



HARTNELL COLLEGE

**Office of Vice President, Human Resources and EEO**  
**Hartnell College Classification and Compensation Study 2022/2023**  
**August 26, 2022**

At the August 2, 2022 meeting, the Board of Trustees ratified a contract for Reward Strategy Group (RSG) to conduct a classification and compensation study for agreed upon CSEA classifications and classifications represented by Stationary Engineers Local 39 (Local 39). The list of [CSEA](#) and [Local 39](#) classifications that are part of the study can be found on the HR webpage. RSG will also be conducting a salary survey for positions in the Unrepresented employee group.

### **Background**

Reward Strategy Group was jointly selected by CSEA and Human Resources, based on their extensive experience in classification and compensation studies in the public and private sector. RSG's client list includes over 30 educational organizations.

### **The Process**

Human Resources staff will be assisting RSG disseminate and collect information critical for RSG to conduct the classification/compensation and compensation studies. Employees in classifications that are listed in the classification/compensation study will be asked to complete a Position Description Questionnaire (PDQ) to communicate the details of the job to our consultants. The completed PDQs will be reviewed by the employee's immediate supervisor. Supervisors will not change anything in the PDQ but they can provide additional information.

Information regarding the classification and compensation study, including a timeline, PDQ and the Supervisor's Review form can be found on the [Human Resources webpage](#) of the College's website. Additional information regarding the classification/compensation study for CSEA and L39 can be found in the collective bargaining agreements for each group.

### **Timeline**

We have a very tight timeline to complete the study. For that reason, it is critical that each step of the process is completed by the deadline identified in the timeline.

- ***EMPLOYEE DEADLINE to complete the PDQ and submit to their supervisor is September 12.***
- ***SUPERVISOR DEADLINE to review and submit the PDQ and supervisor comments to HR is September 21.***

For the entire process timeline for [CSEA and L39](#) and [Unrepresented](#), please visit the HR webpage.

*If you have questions about the class/comp or compensation study, please email [classcomp@hartnell.edu](mailto:classcomp@hartnell.edu) or stop by Human Resources*