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Northeast State Community College 2013 Compensation Study

11/20/21013

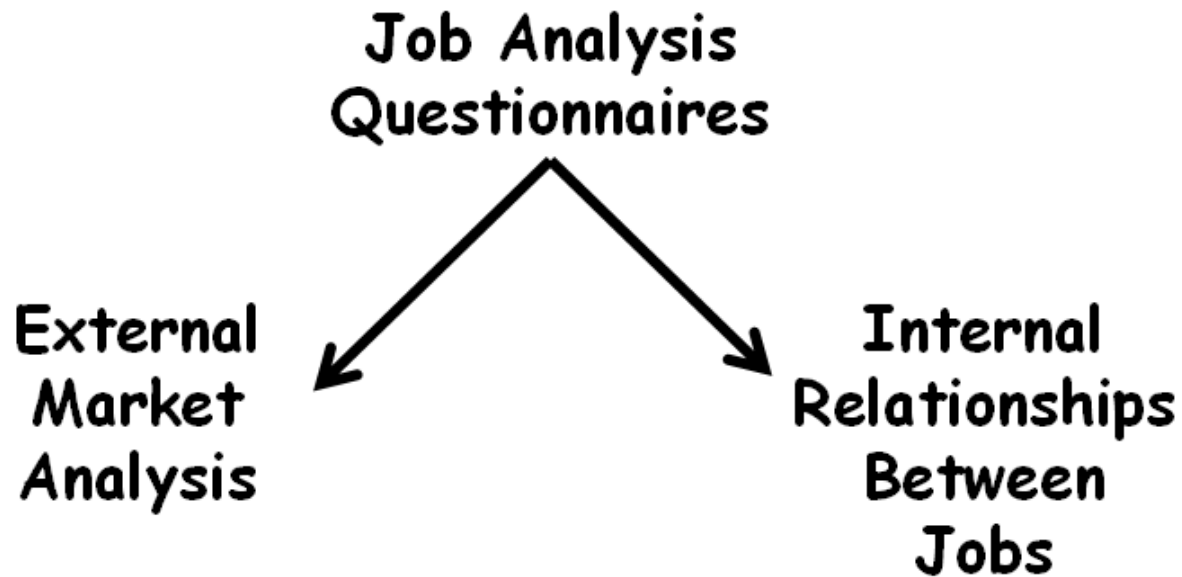
Project Team Members

- ▶ Dr. Janice Gilliam - President
- ▶ Gerri Brockwell, Director of Human Resources
- ▶ Jeff McCord, Vice President for Economic and Workforce Development
- ▶ William Wilson, Dean of Humanities
- ▶ Sam Rowell, Dean of Advanced Technologies
- ▶ Jennifer Starling, Dean of Enrollment Management
- ▶ Mahmood Sabri, Associate Professor, Faculty Senate representative
- ▶ Kathy Cox, Executive Assistant - Academic Affairs Specialist
- ▶ Gail Puckett, Administrative Assistant, Evening and Distance Education

Study Objectives

- ▶ Update job documentation
- ▶ Establish the pay system that is market driven
- ▶ Ensure objectivity and internal equity
- ▶ Simplify the pay plan
- ▶ Comply with statutes
- ▶ Be transparent in pay administration

System Overview



JAQ's

- ▶ Up-to-date for every job
- ▶ Provides a basis for market study
- ▶ Clarifies responsibilities
- ▶ Provides information for preparing job descriptions

External Market Study

▶ Sources

- ▶ Economic Research Institute
- ▶ CompAnalyst
- ▶ PayScale
- ▶ DOL - O*Net
- ▶ Tennessee Board of Regents Sister Institutions
- ▶ Living Wage Calculator
- ▶ CUPA, Professional, Administrative, 2-year Faculty

Market Analysis Results

- ▶ For Support positions, ranges were 13.3% below market
 - ▶ Living Wage, \$10.00/hour
- ▶ For Professional positions, ranges were 21.9% below market
- ▶ Executive positions were not previously assigned to salary ranges.
- ▶ Faculty average salaries lagged comparable positions (rank & degree) by 21.4%

Internal Relationships

- ▶ JAQs
- ▶ Job Descriptions
- ▶ Organization Charts
- ▶ Job Factor Analysis
- ▶ Recognition of Job Families/Titling
- ▶ Salary Range Assignments

