

To: All MC Supervisors, Managers, Department Chairs, and Administrators

From: Krista Leitch Walker, Vice President and Chief Human Resources Officer
Lauren Landau, Director of Strategic Talent Management & Organizational Development
Office of Human Resources and Strategic Talent Management

Subject: **Participation Required - FY24 Classification and Compensation Practices Study - Overview and Job Profile Navigation**

Date: January 10, 2024

We are writing to provide an update on upcoming activities related to the College's [FY24 Classification and Compensation Practices Study](#). As shared in [our last communication of October 11, 2023](#), the next stage in the study focuses on new job documentation standards to assist in the alignment of MC's jobs with market comparators. As previously noted, position descriptions and job classifications have been consolidated into one, new document in Workday – the job profile. The HRSTM classification and compensation team will present overview sessions on the job profiles for all supervisors/managers. Staff within the unit/area are also welcome to attend with their supervisor/manager. During the overview, the team will discuss the rationale for this change and will introduce and review the new components of the job profile. Additionally, supervisors/managers will be given instructions and guidance on how to provide feedback on the staff job profiles for their respective units/areas.

Registration for the Overview

- Prior to attending the overview session, managers/supervisors need to watch an 8-minute Workday job profile navigation video.
- The job profile navigation video and registration for the overview sessions are available through [MC Learns](#)
- Live virtual sessions of the overview will be offered on the following dates:
 - Friday, January 12 at 9:00 – 10:30 a.m.
 - Friday, January 12 at 12:00 – 1:30 p.m.
 - Friday, January 19 at 10:00 – 11:30 a.m.
 - Tuesday, January 23 at 9:00 – 10:30 a.m.
- A recording of the overview will be available in Workday by January 22, 2024.

Given the importance of this work, your participation in and completion of these activities are imperative to the success of the classification and compensation practices study. We value your input and look forwarding to working together. Should you have any questions, please contact the Class.CompTeam@montgomerycollege.edu.

Thank you!