

HARTNELL COLLEGE
Classification & Compensation Study
CSEA Group 3 Timeline – Revised

Activity	Date to Complete
Distribute information regarding Class/Comp study:	COMPLETE
<ul style="list-style-type: none"> ✓ Overview ✓ Position Description Questionnaire (PDQ) for CSEA identified classifications ✓ Supervisor review forms 	
PDQs are completed and submitted to employee's immediate supervisor for review.	COMPLETE
Supervisor reviews, completes supervisor form and submits employee PDQ and supervisor form to Human Resources at HR@hartnell.edu or in person.	COMPLETE
Human Resources collects all PDQs and supervisor review forms, checks for completeness, and submits to RSG.	COMPLETE
RSG reviews PDQs and provides HR with proposed schedule for any needed interviews.	COMPLETE
Hartnell schedules interviews	COMPLETE
Conduct needed interviews.	COMPLETE
Conduct classification analyses; develop findings and recommendations.	COMPLETE
Prepare report and deliver/discuss with HR.	COMPLETE
Hartnell approves classification recommendations	COMPLETED – April 10
Update job descriptions.	April 14 – May 16
Hartnell provides feedback on the job descriptions and RSG finalizes classifications	NLT May June 6
Conduct salary survey of CSEA classifications.	May/June
Document survey results; develop salary range recommendations for studied CSEA classes and makes recommendations for any additional changes in salary based on internal relationship analysis.	NLT June 13
Conduct meeting to review survey findings and implications.	Week of June 16
Prepare CSEA final report.	June 30
HR reviews study results, implementation plan discussed with CSEA.	Mid -July