Support Job Factors

- ▶ Knowledge, Skills & Abilities
- ▶ Supervision Received
- ▶ Personal Contacts
- ▶ Physical Demands
- ▶ Supervision Given
- ▶ Consequences of Errors
- ▶ Hazards
- ▶ Judgment
- ▶ Working conditions



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Job Families

Job Family	Job Title	Grade	Midpoint	Current Title (Example)
Administrative Support	Administrative Support Associate 1	3	23,590	Mail Distribution Clerk/Courier
	Administrative Support Associate 2	4	25,740	Financial Aid Clerk
	Administrative Support Associate 3	5	28,100	Technical Clerk
	Administrative Support Associate 4	6	30,670	Administrative Assistant
	Administrative Support Associate 5	7	33,470	Executive Assistant
	Administrative Support Associate 6	8	36,530	
	Administrative Support Associate 7	9	39,870	IT Support Specialist
	Administrative Support Associate 8	10	43,520	Computer Technician
	Administrative Support Associate 9	11	47,500	
Facilities Support	Facilities Support Associate 1	1	19,800	Custodian
	Facilities Support Associate 2	2	21,610	Grounds Worker I
	Facilities Support Associate 3	3	23,590	Grounds Worker II
	Facilities Support Associate 4	4	25,740	
	Facilities Support Associate 5	5	28,100	
	Facilities Support Associate 6	6	30,670	HVAC Mechanic
	Facilities Support Associate 7	7	33,470	
	Facilities Support Associate 8	8	36,530	



Support Salary Ranges

NESCC 2013 Clerical & Support Salary Range Structure			
	Midpoint Differential	9.1%	
	Range Spread	40%	
Grade	Min	Mid	Max
1	19,500	19,800	23,100
2	19,500	21,611	25,200
3	19,660	23,587	27,500
4	21,450	25,744	30,000
5	23,420	28,098	32,800
6	25,560	30,668	35,800
7	27,890	33,472	39,100
8	30,440	36,533	42,600
9	33,230	39,874	46,500
10	36,270	43,520	50,800
11	39,580	47,500	55,400
	Living Wage	19,500	

Benchmark Jobs

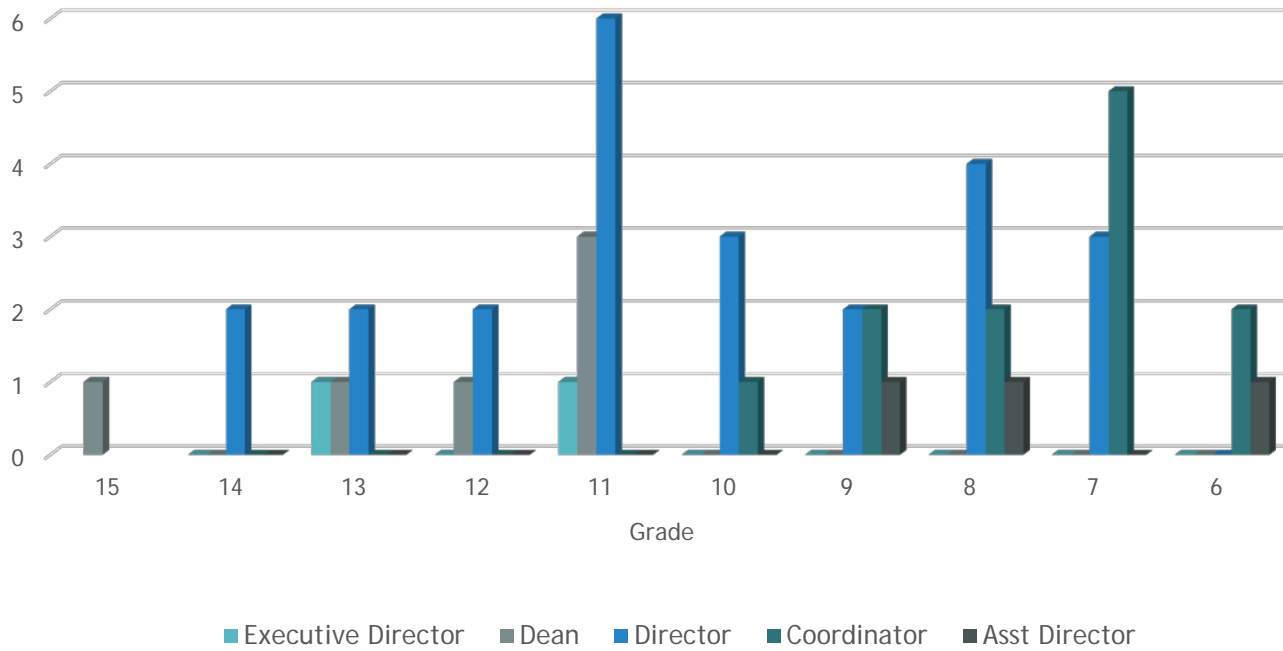
- ▶ Jobs for which there are multiple market sources.
- ▶ Serve to anchor NESCC structure to the market.
- ▶ A reference point for determining the grade for non-benchmark positions.

