



Personnel Commission Agenda

**Compton Community College District
1111 E. Artesia Blvd., Compton, CA 90221**

**ORDER OF BUSINESS SPECIAL MEETING
Tuesday, December 14, 2010**

**District Board Room
1111 E. Artesia Boulevard
Compton, California 90221**

Pursuant to Education Code Section 72129 and Government Code Section 54956, the Personnel Commission of the Compton Community College District will hold a Special Meeting Tuesday, December 14, 2010, at 1111 East Artesia Blvd., Compton, California 90221, commencing at 4:00 p.m. in the District Board Room.

- I. Call to Order at 4:00 p.m.
- II. Roll Call
- III. Flag Salute
- IV. Request to Address the Special Trustee - Special Agenda Item Only
- V. PC.1 Approval and Implementation of the Classification Study
PC.2 Temporary Suspension of the "Step Advance" rules of the Personnel Commission
PC.3 Classification Study Modifications
- VI. Adjournment

**PC.1 APPROVAL AND IMPLEMENTATION OF THE CLASSIFICATION STUDY
EFFECTIVE JANUARY 1, 2011:**

It is recommended that the “Final Report of the Classification Study for the Compton Community College District” be approved effective January 1, 2011.

**PC.2 TEMPORARY SUSPENSION OF THE “STEP ADVANCE” RULES OF THE
PERSONNEL COMMISSION:**

It is recommended that step advance from Step “F” to Step “G” be applied, on a one time only basis, effective January 1, 2011, in the following manner: All classified employees currently at Step “F”, and who are or will be eligible to move up to the newly created Step “G” during the 2010-11 school year shall move to Step “G” as of January 1, 2011.

All subsequent step advances from Step “F” to Step “G” shall take place in accordance with the normal anniversary date rules of the Personnel Commission.

PC.3 CLASSIFICATION STUDY MODIFICATIONS:

It is requested that the Personnel Commission approve the Classification Study with the following modifications:

The positions of Administrative Assistant to the CEO; Executive Administrative Assistant to the CEO; Senior Administrative Assistant to the CBO and Budget Analyst be classified as confidential positions.

These positions are recommended to be placed on the Confidential Salary Schedule based on salary placement recommendations made in the Study.

**FINAL REPORT
OF THE
CLASSIFICATION STUDY
FOR THE
COMPTON COMMUNITY COLLEGE DISTRICT**

**KOFF & ASSOCIATES, INC.
6400 Hollis Street, Suite 5
Emeryville, CA 94608**

**510-658-5633 – voice
1.800.514.5195 – toll-free
510-652-5633 – fax**

January 22, 2010

Ms. Rachelle Sasser
Dean, Human Resources
Compton Community College District
1111 East Artesia Boulevard
Compton, CA 90221

Dear Ms. Sasser:

Koff & Associates is pleased to present the final classification report for the study of all Classified positions at the Compton Community College District. This report documents the classification study process and provides recommendations for the classification plan, allocations of individual positions for all Classified District staff, and new/updated class specifications. In addition, we have conducted an internal analysis of current salary range placement and provided recommendations for updating the range placement for all Classified classifications within the District to better reflect industry standards.

This report incorporates a summary of the study's multi-step process, which included results of written Position Description Questionnaires; interviews with employees and their supervisors and managers; supervisory, management, and employee review and comments in the form of draft class descriptions; and class allocation recommendations.

We would like to thank you and all other District staff for your assistance and cooperation, without which this study could not have been brought to its successful completion.

We will be glad to answer any questions or clarify any points as you are implementing the findings and recommendations and of course, are available any time to provide you our continued professional assistance.

Very truly yours,

Georg S. Krammer
Chief Executive Officer

**FINAL REPORT
OF THE
CLASSIFICATION STUDY
FOR THE
COMPTON COMMUNITY COLLEGE DISTRICT**

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**FINAL REPORT
OF THE
CLASSIFICATION STUDY
FOR THE
COMPTON COMMUNITY COLLEGE DISTRICT**

BACKGROUND

In March of 2009, the Compton Community College District contracted with Koff & Associates, Inc. to conduct a classification study for all Classified staff. This study was precipitated by several factors:

- The concern of management that employees should be recognized for the level and scope of work performed and that they be paid on a fair and equitable basis;
- The fact that many class descriptions needed to be systematically reviewed and updated as they may have no longer reflected current responsibilities, programs, rules and regulations, and technology;
- The desire to have a classification plan that can meet the needs of this unique District that has lost its accreditation and was folded into El Camino Community College District, thus requiring comparisons for certain classifications between Compton and El Camino;
- The desire to ensure that the District has adequate career paths and a classification system that will foster career service within the organization; and
- The desire to ensure that appropriate internal relationship differentials are used to provide an equitable and sound compensation plan across District departments, at least within the District's current compensation system.

A total of approximately one hundred twenty-seven (127) full-time Classified employees in approximately seventy-seven (77) job classifications and forty-one (41) part-time Classified employees in four (4) job classifications were studied and allocated to about sixty-nine (69) new classifications (partly newly created and partly consolidated during the classification study process).

CLASSIFICATION STUDY GOALS

The goals and objectives of the classification portion of the study were to:

- Obtain detailed information regarding each position through a variety of techniques, including written Position Description Questionnaires and interviews with employees, supervisors, and management;
- Prepare an updated classification plan, including updated class descriptions, position allocations, and career ladders for individual job categories, that:
 - Recognizes the scope and level of the various classes and positions;
 - Improves the framework for evaluating employee performance during probationary and continuing periods of employment;
 - Allows for organizational change to increase customer service levels and cost effectiveness;
 - Provides an improved basis for recruiting, assessing, and selecting employees; and
 - Provides a basis for establishing a compensation plan that is related to the nature of the work performed.
- Provide up-to-date class descriptions and supporting documentation for compliance with the Americans with Disabilities Act (ADA), the Fair Labor Standards Act (FLSA), and classification standards, including knowledge, skills, abilities, and other requirements that are job-related and meet other legal guidelines; and
- Provide sufficient documentation to allow the District to maintain the classification system on a regular basis.

CLASSIFICATION STUDY PROCESS

The classification study procedures were as follows:

- An initial meeting was held with District Management and Human Resources to clarify study scope, objectives, processes, and deliverables.
- Orientation meetings were held to which all employees were invited, to meet consultant staff involved with the project, clarify study objectives and procedures, answer questions, and distribute the Position Description Questionnaires.
- After the Position Description Questionnaires were completed and reviewed by directors, managers, supervisors, and consultant staff, interviews were conducted with at least a representative sample of employees in each classification.
- Following the analysis of the classification information gathered, draft class concepts, specifications, and position allocations were developed for management, supervisory, and employee review.
- After resolution of issues, wherever possible, including additional contacts with District Management, Human Resources, and staff to gain more details and clarification,

appropriate modifications were made to the draft specifications and allocations and this final report was prepared.

CLASSIFICATION CONCEPTS

The Difference between Positions and Classifications

“Position” and “Classification” are two terms that are often used interchangeably, but have very different meanings. As used in this report:

- A *position* is an assigned group of duties and responsibilities performed by one person. A position can be full-time, part-time, regular or temporary, filled, or vacant. Often the word “job” is used in place of the word “position.”
- A *classification* or *class* may contain only one position or may consist of a number of positions. When several positions are assigned to one class, it means that the same title is appropriate for each position; that the scope, level, duties, and responsibilities of each position assigned to the class are sufficiently similar (but not identical), that the same core knowledge, skills, abilities, and other requirements are appropriate for all positions, and that the same salary range is equitable for all positions in the class.

Just as there is a difference between a position and a class, there is also a difference between a “position description” and a “class description.” A position description generally lists each duty an employee performs and may also have information about how to perform that duty. A class description normally reflects several positions and is a summary document that does not list each duty performed by every employee. The class description, which is intended to be broader, more general and informational, is intended to indicate the general scope, level of responsibility, essential job functions, and requirements of the class, not detail-specific position responsibilities.

Positions are evaluated and classified on the basis of such factors as knowledge, skills, and abilities required to perform the work, the complexity of the work, the authority delegated to make decisions and take action, the responsibility for the work of others and/or for budget expenditures, contacts with others (both inside and outside of the organization), the impact of the position on the organization, and working conditions. Positions are not classified or allocated to a class based on the performance of the individual employee, their capabilities, or the amount of work they perform.

The Relationship of Classification and Compensation

Classification, the description of the work, and the requirements to perform the work are separate and distinct from determining the worth of that work in the labor market (although in this case, no external market survey was conducted) and within the organization. While recommending the appropriate compensation for the work of a class depends upon an understanding of what that work is and what it requires (as noted above), compensation levels are typically influenced by two factors:

- The external labor market; and

- Internal relationships within the organization.

Compensation recommendations for the District are covered later in this report.

The Purpose of Having a Classification Plan

A position classification plan provides an appropriate basis for making a variety of human resources decisions such as the:

- Development of job-related recruitment and selection procedures;
- Objective appraisal of employee performance;
- Development of training plans and professional development;
- Design of an equitable salary structure;
- Organizational development and the management of change; and
- Provision of an equitable basis for discipline and other employee actions.

