

**Subject:**           **COMPENSATION PLAN MAINTENANCE**

**Date:**             **April 19, 2017**

**Pages:**           **1 of 2**

**Replaces Policy Dated:** **N/A**

**PURPOSE:** To establish guidelines for ongoing maintenance of the Pinal County Compensation Plan.

**STATEMENT OF POLICY:** To ensure the salary structure corresponds with the goals and values of Pinal County's compensation philosophy. The County has established a structured review plan according to an established schedule.

**SCOPE:** This policy applies to all non-elected Pinal County positions. Elected Officials and salaried positions determined by statute are excluded from this policy.

**POLICY:**

**A. Global Schedule.** Human Resources will annually evaluate 25% of positions for proper grade placement.

**B. Grade and Salary Establishment.**

1. Comparators used to establish a benchmark for pay grade will consist of the six most populous Arizona counties (for example: Maricopa, Pima, Coconino, Yavapai, Yuma, Mohave), and the six most populous incorporated areas within Pinal County (for example: Casa Grande, Apache Junction, Coolidge, Eloy, Florence, and Maricopa). Additionally, two geographic comparators, one north and one south (for example: City of Mesa and Town of Marana) will also be used. Human Resources will also consider internal equity within the organization and compensable measures when establishing grades and ranges. The HR Department will make best efforts to ensure consistency in comparator usage.
2. When there is no "comparable" jobs within market comparators, HR will utilize the following method to determine grade placement:
  - i. Review the position assignment with the job code category;
  - ii. Compare non-benchmark jobs to benchmark jobs within the same job code category based on factors important to that job family (i.e., skill requirements, management responsibilities, educational requirements, decision-making responsibilities, etc.);
  - iii. Review the position placement within internal departments; and
  - iv. Place the job into the appropriate salary grade and position within the range relative to other positions within that job code category and for the specific department.

**C. Non-scheduled Maintenance.** Maintenance reviews outside of the schedule will be conducted at a frequency determined by the Human Resources Director. Positions not scheduled for review will be required to submit a request for a non-scheduled review signed by the Elected Official or Appointing

Authority that details the need for a non-scheduled review. The County Manager maintains approval authority on all requests for non-scheduled review.