Professional Factor Analysis

1. Knowledge, Skills & Experience
2. Complexity and Creativity
3. Impact on Institutional Mission
4. Contacts
5. Leadership
6. Physical Demands and Working conditions

Titling

Employee Count by Title



Titling Descriptions

- ▶ Summary
- ▶ Responsibilities
- ▶ Scope
 - ▶ Financial
 - ▶ Decision Making
 - ▶ People (Leadership)

Professional/Administrative Ranges

NESCC 2013-14 Professional Salary Range Structure

Midpoint
Differential 10.1%

Range Spread 50%

Grade	Min	Mid	Max
3	23,680	29,600	35,520
4	26,080	32,600	39,120
5	28,720	35,900	43,080
6	31,600	39,500	47,400
7	34,800	43,500	52,200
8	38,320	47,900	57,480
9	42,160	52,700	63,240
10	46,400	58,000	69,600
11	51,120	63,900	76,680
12	56,320	70,400	84,480
13	62,000	77,500	93,000
14	68,240	85,300	102,360
15	75,120	93,900	112,680



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Executive Analysis

- ▶ Salary ranges were developed.
- ▶ Positions assigned to ranges based on market analysis

Executive Ranges

NESCC 2013-14 Executive Salary Range Structure

Midpoint Differential 10%
Range Spread 60%

Grade	Min	Mid	Max
EX01	\$57,090	\$74,220	\$91,350
EX02	\$62,800	\$81,640	\$100,480
EX03	\$69,080	\$89,800	\$110,520
EX04	\$75,980	\$98,780	\$121,580
EX05	\$83,580	\$108,660	\$133,740
EX06	\$91,950	\$119,530	\$147,110
EX07	\$101,140	\$131,480	\$161,820
EX08	\$111,250	\$144,630	\$178,010
EX09	\$122,380	\$159,090	\$195,800
EX10	\$134,620	\$175,000	\$215,380

Faculty Ranges

Rank	Degree	Degree Code	Min	Mid/Mkt	Max
Instructor	AA	1	36,012	45,016	54,019
	BS	2	37,813	47,266	56,720
	MS/MA	3	39,704	49,630	59,556
	PhD	4	41,689	52,111	62,533
Asst Professor	AA	1	38,893	48,617	49,589
	BS	2	40,838	51,048	61,257
	MS/MA	3	42,880	53,600	64,320
	PhD	4	45,024	56,280	67,536
Associate Professor	AA	1	42,005	52,506	63,007
	BS	2	44,105	55,131	66,158
	MS/MA	3	46,310	57,888	69,466
	PhD	4	48,626	60,782	72,939
Professor	AA	1			
	BS	2			
	MS/MA	3	50,015	62,519	75,023
	PhD	4	52,516	65,645	78,774

Implementation

- ▶ Implementation of July increase
- ▶ Adjustment to range minimum
- ▶ As funds become available, move to improve pay position-in-range



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Starting Salary Calculations

- ▶ Establishing starting salaries for new hires will include:
 - ▶ Experience in excess of what is required.
 - ▶ Education in excess of what is required.

Degree Recognition

Degree	Pay Increase
Associate's	\$600
Bachelor's	\$1,200
Master's	\$1,600
Education Specialist	\$1,000
Doctorate	\$2,000

Determining Salaries for Internal Job Changes

- ▶ Current pay position-in-range
- ▶ Experience and education relative to requirements
- ▶ The difference in salary grade assignment between the old and new positions.

Reclassification Process

- ▶ A reclassification request shall be initiated by the hiring authority with the review and approval of the division VP. A reclassification request must include:
 - A copy of the current job description or JAQ
 - A copy of the proposed job description or JAQ
 - Clear delineation of the changes in job content that will occur.
 - Justification for the changes, covering the benefits to the College of the change, budget justification, and expected operational enhancements as a result of the change.

Questions?



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