In addition to providing this basis for various human resources management and process decisions, a position classification plan can also effectively support systems of administrative and fiscal control. Grouping of positions into an orderly classification system supports planning, budget analysis and preparation, and various other administrative functions.

Class Descriptions

In developing the new and revised classification descriptions for all positions, the basic concepts outlined in the previous pages were utilized. The recommended class descriptions will be submitted to the District's Human Resources Department under separate cover, due to the large volume.

As mentioned earlier, the class descriptions are based upon the information from the written Position Description Questionnaires completed by each employee, the individual job audit interviews, and from information provided by employees, supervisors, and managers during the multiple review processes. These descriptions provide:

- A written summary documenting the work performed and/or proposed by the incumbents of these classifications;
- Distinctions among the classes; and
- Documentation of requirements and qualifications to assist in the recruitment and selection process.

The sections of each class description are as follows:

Title: This should be brief and descriptive of the class and consistent with other titles in the classification plan and the occupational area.

- The title of a classification is normally used for organization, classification, and compensation purposes within an agency. Often, working titles are used within a

department to differentiate an individual. All positions have a similar level of scope and responsibility; however, the working titles may give assurance to a member of the public that they are dealing with an appropriate individual. Working titles should be authorized by Human Resources to ensure consistency within the District and across departmental lines.

Definition: This provides a capsule description of the job and should give an indication of the type of supervision received, the scope and level of the work, and any unusual or unique factors. The phrase “performs related work as required” is not meant to unfairly expand the scope of the work performed, but to acknowledge that jobs change and that not all duties are included in the class specification.

Supervision Received and Exercised: This section specifies which class or classes provide supervision to the class being described and the type and level of work direction or supervision provided to this class. The section also specifies what type and level of work direction or supervision the class provides to other classes. This assists the reader in defining where the class “fits” in the organization and alludes to possible career advancement opportunities.

Distinguishing Characteristics: This can be considered the “editorial” section of the specification, slightly expanding the Definition, clarifying the most important aspects of the class, and distinguishing this class from the next higher-level in a class series or from a similar class in a different occupational series.

Examples of Essential Functions: This section provides a list of the major and essential duties, intended to define the scope and level of the class and to support the Qualifications, including Knowledge and Abilities. This list is meant to be illustrative only. It should be emphasized that the description is a summary document, and that duties change, depending upon program requirements, technology, and organizational needs.

Qualifications: This section provides a listing of the job-related knowledge and abilities required to successfully perform the work. They must be related to the duties and responsibilities of the work and capable of being validated under the Equal Employment Opportunity Commission’s Uniform Guidelines on Selection Procedures. Knowledge (intellectual comprehension) and Abilities (acquired proficiency) should be sufficiently detailed to provide the basis for selection of qualified employees.

Education and Experience: A listing of educational and experience requirements that outline minimum and alternative ways of gaining the knowledge, skills, and abilities required for entrance into the selection process. These elements are used as the basic screening technique for job applicants.

Licenses and Certifications: Licenses and/or certifications identify those specifically required in order to perform the work. Note that an appropriate driver’s license is not

automatically included in the description because such license should only be required if it is essential to the successful performance of the work.

Physical Demands: This section identifies the basic physical skills required for performance of the work. These are not presented in great detail (although they are more specifically covered for documentation purposes in the Position Description Questionnaires) but are designed to indicate the type of pre-employment physical examination (lifting requirements and other unusual characteristics are included, such as “Finger dexterity needed to access, enter and retrieve data using a computer keyboard”) and to provide an initial basis for determining reasonable accommodation for ADA purposes.

Environmental Elements: These can describe certain outside influences and circumstances under which a job is performed; they give employees or job applicants an idea of certain risks involved in the job and what type of protective gear may be necessary to perform the job. Examples are loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and other job conditions.

CLASSIFICATION FINDINGS AND RECOMMENDATIONS

All of the District’s Classified personnel’s class descriptions were updated or newly created in order to ensure that the format is consistent, and that the duties and responsibilities are current and properly reflect the required knowledge, skills, and abilities.

Title Change Recommendations

One change in the classification plan, as noted above, was the title change of certain classes to more accurately reflect the actual job responsibilities and duties performed by incumbents in the class as well as to reflect current industry terminology.

There are approximately twenty-eight (28) positions (i.e., employees) in the following sixteen (16) classifications recommended for title changes, which represents about 22% of the District’s Classified workforce:

Current Class Title	Proposed Class Title
Jr. Account Clerk	Account Clerk
Accounting Assistant	Accounting Technician
Budget Technician	Accounting Technician
Administrative Assistant to the President	Administrative Assistant to the Provost
Athletic Facilities & Equipment Assistant	Athletic Facilities & Equipment Technician
Secretary to the Board of Trustees	Executive Assistant to the Provost
Program Services Supervisor	Extended Learning Coordinator
Personnel Analyst	Human Resources Representative
Personnel Specialist	Human Resources Specialist

Current Class Title	Proposed Class Title
Benefit Specialist	Human Resources Specialist
Instructional Associate (6 Positions only) *	Instructional Assistant (6 Positions only)
Mail Clerk/Switchboard Relief	Mail Clerk/Switchboard Operator
Office Specialist (2 positions)	Office Assistant (2 Positions)
Theatre Arts Assistant	Performing Arts Production Technician
Coordinator, Foster and Kinship Care Ed.	Program Manager
Coordinator, Upward Bound - Math/Science	Program Manager
Coordinator, Upward Bound	Program Manager
Printer	Reprographics Technician
Sr. Admin Assistant to V.P. (3 Positions)	Senior Administrative Assistant (3 Positions)
Student Life Assistant	Student Life Specialist

*Please note that not all positions within each of these classes were recommended for a title change, only where appropriate.

These title changes are recommended to more clearly reflect the level and scope being performed by each class, as well as establish consistency with the labor market and industry standards. Any compensation recommendations are not dependent upon a new title, but upon the value as defined by job scope, level and responsibilities, and the qualifications required for successful job performance. All recommended position allocations are included in Appendix I of this report.

Reclassification Recommendations

We found that several positions worked out of class due to level and scope of work and/or job functions that have been added or removed from those positions over time.

There are approximately twenty-three (23) positions (i.e., employees) in the following nineteen (19) classifications recommended for title changes, which represents about 18% of the District's Classified workforce:

Current Class Title	Proposed Class Title
Accounting Supervisor	Accountant
Instructional Associate	Administrative Assistant
Accountant	Budget Analyst
CFP-Program Technician *	CFP-Program Specialist
CFP-Program Assistant*	CFP-Program Technician
Instructional Associate *	CFP-Program Technician
Personnel Specialist	Human Resources Representative
Multimedia Developer	Information Systems Engineer
IT Client Support Specialist	Information Technology Technician I
IT Client Support Specialist	IT/Telecommunications Technician
Instructional Associate *	Laboratory Technician
Laboratory Assistant	Laboratory Technician
Research & Planning Assistant	Outreach Specialist

Current Class Title	Proposed Class Title
Plumber Assistant	Plumber
Assistant Purchasing Agent	Purchasing Agent
Office Coordinator	Purchasing Technician
Accounting Supervisor	Senior Accounting Technician
Administrative Secretary	Senior Administrative Assistant
Administrative Assistant to Deputy V.P.	Senior Administrative Assistant
Administrative Assistant *	Senior Administrative Assistant
Vocational Specialist	Senior Administrative Assistant
IT Technical Support Specialist	Senior Information Technology Technician

*Please note, not all incumbents within each of these classes were reclassified, only where appropriate.

No Changes of Classifications

Overall, approximately seventy-six (76) positions (i.e., employees) in twenty-nine (29) of the District's Classified classifications are not being recommended for any classification changes. This represents about 60% of the District's Classified workforce. However, all class descriptions were reviewed and updated to ensure that they are appropriate and accurately reflect any changes in essential job functions and qualification requirements.

COMPENSATION RECOMMENDATIONS AND CONSIDERATIONS

In addition to determining the classification plan structure and the proper allocation of each position, the District also asked that we analyze compensation for all Classified classifications. While no external labor market study was conducted, we internally analyzed and compared all of the recommended classifications based on the following factors:

- Education and experience requirements;
- Knowledge and skill required to perform the work;
- The scope and complexity of the work;
- The authority delegated to make decisions and take action;
- The responsibility for the work of others, program administration and for budget dollars;
- Problem solving/ingenuity;
- Contacts with others (both inside and outside of the organization);
- Consequences of action and decisions; and
- Working conditions.

These factors were used in determining internal compensation relationships between classifications within class series as well as across the organization. From this analysis, recommendations for salary range placement of all Classified classifications were made within the District's current salary structure.

When considering an appropriate salary range level, there are certain standard human resources practices that are normally applied. For example, certain internal percentages are often applied. Those that are the most common are:

- The differential between an entry-level and journey-level class in a series (I/II or Trainee/Experienced) is generally 10% to 15%;
- A lead or advanced journey-level (III or Senior-level) position is generally placed 10% to 15% above the lower experienced level; and
- A full supervisory position is normally placed at least 10% to 20% above the highest level supervised, depending upon the breadth and scope of supervision.
- When an internal equity adjustment is granted to one class in a series, the other classes in the series are also adjusted accordingly to maintain internal equity.

