

# CLASSIFICATION AND COMPENSATION STUDY FULL-TIME NON-FACULTY POSITIONS

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UNIVERSITY OF NORTH ALABAMA  
DECEMBER 2007



# WHO IS MGT OF AMERICA?

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- A NATIONAL MANAGEMENT CONSULTING FIRM HEADQUARTERED IN TALLAHASSEE FOR 33 YEARS
- MGT HAS CONDUCTED NUMEROUS CLASSIFICATION AND PAY STUDIES COMPARABLE TO THIS STUDY
- MGT HAS EXPERIENCE IN ALL ASPECTS OF HIGHER EDUCATION OPERATIONS
- [WWW.MGTofAMERICA.COM](http://WWW.MGTofAMERICA.COM) FOR DETAILED COMPANY INFORMATION



# KEY PROJECT TEAM MEMBERS

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- Nancy Stepina-Robison, Partner-in-Charge. Nancy has over 25 years of higher education experience, including establishing and maintaining classification and compensation systems for faculty and staff employees. She is the author of MGT's Institutional Performance Review Guide for Higher Education.
- Brittany Bjorklund, Project Director. Brittany is an industrial/organizational psychologist with experience in human resources. She has worked on numerous classification and compensation studies with MGT.
- Roy Mars, IT Compensation Specialist. Roy is currently working on several human resource related projects and has significant experience in utilizing classification and compensation tools.
- Robert Holloway, Consultant. Robert is an experienced economist who has conducted numerous MGT compensation surveys for higher education institutions.



# EXAMPLES OF SIMILAR PROJECTS CONDUCTED BY MGT OF AMERICA

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- FLORIDA GULF COAST UNIVERSITY
- UNIVERSITY SYSTEM OF GEORGIA
- DALTON STATE COLLEGE, GEORGIA
- DAYTONA BEACH COMMUNITY COLLEGE,  
FLORIDA
- NORTH CAROLINA COMMUNITY COLLEGE  
SYSTEM



# EXAMPLES OF SIMILAR PROJECTS CONDUCTED BY MGT OF AMERICA (cont.)

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- NEW COLLEGE OF FLORIDA
- SOUTHWEST MISSOURI STATE UNIVERSITY
- ILLINOIS BOARD OF HIGHER EDUCATION
- FLORIDA KEYS COMMUNITY COLLEGE
- UNIVERSITY OF CENTRAL FLORIDA
- VALDOSTA STATE UNIVERSITY, GEORGIA



# GOALS OF THE STUDY

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- TO DESIGN A FORWARD-LOOKING COMPENSATION PLAN BASED ON RELEVANT MARKET COMPARISONS OF CURRENT POSITIONS
- TO PROVIDE INCREASED OPPORTUNITIES FOR PROFESSIONAL GROWTH WITHIN CURRENT POSITION
- TO UPDATE THE COMPENSATION AND POSITION MANAGEMENT PRACTICES TO MAKE THE UNIVERSITY MORE COMPETITIVE IN THE LOCAL, REGIONAL, AND NATIONAL MARKETS, AS APPROPRIATE



# PARTNERSHIP

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## MGT OF AMERICA

- Design study framework
- Collect job and salary data
- Analyze job and salary data
- Provide recommendations for changes to classification and salary structure

## UNA EMPLOYEES

- Provide input on study process
- Complete job description questionnaire
- Review updated position description



# KEY STEPS IN PROCESS

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- ONGOING EMPLOYEE COMMUNICATIONS
- SALARY ISSUES COMMITTEE
- COMPLETION AND REVIEW OF JOB CONTENT QUESTIONNAIRE
- MANAGEMENT ISSUES PAPER (MIP)
- UPDATE OF POSITION DESCRIPTIONS
- SALARY SURVEY AND COMPETITIVE RECRUITMENT MARKETS
- RECOMMENDATIONS FOR NEW STRUCTURE



# PROJECT COMPONENTS

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- ☐ EMPLOYEE COMMUNICATIONS
- ☐ COMPLETE JCQ
- ☐ EVALUATE JCQ INFORMATION AND DEVELOP JOB DESCRIPTIONS
- ☐ CONDUCT SALARY SURVEY
- ☐ ANALYZE RESULTS
- ☐ PROVIDE RECOMMENDATIONS

☐ December/January

☐ January/February

☐ March/April

☐ February/March

☐ April/May

☐ June



# JOB CONTENT QUESTIONNAIRES (JCQ)

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- ON-LINE SURVEY COMMONLY USED ON ALL CLASSIFICATION AND COMPENSATION STUDIES
- PAPER COPY PROVIDED FOR THOSE EMPLOYEES WITHOUT EMAIL ACCESS
- PARTICIPATION VOLUNTARY



# MANAGEMENT ISSUES PAPER

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- OPPORTUNITY FOR MANAGEMENT TO COMMENT ON TOPICS REGARDING THESE JOB TITLES, i.e. recruiting
- VOLUNTARY



# JOB DESCRIPTION

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- JCQ INFORMATION WILL GENERATE AN UPDATED POSITION DESCRIPTION FOR EACH EMPLOYEE
- EMPLOYEE WILL REVIEW JOB DESCRIPTION
- SUPERVISOR WILL APPROVE JOB DESCRIPTION



# SALARY SURVEY

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- IDENTIFYING APPROPRIATE RECRUITMENT MARKETS
  - Local
  - Regional
  - State
  - National



# IDENTIFYING APPROPRIATE DATA SOURCES

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- COLLEGE AND UNIVERSITY PERSONNEL ASSOCIATION DATA BASE (CUPA)
- ALABAMA DEPARTMENT OF LABOR
- INFORMATION FROM IDENTIFIED PEER INSTITUTIONS AND/OR PRIVATE EMPLOYERS



# PROJECT OUTCOMES

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- UPDATED JOB DESCRIPTIONS
- CLASSIFICATION SYSTEM CONSISTENT WITH BEST PRACTICES
- UPDATED PAY GRADES AND RANGES
- CAREER LADDERS, JOB FAMILIES, AND/OR PROMOTION IN PLACE PLANS FOR APPROPRIATE POSITIONS
- AN IMPLEMENTATION PLAN



# QUESTIONS?

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