



HARTNELL COLLEGE

**Classification & Compensation Study
CSEA Timeline – Updated 11/16/2022**

Activity	Date to Complete
College-wide communication regarding the classification/compensation study 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 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 Nov 8
Conduct needed interviews.	Nov 29 – Dec 1
Conduct classification analyses; develop findings and recommendations.	December 5
Prepare report and deliver/discuss with HR.	December 9
Hartnell approves classification recommendations	December 16
Update job descriptions.	Dec 16 – Jan 9
Conduct salary survey of CSEA classifications.	January 9 - 16
Document survey results; develop salary range recommendations for studied CSEA and Local 39 classes.	January 18
Conduct meeting to review survey findings and implications.	Week of Jan 23
Prepare CSEA/Local 39 final report.	February 3
HR reviews study results, implementation plan discussed with CSEA.	
Proposed implementation plan presented to Board.	By March 2023

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