



2005 Supervisory and Professional Salary Survey

Final Report

September 14, 2005

HayGroup

Table of Contents

Introduction	Page 3
Executive Summary	Page 4
Methodology	Page 6
Survey Highlights	Page 8
Summary Survey Results	Page 11
Appendix	Page 13

Introduction

- San Diego Community College District (SDCCD) engaged Hay Group to conduct a salary survey of 21 select supervisory and professional positions among comparable Community College Districts and other public sector agencies in California.
- This survey focuses on base pay, including longevity pay, and does not include any other salary additives.
- This report summarizes our survey methodology and findings.

Executive Summary

- Hay conducted a salary survey for supervisory and professional positions, covering 21 benchmark jobs, and to which 12 California community college districts, unified school districts, universities and counties of similar size and complexity participated.
- We collected information on base salary and longevity pay.
- The survey data is effective as of July 2005.
- SDCCD's salary ranges include an **estimated** increase of 3.4%, which will be effective on July 1, 2005 (retroactively), but has yet to be implemented.
- Overall, SDCCD salary range minimums are 4% below the peer group average.
- Overall, SDCCD salary range maximums without longevity are 8% below the peer group average.
- Overall, SDCCD salary range maximums with longevity are 9% below the peer group average.

Executive Summary (Cont'd.)

- We found that titling is fairly consistent between the peer group and SDCCD for all positions surveyed. Some variations exist where the title “Manager” is used instead of “Supervisor” – for example for the Purchasing Supervisor.
- The other titling inconsistencies are with the Administrative Assistant/ Executive Assistant, where we saw the following titles used to match those two positions: Executive Assistant, Administrative Assistant, Senior Executive Assistant, Administrative Secretary, Special Assistant, and finally, some of those titles with the term “Confidential” added to it.
- Hay recommends that SDCCD sets a base salary policy that compares to the average of the peer group. In other words, SDCCD’s maximums should be competitive with the market average range maximum without longevity.

Methodology

- Nineteen Educational and other Public Sector Organizations were identified by SDCCD as a peer group, and were invited to submit data for this survey. We received responses from 12 participants, as follows:
 - Coast Community College District
 - County of San Diego
 - Grossmont Union High School District
 - MiraCosta CCD
 - Oceanside Unified School District
 - Poway Unified School District
 - San Diego County Office of Education
 - Southwestern CCD
 - Sweetwater Union High School District
 - Unified School District (S.D.)/SD City Schools
 - University of San Diego
 - Vista Unified School District

Methodology (Cont'd.)

- Survey participants were requested to match their jobs to the survey job based on summary descriptions developed by SDCCD compensation personnel, from existing job descriptions.
- Data was submitted for the monthly range minimum, the monthly range maximum with longevity and without longevity for each position.
- For the purposes of even comparisons, we calculated longevity to the maximum paid by each participant.
- We adjusted SDCCD's salary ranges by an estimated increase of 3.4%, which will be effective on July 1, 2005 (retroactively), but has not yet been implemented.
- The survey displays the averages and medians of all survey respondents.
- To ensure significant statistics, we provide medians where 5 or more participants reported data, and we provide averages where 3 or more participants reported data.
- Survey data is effective July 2005. The majority (all but 3) of the participants provided range data adjusted in July 2005. The remaining 3 had not had range adjustment budgets approved at the time of the survey.

Survey Highlights

- We obtained 5 or more matches for fourteen of the jobs included in the survey. For 4 jobs, we did not obtain sufficient job matches from the survey participants to enable us to provide any statistical results.
- Overall, SDCCD 2005 salary range minimums are 4% below the peer group average.
- Overall, SDCCD 2005 salary range maximums without longevity are 8% below the peer group average.
- Overall, SDCCD 2005 salary range maximums with longevity are 9% below the peer group average.
- We found that the following positions at SDCCD have salary ranges (both minimum and maximum) that are particularly low compared to the market (by more than 15%):
 - Accounting Supervisor;
 - Instructional Support Supervisor;
 - Systems Support Analyst.

Survey Highlights (Cont'd.)

