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Vermont Legislative Staff Classification and Compensation Review

Scope, Methodology, Analysis and Recommendations

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What We'll Cover:

- Background and Scope of Study

- Compensation Analysis Principles

- Methodology

- Analysis and Recommendations

NCSL's Scope of Work

1. Create a job classification structure for General Assembly job titles

2. Examine, compare current staff compensation for each job title to job market, assessing market competitiveness

3. Create salary ranges that correspond to classification structure

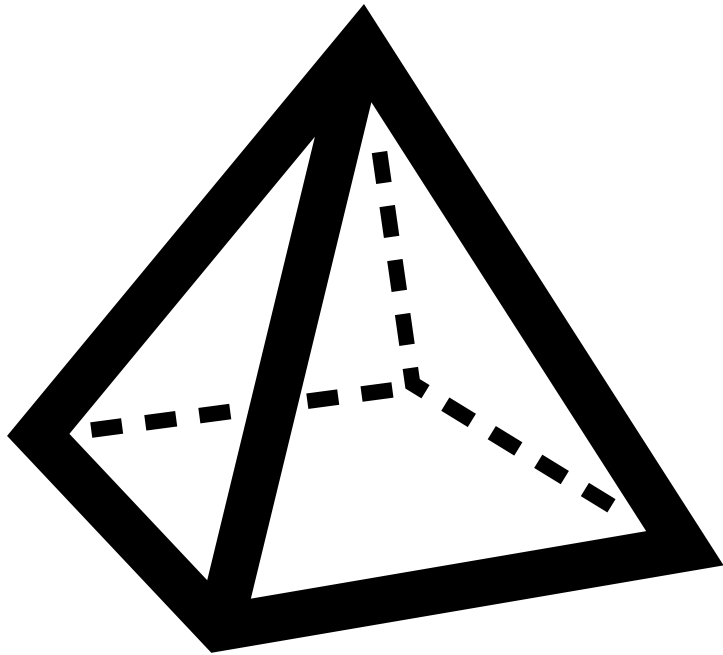4. Make recommendations related to study objectives
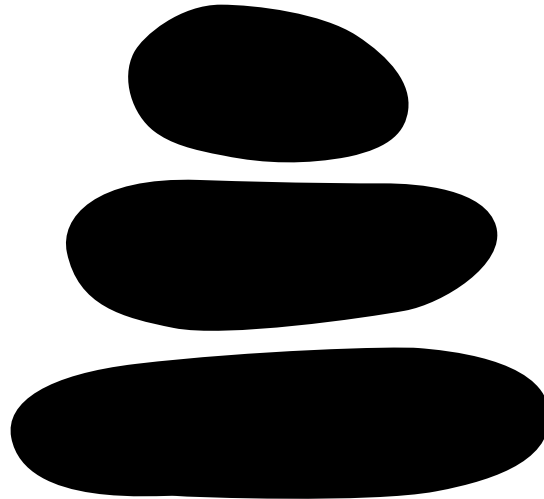
Benefits to a Compensation Structure

- Benefits for staff: clarify goals and expectations, creates consistent, transparent system

- Benefits for managers: guidance in making decisions about pay, recruitment, advancement, performance, and training

- Benefits for the institution: aids in recruitment and retention, legal protections, strong market competitor
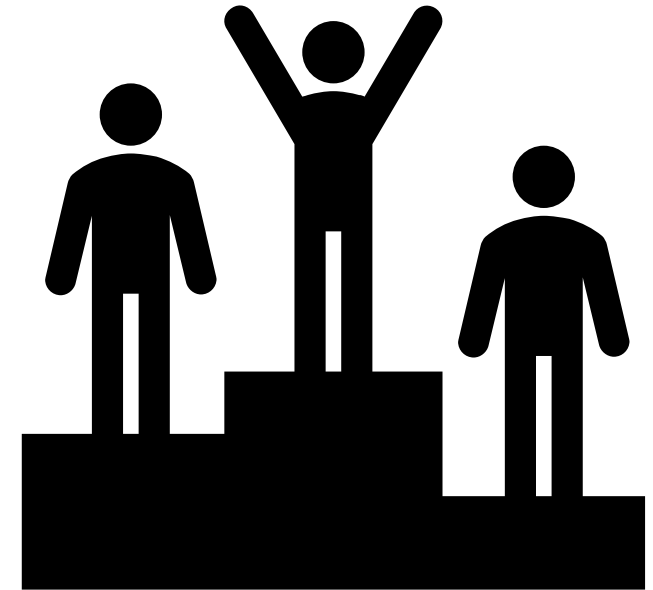
Compensation Plan Design: Philosophy

