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F.O.P.

To: Compensation Unit 1 and 2 Members

From: Geo T. Johnson, Chief Negotiator
Compensation Units 1 and 2



Eric Bunn, Labor co-Chair
Classification Reform Task Force

Re: Job Analysis Questionnaire

The Joint Labor-Management Task Force on Compensation and Classification Reform, created under the Comp. Units 1 and 2 Contract is presently sponsoring the job analysis project and questionnaire recently distributed by the D.C. Department of Human Resources in behalf of the Task Force.

This is the second round of our long-standing effort to develop an improved classification and compensation system.

The rationale for the project is that the District's current system of classification and compensation is based on the methods used by the Federal Government and is outdated and fails to measure up to industry standards for most jobs.

It's important that the questionnaire be answered completely. The answers you provide should reflect your current duties and responsibilities whether or not they are contained in your current job description. Be sure to take the time to allow you to read, consider and carefully answer the questionnaire.

Your supervisor will be expected to cooperate, will be asked to comment, but your supervisor may not change or alter your responses to the questionnaire. When the new position description has been created, you will have an opportunity to review it to determine accuracy of the job description.

The task force has provided a frequently asked question (FAQ) fact sheet that can be obtained through DCHR web site at dchr.gov under the heading "Classification and Compensation Reform Project."

As Chief Negotiator and Task Force Labor co-Chair we encourage your participation in this process. Working together, your input will be the foundation for creating a new classification and compensation system for the District.