Internal relationships were considered utilizing these factors and practices, and recommendations for salary range placements were made (see Appendix II). The following are some of the most notable issues that we came across during our analysis:

- **Categorically Funded Program (CFP) Classifications** – While we understand that these classifications have their own funding sources, which is why they are on a separate salary schedule, we feel that the differentials between the three classifications are inequitable to the rest of the studied classifications when looking at the complexity of the work and the types of responsibilities performed. For example, the industry standard for differentials between classifications in a class series, as mentioned above, is typically 10% - 15%. Currently, there is an approximately 30% differential between each level of the series. Currently, these classifications are in a unique salary schedule in which there don't seem to be ranges other than those assigned to the three classifications; however, we recommend changes to their assigned salary ranges and bringing these three classifications into the regular Classified salary schedule. In addition, we suggest that a market survey and/or a more detailed evaluation of the compensation for these classifications could be done in the future in order to ensure internal equity with all other District compensation philosophies.

This discrepancy with the rest of the District and with industry standards is currently also leading to compaction issues at the Specialist level with the Program Manager classification that directly supervises these classifications. Currently, the Program Manager is assigned to a salary range approximately 13% below that of the CFP-Specialist, which is extremely unusual when the Program Manager's supervisory and overall oversight for assigned programs is taken into account. Furthermore, it is unusual that a "rank and file" class would make more than its direct supervisor. To remedy this, we recommend that the Program Manager be placed 20% above the CFP-Specialist (based on the Specialist's newly recommended classified salary range).

- **Senior Information Technology (IT) Technician and IT Engineer** – The Senior IT Technician and the IT Engineer are being compacted by the limitations of the current Classified salary schedule, i.e., the schedule only has 33 ranges, which limits placing classifications higher than range 33. When we institute the industry standard differentials

between the IT Technician II and the Senior IT Technician, which is the lead level, we would typically place them 10% - 15% apart. 15% would place both the Senior IT Technician and the IT Engineer in the same salary range. The IT Engineer is a professional classification that requires a bachelor's degree and several years of experience, while the Senior IT Technician requires a high school diploma equivalency and several years of experience. In our experience, differences in minimum qualifications such as these would typically dictate at least a 10% differential between the two classes, however, since the IT Engineer is already at range 33, we recommend setting the differential between the Senior IT Technician and the IT Technician II at 10%, which would in turn create a 5% differential between the IT Engineer and the Senior IT Technician.

There are two options that we would recommend when it comes to updating the current salary schedule. First, and most straightforward, would be to simply expand the current Classified salary schedule by adding additional ranges at the top in order to allow for greater flexibility in assigning the professional and supervisory classes to salary ranges that reflect their level of responsibility. The other option that would assist in making the salary schedule more flexible to the needs of the District would be to change the differentials between the salary ranges from 5% to a more standard 2.5%. This would create more ranges within the current schedule to allow for smaller differentials between classes in a series when there are compaction issues, without creating salary ranges that are greater than the top range in the current schedule.

- **“Confidential” Salary Range Assignment** – By definition, a “confidential” classification is one that has responsibility for directly performing duties related to labor relations activities. Even those classes that may provide office and/or administrative support to a Dean or the Provost would not be considered confidential, even though they may have access to sensitive records and may coordinate the filing of performance evaluations and related documentation. Therefore, it is our recommendation that any class that is currently listed in the “Confidential” family of salaries that does not have direct involvement with labor relations or perform labor relations related duties should be transferred to the general “Classified” salary schedule. The only classes that would remain in that salary family at this time would be the Human Resources Representative and the Human Resources Specialist.

Also, it is not clear to us why the Supervisors, Coordinators, and Agents have been placed in ranges in the “Confidential” salary schedule. Again, unless these classifications have direct responsibility for working with the unions and are involved in labor negotiations, they should not be considered confidential. In addition, we feel that having as many classifications as possible on one comprehensive salary schedule would be much easier to administer for the District. Therefore, we recommend moving the Supervisors, Coordinators, and Agents from the “Confidential” salary range schedule to a more comprehensive Classified salary range schedule.

MAINTAINING THE CLASSIFICATION PLAN – CLASSIFICATION CONCEPTS

A classification plan is not a stable, unchanging entity. Positions may grow and change depending upon technology, service delivery requirements, and a number of other factors. The classification concepts included in this report will assist the District in the future in allocating new and/or realigned positions within the newly recommended classification structure. By utilizing this process, the District will be able to change and grow the organization while maintaining the structure that has been created within this study.

As requests for new positions or reclassifications occur, each of the following factors should be reviewed.

1. Type and Level of Knowledge, Skill, and Abilities Required

This factor defines the level of job knowledge, skill, and abilities, including those attained by formal education, technical training, on-the job experience, and required certification or professional registration. The varying levels are as follows:

A. The basic or entry-level into any occupational field

This entry-level knowledge may be attained by obtaining a high school diploma, completing specific technical coursework or obtaining a four-year or advanced college or university degree. Entry-level positions generally perform more routine and repetitive duties under direct/immediate supervision, and if within a class series, the incumbents do not perform the full range of work assigned to the next higher, journey-level, classification. This level is often used as a trainee level and incumbents may not need to have any or only very limited experience upon entry into this level.

B. The experienced or journey-level in any occupational field

This knowledge, skill, and abilities level recognizes a class that is expected to perform the day-to-day functions of the work independently, but with guidelines (written or oral) and supervisory assistance available. This level of knowledge is sufficient to provide on-the-job instruction to a fellow employee or an assistant when functioning in a lead capacity.

C. The advanced or senior level in any occupational field

This knowledge, skill, and abilities level is applied in situations where an employee is required to perform or deal with virtually any job situation that may be encountered. Guidelines may be limited and creative problem solving may be involved. Supervisory knowledge, skill, and abilities are considered in a separate factor and should not influence any assessment of this factor. This level could also be attained by having knowledge, skill, and abilities in a highly specialized area/function of the occupational field, requiring additional specialized training and/or certifications.

2. Supervisory/Management Responsibility

This factor defines the supervisory and managerial responsibility, including short- and long-term planning, budget development and administration, resource allocation, policy and procedure development, and direction of staff. In addition to the sub-categories listed below, there are also full managerial, department head, and executive levels of managerial responsibilities that could fall under this category. However, because this was a study of Classified classifications, and none of the classes studied had this level of managerial responsibility, they are not relevant to the present study.

A. No ongoing direction of programs or staff

The employee is responsible for the performance of his or her own work and may provide side-by-side instruction to a co-worker.

B. Lead direction of staff or program coordination

The employee plans, assigns, directs, and reviews the work of staff performing similar work to that performed by the employee on a day-to-day basis. Training in work procedures and assistance with employee performance evaluations are normally involved.

C. Coordinator

The term "Coordinator" is often used for classes responsible for the coordination and administration of one or more programs or projects.

The employee would typically have responsibility for independently coordinating one or more programs or projects on a regular basis. The duties involved would include the implementation of the program's or project's goals and objectives, oversight of performance, input as to budget preparation and administration, promotion or marketing, and evaluation. Incumbents at this level may have limited supervisory responsibility such as exercising functional and technical supervision over full-time staff, or directing part-time, temporary, and/or contract staff, volunteers, and/or interns.

D. Full first-line supervisor

The focus of the job is on the direct supervision and coordination of a significant work unit within a division or department and also includes hands-on work activities. The employee plans, assigns, directs, and reviews the work of staff. In addition, incumbents assigned to this level make effective recommendations and/or carry out selection, performance evaluation, and disciplinary procedures.

The supervisor also exercises discretion in selecting appropriate resources to use in accomplishing assigned work; monitors and reviews work in progress, and provides technical assistance and guidance; ensures that appropriate policies and procedures are followed by subordinates; monitors, coordinates, and assists in developing the budget for the assigned area; and recommends procedures consistent with departmental directives, policies, and regulations, which are developed by higher-level management staff.

Typically, a first-line, “full” supervisory employee is responsible for directing a staff of at least two full-time employees but typically has a larger staff, and may have lead-level employees who report to him/her.

3. Problem Solving

This factor involves analyzing, evaluating, reasoning and creative thinking requirements. In a work environment, not only the breadth and variety of problems are considered, but also guidelines, such as supervision, policies, procedures, laws, regulations, and standards available to the employee.

A. Structured problem solving

Work situations normally involve making choices among a limited number of alternatives that are clearly defined by policies and procedures. Supervision, either on-site or through a radio or telephone, is readily available.

B. Independent, guided problem solving

Work situations require making decisions among a variety of alternatives; however, policies, procedures, standards, and regulations guide the majority of the work. Supervision is generally available in unusual situations.

C. Application of discriminating choices

Work situations require searching for solutions and independently making choices among a wide variety of policies, procedures, laws, regulations, and standards. Interpretation and evaluation of the situation and available guidelines are required.

D. Creative, evaluative or analytical thinking

Work situations require the analysis and application of organizational policies and goals, complex laws, and/or general business or ethical considerations.

