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

Interprets and applies fair and consistent evaluation of classifications

Ensure equitable compensation across all positions

Implement Collective Bargaining Agreement Contract Language

Compensation Services manages the campus-wide Position Description Library for state employees

Serve as consultants to CSUSB Managers, Staff and other parties of interests on a wide variety of Classification and Compensation needs

Classification reviews

Conducting in-range progression reviews

Equity reviews and other salary related programs
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

- 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

Effective March 2, 2020
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
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](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.

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!
Resources


- Labor and Employee Relations – Current Bargaining Agreements: [https://www2.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/default.aspx](https://www2.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/default.aspx)

- Payroll Calendars: [https://www.csusb.edu/payroll/resources](https://www.csusb.edu/payroll/resources)
QUESTIONS