- Our survey results indicate that the position of Research and Planning Analyst has a range (both minimum and maximum) at SDCCD that is more than 15% above the average of the peer group:
- It should be noted that most of the participants provided a match to the Reprographics/Mail Service Center Supervisor that does not reflect the dual role. In most cases, the matches and data provided were for positions that are either Mailroom Supervisors or Print Shop/Publication Supervisors. Our market findings for this job should therefore be interpreted with caution.
- In addition, Hay found that organizations without a “Chancellor” matched their Executive Assistant to their top job to the survey’s Executive Assistant to the President. We therefore made some adjustments to ensure apples-to-apples comparisons.
- Of the twelve survey participants, we found that 9 participants provide longevity pay to some or all of the incumbents of the jobs included in the survey. One participant provides longevity for classified employees but not for management. One other respondent provides longevity in the form of a lump sum. We did not obtain further details on the actual longevity programs among the participants.

Survey Highlights (Cont'd.)

- Regarding titles, we found some common trends among the survey participants; in the table below, we highlight the SDCCD job titles where we found multitudes of job titles within the peer group:

SDCCD Title	Typical Title among Peer Group
Administrative Assistant	Administrative Assistant, Executive Assistant, Senior Executive Assistant, Administrative Secretary; some are Confidential.
Executive Assistant to the Chancellor/President	Administrative Assistant, Executive Assistant, Administrative Secretary, Executive Secretary, Secretary, Special Assistant; some are Confidential.
Purchasing Supervisor	Purchasing/Procurement Manager, Assistant Director, Director, and Supervisor.
Accounting Supervisor	Assistant Director, Assistant Controller, Principal Accountant, Supervisor.

Summary Survey Results

Salary Survey Results Compared to SDCCD

Job # Survey Title	ANNUAL RANGE MINIMUM					ANNUAL RANGE MAXIMUM					ANNUAL RANGE MAXIMUM WITH LONGEVITY ¹				
	# Reporting	Average	Median	SDCCD ³	SDCCD vs. Average	# Reporting	Average	Median	SDCCD ³	SDCCD vs. Average	# Reporting	Average	Median	SDCCD ³	SDCCD vs. Average
S-01 Accounting Supervisor	8	\$61,150	\$62,210	\$50,513	83%	8	\$76,680	\$79,020	\$61,407	80%	5	\$82,810	\$84,000	\$67,698	82%
S-02 Administrative Assistant	12	\$41,530	\$41,170	\$40,462	97%	12	\$52,790	\$52,680	\$49,185	93%	8	\$60,770	\$57,730	\$54,223	89%
S-03 Bookstore Supervisor	2	*	*	\$45,016	*	2	*	*	\$54,707	*	1	*	*	\$60,303	*
S-04 Buyer	10	\$39,370	\$38,290	\$45,016	114%	10	\$50,170	\$48,470	\$54,707	109%	7	\$55,680	\$52,620	\$60,303	108%
S-05 Custodial Supervisor	12	\$35,760	\$34,580	\$40,462	113%	12	\$45,870	\$44,330	\$49,185	107%	8	\$53,570	\$51,180	\$54,223	101%
S-06 Executive Assistant to the Chancellor	9	\$51,880	\$50,900	\$57,102	110%	9	\$66,330	\$64,060	\$69,410	105%	5	\$71,950	\$70,460	\$76,533	106%
S-07 Executive Assistant to the President	4	\$44,980	*	\$40,462	90%	4	\$56,070	*	\$49,185	88%	2	*	*	\$54,223	*
S-08 Financial and Budget Analyst	7	\$52,010	\$50,050	\$50,513	97%	7	\$66,780	\$63,250	\$61,407	92%	5	\$72,880	\$71,390	\$67,698	93%
S-09 Food Service Supervisor	9	\$34,270	\$32,990	\$36,988	108%	9	\$44,510	\$43,540	\$44,967	101%	6	\$50,640	\$50,720	\$47,212	93%
S-10 Instructional Support Supervisor	3	\$55,390	*	\$42,634	77%	3	\$71,760	*	\$51,816	72%	2	*	*	\$57,126	*
S-11 Maintenance/Facilities Supervisor - Buildings & Grounds	10	\$57,960	\$55,540	\$50,513	87%	10	\$73,350	\$75,200	\$61,407	84%	7	\$83,700	\$75,890	\$67,698	81%

Summary Survey Results (Cont'd.)

