

POSITION DESCRIPTION REVIEW PROCESS

| DATE | ACTION OR PROCESS |
|--------------------|---|
| June 17 | <p>Position Descriptions Posted Position Descriptions will be posted on the District Navigator page: https://navigator.cccd.edu/district/hr/classification_and_compensation_study/Pages/default.aspx Employees needing assistance with accessing position descriptions can contact Angela Bell at 714-438-4712 or abell@ccd.edu</p> |
| June 17 – July 3 | <p>Employees Review their posted Position Description</p> <ul style="list-style-type: none"> ✓ Review Content of Description of Duties ✓ If not satisfied with description of duties, employee may request a <u>reassessment appeal</u> <p>Application for a Reassessment Appeal will be posted on the District Navigator page: https://navigator.cccd.edu/district/hr/classification_and_compensation_study/Pages/default.aspx Employees needing assistance with accessing the Application for a Reassessment Appeal can contact: Angela Bell at Ph: 714-438-4712 Email: abell@ccd.edu or Shannon O’Connor-Escudero at Ph: 714-438-4713 Email: shannon@ccd.edu</p> |
| July 3 | <p>ALL Applications for Reassessment Appeals must be received by 5:00 p.m. via email to: ePDQCoast@smcknight.com</p> |
| July 8 – July 12 | <p>ALL Reassessment Appointments Confirmed with McKnight and Employees</p> |
| July 29 – August 1 | <p>Reassessment Appeal Appointments 7:30 a.m. – 5:30 p.m. - District Office</p> |
| September | <p>Certification of Final Position Descriptions</p> <ul style="list-style-type: none"> ✓ Consultant Finalizes the position descriptions ✓ Board Approved |