



CLASSIFICATION AND COMPENSATION ANALYSIS FOR EMPLOYEES OF THE VERMONT LEGISLATURE

A Study Proposal



NATIONAL CONFERENCE OF STATE LEGISLATURES

Denver
7700 East First Place
Denver, Colorado 80230
Phone 303.364.7700
Fax 303.364.7800

Washington
444 North Capitol Street, N.W. Suite 515
Washington, D.C. 20001
Phone 202.624.5400
Fax 202.737.1069

Website www.ncsl.org

Proposed Project Overview

The National Conference of State Legislatures (NCSL) provides professional employee compensation and job classification analysis and consultation to state legislatures. This proposal outlines services and costs associated with conducting a study for the Vermont Legislature that will achieve several objectives:

1. Create a job classification structure for the Legislature's job titles.
2. Examine and compare current staff compensation for each legislative staff job title to the relevant job market to determine current market competitiveness.
3. Create compensation ranges that correspond to the classification structure.
4. Make recommendations, as appropriate, on study objectives outlined in items 1-3.

NCSL proposes to work with the Vermont Legislature to review the job specifications, job descriptions and any elements of the classification and compensation systems currently in existence for legislative staff. The study will cover all legislative staff, encompassing full-time and session-only legislative staff positions. The NCSL study team will work closely with and make recommendations to the legislative leadership and designated legislative staff.

The NCSL study will begin in August 2021. The study team will submit a final report to the Legislature in February 2022.

The total cost of the study is \$59,395. The Vermont Legislature will pay \$27,087, with NCSL assuming the balance of the study costs of \$32,308.

Key Project Activities

1. Review and analyze current job titles, any existing position descriptions, compensation levels, and personnel policies of the Vermont Legislature.
2. Conduct a point factor analysis of job titles in the Vermont Legislature in conjunction with designated legislative staff to determine internal equity of positions and establish proper classifications.
3. Construct a classification structure for Vermont legislative jobs based on this analysis.
4. Gather market salary data for positions comparable to the legislative positions covered by the study. The NCSL study team will gather data from state government, local government, private sector employers and, when appropriate, comparable offices in other states (making necessary geographic adjustments to ensure that the salary data is comparable to the relevant job market in Vermont).
5. Develop compensation ranges for each classification level.
6. Issue report with findings and make recommendations for establishing and maintaining a sound compensation system.

The point factor analysis involves the objective ranking of jobs based on a tool designed for assessing and comparing legislative jobs, followed by grouping jobs into classifications. These groups are the job classifications upon which an organization builds a pay plan and establishes internal equity. The market analysis will collect and analyze data in the Vermont job market for positions that are comparable to those held by employees of the Legislature. These benchmark data will indicate the competitiveness of current legislative compensation levels. Both analyses will guide NCSL's recommended changes to the Legislature's existing structure(s) regarding a classification and compensation plan. They will also help the legislature target appropriate salary adjustments, if required, to employee pay.

Projected Timeline and Action Steps

The study would begin in August 2021 with the goal of study completion in February 2022. Below is a projected study timeline and action steps.

August 2021

- Gather and review information on current job titles, job descriptions, and compensation plans and policies.
- Meet virtually with legislative staff directors, other senior-level staff, and potentially legislative leaders to clarify the study's goals and refine our understanding of the staff compensation system(s) currently in place.
- Brief staff on the study methodology and timeline.
- Distribute electronic job analysis questionnaires to all legislative staff covered by the study.
- Conduct initial interviews with senior level staff.

September 2021

- Legislative staff complete job content analysis questionnaires and return them to NCSL.
- Analyze completed questionnaires.
- Prepare for the first round of interviews and schedule job content interviews with a broad cross section of legislative staff.

October 2021

- Conduct virtual job content interviews with legislative staff.
- Collect information about current job duties, responsibilities, and functions.
- Begin to identify comparable positions in the market for salary comparisons and identify sources of comparative salary data.

November-December 2021

- Review current job descriptions.
- Complete staff job content interviews and conduct point factoring round table exercise with appropriate senior legislative staff in Montpelier.
- Continue gathering comparable market salary data.
- Analyze comparable salary data and compensation and compare it to the current legislative compensation.

January-February 2022

- Complete the analysis of comparable salary data.
- Prepare preliminary findings and recommendations related to the study objectives.
- Share preliminary findings with senior-level Vermont staff for review and discussion.
- Prepare and complete a final report and submit to the Vermont Legislature. Travel to Montpelier to present the report if necessary.

The NCSL team will begin the study in August 2021 and submit a final report with recommendations in February 2022 unless there is agreement between NCSL and the Vermont Legislature to extend the deadline for reporting on some aspects of the review.

The proposed timeline above includes time for meeting with and interviewing legislative staff. For studies such as these, NCSL has historically preferred to conduct in-person interviews and meetings. Despite this preference, due to the timing of the study and evolving protocols around remote work for Vermont staff, NCSL proposes instead to conduct staff interviews virtually.

NCSL subsidizes the cost of studies as a membership benefit for legislatures but also charges an additional fee for major consulting projects such as this one. NCSL asks the legislatures to pay a portion of the salary costs for the personnel assigned to the study based on the amount of time required to complete the work. NCSL will contribute a portion of the staff's salaries and miscellaneous operating costs. Typically, NCSL also asks legislatures to pay for the direct costs

incurred in completing the study such as travel and the costs for any published salary survey data that may be necessary. The proposed budget, presented below, contains study team travel costs for two trips to Vermont as many action items will be conducted using virtual tools.

Proposed Budget – Vermont 2021 Staff Classification and Compensation Study

NCSL STAFF SALARIES AND BENEFITS	Daily Rate	Days on Study	Total
1 team leader	\$410	30	\$12,300
2 senior staff	\$305	30	\$18,300
1 clerical support staff	\$165	2	\$330
Benefits (37% of staff salaries)			\$11,444
TOTAL SALARY & BENEFITS			\$42,374

TRAVEL	Airfare	Hotel Nights	Hotel Cost	Per Diem	Ground Transportation	Total Travel Costs
3 staff @ 2 trips -average airfare \$450 -average hotel night \$150 -per diem \$100 -car rental @\$70/day						
Trip #1 - 3 days, 2 nights	\$1,350	6	\$900	\$900	\$210	\$3,360
Trip #2 - 2 days, 1 night	\$1,350	3	\$450	\$600	\$140	\$2,540
TOTAL ALL TRAVEL						\$5,900.00

MISCELLANEOUS COSTS	
ERI compensation database fee	\$4,878.00
Supplies	\$200
FedEx/Mailing	\$100
IT (\$950 per FTE per month)	\$2,850
Rent @ 10% of salaries	\$3,093
TOTAL MISC COSTS	\$11,121.00

SHARE OF STUDY COSTS			
	NCSL	Vermont	TOTAL
Salaries and Benefits Paid by NCSL and Vermont	50% paid by NCSL \$21,187	50% paid by VT \$21,187	\$42,374
Travel Costs Paid by Vermont		100% paid by VT \$5,900	\$5,900
Miscellaneous Costs Paid by NCSL	100% Paid by NCSL \$11,121	\$0	\$11,121
TOTAL	\$32,308	\$27,087	\$59,395