



Maine Community College System

RESPONSE TO SUBMITTED QUESTIONS

EMPLOYEE POSITION CLASSIFICATION SYSTEM

RFI Coordinator	<p><i>All communication regarding this RFI <u>must</u> be made through the RFI Coordinator identified below.</i></p> <p><u>Name:</u> Sally Meredith</p> <p><u>Title:</u> Associate General Counsel & Counsel for Employee Affairs</p> <p><u>Contact Information:</u> smeredith@mccs.me.edu</p>
Submitted Questions Due	<p><i>All questions <u>must</u> be submitted to the RFI Coordinator identified above by:</i></p> <p><u>Date:</u> August 15, 2023, no later than 5:00 p.m., ET</p>
Response Submission	<p><u>Response Deadline:</u> September 8, 2023, no later than 5:00 p.m., ET</p> <p><u>Submit to:</u> smeredith@mccs.me.edu</p>

1. **Question:** Does the College system currently have a compensation philosophy or total rewards philosophy? Would you like the Consultant to develop a philosophy as part of the study?

Answer: MCCS does not currently have a compensation philosophy and would entertain a proposal to develop one.

2. **Question:** How many of the 2,000 staff employees (excluding instructional faculty) are full time vs. part time?

Answer: There are 1014 full time employees and 13 part time employees, excluding instructional staff.

3. **Question:** How many discrete jobs are there among full time staff (excluding instructional faculty)?

Answer: Answer not currently available.

4. **Question:** How many discrete jobs are there among part time staff (excluding instructional faculty)? What position titles make up part-time staff?

Answer: Answer not currently available.

5. **Question:** What challenges is the College system experiencing with the current classification system?

Answer: The current classification systems were developed in the 1980s and are mostly a manual process, including the analysis.

6. **Question:** When was the current job classification system developed/last reviewed?

Answer: It was developed in the 1980s and has not been substantively reviewed.

7. **Question:** Are you seeking a position description questionnaire to be developed and facilitated by the Consultant?

Answer: If a position description questionnaire is to be used in the process, MCCS would look to the Consultant to develop it, and train MCCS staff to implement the PDQ and use on a daily basis.

8. **Question:** Would you like the consultant to prepare draft job descriptions as part of this study once the job questionnaire information is available from employees and managers? About how many job descriptions would you like the consultant to prepare?

Answer: Predicated on collective bargaining agreements, there is potential to prepare draft job descriptions. Approximately 35 draft job descriptions would be required.

9. **Question:** Does the College system currently have salary ranges for staff? When were they last updated? Would you like the Consultant to review the salary ranges as part of this study?

Answer: For most employees, salary ranges are predicated upon collective bargaining agreements.

10. **Question:** Has the University done any past market pay assessments for staff? If so, when was the last time staff pay was reviewed? Would you like the Consultant to review market pay as part of this study?

Answer: MCCS is currently engaged in a market pay assessment.

11. **Question:** If yes to #10, Does the College system have access to CUPA-HR published compensation survey data? Do you have access to the Administrator, Professional, Staff surveys?

Answer: N/A.

12. **Question:** If yes to #10, Does the College system currently participate in/purchase any published compensation surveys other than CUPA-HR?

Answer: N/A.

13. **Question:** If yes to #10, Is there currently a peer group used for compensation comparisons for faculty and staff? Would you like the Consultant to develop a peer group for compensation comparison for staff?

Answer: N/A.

14. **Question:** What is the desired level and type of communication support needed for this study?

Answer: Regular contact with core team, quarterly briefings with stakeholder groups.

15. **Question:** Outside of the meetings with leadership and the project team, are there other groups such as a staff senate that would be involved in providing input and feedback during the process?

Answer: Bargaining units.

16. **Question:** Are any positions in scope unionized? If yes, are seeking any assistance from the Consultant in the collective bargaining efforts?

Answer: The majority of the positions are represented. M CCS is not seeking assistance with negotiating.

17. **Question:** What positions will make up the College system's project team to support this effort?

Answer: Presidents, System-level HR; College-level HR; Deans of Finance.

18. **Question:** Will data need to be migrated from an existing HCM/HRIS system? If so, what system?

Answer: This may be considered to populate position titles in Paycom.

19. **Question:** Will the proposed system be integrated with other systems, such as another HCM or HRIS system?

Answer: Yes.

20. **Question:** Are you looking to implement a full HR solution?

Answer: No.

21. **Question:** How many full access users (able to configure the system, update settings/workflows, perform accounting and finance back office tasks (AP, AR, GL, process transactions, generate financials), write reports, approve and manage budgets, and other higher level functions) do you anticipate will access the solution?

Answer: Less than a dozen may be necessary for the classification system. M CCS does anticipate implementing a full system as described in the question.

22. **Question:** How many limited access users (only able to view pay stubs/W-2s, view and select benefits, update personal information (address, demographic info), submit and approve timecards and expense reports, submit budget and purchasing requests) do you anticipate will access the solution?

Answer: Less than a dozen may be necessary for the classification system. We are currently implementing a new SIS system. This RFI is intended for a position classification system to function with our existing HRIS/PR.

23. **Question:** Can you provide the totals for each of the following?

Answer: Please see the following:

Number of Full-Time Faculty 356

Number of Part-Time Faculty 560

Number of Departmental Administrators/Managers 243

Number of Regular FT Employees 871

Number of Regular PT Employees 13

Number of Student PT Employees Not required for position classification.

Number of W2's (Annual) Not required for position classification.