	Procedure:	Job Description Review
	Effective Date:	6/1/2018
MT. SAC	Revision Date:	
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Human Resources Standard Operating Procedures	Type of Process:	☒Internal Procedure ☐ Campus Procedure
Overview: Process and questions to review job description, minimum qualifications, and salary.		

When a job description is received, the scope of work must be reviewed and minimum qualifications will need to be compared.

1. Meet with manager to review job description to review:
   a. knowledge needed to perform job duties
   b. Education needed to perform job duties
   c. Experience needed to perform job duties
   d. License needed to perform job duties
2. If the job description exists as requiring updated, review the following with the employee:
   a. knowledge needed to perform job duties
   b. Education needed to perform job duties
   c. Experience needed to perform job duties
   d. License needed to perform job duties
3. Confirm with manager if position is:
   a. Lead over other classifications
   b. Provides training and guidance to staff, temporary workers, student assistants?
   c. Level of oversight received or autonomy.
4. Confirm with manager the following key essential functions of the job to ensure proper level of classification:
   a. Budget review, analysis, development, and participation
   b. Oversight over day-to-day operations
   c. Training for the campus
   d. Training internally for employees
   e. Analysis, reporting, presentations
   f. Ownership over work and others work
   g. Coordinating efforts of program and other programs.

Manager must provide an organizational chart outlining the reporting structure and support for the position (current) and any prospected changes.

Compare information with benchmark college for similar positions and salary analysis.

Benchmark Colleges
Cerritos: http://cms.cerritos.edu/hr/salary-schedule.htm
Glendale: https://www.governmentjobs.com/careers/gccedu/classspecs
LBCC: http://www.lbcc.edu/human-resources
        https://www.lbcc.edu/careers

Citrus: http://www.citruscollege.edu/hr/Pages/default.aspx
North Orange: https://www.nocccd.edu/salary-schedules-257
Santa Monica: https://www.governmentjobs.com/careers/smc/classspecs
PCC: http://www.pasadena.edu/hr/employee-classification/index.php
https://pasadena.edu/hr/benefits/compensation.php
San Bernardino CCD: http://www.sbccd.org/Human_Resources-Jobs/Job_Descriptions/Classified?index=D
Riverside CCD:
https://www.rccd.edu/administration/humanresources/Pages/index.aspx/index.cfm
Los Angeles CCD: https://www.jobapscloud.com/LACCD/auditor/classspecs.asp
Rio Hondo: http://www.riohondo.edu/hr/index.htm
        No Classified JDs available

Chaffey: http://www1.chaffey.edu/humres/#HUMRESHOURS
        (909) 652-6525   Alisha.Serrano@chaffey.edu
South Orange: http://www.socccd.edu/humanresources/humanresources.html
City College of SF:
https://jobs.ccsf.edu/position_descriptions/search?utf8=%E2%9C%93&query=manager&commit=Search
https://www.ccsf.edu/en/employee-services/district-business-office/payroll/salary_tables.html

Salary analysis:

1. **Take maximum salary earned (without longevity) and compare with benchmark college with similar positions.**
2. **Average of salaries will be inclusive of Mt. SAC positions.**
3. **0-5% above/below = market**
4. **5-10% above/below = relative to market**
5. **10% above/below = outside of market**