



HARTNELL COLLEGE

**Office of Vice President, Human Resources and EEO
Hartnell College Classification and Compensation Study 2022/2023
Revised Timeline for CSEA
Updated September 9, 2022**

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 26
Supervisor reviews, completes supervisor form and submits employee PDQ and supervisor form to Human Resources at classcomp@hartnell.edu or in person.	October 5
Human Resources collects all PDQs and supervisor review forms, check for completeness, submits to RSG.	October 11
RSG reviews PDQs.	Oct 12 - 17
RSG provides HR with proposed schedule for any needed interviews.	October 18
RSG conducts needed interviews.	October 21 - 28
RSG conducts classification analyses; develop findings and recommendations.	November 1
Prepare report and deliver/discuss with HR	By November 7
Update job descriptions	By November 9
RSG conducts salary survey of CSEA classifications	November 9 - 16
Document survey results; develop salary range recommendations for studied CSEA and Local 39 classes.	November 17 - 28
RSG prepares CSEA final report	By November 30
HR reviews study results, implementation plan discussed with CSEA	By January 9
Proposed implementation plan presented to Board	By March 2023

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