



ADDENDUM NO. 1
PROJECT: COMPENSATION STUDY CONSULTANT
BID NO.: RFP No. AVC2016/2017-17

Notice to Bidders on the Above Project:

Please acknowledge the receipt of this addendum in your proposal submission. Failure to do so may subject the bidder to disqualification.

This addendum consists of: Q & As

Q-1. Does the College have a list of preferred comparable organizations it wishes to survey for compensation and benefits?

A-1. The last compensation study, which I believe also included a classification study used the following comparable organizations: Allan Hancock, Butte CC, Cabrillo CC, Citrus CC, College of the Canyons, College of the Desert, College of the Sequoias, Glendale CC, Merced CC, Mt. San Jacinto CC, Ohlone CC, Victor Valley CC, and West Side School District.

Q-2. How many employees and how many distinct job titles exist for the faculty, classified, and confidential/management supervisory employees? A separate breakdown by each group would be preferred.

A-2. Available job descriptions, titles and ranges can be found on our HR website: <https://www.avc.edu/administration/hr>

Q-3. Does the College have up-to-date job descriptions, or do those need to be developed?

A-3. We would work only with current job descriptions.

Q-4. Does the College have an identified pay strategy with regards to where it wants to pay in relation to the identified market?

A-4. Not at this time.

Q-5. Does the College now use a formal job evaluation system for determining internal job relationships? If not, is the College interested in acquiring a methodology for future evaluation of jobs? If yes, do you want to retain the current method?

A-5. The classified union uses an evaluation system developed in approximately 2010. They are not interested in changing at this time. Faculty do not have formal job descriptions for each

position, but rather utilize job postings with desired qualifications reviewed for each posting. There is no formal process for review of CMS job descriptions.

Q-6. Do up-to-date job descriptions exist for the jobs or classifications to be included in the study?

A-6. Yes for classified and classified management. Faculty job descriptions are more job postings with specific identified desired qualifications and are unique to each posting.

Q-7. What salary surveys does AVCCD current participate in and/or purchase? Does AVCCD have access to CUPA salary survey(s) for faculty, staff, and/or nonexempt staff?

A-7. Only CUPA that we are aware of.

Q-8. To what degree will AVCCD human resources staff be involved in the study, if any? Does AVCCD have a compensation manager or compensation analyst position?

A-8. We have a Human Resources Technician who oversees compensation issues. There is a separate HR Technician for benefits.

Q-9. How many small group-setting meetings are expected to be conducted?

A-9. This has not been discussed.

All other terms and conditions remain the same.


Denise Anderson, Buyer

05/10/17
Date