Salary Survey Results Compared to SDCCD

Job # Survey Title	ANNUAL RANGE MINIMUM					ANNUAL RANGE MAXIMUM					ANNUAL RANGE MAXIMUM WITH LONGEVITY ¹				
	# Reporting	Average	Median	SDCCD ³	SDCCD vs. Average	# Reporting	Average	Median	SDCCD ³	SDCCD vs. Average	# Reporting	Average	Median	SDCCD ³	SDCCD vs. Average
S-12 Nursing Center Supervisor	2	*	*	\$45,016	*	2	*	*	\$54,707	*	1	*	*	\$60,303	*
S-13 Parking Program Supervisor	1	*	*	\$47,659	*	1	*	*	\$57,933	*	1	*	*	\$63,864	*
S-14 Payroll Supervisor	11	\$56,030	\$51,030	\$57,102	102%	11	\$71,610	\$69,740	\$69,410	97%	7	\$81,690	\$76,980	\$76,533	94%
S-15 Police Sergeant ⁽⁴⁾	5	\$60,450	\$62,590	\$53,884	89%	5	\$76,020	\$76,330	\$63,575	84%	1	*	*	\$69,171	*
S-16 Purchasing Supervisor	7	\$65,510	\$67,570	\$57,102	87%	7	\$83,340	\$82,320	\$69,410	83%	4	\$95,300	*	\$76,533	80%
S-17 Reprographics/Mail Services Center Supervisor ²	7	\$46,720	\$48,440	\$40,462	87%	7	\$60,340	\$60,480	\$49,185	82%	3	\$67,110	*	\$54,223	81%
S-18 Research and Planning Analyst	3	\$48,930	*	\$57,102	117%	3	\$59,490	*	\$69,410	117%	1	*	*	\$76,533	*
S-19 Senior Office Manager	5	\$38,650	\$37,840	\$40,462	105%	5	\$48,630	\$48,310	\$49,185	101%	3	\$54,040	*	\$54,223	100%
S-20 Student Services Supervisor	1	*	*	\$47,659	*	1	*	*	\$57,933	*	1	*	*	\$63,864	*
S-21 Systems Support Analyst	8	\$54,940	\$52,090	\$45,016	82%	8	\$67,970	\$64,280	\$54,707	80%	7	\$77,940	\$75,100	\$60,303	77%
				Average	97%					93%				Average	91%

* Insufficient data

1 -Longevity is calculated for only those reporting longevity

2 -Reprographics/Mail Services Center Coordinator: Most Participants did not match a dual role position.

3 -3.4% was added to SDCCD's data to account for estimated 05-06 increases.

4- Includes an additional market adjustment of \$8,868 annually.

Data is reported for Average where there are 3 or more observations, and data is reported for Median where there are 5 or more observations.

SDCCD's data from 2004-2005 salary schedule

Individual Job Market Pricing Tables

Appendix

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Job #: S-01
 Job Title: Accounting Supervisor

	ANNUAL SALARY											
	Range Minimum				Range Maximum without Longevity				Range Maximum with Longevity			
	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50
Survey	8	\$50,513	\$61,150	\$62,210	8	\$61,407	\$76,680	\$79,020	5	\$67,698	\$82,810	\$84,000
SDCCD vs. Survey Avg.			83%				80%				82%	
SDCCD vs. Survey P50				81%				78%				81%

Job #: S-02
 Job Title: Administrative Assistant

	ANNUAL SALARY											
	Range Minimum				Range Maximum without Longevity				Range Maximum with Longevity			
	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50
Survey	12	\$40,462	\$41,530	\$41,170	12	\$49,185	\$52,790	\$52,680	8	\$54,223	\$60,770	\$57,730
SDCCD vs. Survey Avg.			97%				93%				89%	
SDCCD vs. Survey P50				98%				93%				94%

Job #: S-03
 Job Title: Bookstore Supervisor

	ANNUAL SALARY											
	Range Minimum				Range Maximum without Longevity				Range Maximum with Longevity			
	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50
Survey	2	\$45,016	*	*	2	\$54,707	*	*	1	\$60,303	*	*
SDCCD vs. Survey Avg.			*				*				*	
SDCCD vs. Survey P50				*				*				*

