Compensation Study
2014
Fox Lawson & Associates

- Job analysis and compensation studies
- 25 years of nationwide experience
- Includes extensive experience with higher education
- Practical and realistic solutions
- www.foxlawson.com
Introductions

- **Jim Fox**
  - Managing Director
  - 25 years job analysis and compensation experience
- **Mike Verdoorn and Eureka Hampton**
  - Senior Consultants
  - Master’s Degree
  - 15 + years experience
  - Job analysis interviews, descriptions, market data
- **Quyang Pan and August Zhu**
  - Consulting Associates
  - Job descriptions, market data analysis
Some University Clients

- Clark Atlanta University (HBCU)
- Colorado State University - Pueblo
- Butler University
- University of Maine (LG)
- University of Minnesota (LG)
- Pennsylvania State Univ (LG)
- University of Maryland (LG)
- Old Dominion University
- Alcorn State University (LG/HBCU)
Why a Job Analysis Study?

What are the issues we are trying to address?

- Internal equity
- Assignment of jobs to the correct pay grade based on duties and responsibilities
- Clarification of job competencies and career ladders
- Determine fair market value of jobs
- Place employees in the right job title and each job title in the right pay grade at the right level of pay
- Faculty are paid competitively with their peers, based on rank and discipline
The purpose is to ensure that, for staff:

- Your job has the right title
- Titles are standardized and reflect the nature and level of work performed
- Jobs are equitably aligned
- Employees are paid fairly based on the job duties
- A clear, concise way of maintaining the system in the future is provided to the University

For faculty:

- That you are paid fairly based on rank and discipline
Study Phases

1. Study Initiation and Administration
2. Job Analysis Study
3. Compensation Study
4. Final Report
1. Study Initiation/Pay Strategy

- Meet with employees and faculty
- Review current classification and compensation systems
- Understand issues and needs
- Define and clarify a consistent job analysis and compensation strategy
2. Job Analysis - Staff Only

- Review all current job descriptions
- Review organization charts
- Request that employees fill out a position questionnaire (PDQ)
- Follow-up to verify job duties as necessary
- Develop a consistent classification structure
- Recommend any changes necessary, e.g.,
  - Titles
  - Minimum qualifications
To identify competitive pay levels

- Select benchmarks
- Identify similar organizations to survey (peers)
- Collect and verify salary data
- Develop recommended pay plan(s)
- Establish market pay levels for faculty
- Assign jobs to pay grades
- Develop transition plans and costs
- KYSU review of implementation plan
3. Comparisons – typical criteria used

- Similar Carnegie Classification
- HBCU/Land grant
- Similar size, e.g.,
  - Students
  - Budget
  - Programs
- Geographic location
- Tuition
- State or private
- Competitive private sector employers
4. Final Report

- Job descriptions (staff)
- Grade assignments (staff)
- Staff pay recommendations
- Faculty pay recommendations
- Transition plan
- System maintenance recommendations
- Presentation to KYSU
## Timeline - Estimate

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<th>TASK/MONTHS</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>April</th>
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Results

• The Study outcome is based on:
  – Pay strategy;
  – Fox Lawson team’s experience;
  – The market data collected

• All recommendations are subject to:
  – KYSU Management review and approval
  – Board Approval
  – Funding availability
Questions/Concerns

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ANY QUESTIONS?