

STATE EMPLOYEES - SALARY EQUALIZATION

A Report to the
Minnesota Legislative Commission on Employee Relations

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Minnesota Department of Employee Relations

January 31, 1983

BACKGROUND

Minnesota Statutes 43A.01, Subd. 3, establishes a policy for compensation of state employees as follows:

"It is the policy of this state to attempt to establish equitable compensation relationships between female-dominated, male-dominated, and balanced classes of employees in the executive branch. Compensation relationships are equitable within the meaning of this subdivision when the primary consideration in negotiating, establishing, recommending, and approving total compensation is comparability of the value of the work in relationship to other positions in the executive branch."

Minnesota Statutes 43A.05, Subd. 5 and 6, establishes a procedure for making comparability adjustments. The process includes four steps:

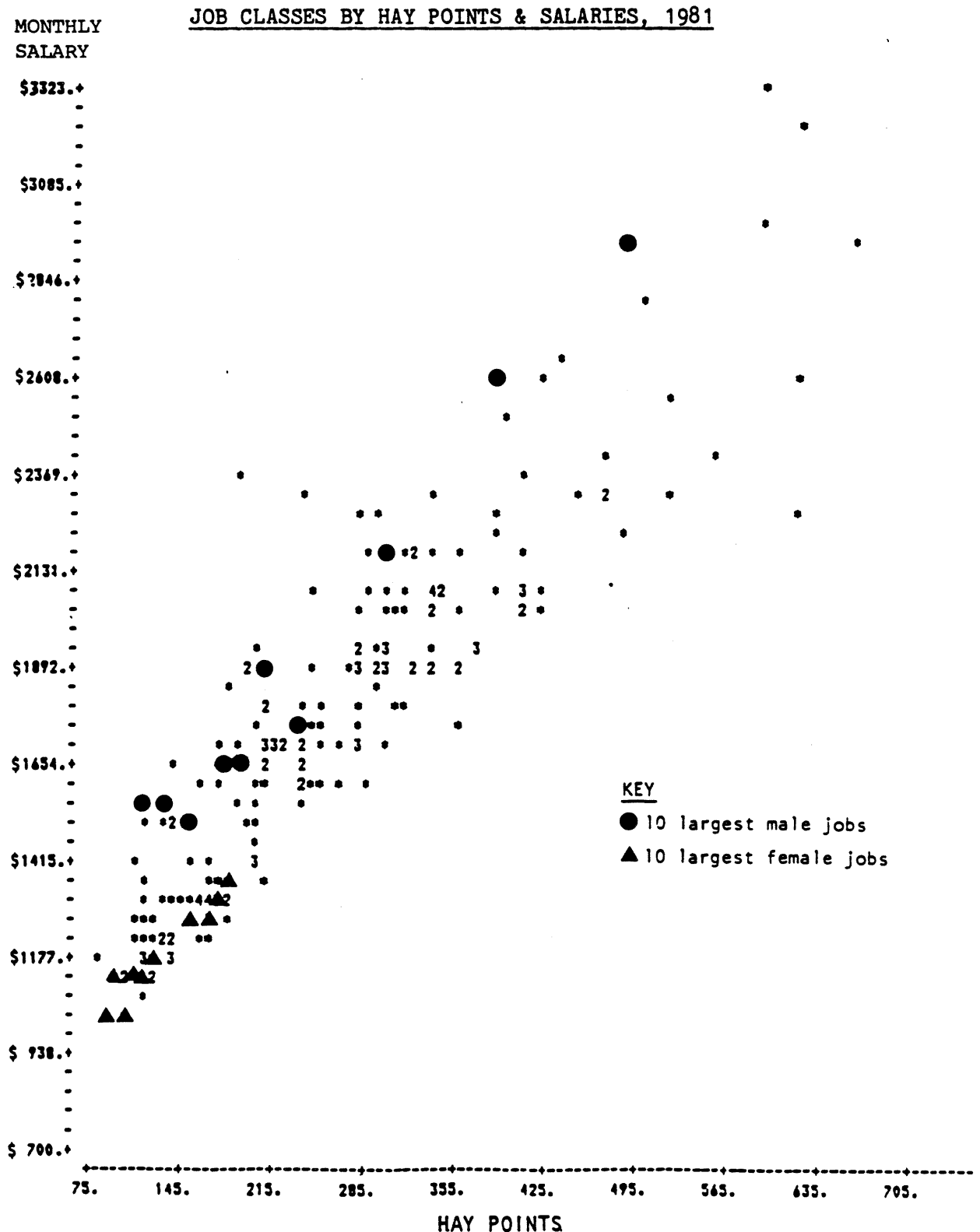
- By January 1 of each odd-numbered year, the Commissioner of Employee Relations submits to the Legislative Commission on Employee Relations "a list of those female-dominated and those male-dominated classes in state civil service for which a compensation inequity exists based on comparability of the value of the work." The list covers all executive branch classes by bargaining unit and by compensation plan, and is to include an estimate of the appropriation necessary to make comparability adjustments.
- The Legislative Commission on Employee Relations then reviews and approves, disapproves, or modifies the list and proposed appropriation and recommends to the full legislature by March 1 an amount to be appropriated.
- When funds are appropriated, the money is assigned to the various bargaining units based on the number of persons in underpaid classes that they represent. Funds designated for equalization of salaries are to be part of the regular salary supplement.
- Actual distribution of salary increases within each bargaining unit is negotiated through the usual collective bargaining process. However, funds not used for purposes of comparability adjustments shall revert to the appropriate fund.