4. Authority for Making Decisions and Taking Action

This factor describes the degree to which employees have the freedom to take action within their job. The variety and frequency of action and decisions, the availability of policies, procedures, laws, and supervisory or managerial guidance, and the consequence or impact of such decisions are considered within this factor.

A. Direct, limited work responsibility

The employee is responsible for the successful performance of his or her own work with little latitude for discretion or decision-making. Direct supervision is readily available.

B. Decision-making within guidelines

The employee is responsible for the successful performance of their own work, but able to prioritize and determine methods of work performance within general guidelines. Supervision is available, although the employee is expected to perform independently on a day-to-day basis. Emergency or unusual situations may occur, but are handled within

procedures and rules. Impact of decisions is normally limited to the department or function to which assigned.

C. Independent action with focus on work achieved

The employee receives assignments in terms of long-term objectives, rather than day-to-day or weekly timeframes. Broad policies and procedures are provided, but the employee has latitude for choosing techniques and deploying staff and material resources. Impact of decisions may have significant department or agency-wide service delivery and/or budgetary impact.

D. Decisions made within general policy or elected official guidance

The employee is subject only to the policy guidance of elected officials and/or broad regulatory or legal constraints. The ultimate authority for achieving the goals and objectives of the organization are with this employee.

5. Interaction with Others

This factor includes the nature and purpose of contacts with others, from simple exchanges of factual information to the negotiation of difficult issues. It also considers with whom the contacts are made, from co-workers and the public to elected or appointed public officials, outside agencies, and various public and private groups.

A. Exchange of factual information

The employee is expected to use ordinary business courtesy to exchange factual information with co-workers and the public. Strained situations may occasionally occur, but the responsibilities are normally not confrontational.

B. Interpretation and explanation of policies and procedures

The employee is required to interpret policies and procedures, apply and explain them, and influence the public or others to abide by them. Problems may need to be defined and clarified and individuals contacted may be upset or unreasonable. Contacts may also be made with individuals at all levels throughout the agency.

C. Influencing individuals or groups

The employee is required to interpret laws, policies, and procedures to individuals who may be confrontational or to deal with members of professional, business, community, or other groups or regulatory agencies as a representative of the agency.

D. Negotiation with organizations from a position of authority

The employee often deals with public officials, members of boards, councils, commissions, and others to provide policy direction, explain agency missions, and/or negotiate solutions to difficult problems.

6. Working Conditions/Physical Demands

This factor includes specific physical, situational, and other factors that influence the employee's working situation.

A. Normal office or similar setting

The work is performed in a normal office or similar setting during regular office hours (occasional overtime may be required, but compensated). Responsibilities include meeting standard deadlines, using office and related equipment, lifting materials weighing up to 25 pounds, and communicating with others in a generally non-stressful manner.

B. Varied working conditions with some physical or emotional demands

The work is normally performed indoors, but may have some exposure to noise, heat, weather, or other uncomfortable conditions. Stand-by, call-back, or regular overtime may be required. The employee may have to meet frequent deadlines, work extended hours, maintain attention to detail at a computer or other machinery, deal with difficult people, or regularly perform moderate physical activity.

C. Difficult working conditions and/or physical demands

The work has distinct and regular difficult demands. Shift work (24-7 or rotating) may be required; there may be exposure to hazardous materials or conditions; the employee may be subject to regular emergency callback and extended shifts; the work may require extraordinary physical demands; and/or employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

We wish to reiterate our recommendation that this report and our findings are meant to be a tool for the District to create and implement an equitable compensation plan. Compensation strategies are designed to attract and retain excellent staff. However, financial realities and District expectations may also come into play when determining appropriate compensation philosophies and strategies. These recommendations represent an internal analysis that gives the District an instrument to make future compensation decisions.

Again, we want to thank the Compton Community College District for its time and cooperation in bringing this study to a successful conclusion. It has been a pleasure working with the District on this critical project. Please do not hesitate to contact us if we can provide any additional information or clarification regarding this report.

Respectfully Submitted,

Koff & Associates, Inc.

Georg S. Krammer
Chief Executive Officer

Appendix I
Recommended Employee Allocations

Compton Community College District
Employee Allocation List
July 2009

Last Name	First Name	Current Title	Proposed Title	Action	Department	Supervisor	Interviewer
Addison-Jackson	Vanesa	Financial Aid Coordinator	Financial Aid Coordinator	No Change	Financial Aid	Mytha Pascual	Jeremy
Alonso	Miriam	CFP-Program Specialist	CFP-Program Specialist	No Change	Financial Aid	Tenisha Powers	Jeremy
Alvarado	Nelly	CFP-Program Specialist	CFP-Program Specialist	No Change	Upward Bound Math/Science	Lorena Patton	Jeremy
Anaya	Hornero	Painter	Painter	No Change	M & O	Roger Stuart	Milana
Anderson	Marilive	Office Specialist	Office Assistant	Title Change	Upward Bound	Lorena Patton & Tenisha Powers	Jessilyn
Aparicio	Sandra	Administrative Assistant	Administrative Assistant	No Change	Student Affairs	Robert Butler	Jeremy
Angel	Enilinda	Accounting Supervisor	Accountant	Reclass	Business Office	Reuben James III	Georg
Armstrong	Francisela	Administrative Assistant	Administrative Assistant	No Change	M & O	Latanya Kirk-Carter	Jeremy
Alchison	Laura	Vocational Specialist	Senior Administrative Assistant	Reclass	Vocational Technology	Rodney Murray	Jeremy
Barakat	Sylvia	Administrative Assistant	Administrative Assistant	No Change	Student Support Services	Susan Dever	Jeremy
Bell	Luz	Instructional Associate	Senior Administrative Assistant	Reclass	Vocational Technology	Rodney Murray	Jeremy
Bergamin	Dorothy	Senior Administrative Assistant to V.P.	Senior Administrative Assistant	Title Change	Counseling	Keith Curry	Jeremy
Berck	David	Certified Athletic Trainer	Certified Athletic Trainer	No Change	Athletics	Albert Oguin	Milana
Blair	Joseph	Pre-School Teacher	Pre-School Teacher	No Change	Child Development	Shirley Edwards	Milana
Boyer	Angela	Records Specialist	Records Specialist	No Change	Admission & Records	Phil Glezer	Milana
Bush	Bonny	Administrative Secretary	Senior Administrative Assistant	Reclass	Student Affairs	Keith Curry	Jeremy
Chris	Jimmy	Utility Maintenance Worker	Utility Maintenance Worker	No Change	M & O	Andy Flornon	Milana
Clay	Leonard	Utility Maintenance Worker	Utility Maintenance Worker	No Change	M & O	Andy Flornon	Milana
Cole	Estal	Payroll Specialist	Payroll Specialist	No Change	Business Services	Reuben James III	Georg
Colburn	Britte	Personnel Specialist	Human Resources Specialist	Title Change	Human Resources	Rachella Sasser	Georg
Davis	Ambera	Pre-School Teacher	Pre-School Teacher	No Change	Child Development	Shirley Edwards	Milana
Delgado	Carolina	Administrative Assistant to the President	Administrative Assistant to the Provost	Title Change	Provost's Office	Lawrence M. Cox	Jeremy
Delgado	Ruben	Utility Maintenance Worker	Utility Maintenance Worker	No Change	M & O	Andy Flornon	Milana
Donaldson	Breita	Instructional Associate	CFP-Program Technician	Reclass	Cal Works	Patricia Baracci	Jeremy
Duren	Joyce	Research & Planning Assistant	Outreach Specialist	Reclass	EOP&S	Ricky Sabarza/Valerie O'Glynn	Georg
Edwards	Colleen	Administrative Assistant to Dep. Vice Pres.	Senior Administrative Assistant	Reclass	Business Office	Jim Glynn	Jeremy
Elliott	Latanya	Personnel Specialist	Human Resources Representative	Reclass	Human Resources	Rachella Sasser	Georg
Ellis	Faye	Senior Administrative Assistant to V.P.	Senior Administrative Assistant	Title Change	Human Services	Wanda Maris	Jeremy
Escobar	Jose	Instructional Associate	Instructional Assistant	Title Change	Upward Bound Math/Science	Michae Stabaka	Jeremy
Estrella	Eduardo	IT Client Support Specialist	IT Telecommunications Technician	Reclass	Information Technology	Rudy Ramos	Georg
Fernandez	Iris	CFP-Program Assistant	CFP-Program Technician	Reclass	Cal Works	Patricia Baracci	Jeremy
Fleming	Reginald	Utility Maintenance Worker	Senior Utility Maintenance Worker	Reclass	M & O	La Tanya Kirk-Carter	Milana
Flornon	Edras	Utility Maintenance Supervisor	Utility Maintenance Supervisor	No Change	M & O	La Tanya Kirk-Carter	Milana
Freed	Chesler	Enrollment Services Supervisor	Enrollment Services Supervisor	No Change	Admission & Records	Gerard Sequeira	Milana
Garcia	Lillian	CFP-Program Assistant	CFP-Program Assistant	No Change	EOP&S	Valerie O'Glynn	Jeremy
Garcia	Reynold	Utility Maintenance Worker	CFP-Program Specialist	Reclass	Cal Works	Patricia Baracci	Jeremy
Garrett	Valma	CFP-Program Technician	Utility Maintenance Worker	No Change	M & O	Andy Flornon	Milana
Glimora	Christopher	Utility Maintenance Worker	Utility Maintenance Worker	No Change	Financial Aid	Mytha Pascual	Jeremy
Glezer	Philip	Enrollment Services Supervisor	Enrollment Services Supervisor	No Change	M & O	Andy Flornon	Milana
Gomez	Claudia	Senior Library Clerk	Senior Library Clerk	No Change	Admission & Records	Gerard Sequeira	Milana
Gustie	Sally	Instructional Associate	Instructional Assistant	Title Change	Library	Elmor Sonido	Milana
Green	Harold	Utility Maintenance Worker	Utility Maintenance Worker	No Change	Learning Resources Center	Susan Bayer	Jeremy
Grimm	Mary	Administrative Assistant	Senior Administrative Assistant	Reclass	M & O	Andy Flornon	Milana
Gutierrez	Maria	Jr. Account Clerk	Account Clerk	Reclass	Student Support Services	Susan Bayer	Jeremy
Hall	Reginald	Adapted Computer Technology Specialist	Adapted Computer Technology Specialist	Title Change	Business Office	Latanya Kirk-Carter	Georg
Harper	Ophelia	Pre-School Teacher	Pre-School Teacher	No Change	Assessment Center	Shirley Edwards	Milana
Harris	Millon	Carpenter/Locksmith	Carpenter/Locksmith	No Change	Child Development	Roger Stuart	Milana
Hatten	Felicia	Records Specialist	Records Specialist	No Change	M & O	Phil Glezer	Milana
Hawkins	Alice	Administrative Assistant	Administrative Assistant	No Change	Admission & Records	Albert Oguin	Milana
Hembrick-Gudrey	Patricia	Coordinator, Foster and Kinship Care Eff.	Program Manager	Title Change	Athletics	Robert Butler	Jeremy
Henderson	Debra	Benefit Specialist	Human Resources Specialist	Title Change	Student Affairs	Rachella Sasser	Jeremy
Hga	Kazuki	Database Administrator	Database Administrator	No Change	Human Resources	Rudy Ramos	Georg

