

# FY10 NON-FACULTY MARKET SURVEY DESIGN PROCESS AND TIMELINE (CLASSIFIED AND PROFESSIONAL-TECHNICAL EMPLOYEES)

## Benchmark/Job Linking Process Timeline

- Goal #1: Examine Job Families
- Goal #2: Establish benchmarks (2) per job family
- Goal #3: Establish benchmark survey sources
- Goal #4: Establish links among jobs based on common responsibilities and scope to be used when making market adjustments.
- Goal #4: Communicate process/timeline so that Classified and Professional-Technical Employees understand it and have on-line reference resource.

### GOAL #1 JOB FAMILIES

A job family is a set of jobs, or titles, that are grouped together by function. Usually there is a hierarchy, or a career ladder, within the job family. A job family allows employees to prepare for the next level position within ACC.

Timeframe	Task
September 21, 2009	HR Compensation creates timeline for PLT
October 2009	HR Compensation review of job families to consolidate, make recommendations to PLT review
November 2009	PLT reviews and decides on job family consolidation
December 2009	HR consolidates families, meets with employee groups (ACCCEA and APTE) and changes
December 2009	(HR meets with PLT, if necessary, to communicate proposed changes)
January 2009	HR publishes job families process to the web

### GOAL #2 BENCHMARKS

A benchmark job is a standard job that can be price matched in the marketplace. They represent key positions, positions with multiple incumbents, positions that represent a good cross-section of the organization, and positions that are not unique just to one organization. Examples: Groundskeeper, Accountant, Administrative Assistant. We have a goal of establishing two benchmarks per job family.

Timeframe	Task
October 1-30, 2009	HR Compensation reviews current benchmarks, recommends new benchmarks
November 17/December 15, 2009	PLT reviews and decides on potential benchmarks for each family
January 2010	HR meets with employee groups (ACCCEA and APTE), shares PLT approved benchmark and publishes process and changes to the web

### GOAL #3 MARKET DATA SOURCES

<b>Timeframe</b>	<b>Task</b>
February 2010	HR Compensation confirms benchmarks with PLT and establishes sources and availability of market data
February 2/16, March 2/23, 2010	PLT reviews and approves market data sources
April 2010	HR meets with employee groups (ACCCEA and APTE), shares PLT approved market data sources and publishes process and changes to the web

### GOAL #4 LINKAGES

Job linkages are those positions that represent a clear tie to the benchmark title such that the market data for one position can be used to estimate whether another position should be affected in compensation.

<b>Timeframe</b>	<b>Task</b>
February/ 2010	HR reviews possible job links and makes recommendations
March 2/23, April 6/20, 2010	PLT reviews and approves job linkages
April 2010	HR meets with employee groups (ACCCEA and APTE), shares PLT approved job linkages
April 2010	HR publishes linkages process to the web