Job classes for the state of Minnesota have been evaluated by a system developed by Hay Associates, a nationally-recognized management consultant firm. Points are assigned to each job class on the basis of four factors: KNOW-HOW, PROBLEM-SOLVING, ACCOUNTABILITY, and WORKING CONDITIONS.

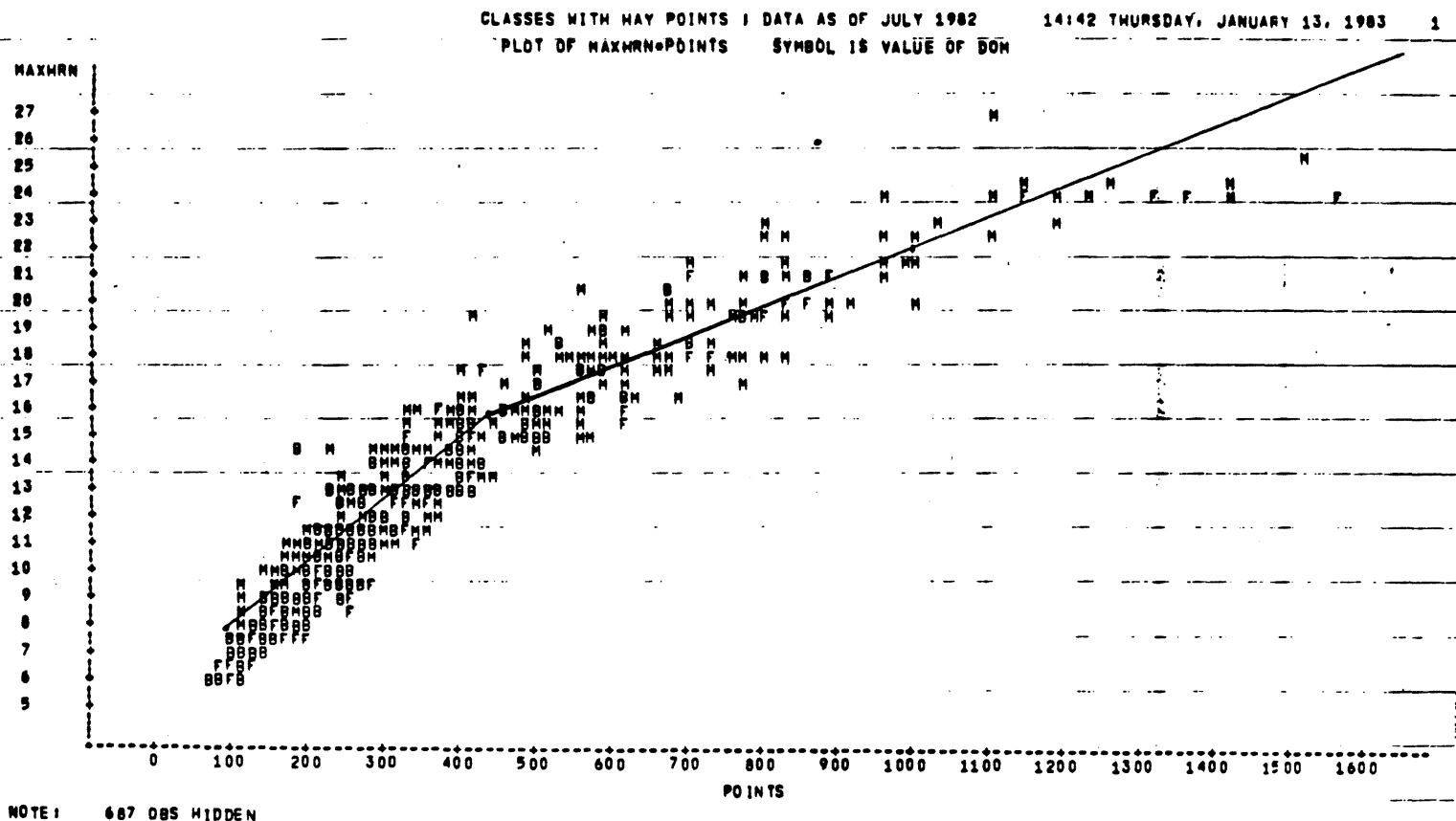
The Hay system makes it possible to compare the value of work with actual salaries for the job class. Shown below are the ten largest male classes and ten largest female classes showing Hay points and salaries. Note that all female classes pay less than the lowest-rated male class, including one female class which is 49 points higher than the lowest male class listed.