Job #: S-04
 Job Title: Buyer

	ANNUAL SALARY											
	Range Minimum				Range Maximum without Longevity				Range Maximum with Longevity			
	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50
Survey	10	\$45,016	\$39,370	\$38,290	10	\$54,707	\$50,170	\$48,470	7	\$60,303	\$55,680	\$52,620
SDCCD vs. Survey Avg.			114%				109%				108%	
SDCCD vs. Survey P50				118%				113%				115%

Job #: S-05
 Job Title: Custodial Supervisor

	ANNUAL SALARY											
	Range Minimum				Range Maximum without Longevity				Range Maximum with Longevity			
	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50
Survey	12	\$40,462	\$35,760	\$34,580	12	\$49,185	\$45,870	\$44,330	8	\$54,223	\$53,570	\$51,180
SDCCD vs. Survey Avg.			113%				107%				101%	
SDCCD vs. Survey P50				117%				111%				106%

Job #: S-06
 Job Title: Executive Assistant to the Chancellor

	ANNUAL SALARY											
	Range Minimum				Range Maximum without Longevity				Range Maximum with Longevity			
	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50
Survey	9	\$57,102	\$51,880	\$50,900	9	\$69,410	\$66,330	\$64,060	5	\$76,533	\$71,950	\$70,460
SDCCD vs. Survey Avg.			110%				105%				106%	
SDCCD vs. Survey P50				112%				108%				109%

Job #: S-07
 Job Title: Executive Assistant to the President

	ANNUAL SALARY											
	Range Minimum				Range Maximum without Longevity				Range Maximum with Longevity			
	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50
Survey	4	\$40,462	\$44,980	*	4	\$49,185	\$56,070	*	2	\$54,223	*	*
SDCCD vs. Survey Avg.			90%				88%				*	
SDCCD vs. Survey P50				*				*				*

Job #: S-08
 Job Title: Financial and Budget Analyst

	ANNUAL SALARY											
	Range Minimum				Range Maximum without Longevity				Range Maximum with Longevity			
	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50
Survey	7	\$50,513	\$52,010	\$50,050	7	\$61,407	\$66,780	\$63,250	5	\$67,698	\$72,880	\$71,390
SDCCD vs. Survey Avg.			97%				92%				93%	
SDCCD vs. Survey P50				101%				97%				95%

Job #: S-09
 Job Title: Food Service Supervisor

	ANNUAL SALARY											
	Range Minimum				Range Maximum without Longevity				Range Maximum with Longevity			
	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50
Survey	9	\$36,988	\$34,270	\$32,990	9	\$44,967	\$44,510	\$43,540	6	\$47,212	\$50,640	\$50,720
SDCCD vs. Survey Avg.			108%				101%				93%	
SDCCD vs. Survey P50				112%				103%				93%

Job #: S-10
 Job Title: Instructional Support Supervisor

	ANNUAL SALARY											
	Range Minimum				Range Maximum without Longevity				Range Maximum with Longevity			
	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50
Survey	3	\$42,634	\$55,390	*	3	\$51,816	\$71,760	*	2	\$57,126	*	*
SDCCD vs. Survey Avg.			77%				72%				*	
SDCCD vs. Survey P50				*				*				*

Job #: S-11
 Job Title: Maintenance/Facilities Supervisor - Buildings & Grounds

	ANNUAL SALARY											
	Range Minimum				Range Maximum without Longevity				Range Maximum with Longevity			
	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50
Survey	10	\$50,513	\$57,960	\$55,540	10	\$61,407	\$73,350	\$75,200	7	\$67,698	\$83,700	\$75,890
SDCCD vs. Survey Avg.			87%				84%				81%	
SDCCD vs. Survey P50				91%				82%				89%

Job #: S-12
 Job Title: Nursing Center Supervisor

	ANNUAL SALARY											
	Range Minimum				Range Maximum without Longevity				Range Maximum with Longevity			
	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50
Survey	2	\$45,016	*	*	2	\$54,707	*	*	1	\$60,303	*	*
SDCCD vs. Survey Avg.			*				*				*	
SDCCD vs. Survey P50				*				*				*

