

CLASSIFICATION & COMPENSATION SERVICES



Agenda

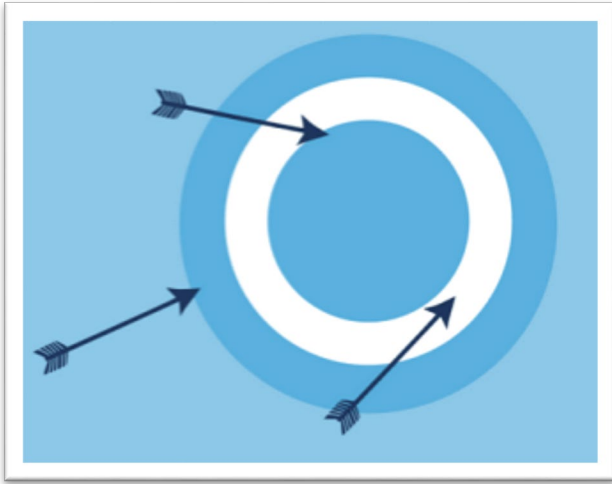
1. Reason(s) for Transition
2. Overview: HR Generalist and Specialist Models
3. Overview: Class & Comp Services & Major Changes
4. Requisition Submission Timelines



Reason(s) for Transition

- Changing Business Landscape
- Campus Community requires more dedicated resources.
- Human Resources needs:
 - Resource Alignment and Focused Roles/Responsibilities

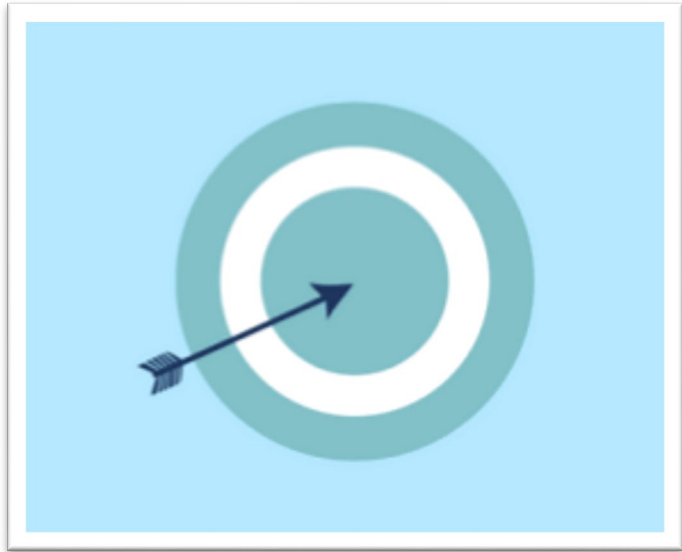
HR Generalist Model



- Possess broad knowledge in more than one HR discipline
- Has enough experience in each HR discipline to guide and advise employees and managers
- Perceived as “one stop” for *all* HR needs

