MARKET STUDY

Effective FY14

November 2012
Every 2 years HR Compensation conducts a market survey to measure ACC salaries.

The study is for Classified and Professional-Technical employees.

The midpoints of ACC pay grades are designed to reflect market.

HR’s recommendation is to conduct the same process as last market study (2010-2011).
The PLT and employee associations are informed of progress during the study.

The process begins with HR Compensation completing surveys.

Jobs are matched by job descriptions, not title.

Benchmark jobs are reviewed. Benchmark jobs are jobs that are found in many organizations. Examples: Accountant, Groundskeeper, Administrative Assistant, Programmer Analyst.
Job links within the job family and cross-college links are reviewed.

ACC jobs that had approved reclassifications in the past two years will be reviewed to ensure the job match and links are accurate.

Jobs that have a high attrition rate will be reviewed.
HR Compensation pulls survey data and creates the initial report.

Data is reviewed and analysis conducted.

When the data is abnormally too high or too low in a survey source, it is trimmed and excluded from the final report.
Market Study Steps

- The final report includes an executive summary, information gathered on the benchmark titles, and charts and analysis of the ACC Pay Line and Market Line. The pay and market lines show how ACC pay compares to the market.

- Market adjustments are effective September 2013.
Surveys Used

- College and University Professional HR Association (CUPA)
- ACC Metro 8 Market Study
- Higher Education Information Technology Survey (HEITS)
- Mercer (Austin and South Central)
- Texas Compensation
- Texas Workforce Commission
- Texas Association of School Boards (TASB)
  - Jobs in Local School Districts (in ACC taxing area)
November 2012: PLT and Market Study Work Group presentations; preparation duties

January – February 2013: retrieve and analyze data; determine budget impact

April - May: create report; presentation to PLT and Market Study Work Group

June: resolve any related issues; submit report to the Board; Board approval

August: process changes for September 1st

*Timeline subject to change.*