**Sauk Valley Community College**

**November 26, 2018**

**Action Item 4.5**

**Topic: Position Classification Study**

**Strategic Direction:  College Health Metric 5 – The College hires qualified employees & provides adequate benefits to attract and retain staff.**

**Presented By: Dr. David Hellmich and Kathryn Snow**

**Presentation:**

The College’s current Position Classification System has been in place since 1992. The industry norm is for such systems to be updated every three-to-five years. Thus, Sauk is using a system that is outdated, which is problematic because it does not have a salary structure that provides fair and equitable compensation for all support, professional/technical, and administrative positions, resulting in difficulty in staying competitive and retaining employees.

As a remedy to this outdated system, the College submitted a Request for Proposals in September 2018 for a Position Classification Study. The College formed a taskforce compromised of employees from Academics/Student Services, Business and Facilities, Information Technology and Security, and Foundation and Marketing to review the five proposals received from A. J. Gallagher Company, Carlson Dettmann and Associates, MGT Consulting Group, Compdata, and Payscale.  The committee chose to invite three vendors to present: A. J. Gallagher Company, Carlson Dettmann and Associates, and MGT Consulting Group. After meeting with each company, the committee narrowed the choice to A. J. Gallagher Company and Carlson Dettmann and Associates. After completing references with Lincolnland Community College, Lewis and Clark Community College,Waubonsee Community College, and Joliet Junior College on the two finalists, the committee unanimously chose Carlson Dettmann and Associates.

A Position Classification Study conducted by Carlson Dettmann and Associates would include the following:

* Phase One  – Project Definition and Orientation
* Phase Two – Position Analysis and Data Collection
* Phase Three – Job Evaluation
* Phase Four – Market Analysis
* Phase Five – Position Classification Design (grading positions and placing them in salary ranges)
* Phase Six  – Presentation

**Recommendation:**

The administration recommends the Board approve the College to enter into an agreement with Carlson Dettmann Consulting for $40,000 to conduct a Position Classification Study.