

Salary Administration Procedures
Confidential/Management Personnel

I. Purpose

The purpose for these salary administration procedures is to provide a consistent approach to frequently repeated employment transactions including hiring, promotions, salary increases, and demotions.

II. Assignment to a Salary Grade

- A. Each confidential and management position is described in writing by means of a completed position description. The position description helps show how the job is interrelated to other positions and how it fits into the overall District organization. It assists in determining key accountabilities, decision authority, and freedom to act. The job description is useful in recruiting and hiring new employees. It also is used for job evaluation, along with organizational charts and budgetary data, as the basis for establishing the salary grade for the position.
- B. The Kern Community College District Confidential/Management Study Committee will meet on an as-needed basis as requested by the Chancellor/designee or at least once per fiscal year to review the integrity of the entire list of positions. Each job shall be compared to definitions for know-how, problem-solving, and accountability on a consistent basis to rank the position and to assign it to a salary grade.
- C. A new position not currently assigned to a salary grade, or a position with a significant role change caused by reorganization, shall be temporarily factored by the Chancellor/designee and at least two (2) representatives from the Kern Community College District Confidential/Management Study Committee. A temporary salary grade will be assigned until the Confidential/Management Study Committee meets to review the analysis and finalize the position salary grade appointment.

III. Movement Within a Salary Grade

A. Salary Range Definitions:

- (1) **Minimum:** The lowest salary paid to a position within the grade (Step 1).
- (2) **Job Rate:** The target competitive rate for a full performance individual (Step 5). *(Note: The Job Rate is applicable only to positions in Salary Grades 1 through 6.)*
- (3) **Maximum:** The highest salary, paid to a position within the grade (Step 7).

IV. Hiring Salary

- A. A new employee shall be hired at the minimum of the salary grade, unless for competitive reasons this is deemed by the Chancellor or designee to be inappropriate.
- B. Over minimum salary grade hiring shall be based upon the applicant's relevant experience and a review of the current salaries of incumbents who are performing the same job.
- C. Over minimum salary grade hiring in Salary Grades 1 through 6 shall not exceed the Job Rate (Step 5).
- D. All salary offers must be preapproved by the Chancellor/designee.

V. Salary Upon Transfer

- A. A **transfer** is a move within the District to a position at the same salary grade as the employee's existing position.
- B. When a transfer occurs, there shall be no salary adjustment at the time of transfer, except for regular step increases.

VI. Salary Upon Placement in a Lower Salary Grade

- A. When an employee voluntarily elects to take a position in a lower salary grade (such as applying for a posted or advertised position), his/her salary will be reduced. The new salary will be at the same step in the lower grade as in the previous position.

VI. (Continued)

- B. When District action (such as reassignment of job duties, position re-evaluation, or reorganization) is the reason for the placement in a lower salary grade, the employee's salary may be reduced at the discretion of the Chancellor. If the current salary is not reduced and exceeds the maximum for the new salary grade, the employee's salary will not be adjusted until the maximum salary of the new grade exceeds the current salary. (Y-rated)

VII. Salary Upon Placement in a Higher Salary Grade

- A. Step placement in a higher salary grade is dependent upon the circumstances of the promotion.
- B. When an employee is assigned to a position in a higher salary grade through an *open, competitive application* process, the employee shall be placed at the nearest step in the higher salary grade which provides at least a five percent (5%) increase, not to exceed Step 7.
- C. When an employee's position is assigned to a higher salary grade because of *accretion of duties*, the employee shall be placed at the same step in the higher salary grade.
- D. When an employee is assigned to a position in a higher salary grade as a result of a *reorganization*, the employee shall be placed at the nearest step in the higher salary grade which provides at least a five percent (5%) increase, not to exceed Step 7.
- E. All promotional increases require the approval of the Chancellor or designee.

VIII. Temporary Assignments

- A. When a confidential/management employee is given a temporary assignment classified at a higher level for *one year [or more]* if it is determined to be a "business necessity" as defined in Title 5, Section 53001(c), the employee will be placed at the higher salary grade and nearest step assignment which provides at least a five percent (5%) increase, not to exceed Step 7.
- B. When a confidential/management position is temporarily filled from outside, the method of salary compensation will be on the basis of a salary grade and step assignment.

IX. Position Titles

- A. The major consideration in determining an appropriate job title for a confidential or management staff member is to communicate, both within and outside the organization, the staff member's major job responsibilities.
- B. Job titles do **not** determine salary grades; responsibilities do.
- C. Educational administrative positions may have any of the following titles:
- Chancellor
 - President
 - Associate Chancellor
 - Vice President
 - Chief Officer
 - Dean
 - Associate Dean
 - Executive Director
 - Director
- D. Classified administrative positions may have any of the following titles:
- Associate Chancellor
 - Chief Financial Officer
 - Vice President
 - Executive Director
 - Director
 - Associate Director
 - Assistant Director
 - Controller
 - Internal Auditor
 - Manager
- E. Confidential positions may have any of the following titles:
- Assistant Director
 - Administrative Assistant
 - Assistant
 - Secretary
 - Technician

X. Reporting Relationships

- A. Any District Office position may report directly to the Chancellor.
- C. Any College position may report directly to the President.

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