

## MEMORANDUM

**TO:** Community College Presidents

**FROM:** Peter H. Tsaffaras  
Director of Employee Relations and Benefit Administration

**DATE:** April 14, 2006

**SUBJECT:** Creation of One (1) New Consolidated Classification Specification for the Classification Title of Learning Specialist and the Abolition of Three (3) Separate Pre-existing Classification Specifications for the Massachusetts Community College Council (MCCC) Unit

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During September and October of 2005, the Global Issues Committee, after considerable review and discussion, adopted the recommendation of the Classification Appeals Committee and voted to forward to the Chancellor of the Board of Higher Education a recommendation for the creation of One (1) New Consolidated Classification Specification for the Classification Title of Learning Specialist for her review and subsequent approval or disapproval. In recognition of the New Classification Specification (Job Description) for this Classification Title, the Global Issues Committee is recommending that the Classification Title be upgraded to a Grade 5 Level Position.

The new Classification Specification of Learning Specialist (Job Code: HB1106), which is a Grade 5 Level Position, is generic in nature and results from the consolidation of the pre-existing Classification Specification for the Classification Title of Learning Specialist and the Abolition of the Classification Specifications of the Three (3) separate Classification Titles of Learning Specialist/Critical Thinking (Grade 5); Learning Specialist/Math Skills (Grade 4); and Learning Specialist/Reading/Writing (Grade 4). (New Classification Specification– Attachment 1)

In effect, the Global Issues Committee took Four (4) separate and highly detailed Classification Specifications and combined the duties and responsibilities of these Four (4) positions into One (1) Generic Position. Retaining the more generic Classification Title of Learning Specialist, it abolished the Three (3) other specific Classification Titles of Learning Specialist/Critical Thinking (Job Code: HB1146); Learning Specialist/Math Skills (Job Code: HB1458); and Learning Specialist/Reading/Writing (Job Code: HB1144).

The justification for this action is fairly straight forward in nature. The Classification Specifications of the Classification Titles of Learning Specialist; Learning Specialist/Critical Thinking; Learning Specialist/Math Skills; and Learning Specialist/Reading/Writing contain distinctions among the work performed which are artificial in nature and not reflective of the day-to-day operations of the Community Colleges. Not significantly different from one another, the Four (4) Classification Specifications referenced above have overlapping responsibilities and different levels of compensation (i.e. Grade 4/Grade5).

After consideration and review of the recommendation of the Global Issues Committee, Chancellor Gill has authorized; a) the implementation of the new Classification Specification for the Classification Title of Learning Specialist—Attached; b) the upgrading of the Classification Title of Learning Specialist from a Grade 4 Level Position to a Grade 5 Level Position and c) the abolition of Classification Specifications and Classification Titles positions of Learning Specialist/Critical Thinking; Learning Specialist/Math Skills; and Learning Specialist/Reading/Writing. (Summary of Changes – Attachment 2)

Each of the above authorizations are effective immediately and retroactive to Sunday, November 27, 2005.

Further, all present incumbents of the Classification Titles of Learning Specialist; Learning Specialist/Critical Thinking; Learning Specialist/Math Skills; and Learning Specialist/Reading/Writing should be transferred to the Classification Title of Learning Specialist, Grade 5 retroactive to Sunday, November 27, 2005. Once the transfer of present incumbents has been completed the Classification Titles of Learning Specialist/Critical Thinking; Learning Specialist/Math Skills; and Learning Specialist/Reading/Writing and the Classification Title of Learning Specialist, Grade 4 will be abolished.

All other administrative matters attendant to the establishment of this new Classification Specification are being attended to concurrent with the transmittal of this communication.

I would appreciate it if you would ensure that individuals on your campus whom you believe should be aware of this matter, especially academic administrators need to be properly advised of such by you or by your designee. I will communicate this information directly to the leadership of the Massachusetts Community College Council (MCCC).

If you should have any questions regarding this matter, please feel free to contact me at your convenience at (617) 994-6928, or by e-mail at: [ptsaffaras@bhe.mass.edu](mailto:ptsaffaras@bhe.mass.edu).

Peter

Attachments: (2)

1. Classification Specification – Learning Specialist
2. Summary of Changes

c: Chancellor Gill  
Mr. McCauley  
Ms. Motta  
Ms. Piraino  
Ms. Thomas  
Community College Directors of Human Resources/Personnel