



Dear Colleagues,

As President Ambar described in her [announcement](#) this week, Oberlin College has embarked on the important and ambitious work of a [Total Compensation Study](#). Inclusive in this effort is the development of accurate and current position descriptions and titling framework for all Administrative & Professional Staff (A&PS). A&PS staff are asked to complete by Friday, May 13, an on-line questionnaire known as a Position Description Questionnaire (PDQ) which will focus on your job responsibilities. Supervisors will have until Friday, June 3, to review and complete the submitted PDQs. In preparation for completing the survey, training will be provided to all invited staff.

During an hour-long training session, compensation consultants from Segal will present an overview of the comprehensive compensation and classification study project we have begun at Oberlin and explain how to complete the PDQ. Following the employee session, Segal will lead a half-hour training session for supervisors of A&PS employees on how to review and respond to those questionnaires. The goal of the PDQ work is to gain a clear and current understanding of each position as the basis for developing accurate job descriptions and performing the compensation analysis.

A live, Zoom based training session will be held on Wednesday, April 20 from 9:30 am to 10:30 am for A&PS staff ([Click here to add staff training to your Google Calendar](#)), and an additional 30 minutes, from 10:30 am - 11:00 am, for the supervisors ([Click here to add supervisor training to your Google Calendar](#)). Supervisors will need to attend both sessions. The training session will be recorded and made available via the [College's Total Compensation Study website](#), if you are unable to attend the live session on April 20.

Contact Us

If you have any question about the upcoming training session or the Position Description Questionnaire process we invite you to email us as at HRSurveySupport@oberlin.edu.

Questions and concerns about the broader compensation and classification study can be emailed to OCTotalCompStudy@oberlin.edu. We will continue to add information about the study as it progresses, to the Total Compensation Study webpage at: [Total Compensation Study | Oberlin College and Conservatory](#)

Thank you in advance for your support and cooperation throughout this process.

Sincerely,
The Compensation Study Working Group