MEMORANDUM

Date: February 20, 2015

To: Classified Staff; Administrators; Confidential and Supervisory Team Employees

From: John Tortarolo, Assistant Superintendent/Vice President, Human Resource Services
Aaron Holmes, President, CCE/AFT

RE: Classified Unit Classification Study Update #5 – Classification Structure and Class Specification Review

The classification study is continuing its steady progress. Since the last update on January 26th, the Classification Study Steering Committee requested feedback from upper-level administrators regarding the proposed classification structure. This information will be provided to Reward Strategy Group (RSG), the firm that is conducting the study, to utilize in its finalization of the structure. The committee thanks President Deegan, the Vice Presidents, the Deans, and many of the Directors for taking the time to review the proposed structure and provide thoughtful input.

We are excited to announce that RSG will begin preparing the class specifications (also known as job descriptions) for all classifications included in the study next week. In the coming weeks, as the class specifications are completed, RSG will send them to the District for distribution to classified staff and their supervisors for review and feedback. We look forward to sending an update about this process to you once the class specifications are available.

Additional information about the study is available at www.palomar.edu/hr/classificationstudy.

Note to administrators and supervisors: If there are classified employees in your area that do not have access to a District email account, please print or post this memo to ensure they receive this information.