



Update on the Compensation and Classification Project

1 message

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Dear Student Affairs Colleagues,

I'm writing with an update on the Compensation and Classification Project. I apologize in advance for the long email!

As you may know, Student Affairs is undertaking a significant project to review all of the job descriptions within our division to ensure that positions are correctly and consistently classified, and that compensation is equitable across the Division. Regular salary equity reviews are a best practice in all organizations, but the Division also wanted to undertake this project as a recommendation from the External Review last year, which found that some staff were concerned about salary equity. The purpose of this project is to make sure that all job descriptions accurately reflect the work of the position and are classified correctly, so that the division can identify where there might be disparities in compensation between comparable positions and address those issues.

This process has four components:

- First, the project's Education Team is providing regular **training sessions on compensation and classification policies**. If you've ever wondered how positions get classified, these sessions can answer some of your questions. Managers and supervisors (and other staff who write job descriptions) are highly encouraged to attend, but all staff are welcome. [Sign up here.](#)
- Second, a committee of staff from across the division will **review the classification of every job description** (with no identifying information attached). They are reviewing updated job descriptions to ensure that the classification is still accurate to the duties of the position. This is to make sure we're comparing similar positions when looking at pay. As the Classification Committee reviews the descriptions, they will flag any positions that seem to be mis-classified and send those to Campus Compensation for review. We expect that the majority of positions are classified correctly and no changes will be needed, but it is possible that some positions will need to be re-classified. The timeline for when each job field will be reviewed can be viewed [on this page](#). When your position's job field is being reviewed, your manager may ask to meet with you to discuss your job description and make sure your duties are accurately reflected.
- Third, once the classification review is completed and we feel confident that everyone is classified correctly, the Student Affairs Executive Team will conduct a **salary review** to identify any situations where staff in comparable positions are not receiving comparable pay.
- Finally, a Policy and Practice team is meeting regularly to make recommendations to the Executives on several topics to make sure that we are able to **maintain and sustain equity following the review**. They will look at topics like how stipends are awarded, and guidance for setting a salary for a new hire.

This will be a long and complex project, but also a very important one to address salary equity in our division. We will be providing regular updates on this process (you can follow the work [on our webpage](#) too), but if you have questions at any point, please feel free to reach out to any of us on the Steering Committee and we'd be glad to chat with you!

Sincerely,

The Classification and Compensation Project Steering Committee

Susan Roach, David Atwood, Shannon Lee, Beth Pearce and Jill Rodde