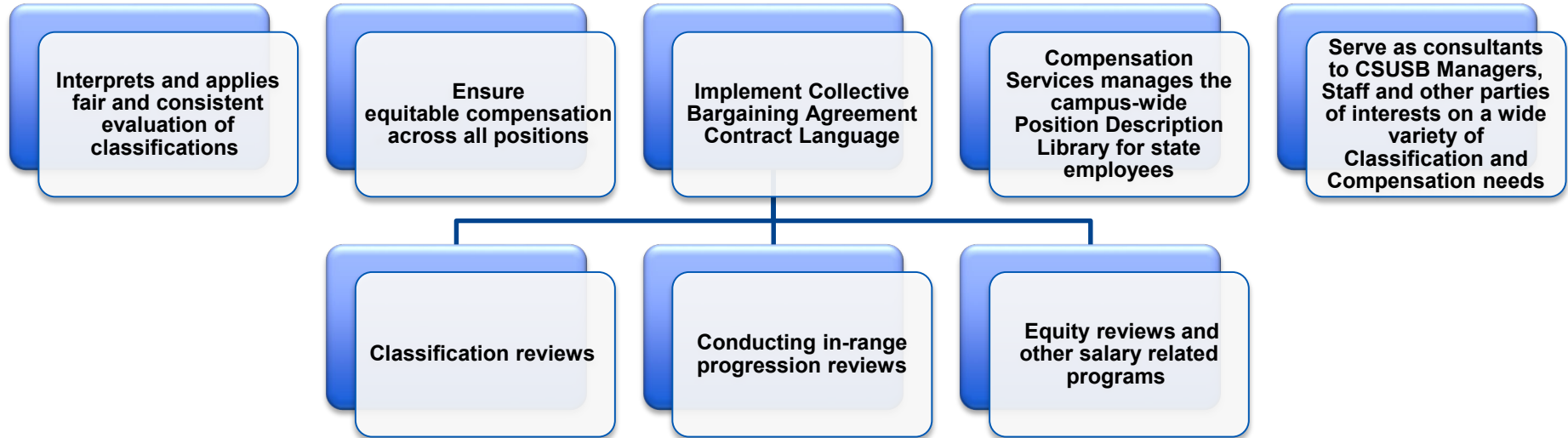


CCS Specialist Model Advantages



- Possess expertise in one specific HR discipline
- Ability to focus on Classification & Compensation Services, allowing for increased
 - consistency
 - enhanced responsiveness
 - and dependability

Classification and Compensation Services Overview



Class and Comp Transactions



Emergency Hire, Special Consultants, and Recruitment (CCS & TA)

Temporary Reassignment (CCS)

In-Range Progression (CCS)

Stipend / Critical Skills Bonus (CCS)

Time base Change (CCS)

Concurrent Appointment (CCS)

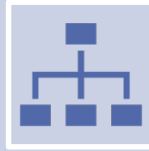
New & Extension of Temporary Appointment (CCS & TA)

Reclassifications (CCS)

Unpaid Leave (CCS & Benefits)



Additional Services for Administrators



Department Reorganization Consultation



Workforce Planning



Classification Analysis
(New Recruitments)

Major Changes



Effective March 2, 2020



Centralized Services for all Class and Comp Needs



NeoGov Approval Changes



New Position Description Form



Reclassification and In-Range Progression Submission into Cherwell



Position Description Requirement

APPROVAL PROCESS



**Approval Steps 2+ Entered by
Class and Comp Services**

Approver 1

- Classification and Compensation Services

Approver 2

- Talent Acquisition - Initiates Planning Phase

Approver 3

- Department Head(s)

Approver 4

- Division Vice President

Approver 5

- Vice President's Cabinet / Discussion with President Morales

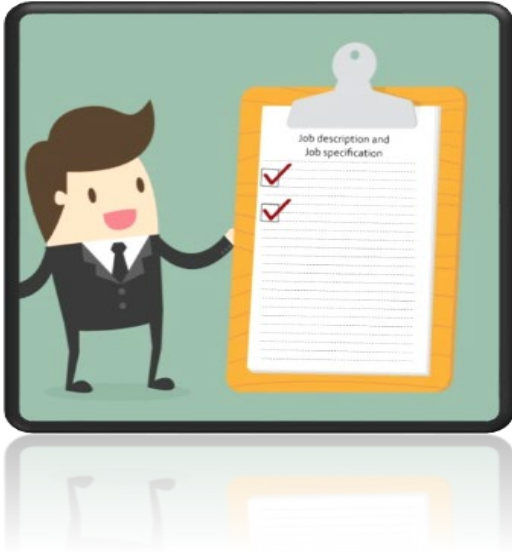
Approver 6

- Class & Comp Services OR
- Talent Acquisition



CSUSB WE DEFINE THE *Future*

Position Description:



- Describes an INDIVIDUAL POSITION
- Provides an overview of duties, responsibilities, and requirements of a position and is not an extensive list of tasks
- Helps employees understand their role in the organization
- Provide a basis for performance evaluation
- Can be modified to meet campus needs

What's been updated on the position description form?



