

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** October 2, 2015

**To:** All Managers, Supervisors, Principals and Vice Principals

**Subject:** POSITION DESCRIPTION REVIEW SURVEY REQUEST

**Department and/or Persons Concerned:** All Managers, Supervisors, Principals and Vice Principals

**Due Date:** October 30, 2015

**Reference:** None

**Action Requested:** Return requested survey by October 30, 2015.

**Brief Explanation:**

The Human Resources Department is in the process of performing a district wide review of all position descriptions with the exception of SDEA. SDEA positions will be studied using a separate process. The purpose of this review is to maintain an equitable and consistent internal classification and compensation plan that reduces attrition and increases retention of employees.

The attached letter provides information regarding the Position Description Review, Survey Request. Please encourage your staff to participate in the survey and provide resources (i.e. time, computer access etc.) necessary to complete by October 30, 2015.

Note: The link on the attached memo has been provided to retrieve your current job description on the district's website. The employee will need to select their current job description.

If you have questions or concerns, please feel free to contact the following HR Analysts:

|                    |              |  |
|--------------------|--------------|--|
| Francesca Sugahara | 619-725-8069 | <a href="mailto:fsugahara@sandi.net">fsugahara@sandi.net</a> |
| Rebecca Lee        | 619-725-8030 | <a href="mailto:rlee3@sandi.net">rlee3@sandi.net</a>         |
| Samuel Scaife III  | 619-725-8052 | <a href="mailto:sscaife@sandi.net">sscaife@sandi.net</a>     |

APPROVED:

Tim Asfazadour  
Chief Human Resources Officer

TA: SSIII  
Attachments (1)

SAN DIEGO UNIFIED SCHOOL DISTRICT  
Human Resource Services Division

Dear Employees,

In the coming days you will receive an email from the Human Resources Division regarding your participation in the Position Description Review Survey. This is an important District-wide priority. Please take the time to thoughtfully complete and submit the survey as it is essential feedback necessary to the process of updating all job classifications throughout the district.

Remember, your current position description will provide you the tools necessary to complete the survey. Participation in this project will help ensure that the SDUSD classification system accurately reflects the work and skills required for each position.

Survey link:

<https://www.surveymonkey.com/r/YYYYKMJW>

Employee Job Description link:

<https://www.sandiegounified.org/position-descriptions>

Thank you for supporting this important initiative.