



The University Corporation
Research, Investments and Commercial Services
California State University, Northridge

Procedure Number: HR001

Original Date: October 30, 2006

Revised: December 1, 2009

Revised: June 18, 2012


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Title: Procedure for conducting salary comparability analysis

Statement

This procedure is established to provide the guidelines by which The University Corporation, (TUC), will conduct salary comparability analysis.

Background

TUC is required by the California Education Code to have “comparable” salaries and benefits for job titles that are comparable with the state of California. This procedure will document the process for conducting salary comparability analysis.

Procedure

1. The salary comparability analysis will be conducted in the odd numbered calendar years.
2. TUC Human Resources (HR) will work with the campus Office of Human Resource Services (OHRS) to identify those positions that require salary comparability.
3. TUC HR will utilize information garnered from various sources.
 - a. State of California
 - b. Auxiliary Organizations Association (AOA)
 - c. Specialized salary survey sources such as Department of Labor Occupational Employment Statistics and Robert Half International (Accounting/Finance).
4. TUC HR will prepare a salary comparability report and present it to TUC Management.