Now includes:

- Purpose of the Position
- Physical Requirements
- Cognitive Requirements (MPP only)
- Minimum & Preferred Qualifications
- Mandated Reporter per Child Abuse and Neglect Reporting Act (CANRA)
- Conflict of Interest Designation



Cherwell Service Management

- In-Range Progressions and Reclassifications will now be submitted through Cherwell Services effective March 2, 2020:
 - <https://www.csusb.edu/human-resources/current-employees/compensation>
- Please contact Class & Comp if you have questions



Requisition Submission Timeline

30 Days

- Stipends/Critical Skills Bonus
- Recruitment (From Desired Posting Date)
- New Temporary Appointment*

45 Days

- Time Base Change
- Reassignment
- Concurrent Appointment

60 Days

- Extension of Temporary Appointments**
- Unpaid Leave

90 Days

- Department Reorganizations

**Emergency Hire, Special Consultants*

***Please notify Talent Acquisition & Classification & Compensation if Temporary Appointment will not be extended.*

Anticipated Requisition Timeline

- In-Range Progression up to 90 Days
- Reclassification up to 180 days
- All other transactions up to 5 business days*

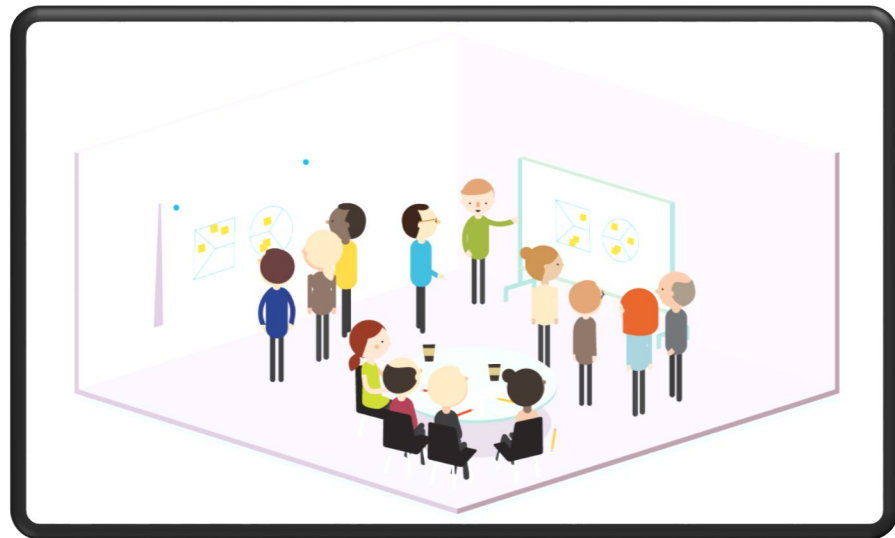
**Please note that this timeline is contingent upon all supporting documentation being accurate and complete.*



Upcoming Workshop: Classification and Compensation

Wednesday, March 11, 2020

- 2:00-3:00pm
- College of Education -103



General FAQs



How do I contact Classification and Compensation Services?

Email: ClassandCompServices@csusb.edu

Phone: [909-537-3172](tel:909-537-3172).



Who do I contact to acquire NeoGov access and/or want to ask general NeoGov questions?

Classification and Compensation Services will administer the NeoGov Program. For more information, please visit the Classification and Compensation Services webpage.

THE DREAM TEAM!



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Resources

- Human Resources – Compensation (Classification Standards/In-Range Progression Guidelines/Position Classification Review/Salary Schedule/Salary Programs/Salary Stipend Guidelines): <https://www.csusb.edu/human-resources/current-employees/compensation>
- Labor and Employee Relations – Current Bargaining Agreements: <https://www2.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/default.aspx>
- Payroll Calendars: <https://www.csusb.edu/payroll/resources>

QUESTIONS