# OF INCUM- BENTS	PERCNT FEMALE	JOB CLASS OR TITLE	HAY PTS	CURRENT SALARY (MONTHLY MAXIMUM)	
				"MALE" CLASSES	"FEMALE" CLASSES
448	97.8%	Clerk Typist 1	100		\$ 1,039
411	88.1%	Clerk 2	117		1,115
805	98.8%	Clerk Typist 2	117		1,115
135	0.7%	General Repair Worker	134	\$ 1,564	
303	99.7%	Clerk Stenographer 2	135		1,171
192	99.5%	Clerk Typist 3	141		1,171
485	74.6%	Human Services Technician Senior	151		1,274
1,335	0.1%	Highway Maintenance Worker Senior	154	1,521	
184	99.5%	Clerk Stenographer 4	162		1,307
310	100.0%	Clerk Typist 4	169		1,274
402	72.1%	Human Services Specialist	177		1,343
462	6.3%	Highway Technician Intermediate	178	1,646	
282	94.7%	Licensed Practical Nurse 2	183		1,382
393	15.8%	Correctional Counselor 2	188	1,656	
518	2.1%	Highway Technician Senior	206	1,891	
128	0.0%	Heavy Equipment Mechanic	237	1,757	
132	0.8%	Natural Resources Spec- Conservation	238	1,808	
169	0.6%	Principal Engineering Specialist	298	2,347	
165	2.4%	Engineer Senior	382	2,619	
180	0.0%	Engineer Principal	479	2,923	

The relationship between Hay points and salary can also be shown by a "scattergram." Shown below is a scattergram showing all state job classes with ten or more employees. The ten largest female classes are highlighted by a triangle and the ten largest male classes are shown by a circle:



In order to provide equitable compensation between male classes and female classes, jobs with the same number of Hay points should have the same salary. This means that female job classes which are currently underpaid need to be brought up to the level of male classes with equivalent points. Shown below is a scattergram on which has been drawn a line showing the average salary for male jobs for all possible Hay points.



