

Compensation Determinations [1]



This section outlines how compensation may be determined and how differentials may be applied to salary ranges in certain circumstances.

Substantially similar work

Jobs will be grouped into job families and sub-families based on core responsibilities. The number of subfamilies will vary per job family. Families and sub-families are determined using established definitions and groupings found throughout the classification and compensation industry. Positions within the same job sub-family and classification level are defined as performing substantially similar work. This is because the primary functions of the positions are related in nature, even though there may be nuances between each position's activities, software systems and/or processes.

- **Example:** Project Manager and Organizational Change Manager
 - Both positions manage and coordinate changes to processes, systems, or activities that impact the organization as a whole.
 - Both jobs complete assessments (risk, projects, change, impacts, etc.) and are responsible for strategy creation and management (activities, action items, deliverables, communications, stakeholder management, tracking and reporting of status, etc.).
- **Example:**

Business Systems Analyst and Technical Analyst

- Both positions are responsible for meeting with customers to identify business needs and determine solutions to improve the functionality and efficiency of systems and processes. These positions document requirements, recommend solutions, and coordinate the development and implementation of changes to technology and/or processes.
- Nuances in software systems and processes between department-related activities may occur, but the same foundational knowledge, skills and abilities are required for both positions.

Reasonably related education, training, and/or experience

Reasonably related education, training and/or experience is defined as that which is directly or very closely associated to the primary job function(s) listed in the position's job description. Education, training and/or experience that may be valuable to the job but is not directly or closely related to the work described in the job description will not be considered for compensation purposes.

- **Example:** An employee has been hired as a Software Developer. They have requested a higher compensation amount due to having excellent customer service and business skills. Further review of the employee's resume shows they held a software sales position for two (2) years and received multiple customer service and business awards. While these skills may make the employee more successful in the workplace, they are not related to the development, modification or implementation of software systems and therefore are not considered during the compensation-setting process.

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