Compton Community College District
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Hughes	James	Information Systems Developer	Information Systems Engineer	Reclass	Rudy Rarios	Georg
Hughes	Gloria	Accountant	Accountant	No Change	Jim Grnich	Georg
Hughes	Felicia	Office Specialist	Office Assistant	Title Change	Rudy Rarios	Jeremy
Johnson	La Vetta L.	Accounting Supervisor	Accounting Supervisor (Not professional level)	No Change	Reuben James III	Georg
Johnson	Wendy	Instructional Associate	Instructional Associate	Title Change	Susan Devo	Jeremy
Johnson	Julia	Senior Administrative Assistant to V.P.	Senior Administrative Assistant	Title Change	Dr. Jane Harmon	Jeremy
Jones	LaChell	CFP-Program Technician	CFP-Program Technician	No Change	Mytha Pascual	Jeremy
Kaynick	Andrew	Accounting Supervisor	Senior Accounting Technician	Reclass	Reuben James III	Georg
LaFollette	Gloria	Pre-School Teacher	Pre-School Teacher	No Change	Shirley Edwards	Jeremy
Lewis	Joseph	Employment Development Specialist	Employment Development Specialist	No Change	Rodney Murray	Milana
Lodan	Ellen	Instructional Associate	Laboratory Technician	Reclass	Susan Devo	Jeremy
Lopez	Jose	CFP-Program Assistant	CFP-Program Assistant	Reclass	Valerie O'Guynn	Jeremy
Love	Carolyn	Instructional Associate	Instructional Assistant	No Change	Valerie O'Guynn	Jeremy
Luckey	Geraldine	Library Assistant	Library Assistant	Title Change	Susan Devo	Jeremy
Luna	Stella	Event Coordinator/Scheduler	Event Coordinator/Scheduler	No Change	Elinor Sordo	Milana
Macareno	Monica	EOP&S Coordinator	EOP&S Coordinator	No Change	Reuben James III	Milana
Malik	Abdullah	Utility Maintenance Worker	Utility Maintenance Worker	No Change	Valerie O'Guynn	Jeremy
Marsh	Brandi	CFP-Program Specialist	CFP-Program Specialist	No Change	Andy Florimon	Milana
Marshall	Eric	Bus Driver/Mechanic	Bus Driver/Equipment Mechanic	No Change	Tenisha Powers	Jeremy
Martin	Travis	Administrative Assistant	Administrative Assistant	No Change	Roger Stuart	Milana
Martinez	Gloria	Administrative Assistant	Administrative Assistant	No Change	Patricia Bonnac	Jeremy
Mays	Josephine	Instructional Associate	Instructional Assistant	No Change	Mytha Pascual	Jeremy
McClain	Camela D	Personnel Analyst	Human Resources Representative	Title Change	Rodney Murray	Jeremy
McKinzie	Amarkya	Athletic Facilities & Equipment Assistant	Athletic Facilities & Equipment Technician	Title Change	Rachelle Sasser	Georg
Milender	Latasha	Accounting Assistant	Accounting Technician	Title Change	Albert Oglin	Milana
Mitchell	Dona	Instructional Associate	Instructional Assistant	Title Change	Reuben James III	Georg
Mitchell	Alice	Shipping & Receiving Clerk	Shipping & Receiving Clerk	Title Change	Wendie Morris	Jeremy
Murry	Jessie	Utility Maintenance Worker	Utility Maintenance Worker	No Change	La Tanya Kirk-Carter	Milana
Nowlin	Charmaine	Utility Maintenance Worker	Utility Maintenance Worker	No Change	Andy Florimon	Milana
Ortiz	Florinda	Office Coordinator	Purchasing Technician	Reclass	Andy Florimon	Milana
Patterson	Roy	Assistant Purchasing Agent	Purchasing Agent	Reclass	Roy Patterson	Jeremy
Patterson	Lorena	Coordinator, Upward Bound	Program Manager	Title Change	Reuben James III	Georg
Person	John	Utility Maintenance Worker	Utility Maintenance Worker	No Change	Macriab Shabbaka	Jeremy
Popo	Ray	Electrician	Electrician	No Change	Andy Florimon	Milana
Powers	Tenisha	Coordinator, Upward Bound	Program Manager	Title Change	Roger Stuart	Milana
Powers	Floyd	Senior Groundskeeper	Senior Groundskeeper	No Change	Macriab Shabbaka	Jeremy
Reese	Christopher	Utility Maintenance Worker	Utility Maintenance Worker	No Change	La Tanya Kirk-Carter	Milana
Riggins	Michael	Utility Maintenance Worker	Utility Maintenance Worker	No Change	Andy Florimon	Milana
Robison	Larry	IT Client Support Specialist	Information Technology Technician	Reclass	Andy Florimon	Milana
Robison	Carol	Financial Aid Coordinator	Financial Aid Coordinator	No Change	Rudy Rarios	Georg
Rogers	Taiwan	CFP-Program Technician	CFP-Program Technician	No Change	Mytha Pascual	Jeremy
Ross	Henry E.	CFP-Program Specialist	CFP-Program Specialist	No Change	Keith Curry	Jeremy
Rultz	Armando	Payroll Specialist	Payroll Specialist	No Change	Mytha Pascual	Jeremy
Saddler	Preston	Utility Maintenance Worker	Utility Maintenance Worker	No Change	Reuben James III	Georg
Sanders	Trina	CFP-Program Assistant	CFP-Program Assistant	No Change	Andy Florimon	Milana
Sandowal	Adriana	Utility Maintenance Worker	Utility Maintenance Worker	No Change	Patricia Bonnac	Jeremy
Scott	Shella	Administrative Assistant	Administrative Assistant	No Change	Andy Florimon	Milana
Scott	Ureala	Learning Center Assistant	Learning Center Assistant	No Change	Shirley Edwards	Jeremy
Simmons	Annelle	Mail Clerk/Switchboard Relief	Learning Center Assistant	No Change	Esline Pratt	Milana
Simmons	David	IT Technical Support Specialist	Senior Information Technology Technician	Title Change	Information Technology	Georg
Smith	Lisa	IT Technical Support Specialist	Senior Information Technology Technician	Reclass	Information Technology	Georg
Smith	Atibur	Prinial	Catalog/Scheduling Specialist	No Change	Rudy Rarios	Georg
Soberanes	Patricia	Pre-School Teacher	Pre-School Teacher	Title Change	Dr. Jane Harmon	Georg
Starks	Felix	CFP-Program Assistant	CFP-Program Assistant	No Change	Rudy Rarios	Milana
Stewart	Timothy	Theatre Arts Assistant	Performing Arts Production Technician	No Change	Shirley Edwards	Milana
Stuart	Roger	Utility Maintenance Supervisor	Utility Maintenance Supervisor	Title Change	Mytha Pascual	Jeremy
				No Change	Dr. P.J. Varnell	Milana
				No Change	Fred Stuart	Milana