ESTIMATED COSTS

The estimated cost of raising salaries for underpaid job classes to the average of male classes is as follows:

I. ALL CLASSES - STATEWIDE (Computed on a base of \$650,867,300 for FY 83)

	<u>Dollar cost (thousands)</u>		<u>Salary as Percent Percent of Base</u>
	<u>Salary Cost</u>	<u>FICA & Ret.</u>	
Female classes	17,439.2	2,145.0	3.00%
Balanced classes	7,657.4	941.9	1.30%
Male classes	<u>3,832.7</u>	<u>475.1</u>	<u>0.66%</u>
TOTAL	28,929.3	3,562.0	4.98%

II. BY BARGAINING UNIT

A. Law Enforcement

Female classes	--	--
Balanced classes	--	--
Male classes	<u>41.8</u>	<u>8.8</u>
TOTAL	41.8	8.8

B. Craft, Maintenance, Labor

Female classes	--	--
Balanced classes	--	--
Male classes	<u>89.0</u>	<u>11.0</u>
TOTAL	89.0	11.0

C. Service Unit

Female classes	635.3	78.1
Balanced classes	1,497.6	184.2
Male classes	<u>341.2</u>	<u>42.0</u>
TOTAL	2,474.1	304.3

Dollar cost (thousands)
Salary Cost FICA & Ret.

D. Health Care Non-Professional Unit

Female classes	3,379.6	415.7
Balanced classes	3,098.4	381.1
Male classes	<u>69.3</u>	<u>8.5</u>
TOTAL	6,547.3	805.3

E. Health Care Professional Unit

Female classes	253.5	31.2
Balanced classes	--	--
Male classes	<u>--</u>	<u>--</u>
TOTAL	253.5	31.2

F. Clerical-Office Unit

Female classes	10,965.2	1,348.7
Balanced classes	369.8	45.5
Male classes	<u>47.3</u>	<u>5.8</u>
TOTAL	11,382.3	1,400.0

G. Technical Unit

Female classes	346.2	42.6
Balanced classes	313.0	38.5
Male classes	<u>805.6</u>	<u>99.1</u>
TOTAL	1,464.8	180.2

Dollar cost (thousands)
Salary Cost FICA & Ret.

H. General Professional Unit

Female classes	93.3	11.5
Balanced classes	1,731.6	213.0
Male classes	<u>1,166.5</u>	<u>143.5</u>
TOTAL	2,991.4	368.0

I. Supervisory Unit

Female classes	741.6	91.2
Balanced classes	403.5	49.6
Male classes	<u>1,242.4</u>	<u>152.8</u>
TOTAL	2,387.5	293.6

J. Commissioner's Plan

Female classes	1,024.5	126.0
Balanced classes	243.5	30.0
Male classes	<u>29.6</u>	<u>3.6</u>
TOTAL	1,297.6	159.6

GRAND TOTAL	28,929.3	3,562.0
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DISTRIBUTION OF PAY EQUITY COSTS BY UNIT

<u>Unit</u>	<u>Salary Costs*</u>	<u>Ret. & FICA*</u>	<u>Total*</u>	<u>% of Pay Equity Cost</u>
1	\$ 41.8	\$ 8.8	\$ 50.6	0.15
2	89.0	11.0	100.0	0.31
3	2,474.1	304.3	2,778.4	8.55
4	6,547.3	805.3	7,352.6	22.63
5	253.5	31.2	284.7	0.88
6	11,382.3	1,400.0	12,782.3	39.34
7	1,464.8	180.2	1,645.0	5.06
14	2,991.4	368.0	3,359.4	10.34
16	2,387.5	293.6	2,681.1	8.25
17	<u>1,297.6</u>	<u>159.6</u>	<u>1,457.2</u>	<u>4.48</u>
TOTAL	\$28,929.3	\$3,562.0	\$32,491.3	100.00%

*Dollar figures in thousands

TECHNICAL NOTES:

