NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

CYPRESS COLLEGE | FULLERTON COLLEGE
NORTH ORANGE CONTINUING EDUCATION

McKnight Associates, Inc.

Classification Study

The main goal of a classification study is to develop a logical and competitive classification system that supports the recruitment and retention of highly qualified employees while providing a logical professional growth trajectory. This promotes confidence in the classification descriptions and in the ability for employees and candidates to rely on the job descriptions as a compass for the work which is required to be performed.

Information is collected from positions which are representative of the work performed by each of the District's classifications, that information will be analyzed to update the classification descriptions based on the information collected from District employees, supervisors, and managers.

Purpose of a Classification and Compensation Study

There are two main tasks associated with a Classification and Compensation study:

1. Classification Phase
2. Compensation Phase

Classification Phase

The Classification Phase is a foundational step in ensuring that all job roles within the organization are clearly defined, consistently evaluated, and aligned with organizational standards and legal requirement. This phase consists of the following key components.

Information Sessions with NOCCCD Employees and Supervisors

Before initiating the classification process, McKnight conducts orientation sessions with both employees and supervisors. These sessions outlined the purpose, scope, and expectations of the classification study, and provide guidance on how to participate effectively in the data collection and review processes. This ensures stakeholder understanding and buy-in throughout the process.

Job Description and Electronic Position Description Questionnaire (ePDQ) Collection

Employees and supervisors are encouraged to provide detailed information about current job duties and responsibilities. McKnight conducts a job analysis using the information provided to determine the relative value of each role within the organization, taking into consideration factors such as complexity, decision-making authority, impact, and required qualifications. Follow-up interviews may be performed if additional information is required to draft job descriptions.

Job Description Update

Based on the information gathered, job descriptions are updated to reflect the current actual duties and responsibilities required of the of the classification. This step ensures that job documentation is both accurate and current, capturing essential job functions and core responsibilities.

Classification Phase

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Job Description Review and Feedback- Employee/Supervisor

Based upon the collaborative efforts between the employee and manager, draft job descriptions are created. The draft job descriptions will be provided to the Manager and Employee to ensure accuracy. This iterative process fosters transparency and accuracy in classification documentation.

Develop Classification Specifications

The classification specifications include - Primary Purpose, Distinguishing Characteristics, Essential Functions, Working Relationships, Minimum Qualifications, Knowledge, Skills and Abilities, Special Requirements, Licenses and/or Certifications, Physical and Mental Demands, and Working Environment and Conditions.. Each classification specification ensures roles are:

- Legally compliant
- Consistent with organizational structure
- Reflective of job complexity and accountability
- Accurately placed within a classification hierarchy

Compensation Phase

The Compensation Phase ensure internal equity, external competitiveness, and fiscal sustainability. This phase involves an analysis of compensation data and pay practices and culminates in the development of a comprehensive salary range recommendation for each classification. The key components of this phase are:

External Market Analysis

McKnight will conduct a market salary analysis by collecting and reviewing compensation data from peer institutions, specifically from:

- Cerritos College
- Coast Community College District
- Mt. Sac
- Riverside Community College District
- Rancho Santiago Community College District
- San Bernadino Community College District

In addition to the CA CC comparison group listed above, the consultants assess the local/surrounding area to compare market sensitive jobs.

Peer Assessment

This step involves evaluating similar attributes in comparison to the identified peer. The goal is to ensure NOCCCD's compensation aligns with peer organizations in terms of size, enrollment and financial resources.

Pay Practice Review

McKnight will review existing peer compensation practices:

- Pay progression
- Longevity Pay Practice

This ensures alignment with industry standards, supports equitable treatment of employees, and provides a basis for consistent decision-making.

Compensation Phase

The Compensation Phase builds upon the outcomes of the classification work to ensure internal equity, external competitiveness, and fiscal sustainability. This phase involves a systematic analysis of compensation data and practices and culminates in the development of a comprehensive and strategic compensation. The key components of this phase are:

Benefits Survey

A survey of benefits packages from peer institutions will be conducted to evaluate the overall competitiveness of NOCCD's total compensation offering, not exclusively base salary. Areas examined may include:

- Medical, Vision and Dental Coverage
- Employer/Employee Contribution Rates

Salary Range Assignment Recommendations

Based on the analysis, McKnight will provide recommended range placement for each classification that incorporates internal alignment and market competitiveness. These models will be designed to:

- Meet organizational structure requirements
- Improve recruitment and retention
- Ensure internal alignment
- Clear career paths and progression within the District

