



July 6, 2009

Dear Classified Employee:

The Chabot-Las Positas Community College District Classification Study Team, which includes representatives from SEIU and administration, has met regularly with Johnson and Associates to address and work through the resolution of classifications in question based on returned Job Analysis Questionnaires, management and employee input, including interviews as requested. The recommendation also includes Johnson and Associates' experience with other agencies and organizations in terms of titling conventions. Please also note that this phase of the study does not involve compensation; therefore the recommendation should not be interpreted to imply a proposed salary level.

As previously mentioned in an email communication to you from the Chabot-Las Positas Community College District Classification Study Team, the enclosed employee review form affords you with another opportunity to provide information to ensure your position is correctly classified. Please take the time to review the recommendation for your position as attached and provide appropriate feedback which is due to your immediate supervisor by **July 24, 2009**.

Once your comments are received, they will be reviewed by the consultants and then discussed with the CLPCCD Classification Study Team. The consultants may contact you if they have a need to clarify and/or obtain additional information from you. Should you have any questions concerning the process, please contact Jeanne Bargmann, Manager, Employment, Diversity, and Employee Relations at 925-485-5240, or me at 925-485-5261.

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Sincerely,

*Wyman M. Fong*

**Wyman M. Fong**  
Director, Human Resource Services

C: Mary Anne Gularte, Ed.D. Vice Chancellor of Human Resource Services and Organizational Development  
Jeanne Bargmann, Manager, Employment, Diversity, and Employee Relations  
Chabot-Las Positas Community College District Classification Study Team