

Task II: Classification Study

Classification is the process of understanding, verifying, and describing the nature and level of work of each job included in the study. This is done by asking employees and supervisors to describe their work, including the duties, responsibilities, knowledge, skills, physical requirements, and working conditions required for their job. In this Task, data will be collected from existing job descriptions, revised employee Position Description Questionnaires (PDQs), and individual or group employee interviews.

All employees included in this study will be responsible for completing PDQs and a representative sample of employees will be responsible for attending individual interviews as needed to clarify job content. This process will help us to verify and determine the essential duties, minimum qualifications, and level of responsibility for each job. The Human Resources Officers and other administrators as appropriate will be responsible for reviewing and approving the recommended class structure and job descriptions provided by FLA.

In summary, we will perform the following:

ACTIVITY	FLA RESPONSIBILITIES	CLIENT RESPONSIBILITIES
<p>PDQ Development</p>	<ul style="list-style-type: none"> ▪ Using the currently developed PDQ, we will work with the Project Team to review and revise, if necessary, the PDQ for use with the non-exempt employees. 	<ul style="list-style-type: none"> ▪ The University will field test the instrument and further changes will be made if needed.
<p>PDQ Completion</p>	<ul style="list-style-type: none"> ▪ We normally recommend that all employees included in the study complete the PDQ. However, we will discuss the logistics and advisability of other options. ▪ To ensure employees complete the PDQs properly and accurately, we will walk them through the PDQ and explain what is required to complete each PDQ section during the on-site meeting. 	<ul style="list-style-type: none"> ▪ The University will coordinate and provide administrative support to the PDQ process. Activities include: <ol style="list-style-type: none"> 1. Scheduling and logistical arrangements for employee meetings. 2. Distribution of PDQs in hard copy and/or electronic form. 3. Ensuring PDQs are completed correctly and accounted for. 4. Collecting, sorting and sending completed PDQs to FLA.