1. The workforce and salary data used in the preparation of this report was current as of July, 1982. Because the majority of state employees either received salary adjustments in December, 1982 or January, 1983 or will receive an adjustment in February of 1983, the list of classifications for which salary inequities were identified will change. The Department of Employee Relations will reevaluate the identified salary inequities after the final across-the-board salary increases have been implemented, effective February 9, 1983. Results of that reevaluation will be used to develop the State's position on Pay Equity for collective bargaining and development of compensation plans for unrepresented employees.
2. Scattergrams used in this report plot maximum hourly rates against Hay evaluation points. Maximum hourly rates were used as the measure of comparability because average salaries are unstable over time, and the use of salary range minimum rates or midpoints would create inequities between classes with similar points because of different salary range lengths and other salary practices.
3. The calculation of the salary trend line is based upon unweighted data. Each classification is given the same weight, and the number of employees in each class is not taken into consideration. The use of unweighted data recognizes that a decision to assign a classification to a particular salary range should be made without regard to the number of employees in the classification.
4. All male-dominated classes with Hay ratings were used to calculate the salary trend line used as the target for salary adjustments.

PAY EQUITY REPORT
COST OF ADJUSTING FEMALE-DOMINATED CLASSES AS OF JULY 1982
(SUBJECT TO CHANGE)

----- UNIT=SERVICE -----

CLASS	TITLE	COST
000800	DINING HALL COORDINATOR	\$89,583
000305	FOOD SERVICE WORKER	\$251,546
001507	LABORATORY ATTENDANT 1	\$10,648
000421	LAUNDRY ASSISTANT	\$165,624
000422	LAUNDRY SUPERVISOR	\$59,658
002028	SEC/COMMUNICATION SYS MONITOR	\$8,247
000623	SEWING MACHINE OPERATOR	\$49,981

PAY EQUITY REPORT
COST OF ADJUSTING FEMALE-DOMINATED CLASSES AS OF JULY 1982
(SUBJECT TO CHANGE)

----- UNIT=HEALTH CARE NON-PROF -----

CLASS	TITLE	COST
001562	HUMAN SERVICES SPEC	\$1,100,941
001565	HUMAN SERVICES TECH SR	\$1,246,765
000430	LICENSED PRACTICAL NURSE 1	\$387,852
001659	LICENSED PRACTICAL NURSE 2	\$644,078

PAY EQUITY REPORT
COST OF ADJUSTING FEMALE-DOMINATED CLASSES AS OF JULY 1982
(SUBJECT TO CHANGE)

----- UNIT=HEALTH CARE PROF -----

CLASS	TITLE	COST
001612	NURSING EVALUATOR 1	\$4,500
001613	NURSING EVALUATOR 2	\$8,333
001878	REGISTERED NURSE	\$77,744
001881	REGISTERED NURSE PRINCIPAL	\$52,000
001880	REGISTERED NURSE SENIOR	\$110,903

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PAY EQUITY REPORT
COST OF ADJUSTING FEMALE-DOMINATED CLASSES AS OF JULY 1982
(SUBJECT TO CHANGE)

----- UNIT=CLERICAL-OFFICE -----

CLASS	TITLE	COST
000001	ACCOUNT CLERK	\$384,874
000632	ACCOUNT CLERK SENIOR	\$391,373
001026	ADMINISTRATIVE SECRETARY	\$62,490
001803	ADMISSION/GIFT SHOP CLERK	\$2,986
002402	BINDERY OPERATIONS SPECIALIST	\$2,861
001394	BUYER AIDE	\$11,567
001858	BUYER ASSISTANT	\$27,541
001661	CAPITOL CENTREX OPERATOR SR	\$9,353
000148	CASHIER	\$23,450
000176	CLERK 1	\$306,111
000177	CLERK 2	\$1,140,363
001928	CLERK 3	\$195,044
000642	CLERK 4	\$483,949
000179	CLERK STENOGRAPHER 1	\$244,702
000981	CLERK STENOGRAPHER 2	\$602,513
002090	CLERK STENOGRAPHER 3	\$90,788
000665	CLERK STENOGRAPHER 4	\$375,036
000180	CLERK TYPIST 1	\$936,449
000980	CLERK TYPIST 2	\$2,035,208
001929	CLERK TYPIST 3	\$742,081
000666	CLERK TYPIST 4	\$764,076
000181	COLLEGE CASHIER	\$18,687
001640	CONSUMER AIDE	\$2,882
002401	CONSUMER AIDE SENIOR	\$7,266
000402	DATA ENTRY OPERATOR	\$195,396
001465	DATA ENTRY OPERATOR LEAD	\$37,229

