



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 HR@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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