Job #: S-13
 Job Title: Parking Program Supervisor

	ANNUAL SALARY											
	Range Minimum				Range Maximum without Longevity				Range Maximum with Longevity			
	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50
Survey	1	\$47,659	*	*	1	\$57,933	*	*	1	\$63,864	*	*
SDCCD vs. Survey Avg.			*				*				*	
SDCCD vs. Survey P50				*			*				*	

Job #: S-14
 Job Title: Payroll Supervisor

	ANNUAL SALARY											
	Range Minimum				Range Maximum without Longevity				Range Maximum with Longevity			
	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50
Survey	11	\$57,102	\$56,030	\$51,030	11	\$69,410	\$71,610	\$69,740	7	\$76,533	\$81,690	\$76,980
SDCCD vs. Survey Avg.			102%				97%				94%	
SDCCD vs. Survey P50				112%				100%				99%

Job #: S-15
 Job Title: Police Sergeant

	ANNUAL SALARY											
	Range Minimum				Range Maximum without Longevity				Range Maximum with Longevity			
	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50
Survey	5	\$53,884	\$60,450	\$62,590	5	\$63,575	\$76,020	\$76,330	1	\$69,171	*	*
SDCCD vs. Survey Avg.			89%				84%				*	
SDCCD vs. Survey P50				86%				83%				*

SDCCD Police Sergeants receive an additional Market Adjustment of \$8,868 annually.

Job #: S-16
 Job Title: Purchasing Supervisor

	ANNUAL SALARY											
	Range Minimum				Range Maximum without Longevity				Range Maximum with Longevity			
	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50
Survey	7	\$57,102	\$65,510	\$67,570	7	\$69,410	\$83,340	\$82,320	4	\$76,533	\$95,300	*
SDCCD vs. Survey Avg.			87%				83%				80%	
SDCCD vs. Survey P50				85%				84%				*

Job #: S-17
 Job Title: Reprographics/Mail Services Center Supervisor

	ANNUAL SALARY											
	Range Minimum				Range Maximum without Longevity				Range Maximum with Longevity			
	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50
Survey	7	\$40,462	\$46,720	\$48,440	7	\$49,185	\$60,340	\$60,480	3	\$54,223	\$67,110	*
SDCCD vs. Survey Avg.			87%				82%				81%	
SDCCD vs. Survey P50				84%				81%				*

Job #: S-18
 Job Title: Research and Planning Analyst

	ANNUAL SALARY											
	Range Minimum				Range Maximum without Longevity				Range Maximum with Longevity			
	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50
Survey	3	\$57,102	\$48,930	*	3	\$69,410	\$59,490	*	1	\$76,533	*	*
SDCCD vs. Survey Avg.			117%				117%				*	
SDCCD vs. Survey P50				*				*				*

Job #: S-19
 Job Title: Senior Office Manager

	ANNUAL SALARY											
	Range Minimum				Range Maximum without Longevity				Range Maximum with Longevity			
	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50
Survey	5	\$40,462	\$38,650	\$37,840	5	\$49,185	\$48,630	\$48,310	3	\$54,223	\$54,040	*
SDCCD vs. Survey Avg.			105%				101%				100%	
SDCCD vs. Survey P50				107%				102%				*

Job #: S-20
 Job Title: Student Services Supervisor

	ANNUAL SALARY											
	Range Minimum				Range Maximum without Longevity				Range Maximum with Longevity			
	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50
Survey	1	\$47,659	*	*	1	\$57,933	*	*	1	\$63,864	*	*
SDCCD vs. Survey Avg.			*				*				*	
SDCCD vs. Survey P50				*				*				*

Job #: S-21
 Job Title: Systems Support Analyst

	ANNUAL SALARY											
	Range Minimum				Range Maximum without Longevity				Range Maximum with Longevity			
	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50	# Cos.	SDCCD	Average	P50
Survey	8	\$45,016	\$54,940	\$52,090	8	\$54,707	\$67,970	\$64,280	7	\$60,303	\$77,940	\$75,100
SDCCD vs. Survey Avg.			82%				80%				77%	
SDCCD vs. Survey P50				86%				85%				80%

	Avg Overall Compa Ratios		
	Min	Max	Max w/L
SDCCD vs. Survey Avg.	96%	92%	91%
SDCCD vs. Survey P50	97%	94%	96%