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Thomas	Jimmy	Utility Maintenance Worker	No Change	M & O	Andy Florimon	Milana
Turner	Curlean	Pre-School Teacher	No Change	Child Development	Shirley Edwards	Milana
Valdez	Gelja	Program Services Supervisor	Title Change	Evening Division	Dr. Jane Hamon	Milana
Valenzuela	Ruben	Laboratory Assistant	Reclass	Math & Science	Donald Reach	Milana
Venbrown	Paula	Secretary to the Board of Trustees	Title Change	Board of Trustees	Board of Trustees	Jeremy
Waigh	Marilyn	Budget Technician	Title Change	Business Office	Wynne Armstrong	Georg
Walker	Judge	Utility Maintenance Worker	No Change	M & O	Andy Florimon	Milana
Wairan	Gerald	Plumber Assistant	Reclass	M & O	Roger Stuart	Milana
Washington	Elnora	Administrative Assistant	No Change	CalWorks	Patricia Bonacic	Jeremy
Williams	Cheryl	Pre-School Teacher	No Change	Child Development	Shirley Edwards	Milana
Wilson	Jack	Utility Maintenance Worker	No Change	M & O	Andy Florimon	Milana
Yang	David	Accountant	Reclass	Business Office	Jim Givich	Georg
Zumbra	Yolanda	Student Life Assistant	Title Change	Student Life	Robert Butler	Jeremy

Appendix II
Proposed Salary Range Placement

Compton Community College District
 APPENDIX II
 Range Placement Recommendations
 December 2009

Class Title	Salary Schedule	Current Salary Range	Current Max. Monthly Salary	Proposed Salary Range	Proposed Max. Monthly Salary	Percent Difference	Rationale
Account Clerk	Classified	15	\$2,433	19	\$2,957	21.55%	Recommend placing 15% below the Accounting Technician.
Accountant	Supervisor/Coord/Agent	I	\$3,989	26	\$4,161	4.31%	Recommend placing 10% above the Sr Accounting Tech on Classified salary schedule. No justification for "confidential" status (see report page 10).
Accounting Supervisor	Supervisor/Coord/Agent	L	\$4,617	30	\$5,058	9.55%	Recommend placing 20% above the Accountant on Classified salary schedule. No justification for "confidential" status (see report page 10).
Accounting Technician	Classified	22	\$3,423	22	\$3,423	0.00%	No Change
Adapted Computer Technology Specialist	Classified	23	\$3,594	23	\$3,594	0.00%	No Change
Administrative Assistant	Classified	20	\$3,105	21	\$3,200	4.99%	Recommend placing in the classified salary range closest to the CFP - Assistant.
Administrative Assistant to the Provost	Confidential	H	\$3,798	24	\$3,774	-0.63%	Recommend placing 15% above the Administrative Assistant. Placing into the Classified salary schedule. No justification for "confidential" status (see report page 10).
Athletic Facilities & Equipment Technician	Classified	23	\$3,594	24	\$3,774	5.01%	Recommend aligning with the Student Life Specialist.
Budget Analyst	Supervisor/Coord/Agent	N/A	N/A	27	\$4,369	N/A	Recommend placing 15% above the Sr Accounting Tech on Classified salary schedule. No justification for "confidential" status (see report page 10).
Bus Driver/Equipment Mechanic	Classified	26	\$4,161	26	\$4,161	0.00%	No Change
Carpenter/Locksmith	Classified	27	\$4,369	27	\$4,369	0.00%	No Change
Catalog/Scheduling Specialist	Classified	25	\$3,963	25	\$3,963	0.00%	No Change
Certified Athletic Trainer	Classified	33	\$5,855	33	\$5,855	0.00%	No Change
CFP-Program Assistant	CFP	CFP1	\$3,297	21	\$3,280	-0.21%	Recommend placing in nearest range on Classified salary schedule.
CFP-Program Specialist	CFP	CFP3	\$5,452	27	\$4,369	-19.86%	Recommend placing 15% above the CFP-Program Technician on Classified Salary schedule.
CFP-Program Technician	CFP	CFP2	\$4,219	24	\$3,774	-10.55%	Recommend placing 15% above the CFP-Program Assistant on Classified Salary schedule.
Database Administrator	Classified	33	\$5,855	33	\$5,855	0.00%	No Change
Electrician	Classified	23	\$4,161	27	\$4,369	5.00%	Recommend aligning with Carpenter/Locksmith
Employment Development Specialist	Classified	24	\$3,774	25	\$3,963	5.01%	Recommend placing one range above current salary because of the change in FLSA status from non-exempt to exempt.
Enrollment Services Supervisor	Supervisor/Coord/Agent	L	\$4,817	28	\$4,587	-0.65%	Recommend 20% above the Records Specialist on Classified salary schedule. No justification for "confidential" status (see report page 10).
EOP&S Coordinator	Classified	31	\$5,310	31	\$5,310	0.00%	No Change
Event Coordinator/Scheduler	Classified	29	\$4,817	29	\$4,817	0.00%	No Change
Executive Assistant to the Provost	Confidential	N	\$5,081	30	\$5,058	-0.65%	Recommend placing in nearest range on Classified salary schedule. No justification for "confidential" status (see report page 10).
Extended Learning Coordinator	Supervisor/Coord/Agent	L	\$4,817	28	\$4,587	-0.65%	Place in closest range on Classified salary schedule. No justification for "confidential" status (see report page 10).
Financial Aid Coordinator	Classified	29	\$4,817	29	\$4,817	0.00%	No Change

Compton Community College District
 APPENDIX II
 Range Placement Recommendations
 December 2009

Class Title	Salary Schedule	Current Salary Range	Current Max Monthly Salary	Proposed Salary Range	Proposed Max Monthly Salary	Percent Difference	Rationale
Human Resources Representative	Confidential	L	\$4,617	L	\$4,617	0.00%	No Change
Human Resources Specialist	Confidential	J	\$4,188	J	\$4,188	0.00%	No Change
Information Systems Engineer	Classified	33	\$5,855	33	\$5,855	0.00%	No Change
Information Technology Technician I	Classified	N/A	N/A	28	\$4,587	N/A	Recommend placing 10% below the IT Tech II.
Information Technology Technician II	Classified	30	\$5,058	30	\$5,058	0.00%	No Change
Instructional Assistant	Classified	22	\$3,423	24	\$3,774	10.25%	Recommend aligning with the Student Life Specialist.
IT/Telecommunications Technician	Classified	N/A	N/A	31	\$5,310	N/A	Recommend placing 5% above the IT Tech II
Laboratory Technician	Classified	N/A	N/A	26	\$3,963	N/A	Recommend placing 5% above the Instructional Assistant due to the additional technical knowledge required to perform duties.
Learning Center Assistant	Classified	25	\$3,963	25	\$3,963	0.00%	No Change
Library Assistant	Classified	25	\$3,963	25	\$3,963	0.00%	No Change
Mail Clerk/Switchboard Operator	Classified	20	\$3,105	20	\$3,105	0.00%	No Change
Office Assistant	Classified	17	\$2,682	19	\$2,957	10.25%	Recommend placing 10% below the Administrative Assistant.
Outreach Specialist	Classified	25	\$3,963	25	\$3,963	0.00%	No Change
Palmer	Classified	24	\$3,774	24	\$3,774	0.00%	No Change
Payroll Specialist	Classified	26	\$3,963	25	\$3,963	0.00%	No Change
Performing Arts Production Technician	Classified	21	\$3,260	23	\$3,594	10.25%	Recommend aligning with the Reprographics Tech
Plumber	Classified	24	\$3,774	26	\$4,161	10.25%	Recommend placing 10% above old Assistant Plumber.
Pre-School Teacher	Classified	26	\$4,161	26	\$4,161	0.00%	No Change
Program Manager	Classified	29	\$4,817	31	\$5,310	10.23%	Recommend placing 20% above CFP Program Specialist on Classified Salary schedule.
Purchasing Agent	Supervisor/Coord/Agent	N/A	N/A	30	\$5,068	N/A	Recommend placing 10% above old classification of Purchasing Agent on Classified salary schedule. No justification for "confidential" status (see report page 10).
Purchasing Technician	Classified	N/A	N/A	26	\$4,161	N/A	Recommend placing 20% below Purchasing Agent in nearest range on Classified salary schedule.
Records Specialist	Classified	24	\$3,774	24	\$3,774	0.00%	No Change
Reprographics Technician	Classified	23	\$3,594	23	\$3,594	0.00%	No Change
Senior Accounting Technician	Classified	N/A	N/A	24	\$3,774	N/A	Recommend placing 10% above the Accounting Tech.
Senior Administrative Assistant	Confidential	L	\$4,617	27	\$4,369	-5.37%	Recommend placing 16% above the Administrative Assistant to the Provost in the classified salary schedule. No justification for "confidential" status (see report page 10).
Senior Groundskeeper	Classified	18	\$2,810	19	\$2,957	5.01%	Recommend aligning with the Utility Maintenance Worker.
Senior Information Technology Technician	Classified	N/A	N/A	32	\$5,576	N/A	Recommend placing 10% above the IT Tech II