Job Families

- Administrative and Clerical
- Marketing/Communications/Public Relations

January 2024

- Student Services

April 2024

- Finance
- Facilities

July 2024

- Athletics
- Campus Safety
- Health Services

September 2024

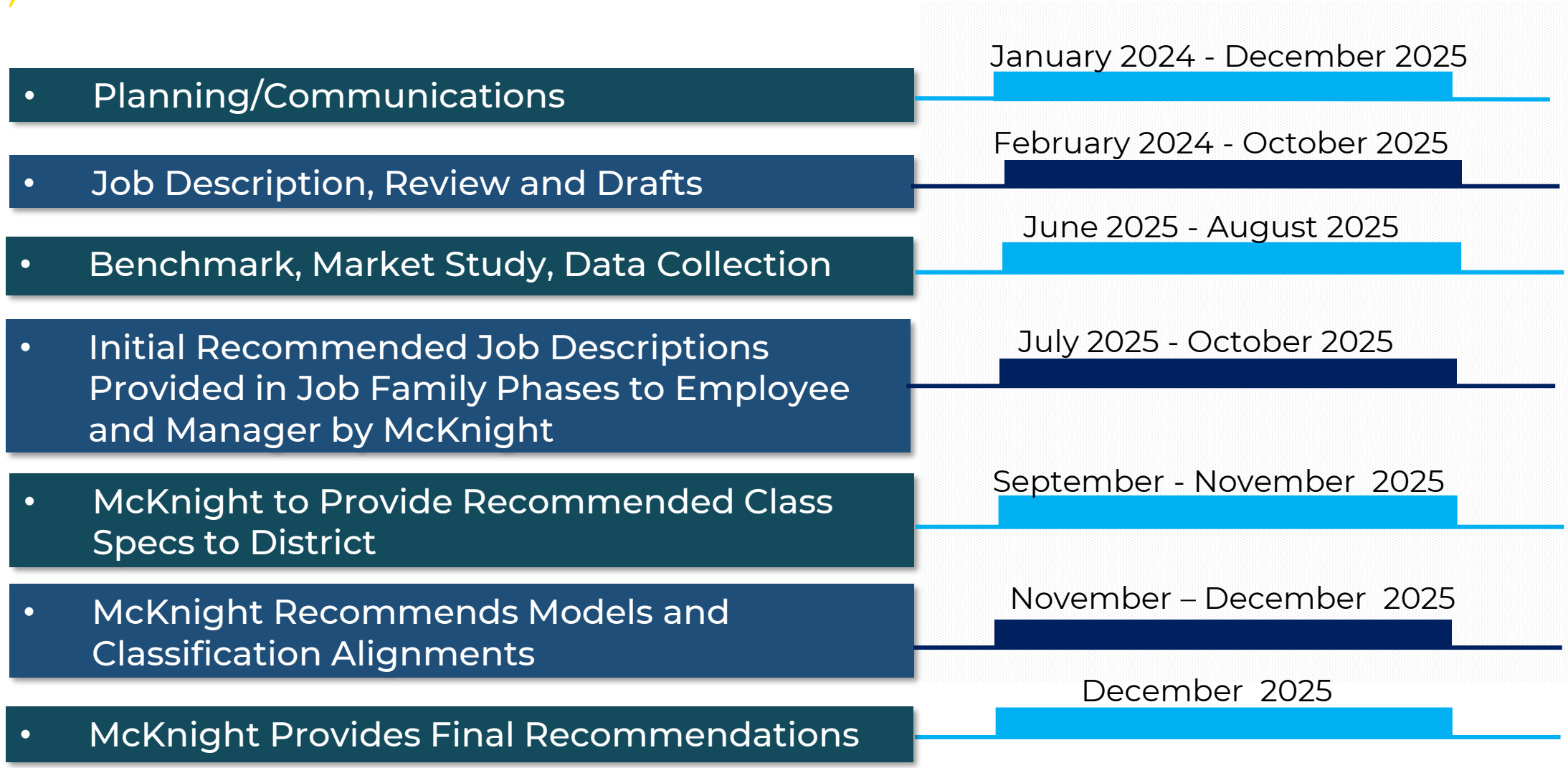
- Human Resources
- Academic Program Management

December 2024

- Information Technology

April 2025

Comprehensive Classification and Compensation Study Timeline



→ McKnight - Distribute Classification Specifications to Employees and Supervisors

→ McKnight - Complete Market Study and Review Results

→ McKnight - Finalize Classification Specifications

→ McKnight - Propose Classification Realignments

→ McKnight - Provides District Final Recommendations