

FY11 NON-FACULTY MARKET SURVEY TIMELINE GUIDELINES

The next market study for non-faculty employees is scheduled to be performed in FY11 for implementation in FY12. The following describes the market survey process beginning in September 2010 (FY11) and ending September 2011 (FY12).

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| October 2010 | <ul style="list-style-type: none">• HR Compensation begins sending ACC data to survey sources• The submission process takes several months to complete, beginning in October and ending in December. Each survey source has its own survey, timeline and set of instructions that must be followed to the letter.• The process includes job matching using job descriptions. ACC compares the description of the job listed in the survey to similar jobs at ACC to determine the best fit. We use the 80%-120% match process. That is a job matches when it is within that range. If either the ACC or survey job does not fall within that range, then it is not counted as a match and no data is either submitted or collected. |
| November 2010 | <ul style="list-style-type: none">• HR Compensation continues sending ACC data to survey sources• HR meets with PLT (Nov 3/17 estimated dates) to review survey processes, job families and linkages, proposed benchmarks, survey sources, and other data sources• HR meets with employee associations after PLT meeting to review survey processes, job families and linkages, proposed benchmarks, survey sources, and other data sources |
| December 2010 | <ul style="list-style-type: none">• HR Compensation continues sending ACC data to survey sources• HR Compensation allows the minimum of a month to pull the data from a survey and allows at least an additional month for analysis of the data. |
| January 2011 | <ul style="list-style-type: none">• HR Compensation begins retrieving salary data from Texas Compensation (Austin area) 3rd quarter data• HR Compensation begins retrieving salary data from Texas Workforce Commission• HR Compensation begins retrieving salary data from Texas Association of School Boards |
| February 2011 | <ul style="list-style-type: none">• HR Compensation begins retrieving salary data from CUPA mid-level survey• HR Compensation begins retrieving salary data from CUPA administrative survey• HR Compensation meets with employee groups to provide status report on data collection |
| March 2011 | <ul style="list-style-type: none">• HR Compensation completes data collection, conducts analysis, and makes recommendations• The CUPA Mid-Level survey report will be available on March 15, |

2011. HR Compensation completes data collection, conducts analysis, and makes recommendations. Analysis includes comparing the salary data from the various survey sources and comparing them. If the data is sound, it is used and is averaged with the other sources. If the data from one source contains some anomaly, for example, very few incumbents, that data may not be included since it is not representative of the population holding the title.

- April 2011
 - HR meets with PLT (April 6/20 estimated) to review results and make recommendations
- May 2011
 - HR meets with employee associations to review results from PLT
- July 2011
 - Market changes become part of the budget process
 - Board approves the FY12 budget
 - HR Compensation meets with employee associations after budget approval, then posts changes to the HR website
- August 2011
 - HR Compensation works with HR Records processes market changes as well as other salary adjustments for employees.
- September 2011
 - Market changes become effective on September 1, 2011.
 - HR Compensation works with HR Records to ensure accuracy and verify all salary changes.

Data Sources

ACC uses a variety of resources for comparative purposes. In the past, the following resources have been used:

1. Texas Compensation Survey includes local businesses and institutions of higher education in the Austin and central Texas area. It is updated quarterly and uses real time data. Data from 3rd quarter 2010 is available in January 2011.
2. Austin Area Survey—This survey is a compilation various resources coordinated by the Austin Human Resource Management Association, the Central Texas Compensation and Benefits Association, the Williamson County Human Resource Management Association and the Texas Association of Business.

ACC uses data for the Austin-San Marcos Area for All Industries –ending in the 3rd quarter. The survey includes all cities and counties in the Austin-San Marcos-Round Rock corridor. A complete listing of cities/counties and participants is available for review.

3. Texas Workforce--ACC uses the Texas Workforce Commission Job Market and Economic Data, Wage Information Network (WIN) data to match jobs in the local area. Data is available year round and is collected on a five year rotating survey system from November, 2004 through April, 2009. All data is aged and updated. Data is to be collected by HR Compensation in January 2011. Austin-Round Rock Metropolitan Statistical Area, the All Industries cut was used unless noted otherwise due to the type and scope of job.
4. TASB-- HR Compensation begins retrieving salary data from Texas Association of School Boards. Texas Association of School Boards (TASB) data is available January 2011. The TASB survey includes Independent School Districts for Austin, Del Valle, Eanes, Leander, Manor, Pflugerville, and Round Rock.
5. CUPA-- ACC uses CUPA- Data on Demand to access the report data about two weeks sooner than the actual report is issued. We collect data on the Metro 8 Community Colleges plus University of Texas and Texas State University data (where available) In the past, regional data had been used from CUPA-HR. Using Data on Demand provides data specific to the Metro 8 Community Colleges (industry specific Higher Education data) and UT and Texas State (local Austin geographic area data). The CUPA Mid-Level – online data collection will be available on February 1, 2011. The CUPA Administrative survey report will be available on February 15, 2011.

In February, HR Compensation begins retrieving salary data from CUPA mid-level survey. The Mid-Level survey includes more ACC Classified titles and some Professional-Technical titles. The CUPA Administrative survey online data collection will be available on February 1, 2011. HR Compensation begins retrieving salary data from CUPA administrative survey. The CUPA Administrative survey includes primarily Professional-Technical titles, including some supervisory titles.