



# Fontana Unified School District

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TO: All USW Classified Employees

FROM: Dr. Douglas F. Staine, Associate Superintendent, Human Resources *DS*

CC: Dawn Dooley, USW President, Local 8599  
Supervisors/Managers/Administrators

DATE: March 28, 2024

RE: Comprehensive Classification Study

I hope this memo finds you well. I wanted to take a moment to inform you that we have partnered with Eric Hall & Associates (EH&A) to engage in a comprehensive classification study. Over the years with modifications, addition of duties and related positions, there may have been some challenges with maintaining an effective calibration between and within job families. This challenge is evident both internally within FUSD and externally when viewed from the overall industry perspective. We have decided to utilize EH&A to spearhead this endeavor for several reasons. As an organization, they have quite an extensive background and experience engaging in this work. Also given the significant scope of this endeavor, utilizing their expertise is a prudent course of action.

The work will entail \_\_\_\_\_ to complete a Position Description Questionnaire, followed by

classification interviews. These interviews will be with incumbents and those who serve as their supervisor.

Once the classification data is collected and analyzed by EH&A, draft classification specifications will be developed and submitted to our team for review and comments. Upon finalization of job descriptions, updated classifications will be matched to positions in comparable district sites for compensation comparisons. Essential in these analyses will be review and recommendation regarding the district's overall classification structure, alignment and that positional arrangements meet current and future District needs. The process will also include conducting a salary survey of comparable districts selecting appropriate benchmarks and computing the agreed-upon measure of central tendency such as mean, median or percentiles.

We are excited about engaging in this work and look forward to your participation in this regard. We have invited representatives from EH&A to our upcoming meetings to provide you with more information regarding the process. These orientation meetings are being scheduled as we speak, and you will be informed of the date and times. Thank you for all you do each and every day on behalf of students and their families. Please feel free to contact me should you have any questions.

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