



HARTNELLCOLLEGE

Office of Vice President, Human Resources and EEO
Hartnell College Classification and Compensation Study 2022/2023
Timeline for CSEA and Stationary Engineers Local 39

Activity	Date to Complete/Deadline
College-wide communication regarding classification/compensation (Class/Comp) study conducted by Reward Strategy Group (RSG)	August 26
Information regarding Class/Comp study posted on HR Website <ul style="list-style-type: none">• Overview• Position Description Questionnaire (PDQ) for Local 39 and CSEA identified classifications• Supervisor review forms	August 26
PDQs are completed and submitted to employee's immediate supervisor for review	September 12
Supervisor reviews, completes supervisor form and submits employee PDQ and supervisor form to Human Resources at classcomp@hartnell.edu or in person.	September 21
Human Resources collects all PDQs and supervisor review forms, check for completeness, submits to RSG.	September 27
RSG reviews PDQs.	Sept 28 – Oct 3
RSG provides HR with proposed schedule for any needed interviews.	October 4
RSG conducts needed interviews.	October 7 – 14
RSG conducts classification analyses; develop findings and recommendations.	Week of October 17
Prepare report and deliver/discuss with HR	By October 25
Update job descriptions	By October 27
RSG conducts salary survey of CSEA and Local 39 classifications	Oct 27 – Nov 9
Document survey results; develop salary range recommendations for studied CSEA and Local 39 classes.	November 10 - 18
RSG prepares CSEA and Local 39 final report	By November 23
HR reviews study results, implementation plan discussed with CSEA and Local 39.	By December 7
Proposed implementation plan presented to Board	By February 2023

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