

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

Activity	Date to Complete
Distribute information regarding Class/Comp study: <ul style="list-style-type: none"> ✓ Overview ✓ Position Description Questionnaire (PDQ) for CSEA identified classifications ✓ Supervisor review forms 	October 21, 2024
PDQs are completed and submitted to employee's immediate supervisor for review.	November 8
Supervisor reviews, completes supervisor form and submits employee PDQ and supervisor form to Human Resources at HR@hartnell.edu or in person.	November 22
Human Resources collects all PDQs and supervisor review forms, checks for completeness, and submits to RSG.	NLT December 6
RSG reviews PDQs and provides HR with proposed schedule for any needed interviews.	NLT December 20
Hartnell schedules interviews	Week of January 2
Conduct needed interviews.	Jan 13 - 31
Conduct classification analyses; develop findings and recommendations.	February 3-21
Prepare report and deliver/discuss with HR.	Week of February 24
Hartnell approves classification recommendations	NLT March 14
Update job descriptions.	March 17 – April 18
Hartnell provides feedback on the job descriptions and RSG finalizes classifications	NLT May May 2
Conduct salary survey of CSEA classifications.	April/May
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 May 9
Conduct meeting to review survey findings and implications.	Week of May 12
Prepare CSEA final report.	May 30
HR reviews study results, implementation plan discussed with CSEA.	Mid -June