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 Range Placement Recommendations
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Class Title	Salary Schedule	Current Salary Range	Current Max. Monthly Salary	Proposed Salary Range	Proposed Max. Monthly Salary	Percent Difference	Rationale
Senior Library Clerk	Classified	17	\$2,682	19	\$2,957	10.25%	Recommend aligning with Office Assistant.
Senior Utility Maintenance Worker	Classified	N/A	N/A	22	\$3,423	N/A	Recommend placing 10% below Painter.
Shipping & Receiving Clerk	Classified	20	\$3,105	20	\$3,105	0.00%	No Change
Student Life Specialist	Classified	24	\$3,774	24	\$3,774	0.00%	No Change
Utility Maintenance Supervisor	Supervisor/Coord/Agent	L	\$4,617	31	\$5,310	15.01%	Recommend placing 20% above the Electrician on Classified salary schedule. No justification for "confidential" status (see report page 10).
Utility Maintenance Worker	Classified	17	\$2,682	19	\$2,957	10.25%	Recommend placing 10% below the Senior Utility Maint Worker.
Vocational Specialist	Classified	24	\$3,774	24	\$3,774	0.00%	No Change

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Class Title	Salary Schedule	Current Salary Range	Current Max. Monthly Salary	Proposed Salary Range	Proposed Max. Monthly Salary	Percent Difference	Rationale
Certified Athletic Trainer	Classified	33	\$5,855	33	\$5,855	0.00%	No Change
Database Administrator	Classified	33	\$5,855	33	\$5,855	0.00%	No Change
Information Systems Engineer	Classified	33	\$5,855	33	\$5,855	0.00%	No Change
CFP-Program Specialist	CFP	CFP3	\$5,452	27	\$4,369	-18.86%	Recommend placing 15% above the CFP-Program Technician on Classified Salary schedule.
EOP&S Coordinator	Classified	31	\$5,310	31	\$5,310	0.00%	No Change
Executive Assistant to the Provost	Confidential	N	\$5,091	30	\$5,058	-0.65%	Recommend placing in nearest range on Classified salary schedule. No justification for "confidential" status (see report page 10).
Information Technology Technician II	Classified	30	\$5,058	30	\$5,058	0.00%	No Change
Event Coordinator/Scheduler	Classified	29	\$4,817	29	\$4,817	0.00%	No Change
Financial Aid Coordinator	Classified	29	\$4,817	29	\$4,817	0.00%	No Change
Program Manager	Classified	29	\$4,817	31	\$5,310	10.23%	Recommend placing 20% above CFP Program Specialist on Classified Salary schedule.
Accounting Supervisor	Supervisor/Coord/Agent	L	\$4,817	30	\$5,058	9.55%	Recommend placing 20% above the Accountant on Classified salary schedule. No justification for "confidential" status (see report page 10).
Enrollment Services Supervisor	Supervisor/Coord/Agent	L	\$4,817	28	\$4,587	-0.65%	Recommend 20% above the Records Specialist on Classified salary schedule. No justification for "confidential" status (see report page 10).
Extended Learning Coordinator	Supervisor/Coord/Agent	L	\$4,817	28	\$4,587	-0.65%	Place in closest range on Classified salary schedule. No justification for "confidential" status (see report page 10).
Human Resources Representative	Confidential	L	\$4,817	L	\$4,817	0.00%	No Change
Senior Administrative Assistant	Confidential	L	\$4,817	27	\$4,369	-5.37%	Recommend placing 15% above the Administrative Assistant to the Provost in the classified salary schedule. No justification for "confidential" status (see report page 10).
Utility Maintenance Supervisor	Supervisor/Coord/Agent	L	\$4,817	31	\$5,310	15.01%	Recommend placing 20% above the Electrician on Classified salary schedule. No justification for "confidential" status (see report page 10).
Carpenter/Locksmith	Classified	27	\$4,369	27	\$4,369	0.00%	No Change
CFP-Program Technician	CFP	CFP2	\$4,219	24	\$3,774	-10.55%	Recommend placing 15% above the CFP-Program Assistant on Classified Salary schedule.
Human Resources Specialist	Confidential	J	\$4,188	J	\$4,188	0.00%	No Change
Bus Driver/Equipment Mechanic	Classified	26	\$4,161	26	\$4,161	0.00%	No Change
Electrician	Classified	26	\$4,161	27	\$4,369	5.00%	Recommend aligning with Carpenter/Locksmith
Pre-School Teacher	Classified	26	\$4,161	26	\$4,161	0.00%	No Change
Accountant	Supervisor/Coord/Agent	I	\$3,989	25	\$4,161	4.31%	Recommend placing 10% above the Sr Accounting Tech on Classified salary schedule. No justification for "confidential" status (see report page 10).
Catalog/Scheduling Specialist	Classified	25	\$3,983	25	\$3,983	0.00%	No Change
Learning Center Assistant	Classified	25	\$3,983	25	\$3,983	0.00%	No Change

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Class Title	Salary Schedule	Current Salary Range	Current Max. Monthly Salary	Proposed Salary Range	Proposed Max. Monthly Salary	Percent Difference	Rationale
Library Assistant	Classified	25	\$3,963	25	\$3,963	0.00%	No Change
Outreach Specialist	Classified	25	\$3,963	25	\$3,963	0.00%	No Change
Payroll Specialist	Classified	25	\$3,963	25	\$3,963	0.00%	No Change
Administrative Assistant to the Provost	Confidential	H	\$3,774	24	\$3,774	-0.63%	Recommend placing 15% above the Administrative Assistant. Placing into the Classified salary schedule. No justification for "confidential" status (see report page 10).
Employment Development Specialist	Classified	24	\$3,774	25	\$3,963	5.01%	Recommend placing one range above current salary because of the change in FLSA status from non-exempt to exempt.
Painter	Classified	24	\$3,774	24	\$3,774	0.00%	No Change
Plumber	Classified	24	\$3,774	26	\$4,161	10.25%	Recommend placing 10% above old Assistant Plumber.
Records Specialist	Classified	24	\$3,774	24	\$3,774	0.00%	No Change
Student Life Specialist	Classified	24	\$3,774	24	\$3,774	0.00%	No Change
Vocational Specialist	Classified	24	\$3,774	24	\$3,774	0.00%	No Change
Adapted Computer Technology Specialist	Classified	23	\$3,594	23	\$3,594	0.00%	No Change
Athletic Facilities & Equipment Technician	Classified	23	\$3,594	24	\$3,774	5.01%	Recommend aligning with the Student Life Specialist.
Reprographics Technician	Classified	23	\$3,594	23	\$3,594	0.00%	No Change
Accounting Technician	Classified	22	\$3,423	22	\$3,423	0.00%	No Change
Instructional Assistant	Classified	22	\$3,423	24	\$3,774	10.25%	Recommend aligning with the Student Life Specialist.
CFP-Program Assistant	CFP	CFP1	\$3,267	21	\$3,260	-0.21%	Recommend placing in nearest range on Classified salary schedule.
Performing Arts Production Technician	Classified	21	\$3,260	23	\$3,594	10.25%	Recommend aligning with the Reprographics Tech
Administrative Assistant	Classified	20	\$3,105	21	\$3,260	4.99%	Recommend placing in the classified salary range closest to the CFP - Assistant.
Mail Clerk/Switchboard Operator	Classified	20	\$3,105	20	\$3,105	0.00%	No Change
Shipping & Receiving Clerk	Classified	20	\$3,105	20	\$3,105	0.00%	No Change
Senior Groundskeeper	Classified	18	\$2,916	19	\$2,957	5.01%	Recommend aligning with the Utility Maintenance Worker.
Office Assistant	Classified	17	\$2,882	19	\$2,957	10.25%	Recommend placing 10% below the Administrative Assistant.
Senior Library Clerk	Classified	17	\$2,982	19	\$2,957	10.25%	Recommend aligning with Office Assistant.
Utility Maintenance Worker	Classified	17	\$2,682	19	\$2,957	10.26%	Recommend placing 10% below the Senior Utility Maint Worker.
Account Clerk	Classified	15	\$2,433	19	\$2,957	21.55%	Recommend placing 15% below the Accounting Technician.
Budget Analyst	Supervisor/Coord/Agent	N/A	N/A	27	\$4,369	N/A	Recommend placing 15% above the Sr Accounting Tech on Classified salary schedule. No justification for "confidential" status (see report page 10).

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Class Title	Salary Schedule	Current Salary Range	Current Max. Monthly Salary	Proposed Salary Range	Proposed Max. Monthly Salary	Percent Difference	Rationale
Information Technology Technician I	Classified	N/A	N/A	28	\$4,587	N/A	Recommend placing 10% below the IT Tech II.
IT/Telecommunications Technician	Classified	N/A	N/A	31	\$5,310	N/A	Recommend placing 5% above the IT Tech II
Laboratory Technician	Classified	N/A	N/A	25	\$3,863	N/A	Recommend placing 6% above the Instructional Assistant due to the additional technical knowledge required to perform duties.
Purchasing Agent	Supervisor/Coord/Agent	N/A	N/A	30	\$5,068	N/A	Recommend placing 10% above old classification of Purchasing Agent on Classified salary schedule. No justification for "confidential" status. (see report page 10).
Purchasing Technician	Classified	N/A	N/A	26	\$4,161	N/A	Recommend placing 20% below Purchasing Agent in nearest range on Classified salary schedule.
Senior Accounting Technician	Classified	N/A	N/A	24	\$3,774	N/A	Recommend placing 10% above the Accounting Tech.
Senior Information Technology Technician	Classified	N/A	N/A	32	\$5,576	N/A	Recommend placing 10% above the IT Tech II
Senior Utility Maintenance Worker	Classified	N/A	N/A	22	\$3,423	N/A	Recommend placing 10% below Painter.

