

Job Classification and Salary Study for Classified Unit Members – Fall 2018 through Spring 2020
(Study to be Conducted by JB Rewards)

TARGET DATE	ACTIVITY
Startup	
8/23/18	Orientation of work group and negotiations teams
9/13/18	Communication to all staff and management
9/24/18 – 9/27/18	Information sessions
DATE/TIME	LOCATION
(W) 9/26/18, 8:30am – 10:00am	Santa Rosa Campus: Doyle – Room 4245 - ZOOM (recorded)
(W) 9/26/18, 12:00pm – 1:30pm	Petaluma Campus: Call – Room 602 - ZOOM (recorded)
(TH) 9/27/18, 7:30am – 9:00am	Santa Rosa Campus: Newman Auditorium/Emeritus - Room 1564
(TH) 9/27/18, 11:30am – 1:00pm	Santa Rosa Campus: Plover – Room 558
(TH) 9/27/18, 4:30pm – 6:00pm	Santa Rosa Campus: Doyle – Room 4245 - ZOOM (recorded)
Analytics	
10/31/18	Staff members submit information to Supervisors
11/7/18	Supervisors submit information to HR and share with Staff
1/20/19	Job studies
3/1/19	Job descriptions to employees & supervisors
3/1/19 – 5/1/19	Employee & supervisor review and edit job descriptions/quality review process
6/10/19	Final descriptions to employees & supervisors
6/30/19	Initial review of internal alignment
7/1/19 – 8/31/19	Comparable entity review – salary survey
10/1/19	Recommend pay ranges
Implementation	
2/28/2020	Final report
tbd	Implementation of study (pending negotiations)