performance expectations for the upcoming review year. Beginning in September 2013, from September 1 through September 30, per 33001 CP, a supervisor and/or employee may submit a request for reclassification to the Office of Human Resources, Development, and Engagement. Requests will be evaluated, with results communicated prior to the end of the calendar year, if possible. Employees who are assigned to a job class with a higher grade will receive a compensation increase equivalent to a promotion per 35001 CP.

Other Classification Events

Additionally, the vice president of Human Resources, Development, and Engagement may authorize classification review of class specs or individuals under the following

circumstances: major and significant change in the work of a job class or individual position as a result of reorganization, technological or regulatory changes, or other unforeseen factors that have significant impact on work; prior to recruitment for vacant positions; and in the event of difficulty in recruiting applicants to the job class at the normal entry salary or where there has been excessive turnover in the job class.

More on Classification...

The classification system is not designed to reward individuals for their personal contributions, dedication, or work in furtherance of the College's mission. Those are elements of Montgomery College's evaluation and compensation systems. Further, the classification system is not a vehicle designed to address workload increases. Workload increases should be addressed at the supervisory level during routine and/or ongoing conversations regarding position descriptions.