HARTNELL COLLEGE
Classification & Compensation Study
CSEA – Group 2
Timeline – Updated 2/16/2024

Activity	Date to Complete
CSEA member communication regarding the classification/compensation study conducted by Reward Strategy Group (RSG).	Completed
Information regarding Class/Comp study distributed: ✓ Overview ✓ Position Description Questionnaire (PDQ) for Local 39 and CSEA identified classifications ✓ Supervisor review forms	Completed
PDQs are completed and submitted to employee's immediate supervisor for review.	Completed
Supervisor reviews, completes supervisor form and submits employee PDQ and supervisor form to Human Resources at **HR@hartnell.edu** or in person.	Completed
Human Resources collects all PDQs and supervisor review forms, checks for completeness, and submits to RSG.	Completed
RSG reviews PDQs.	Completed
RSG provides HR with proposed schedule for any needed interviews.	Completed
Conduct needed interviews.	Completed Feb. 15, 2024
Conduct classification analyses; develop findings and recommendations. Prepare report and deliver/discuss with HR.	March 8
Hartnell approves classification recommendations	March 22
Update job descriptions.	March 25 – April 12
Hartnell provides feedback on the job descriptions and RSG finalizes classifications	April 15 – May 3
Conduct salary survey of CSEA classifications.	May 6 – May 24
Document survey results; develop salary range recommendations for studied CSEA classes.	May 28 - 31
Conduct meeting to review survey findings and implications.	Week of June 3
Prepare CSEA final report.	June 14

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RSG·
REWARD STRATEGY GROUP

CSEA Group 2 Classifications

INSTRUCTIONAL SERVICES

1. Academic Support Specialist
2. Child Development Center Teacher
3. Clinical Operations Specialist
4. Curriculum and Scheduling Lead
5. Curriculum and Scheduling Specialist
6. Instructional Associate I (Toolroom)
7. Instructional Associate I (Visual Arts)
8. Instructional Associate II (Automotive/Diesel)
9. Instructional Operations Specialist
10. Instructional Operations Technician
11. Outcome and Assessment Specialist
12. Science Lab Technician
13. Tutorial Services Coordinator

LIBRARY SERVICES

1. Instructional Technology Technician
2. Library Specialist
3. Library Technician I
4. Library Technician II
5. Library Technician III