

The Office of Human Resources is launching a comprehensive review and assessment of the College's administrative, professional and career position classifications and salary index structure. This is a significant undertaking, and we anticipate it will take approximately 12 to 18 months to complete the project.

Gallagher Benefit Services, Inc. (GBS) will be our consultant on this project. They have been focused on higher education for over 35 years and are renowned for providing insights and expertise and best practice nationwide.

This project will be referred to as the CARE Project – **Classification>Acquisition>Retention>Equity**.

In September, we will kick off the project to include informational sessions, led by GBS. Phase 1 of the project consists of GBS meeting with leadership and employees to establish project scope to collect material from the College and instruct employees on how to complete a Position Description Questionnaire (PDQ). Phase 2 will begin in October and will last approximately six months. Phase 2 involves gathering updated job description information and then classifying all positions and making recommendations to a classification and pay grade structure. Phase 3 involves a compensation study and will take approximately six months to complete and can be started once all updated job description information has been received. Once all of the data has been reviewed and finalized with the College, Phase 4 will begin and involve the development of a final report, delivered to the College approximately August 2020.

There will be a freeze on reclassification requests, job description revisions, salary adjustments and reorganizations during this project. Critical needs will be assessed on a case-by-case basis and will require Vice President and the Chief Human Resource Officer approval before submitting any requests.

The goal of this project is to design a classification and compensation system that is internally equitable and externally competitive. GBS and the College will not be looking to reduce pay (nor will the College be automatically increasing pay), reduce cost or eliminate positions. This project is not designed to change employee responsibilities. It is designed to review our position classification structure including titles, job requirements and pay grades.

Some of the tasks performed will include:

- Collecting, analyze and present benchmarking results
- Developing framework and recommendations
- Defining the market value of all benchmarked jobs included in the study
- Reviewing College classification and compensation policies and make recommendations
- Analyzing impact of any classification and compensation redesign compared to current structure

GBS will ensure consistency is achieved through a position classification process. This means that they will:

- Analyze job documentation through an existing updated job description or through the completion of a PDQ. If HR determines that a job description needs to be updated a PDQ will be distributed to the appropriate employee.
- Employees will have approximately three weeks to complete the PDQ and the immediate manager and second level manager will have approximately three weeks to review all PDQs submitted to them
- Establish job framework and job title standardization
- Identify the knowledge & skills required for each position
- Define roles & responsibilities
- Detail the education, experience & licenses/certifications required to perform work
- Career pathway analysis

The administration will then review the recommendations and use the benchmarks to make informed decisions on next steps. The College has initiated this project to ensure our titles, job descriptions, policies, procedures and practices are best in class when compared with other colleges.

We want to ensure you stay informed throughout this project. If you want to learn more, please participate in the upcoming OnPoint call scheduled for June 24.

Questions and comments should be sent to: thecareproject@fscj.edu.