

**PARTNERSHIP FOR CHILDREN**  
**of**  
**JOHNSTON COUNTY**  
  
**COMPENSATION PLAN**

**Forward**

The Johnston County Partnership for Children Compensation Plan was developed utilizing the National Position Evaluation Plan model. This plan uses objective criteria to analyze and determine the differences between positions in the same organization in terms of their relative requirements. It provides a factual basis for such differences. It does this by measuring each position in terms of its minimum requirements to determine the degree of skill, effort, responsibility, and working conditions in relation to other positions within the same organization.

The positions were evaluated without considering the qualifications of the incumbents or their current rates of pay. Positions are also evaluated without regard to race, sex, age, national origin, veteran's status, and physical or mental handicap.

Each position was evaluated using the criteria established for administrative, professional and management positions. The positions were evaluated based on nine separate requirement factors:

- **TRAINING**
  - *Knowledge* – measures the basic knowledge or “scholastic content” (however it may have been attained) essential as background or training preliminary to learning the position.
  - *Experience* – measures the minimum length of time usually or typically required to attain quality and quantity performance standards under normal supervision.
  
- **INITIATIVE**
  - *Complexity of duties* – measures the complexity of the duties including the degree of independent action, the extent to which duties are circumscribed by standard practice, the exercise of judgment and the types of decisions, the amount of resourcefulness and planning required, the creative effort in devising new methods, policies, procedures, original applications.
  - *Supervision received* – measures the degree to which the immediate supervisor outlines the methods and/or procedures to be followed or the results to be obtained, checks the progress of work or handles exceptional cases.

- **RESPONSIBILITY**
  - *Impact of errors* – measures the responsibility for errors and in providing quality work.
  - *Contacts with others* – measures the responsibility for meeting, dealing with or influencing other persons
  - *Confidential data* – measures the integrity and discretion required in safeguarding confidential data handled or obtained in the normal performance of assigned duties.
  
- **JOB CONDITIONS**
  - *Mental attention/visual demands* – measures the degree of mental and visual attention involved in the performance of normal duties
  - *Working conditions* – measures the surroundings or physical conditions under which the work must be done and the extent to which they make the positions disagreeable.

Two additional factors, Character of Supervision and Scope of Supervision, are added for those positions having supervisory responsibilities.

- **SUPERVISION**
  - *Character of supervision* – measures the degree or kind of supervisory responsibility involved and the accountability for results measured in terms of responsibility for costs, methods or personnel
  - *Scope of supervision* – measures the “size” of the supervisory responsibility expressed in terms of number of persons generally or normally supervised.

Each factor being evaluated has up to six degrees with a weighted point factor assigned to each. Points are accumulated for each position and the total number of points for each position determines the relative value and subsequent pay grade to which the position is assigned. The minimum, mid-point, and maximum rates of pay for each pay grade were established following an analysis to ensure both internal and external (job market) equity.

In determining the pay range (minimum and maximum) for each of the recommended pay grades, both internal and external factors were considered. Information from the following organizations was considered as pay ranges for each grade were established:

*North Carolina Wage & Salary Survey: 2006 edition* – A comprehensive compensation survey conducted annually by Capital Associated Industries covering eastern and piedmont North Carolina.

*North Carolina Employment Security Commission Wage Survey of Selected Occupations: Research Triangle Regional Partnership*

***North Carolina Employment Security Commission Wage Survey of Selected Occupations: Raleigh-Cary Metropolitan Statistical Area***

***North Carolina Employment Security Commission Wage Survey of Selected Occupations: Johnston County***

***North Carolina Department of Public Instruction Salary Plan***

***Selected North Carolina “Smart Start” Partnerships*** (Note: Each of the local partnerships used in this study had lower “service” and “admin” dollars than Johnston County)

***Selected Johnston County Organizations (including Johnston Community College)***

The following, in accordance with standard compensation practices, was applied to each pay grade:

- Spread between pay grade minimum and maximum: 50%
- Spread between each pay grade: 7.5%

The minimum and maximum of each pay grade determines the limits of the relative worth of a position within that pay grade, i.e. jobs within a certain pay grade should be worth at least the minimum of that pay grade and not more than the maximum of that pay grade. Individual employees should be compensated within that pay grade based on established criteria such as previous qualifying experience, merit and ability, and length of service within the organization.

Every effort has been made to insure the integrity of this plan.