PAY EQUITY REPORT
COST OF ADJUSTING FEMALE-DOMINATED CLASSES AS OF JULY 1982
(SUBJECT TO CHANGE)

-----UNIT=CLERICAL-OFFICE-----

CLASS	TITLE	COST
001384	DATA ENTRY OPERATOR SENIOR	\$200,759
002303	DATA PROCESSING COORDINATOR 1	\$2,380
000233	DICTAPHONE OPERATOR	\$23,006
001472	DRIVER & VEHICLE SERVICES AIDE	\$234,856
001082	EMPLOYMENT SVCS ASSISTANT	\$30,692
000792	EMPLOYMENT SVCS TECHNICIAN	\$51,990
001083	EMPLOYMENT SVCS TECH INTER	\$2,944
000292	EXECUTIVE 1	\$351,568
001673	FINANCIAL AIDS ASST	\$29,461
000301	FINGERPRINT TECHNICIAN	\$4,886
001395	HEALTH PROGRAM AIDE	\$22,195
001596	HUMAN RIGHTS AIDE	\$5,470
000427	LEGAL SECRETARY	\$143,700
001542	LEGAL SECRETARY SR	\$2,756
001936	LEGAL TEXT EDIT SPECIALIST	\$9,062
001678	MEDICAL ASSISTANCE PROG TRAINER	\$4,364
001497	MEDICAL CLAIMS TECHNICIAN 1	\$26,184
001685	MEDICAL CLAIMS TECHNICIAN 2	\$22,696
001498	MEDICAL CLAIMS TECHNICIAN 3	\$23,785
000453	MEDICAL RECORDS CLERK	\$37,105
000898	MICROFILMER	\$31,028
001041	MT/SC OPERATOR	\$11,487
001855	REIMBURSEMENT CLERK	\$17,394
001823	SOCIAL WORKER AIDE	\$14,012
001674	STUDENT SERVICES ASST	\$19,607
000710	SWITCHBOARD OPERATOR	\$133,308

PAY EQUITY REPORT
COST OF ADJUSTING FEMALE-DOMINATED CLASSES AS OF JULY 1982
(SUBJECT TO CHANGE)

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----- UNIT=CLERICAL-OFFICE -----

CLASS	TITLE	COST
000946	TELETYPE OPERATOR	\$5,052
001441	TELETYPE OPERATOR SR	\$1,295
002243	TYPING SERVICES COORDINATOR	\$12,777
000737	UNEMPLOYMENT CLAIMS CLERK	\$228,143
000913	VARITYPIST	\$3,132
001942	WORD PROCESSING OPERATOR 1	\$49,275
001943	WORD PROCESSING OPERATOR 2	\$91,135
001944	WORD PROCESSING OPERATOR 3	\$23,426

PAY EQUITY REPORT
COST OF ADJUSTING FEMALE-DOMINATED CLASSES AS OF JULY 1982
(SUBJECT TO CHANGE)

----- UNIT=TECHNICAL -----

CLASS	TITLE	COST
000774	ACCOUNTING TECHNICIAN	\$105,612
002305	ALCOHOL PROBLEM ASSESSOR	\$1,190
000112	BACTERIOLOGY AIDE	\$20,045
000116	BEAUTY OPERATOR	\$11,295
000117	BEAUTY SHOP INSPECTOR	\$9,604
000152	CEREAL CHEMIST	\$4,447
000865	COLLEGE LABORATORY ASSISTANT	\$7,788
000225	DENTAL ASSISTANT	\$5,012
001623	DENTAL ASSISTANT REGISTERED	\$15,659
000308	LIBRARY TECHNICIAN	\$71,698
000411	MEDICAL LABORATORY TECHNICIAN 1	\$22,154
000864	MEDICAL LABORATORY TECHNICIAN 2	\$12,989
000875	MEDICAL RECORDS TECHNICIAN	\$6,932
001475	MEDICAL RECORDS TECHNICIAN SR	\$4,134
001020	PHARMACY TECHNICIAN	\$17,603
000798	RADIOLOGIC TECHNOLOGIST	\$19,586
000804	TAX EXAMINER 1	\$10,440

