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Sent: Wednesday, February 12, 2020 2:00 PM

To: All Career Employees ; All Professional Employees; All Admins

Subject: The CARE Project Update



The Office of Human Resources continues to work with Gallagher Benefit Services, Inc. (GBS) in designing our classification and compensation system, The CARE Project, which is internally equitable and externally competitive through the completion of The CARE Project.

Phase 1 of the project, which included numerous informational sessions and the collection of Position Description Questionnaires (PDQ) from employees, is now complete. Human Resources received PDQs from over 1,000 employees comprising over 360 different positions. These have been forwarded to GBS consultants for review.

To establish a comparison, GBS is currently sending custom surveys to many colleges and businesses in our area to inquire about their compensation practices with an anticipated completion of Spring 2020. This market information will help ensure that our compensation plan is competitive.

Additionally, a representative from GBS will conduct on-site focus groups for a select number of positions to gain further insight from employees in late March/early April. Employees selected for these groups will be contacted in the coming weeks. Once this data is collected, GBS will discuss the findings with the HR staff, complete their analysis, and issue a final report.

The CARE Project is important, and completing it correctly takes time. To access project phase details, progress updates, or a video of the informational session presentation, please visit The CARE Project [website](#). We look forward to using this plan to guide future staffing and compensation decisions.

If you have any questions, please contact thecareproject@fscj.edu.