Consistent Structure	Internal Equity	External Competitiveness

Compensation Plan Design: Key Elements and Terms

"Pay ranges should adhere to a common overall mathematical logic while also maintaining a competitive stance in the job market. This logic shapes the overall dimensions of the pay plan and contributes to internal consistency between different job titles in the plan."

SALARY RANGE **MINIMUM, MIDPOINT, MAXIMUM**

CONSISTENT **RANGE WIDTH**

CONSISTENT **MIDPOINT PROGRESSION**

FOCUS ON THE POSITION, NOT EMPLOYEE

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Compensation Plan Design: Definitions

- Minimum: "entry-level" pay for a new hire

- Midpoint: pay reflects meeting "essential responsibilities" of a job, considered competent, experienced and independent

- Maximum: highest pay available to an employee working in a job in the range

- Range width: maximum-minimum/minimum, expressed as a percentage

- Midpoint progression: percent difference between midpoints

Range	Minimum	Midpoint	Maximum	Grade Width	Grade Progression
29	$ 97,392	$ 143,532	$ 189,672	95%	5%
28	$ 92,700	$ 136,614	$ 180,528	95%	5%
27	$ 88,236	$ 130,044	$ 171,852	95%	5%
26	$ 83,988	$ 123,774	$ 163,560	95%	5%
25	$ 79,920	$ 117,774	$ 155,628	95%	5%
24	$ 76,080	$ 112,116	$ 148,152	95%	5%
23	$ 72,456	$ 106,794	$ 141,132	95%	5%

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NCSL Methodology: Understand Job Content

- Job description review
- Job content questionnaire
- Staff interviews

NCSL Methodology: Point Factor Analysis (PFA)

- Method for determining tiered groupings of distinct jobs
- Matrix used to "score" jobs on a variety of factors
- Relies on consensus-based decision-making process
- Scores are only relevant to the organization conducting the PFA
- Focus on the job, not the employee doing the job
- Placed 61 General Assembly titles into 12 classifications (grades)

NCSL Methodology: Market Data Collection

- Compared legislative jobs to similar jobs in the market, identified matches, added pay range data to analysis

- Sources: state executive and judicial branches, cities of Burlington and Montpelier, University of Vermont, other legislatures (adjusted geographically), Economic Research Institute

- Over 330 comparable jobs used

NCSL Methodology: Market Data Example

Figure 2. Market Salary Data, Director of Legislative IT

OFFICE: Information Technology
TITLE: Director of Legislative IT
GRADE: 13

	Market Comparables			Source/Title
	Minimum	Midpoint	Maximum	
	$ 96,734	$134,132	$171,530	ERI (Montpelier - All Industries) - Information Technology Director Levels 1-3
	$ 81,074	$108,291	$135,508	ERI (Montpelier - State Government) - Information Technology Director Levels 1-3
	$107,853	$128,299	$148,744	City of Burlington - Director of Information Technology*
	$101,668	$132,922	$164,176	Legislature A - Director, Legislative IT*
	$ 82,597	$106,413	$130,229	State of Vermont - IT Director
	$ 74,500	$108,025	$141,550	University of Vermont - Information Technology Manager
	$121,245	$145,626	$170,006	Legislature E - Legislative Services IT Administrator*
Market Average	$ 95,096	$123,387	$151,678	*Geographically Adjusted

Analysis and Recommendations

Recommendation 1: Adopt proposed unified staff classification and compensation plan

1

Unites all job titles under one pay structure with ranges that reflect market values

