

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

November 26, 2019

ADDENDUM NO. 1

FOR:

Request For Proposal (RFP) #1381 – Classification/Compensation Study

The following changes, additions, deletions or corrections shall become a part of the RFP documents for the project named above and all other conditions shall remain the same. Addendum No. 1 must be acknowledged by placing company name, authorized signer name, title, signature and date at the end of this addendum and include this document in your proposal.

REGARDING CURRENT PROCESS:

Question 1:

What is the current process to level/classify jobs?

Answer 1:

Our classified analyst carries an internal review of the proposed changes to the job description/salary grading. Working to maintain our internal equity the analyst will also carry out a comparison of local non-basic aid community colleges. Once this process is finalized, we consult and review with the CSEA 579 Union, to reach mutual agreement.

Question 2:

How well is it perceived to work?

Answer 2:

The current process is very reliant on the expertise and experience of our classified analyst. There is a need to have an agreed upon, independent, formal process, using third party tools and procedures.

Question 3:

What % of jobs does the RSCCD believe are graded correctly?

Answer 3:

70% - 80%

Question 4:

What survey sources are currently used for compensation data?

Answer 4:

Local non-basic aid Southern Californian Community Colleges.

Question 5:

When was the last time the RSCCD performed work of this nature? Was this work completed by an outside firm?

Answer 5:

Approximately 13-15 years ago. Yes, the Hay Group carried out the work.

Question 6:

Does the RSCCD have a defined compensation philosophy? If yes, can you provide this to us?

Answer 6:

No, we do not have a defined philosophy. All successful applicants are initially offered step 1 on the respective salary pay grade. If the applicant voluntarily offers information that indicates they have been earning more than the equivalent to the step 1 amount, a discussion will commence over salary placement.

REGARDING DATA AND INFORMATION:

Question 1:

Are job descriptions available for all/most positions?

Answer 1:

Yes, job descriptions are available for all positions. Please see link: <https://rscdd.edu/Departments/Human-Resources/Pages/Job-Descriptions-Classified.aspx>

Question 1(a):

What percentage are up to date?

Answer 1(a):

20% - 30%

Question 1(b):

If job documentation must be collected, does the RSCCD expect the consultant to lead this effort? Or simply provide a means (template) for RSCCD to collect the information?

Answer 1(b):

Yes, we expect the consultant to lead this process.

Question 2:

Is the RSCCD able to provide relevant data by employee regarding compensation?

Answer 2:

Yes, we can provide up to date data for our current employees by classification.

Question 3:

Is the RSCCD insistent on having a custom salary survey of comparable organizations conducted?

Answer 3:

Yes, unless we could be convinced of the relevance of the survey data.

Question 3(a):

Will RSCCD consider using pay data reported by the College and University Professional Association (CUPA) in lieu of a custom survey?

Answer 3(a):

Possibly, though after review of the participants in the survey, the data does not include relevant districts and colleges to us here in Southern California.

Question 4:

If insistent up on a custom survey, it appears as though the RSCCD has already identified a peer group of colleges. Has the RSCCD secured their agreement to participate in a custom survey?

Answer 4:

No, the information is public and available on their web sites.

Question 5:

Is the RSCCD willing to consider data from private sector organizations in order to best capture the labor market?

Answer 5:

No.

REGARDING PROJECT SCOPE:

Question 1:

How many unique jobs are in scope? Based on the current contract it appears approximately 200 job titles.

Answer: 1:

There are approximately 200 job titles with respective job descriptions. Please see link:
<https://rscdd.edu/Departments/Human-Resources/Pages/Job-Descriptions-Classified.aspx>

Question 2:

How many different compensation structures cover RSCCD employees?

Answer 2:

There are five different compensation structures for RSCCD employees:

- CSEA 579*
- Managers / Supervisors / Confidentials
- Full-Time Faculty - FARSCCD
- Part-Time Continuing Education Faculty - CEFA
- Child Development Faculty – CSEA 888

*This study is for CSEA 579 employees only.

Question 2(a):

What are the main differentiators of pay for this group?

Answer 2(a):

The main differentiators for CSEA 579 is that they are the largest group of employees in terms of numbers and the greatest range of job classifications across many different roles in the District. We are concerned about internal equity, up to date job descriptions and identifiable career paths for these employees.

Question 3:

Please confirm that this initiative include only base salary/base wage, and excludes any variable pay or benefits.

Answer 3:

Correct, base salary only.

Question 4:

Is there a budget identified for this work?

Answer 4:

No.

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Dated: November 26, 2019

Proposer: _____

Name: _____

Authorized Signature: _____

Title: _____

Date: _____

THIS IS THE END OF ADDENDUM NO. 1

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT



**Linda Melendez
Director, Purchasing Services**