PAY EQUITY REPORT
COST OF ADJUSTING FEMALE-DOMINATED CLASSES AS OF JULY 1982
(SUBJECT TO CHANGE)

----- UNIT=GENERAL PROF -----

CLASS	TITLE	COST
002052	COMMUNITY SVCS PROGRAM SPEC 1	\$1,754
002053	COMMUNITY SVCS PROGRAM SPEC 2	\$2,171
001615	DENTAL HYGIENE PROG SUPV	\$2,923
000234	DIETITIAN 1	\$21,296
000262	ELECTION PROCEDURES ADVISOR	\$2,756
000832	HEALTH PROGRAM REPRESENTATIVE	\$19,500
000953	INSTITUTION COMMUNITY REL COORD	\$2,714
001393	LIBRARIAN SENIOR	\$7,100
002080	MUSIC THERAPIST	\$12,528
001766	NR SPEC 1 (PARK NATURALIST)	\$2,526
000480	NUTRITIONIST	\$5,178
000508	PHYSICAL THERAPIST 1	\$1,545
001303	PLANNING GRANTS ANALYST	\$3,779
000691	SPEECH PATHOLOGIST	\$7,558

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PAY EQUITY REPORT
COST OF ADJUSTING FEMALE-DOMINATED CLASSES AS OF JULY 1982
(SUBJECT TO CHANGE)

----- UNIT=SUPERVISORY -----

CLASS	TITLE	COST
002093	ACCOUNT CLERK SUPERVISOR	\$5,993
001494	BEHAVIOR ANALYST 2	\$27,646
001445	CAPITOL ASST CHIEF OPERATOR	\$2,756
000145	CAPITOL CHIEF OPERATOR	\$1,128
002031	CENTRAL PAYROLL TEAM SUPV	\$2,527
002102	CLERK 4 SUPERVISOR	\$126,577
002103	CLERK STENOGRAPHER 4 SUPV	\$4,782
002104	CLERK TYPIST 4 SUPV	\$69,594
001603	COLLEGE BOOKSTORE SUPV 1	\$20,252
001604	COLLEGE BOOKSTORE SUPV 2	\$1,252
002065	COMMUNICATION CENTER SUPERVISOR	\$2,798
001861	CONCESSIONS SUPERVISOR	\$1,754
000403	DATA ENTRY SUPERVISOR 1	\$13,614
002189	DIETITIAN 1 SUPERVISOR	\$9,876
000235	DIETITIAN 2	\$26,642
000237	DIRECTOR OF NURSES	\$25,284
002134	EDP OPERATIONS TECHNICAL SUPV	\$1,733
001632	ELECTION PROCEDURES SUPV	\$731
001797	EMPL & TRNG PROGRAM SUPV 2	\$1,253
001308	HEALTH PHYSICIST 2	\$2,526
002127	HEALTH PROGRAM AIDE SUPV	\$17,330
000834	HEALTH PROGRAM REP PRINCIPAL	\$15,889
002286	LEGAL SECRETARY SR SUPV	\$6,786
002113	LIBRARY SUPERVISOR SR	\$7,307
001499	MEDICAL CLAIMS SUPERVISOR	\$7,955
000454	MEDICAL RECORDS OFFICER	\$4,135

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PAY EQUITY REPORT
COST OF ADJUSTING FEMALE-DOMINATED CLASSES AS OF JULY 1982
(SUBJECT TO CHANGE)

----- UNIT=SUPERVISORY -----

CLASS	TITLE	COST
000481	NUTRITIONIST SUPERVISOR	\$2,735
002192	OFFICE SERVICES SUPERVISOR 1	\$184,604
002118	OFFICE SERVICES SUPERVISOR 2	\$35,487
000572	PUB HEALTH NURSING ASST DIR	\$3,258
000571	PUBLIC HEALTH NURSING DIRECTOR	\$1,274
002172	REGISTERED NURSE ADMIN-SUPV	\$38,186
002154	REGISTERED NURSE SUPV	\$10,670
000610	RESIDENCE HALL DIRECTOR	\$14,052
001442	SECURITY COMMUN SYST MON SUPV	\$2,109
001777	TREASURER'S UNCLAIMED PROP DIR	\$2,151
000704	TYPING POOL SUPERVISOR	\$10,982
001908	WORD PROCESSING CENTER SUPV	\$20,234