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Class Title	Salary Schedule	Current Salary Range	Current Max. Monthly Salary	Proposed Salary Range	Proposed Max. Monthly Salary	Percent Difference	Rationale
Certified Athletic Trainer	Classified	33	\$5,855	33	\$5,855	0.00%	No Change
Database Administrator	Classified	33	\$5,855	33	\$5,855	0.00%	No Change
Information Systems Engineer	Classified	33	\$5,855	33	\$5,855	0.00%	No Change
Senior Information Technology Technician	Classified	N/A	N/A	32	\$5,576	N/A	Recommend placing 10% above the IT Tech II
EOP&S Coordinator	Classified	31	\$5,310	31	\$5,310	0.00%	No Change
IT/Telecommunications Technician	Classified	N/A	N/A	31	\$5,310	N/A	Recommend placing 5% above the IT Tech II
Program Manager	Classified	29	\$4,817	31	\$5,310	10.23%	Recommend placing 20% above CFP Program Specialist on Classified Salary schedule.
Utility Maintenance Supervisor	Supervisor/Coord/Agent	L	\$4,617	31	\$5,310	16.01%	Recommend placing 20% above the Electrician on Classified salary schedule. No justification for "confidential" status (see report page 10).
Accounting Supervisor	Supervisor/Coord/Agent	L	\$4,617	30	\$5,058	9.55%	Recommend placing 20% above the Accountant on Classified salary schedule. No justification for "confidential" status (see report page 10).
Executive Assistant to the Provost	Confidential	N	\$5,091	30	\$5,058	-0.65%	Recommend placing in nearest range on Classified salary schedule. No justification for "confidential" status (see report page 10).
Information Technology Technician II	Classified	30	\$5,058	30	\$5,058	0.00%	No Change
Purchasing Agent	Supervisor/Coord/Agent	N/A	N/A	30	\$5,058	N/A	Recommend placing 10% above old classification of Purchasing Agent on Classified salary schedule. No justification for "confidential" status (see report page 10).
Event Coordinator/Scheduler	Classified	29	\$4,817	29	\$4,817	0.00%	No Change
Financial Aid Coordinator	Classified	29	\$4,817	29	\$4,817	0.00%	No Change
Human Resources Representative	Confidential	L	\$4,617	L	\$4,617	0.00%	No Change
Enrollment Services Supervisor	Supervisor/Coord/Agent	L	\$4,617	28	\$4,567	-0.66%	Recommend 20% above the Records Specialist on Classified salary schedule. No justification for "confidential" status (see report page 10).
Extended Learning Coordinator	Supervisor/Coord/Agent	L	\$4,617	28	\$4,567	-0.65%	Place in closest range on Classified salary schedule. No justification for "confidential" status (see report page 10).
Information Technology Technician I	Classified	N/A	N/A	28	\$4,597	N/A	Recommend placing 10% below the IT Tech II.
Budget Analyst	Supervisor/Coord/Agent	N/A	N/A	27	\$4,399	N/A	Recommend placing 15% above the Sr Accounting Tech on Classified salary schedule. No justification for "confidential" status (see report page 10).
Carpenter/Locksmith	Classified	27	\$4,369	27	\$4,369	0.00%	No Change
CFP-Program Specialist:	CFP	CFP3	\$5,462	27	\$4,369	-19.88%	Recommend placing 15% above the CFP-Program Technician on Classified Salary schedule.
Electrician	Classified	26	\$4,161	27	\$4,369	5.00%	Recommend aligning with Carpenter/Locksmith
Senior Administrative Assistant	Confidential	L	\$4,517	27	\$4,369	-5.37%	Recommend placing 15% above the Administrative Assistant to the Provost in the classified salary schedule. No justification for "confidential" status (see report page 10).
Human Resources Specialist	Confidential	J	\$4,188	J	\$4,188	0.00%	No Change

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Class Title	Salary Schedule	Current Salary Range	Current Max. Monthly Salary	Proposed Salary Range	Proposed Max. Monthly Salary	Percent Difference	Rationale
Accountant	Supervisor/Coord/Agent	I	\$3,989	26	\$4,161	4.31%	Recommend placing 10% above the Sr Accounting Tech on Classified salary schedule. No justification for "confidential" status (see report page 10).
Bus Driver/Equipment Mechanic	Classified	26	\$4,191	26	\$4,161	0.00%	No Change
Plumber	Classified	24	\$3,774	26	\$4,161	10.25%	Recommend placing 10% above old Assistant Plumber.
Pre-School Teacher	Classified	26	\$4,161	26	\$4,161	0.00%	No Change
Purchasing Technician	Classified	N/A	N/A	26	\$4,161	N/A	Recommend placing 20% below Purchasing Agent in nearest range on Classified salary schedule.
Catalog/Scheduling Specialist	Classified	25	\$3,963	25	\$3,963	0.00%	No Change
Employment Development Specialist	Classified	24	\$3,774	25	\$3,963	5.01%	Recommend placing one range above current salary because of the change in FLSA status from non-exempt to exempt.
Laboratory Technician	Classified	N/A	N/A	25	\$3,963	N/A	Recommend placing 5% above the Instructional Assistant due to the additional technical knowledge required to perform duties.
Learning Center Assistant	Classified	25	\$3,963	25	\$3,963	0.00%	No Change
Library Assistant	Classified	25	\$3,963	25	\$3,963	0.00%	No Change
Outreach Specialist	Classified	25	\$3,963	25	\$3,963	0.00%	No Change
Payroll Specialist	Classified	25	\$3,963	25	\$3,963	0.00%	No Change
Administrative Assistant to the Provost	Confidential	H	\$3,796	24	\$3,774	-0.63%	Recommend placing 15% above the Administrative Assistant. Placing into the Classified salary schedule. No justification for "confidential" status (see report page 10).
Athletic Facilities & Equipment Technician	Classified	23	\$3,594	24	\$3,774	5.01%	Recommend aligning with the Student Life Specialist.
CFP-Program Technician	CFP	CFP2	\$4,219	24	\$3,774	-10.55%	Recommend placing 15% above the CFP-Program Assistant on Classified Salary schedule.
Instructional Assistant	Classified	22	\$3,423	24	\$3,774	10.25%	Recommend aligning with the Student Life Specialist.
Painter	Classified	24	\$3,774	24	\$3,774	0.00%	No Change
Records Specialist	Classified	24	\$3,774	24	\$3,774	0.00%	No Change
Senior Accounting Technician	Classified	N/A	N/A	24	\$3,774	N/A	Recommend placing 10% above the Accounting Tech.
Student Life Specialist	Classified	24	\$3,774	24	\$3,774	0.00%	No Change
Vocational Specialist	Classified	24	\$3,774	24	\$3,774	0.00%	No Change
Adapted Computer Technology Specialist	Classified	23	\$3,594	23	\$3,564	0.00%	No Change
Performing Arts Production Technician	Classified	21	\$3,260	23	\$3,864	10.25%	Recommend aligning with the Renographics Tech
Reprographics Technician	Classified	23	\$3,594	23	\$3,594	0.00%	No Change
Accounting Technician	Classified	22	\$3,423	22	\$3,423	0.00%	No Change
Senior Utility Maintenance Worker	Classified	N/A	N/A	22	\$3,423	N/A	Recommend placing 10% below Painter.

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Class Title	Salary Schedule	Current Salary Range	Current Max. Monthly Salary	Proposed Salary Range	Proposed Max. Monthly Salary	Percent Difference	Rationale
Administrative Assistant	Classified	20	\$3,105	21	\$3,260	4.98%	Recommend placing in the classified salary range closest to the CFP - Assistant
CFP-Program Assistant	CFP	CFP1	\$3,267	21	\$3,260	-0.21%	Recommend placing in nearest range on Classified salary schedule.
Mail Clerk/Switchboard Operator	Classified	20	\$3,105	20	\$3,105	0.00%	No Change
Shipping & Receiving Clerk	Classified	20	\$3,105	20	\$3,105	0.00%	No Change
Account Clerk	Classified	15	\$2,433	19	\$2,957	21.55%	Recommend placing 15% below the Accounting Technician.
Office Assistant	Classified	17	\$2,682	19	\$2,957	10.25%	Recommend placing 10% below the Administrative Assistant.
Senior Groundskeeper	Classified	18	\$2,616	19	\$2,957	5.01%	Recommend aligning with the Utility Maintenance Worker.
Senior Library Clerk	Classified	17	\$2,692	19	\$2,957	10.25%	Recommend aligning with Office Assistant.
Utility Maintenance Worker	Classified	17	\$2,682	19	\$2,957	10.25%	Recommend placing 10% below the Senior Utility Maint Worker.