



HARTNELL COLLEGE

**Classification & Compensation Study
CSEA Timeline – Updated 11/26/2023**

Activity	Date to Complete
Communication regarding the classification/compensation study participants conducted by Reward Strategy Group (RSG).	Completed
Information regarding Class/Comp study posted on HR website: <ul style="list-style-type: none">✓ Overview✓ Position Description Questionnaire (PDQ) for CSEA identified classifications✓ Supervisor review forms	Completed
PDQs are completed and submitted to employee's immediate supervisor for review.	Nov. 15
Supervisor reviews, completes supervisor form and submits employee PDQ and supervisor form to Human Resources at HR@hartnell.edu or in person.	Nov. 28
Human Resources collects all PDQs and supervisor review forms, checks for completeness, and submits to RSG.	Nov. 30
RSG reviews PDQs.	Nov. 30 - Dec. 8
RSG provides HR with proposed schedule for any needed interviews.	Dec. 11 - Dec. 15
Conduct needed interviews.	Jan. 2 - Jan. 12
Conduct classification analyses; develop findings and recommendations.	Jan. 13 - Mid Feb.
Prepare report and deliver/discuss with HR.	Mid February
Hartnell approves classification recommendations	Mid February
Update job descriptions.	No Later than Feb. 29
Conduct salary survey of CSEA classifications.	Mid-Late Feb.
Document survey results; develop salary range recommendations for studied CSEA classes.	March 2023
Conduct meeting to review survey findings and implications.	March 2023
Prepare CSEA final report.	April 2023
HR reviews study results, implementation plan discussed with CSEA.	
Proposed implementation plan presented to Board.	No later than May 2023

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