PAY EQUITY REPORT
COST OF ADJUSTING FEMALE-DOMINATED CLASSES AS OF JULY, 1982
(Subject to Change)

Commissioner's Plan

<u>CLASS</u>	<u>TITLE</u>	<u>COST</u>
0001	Account Clerk	\$ 3,424
0632	Account Clerk, Senior	17,577
0878	Accounting Technician, Senior	1,984
1025	Administrative Secretary	185,541
2372	Administrative Secretary Supervisor	4,637
0177	Clerk 2	25,115
1928	Clerk 3	9,231
0642	Clerk 4	13,591
2102	Clerk 4 Supervisor	2,779
0179	Clerk Stenographer 1	2,435
0981	Clerk Stenographer 2	21,782
2090	Clerk Stenographer 3	16,882
0665	Clerk Stenographer 4	61,833
2103	Clerk Stenographer 4 Supervisor	5,220
0180	Clerk Typist 1	14,195
0980	Clerk Typist 2	95,280
1929	Clerk Typist 3	85,898
0666	Clerk Typist 4	62,134
2104	Clerk Typist 4 Supervisor	5,721
0402	Data Entry Operator	2,151
1384	Data Entry Operator, Senior	2,192
0237	Director of Nurses	8,079
1409	Employee Development Specialist 1	6,018
1977	Employee Development Supervisor	1,377
0292	Executive 1	72,358
0293	Executive 2	13,768
0427	Legal Secretary	9,255
2286	Legal Secretary, Senior Supervisor	1,944
2192	Office Services Supervisor 1	32,629
2118	Office Services Supervisor 2	19,587
0881	Personnel Aide	52,329
1486	Personnel Aide, Senior	84,767
2366	Personnel Aide, Senior Supervisor	18,099
2426	Personnel Payroll Technician	4,193
2428	Personnel Payroll Technician, Principal	2,301
1878	Registered Nurse	1,879
1880	Registered Nurse, Senior	2,610
0677	Social Worker	2,064
0710	Switchboard Operator	3,195
0704	Typing Pool Supervisor	2,485
1908	Word Processing Center Supervisor	4,343
1942	Word Processing Operator 1	2,844
1943	Word Processing Operator 2	2,659
1944	Word Processing Operator 3	7,385
0305	Food Service Worker	1,837

PAY EQUITY REPORT
COST OF ADJUSTING FEMALE-DOMINATED CLASSES AS OF JULY, 1982
(Subject to Change)

Management/CES Plan

<u>CLASS</u>	<u>TITLE</u>
8365	Assistant Commissioner of Economic Security - Training and comm.
8851	Assistant Commissioner of Economic Security - Unemployment Compensation
8329	Assistant Commissioner of Education - Voc Tech
1784	Economic Opportunity Program Director
1671	Records Management Manager
0601	Rehabilitation OASDHI Assistant Director
1829	Veterans Home Assistant Administrator

DISTRIBUTION OF PAY EQUITY COSTS BY UNIT --

FEMALE CLASSES

<u>Unit</u>	<u>Salary Costs*</u>	<u>Ret. & FICA*</u>	<u>Total*</u>	<u>% of Pay Equity Cost</u>
3	\$ 635.3	\$ 78.1	\$ 713.4	3.64 %
4	3,379.6	415.7	3,795.3	19.38
5	253.5	31.2	284.7	1.45
6	10,965.2	1,348.7	12,313.9	62.88
7	346.2	42.6	388.8	1.99
14	93.3	11.5	104.8	0.54
16	741.6	91.2	832.8	4.25
17	1,024.5	126.0	1,150.5	5.87
TOTAL	\$ 17,439.2	\$ 2,145.0	\$ 19,584.2	100.00 %

*Dollar figures in thousands