2

Provides a complete salary range for all job titles

3

Ensures a logical progression between job classifications

Analysis and Recommendations

Proposed Staff Grades and Salary Ranges, Vermont General Assembly

Proposed Staff Salary Ranges, Vermont General Assembly			
Grade	Range Minimum	Range Midpoint	Range Maximum
2	$34,400	$43,000	$51,600
3	$38,184	$47,730	$57,276
4	$42,384	$52,980	$63,576
5	$47,047	$58,808	$70,570
6	$52,222	$65,277	$78,332
7	$57,966	$72,458	$86,949
8	$64,342	$80,428	$96,513
9	$71,420	$89,275	$107,130
10	$76,227	$99,095	$121,963
11	$80,744	$109,005	$137,265
12	$88,819	$119,905	$150,992
13	$97,700	$131,896	$166,091
14	$107,471	$145,085	$182,700

Analysis and Recommendations (cont.)
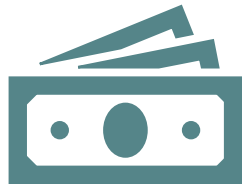
Recommendation 2:
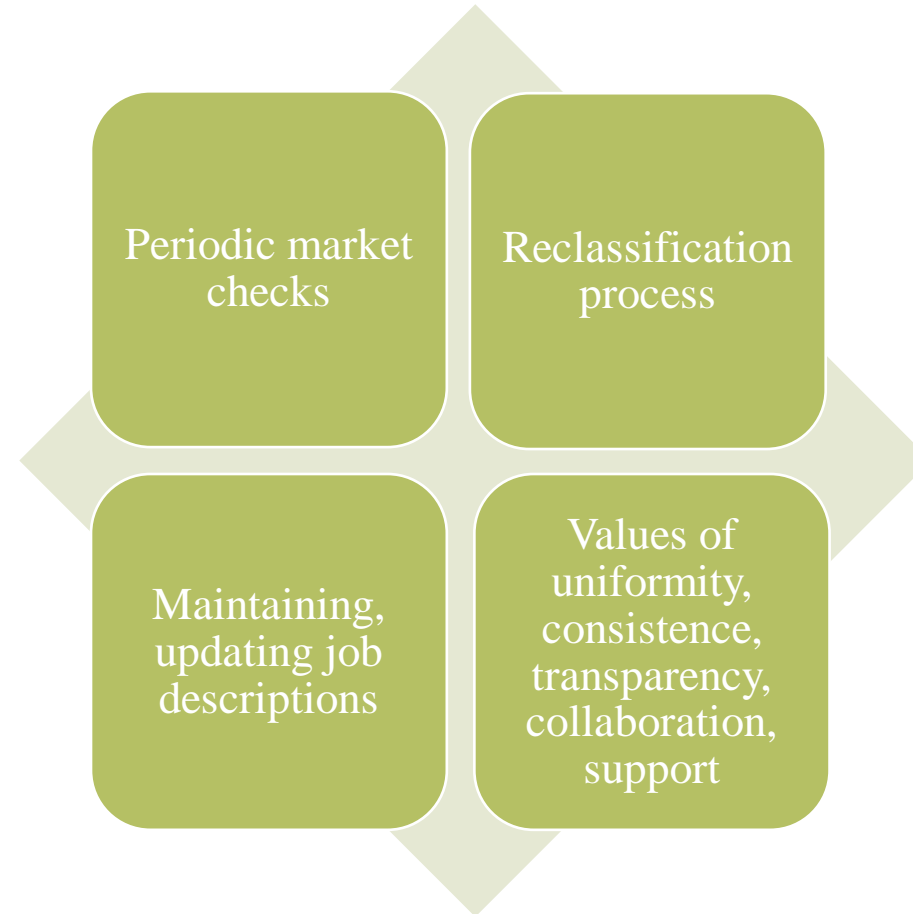Raise any salaries that lag range minimum up to the minimum

Recommendation 3:
Restrict assignment of each title to one grade

Recommendation 4:
Use existing titles and range assignments whenever possible

Guidance for Maintaining a Pay Structure

Periodic market checks

Reclassification process

Maintaining, updating job descriptions

Values of uniformity, consistence, transparency, collaboration, support

Questions?