



Clay Township Regional Waste District

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PERSONNEL & BENEFITS COMMITTEE MEETING

Monday, July 24, 2017 @ 7:30 A.M.
10701 N. College Ave, Suite A, Indianapolis, IN 46280

AGENDA

1. Public Comment
2. Safety Update
3. Compensation Study
4. Other Business

Next Meeting: August 28, 2017 @ 7:30 A.M.



MEMORANDUM

To: P&B Committee
From: Loren Prange
Date: July 18, 2017
Subject: Safety Update

The District has had no reportable injuries and has gone 2709 days without a loss time accident.

The following safety tailgate sessions were held:

06/20/17 Holding on to Hand Safety
06/30/17 4th of July Firework Safety
07/11/17 Jackhammer Safety
07/18/17 An Open and Shut Case for Gate Valve Safety

Safety checks on treatment plant fire extinguishers and vehicles were completed this month.

The Districts Treatment Plant pretreatment building currently uses two Draeger combustible gas monitors to detect methane and H₂S in the upper and lower levels of the building. Due to the unit's age and reaching its life expectancy we are replacing with a new more accurate system that is easier to calibrate. This system will be more accurate making it safer for employees entering the building collecting samples.

Security lights around the plant were recently checked and employees replaced any bad bulbs to keep employees safe during after hour emergencies and for security.

The District's portable generators were inspected and two were taken out of service for safety issues. Parts were ordered and repairs were made by an electrician.



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Factor Evaluation System (FES) *A Reliable Job Classification and Compensation System*

Introduction to the Factor Evaluation System (FES)

The Factor Evaluation System (FES) was developed by the U.S. Department of Labor in the early 1970's. Since that time it has been implemented by state and local governments throughout the United States, including the State of Indiana and numerous Indiana cities and counties.

Briefly, FES sorts an organization's positions into job categories and uses guidecharts to assign *factor evaluation points* to various elements of the positions. The guidecharts for each job category are slightly different to reflect the nature of the positions in each category.

When all of the positions have been factored, the factor point totals are compared with salaries to identify pay inequities in the organization. FES may also be used to compare the organization's current pay practices with similar organizations, or the *external market*. These internal and external comparisons can serve as the basis for developing specific plans and schedules to resolve pay inequities and achieve "equal pay for equal work."

FES position descriptions are useful to employers for other important purposes, including:

- To identify essential functions under provisions of the Americans with Disabilities Act (ADA);
- To establish and document requirements and minimum qualifications in recruiting and selecting new employees;
- To establish, implement, and document standards for training, promotion, and other conditions of employment;
- To verify and use for documenting compliance with various government regulations, including the Equal Pay Act, the Fair Labor Standards Act (FLSA), the Family and Medical Leave Act (FMLA), and the Occupational Safety Health Administration (OSHA);
- To establish a standard set of factors on which job performance can be fairly and objectively measured; and
- To provide a basis for communication between managers and employees.

Installing the FES

One valuable aspect of the Factor Evaluation System is that it can be customized to accommodate the particular needs and considerations of individual organizations.

However, the basic procedures for installing and maintaining the system usually include:

- Collecting Job Information;
- Writing Position Descriptions;
- Classifying Positions;
- Determining Factor Evaluations; and
- Conducting Wage/Salary Analysis.

Writing Position Descriptions

All position descriptions contain the same basic elements. The format of the factors contained in the job descriptions may vary from one job category to another, but they are *standard within individual job categories*. Customizing factors to specific job categories ensures that the nature of those positions will be evaluated accurately and fairly. The elements, or factors, that each description will contain include:

- **Job Requirements** describes the nature, extent, and level of knowledge and abilities needed to perform acceptable work;
- **Skills and Knowledge** describes the nature and level of ability and knowledge needed to perform at a proficient level;
- **Difficulty of Work** describes the complexity or intricacy of work, mental demands, e.g., judgment and originality, and the quality, nature, and relevance of available guidelines;
- **Responsibility** describes the extent of supervisory control over the position and the impact of work on accomplishing the mission of the organization;
- **Personal Work Relationships** describes the required skill, purpose, and importance of work relationships to the success of the work;
- **Physical Effort** describes the frequency, duration, nature, and degree of physical effort involved; and
- **Working Conditions/Work Environment** describes the nature and hazards of the working environment.

Jobs Within Job Categories

PAT

Professional, Administrative, Technological

- Accountant
- Attorney
- Chemist
- Controller
- Engineer
- Environmental Health Specialist
- Human Resources Director
- Librarian
- Nutritionist
- Registered Nurse
- Substance Abuse Counselor
- Systems Analyst
- Teacher

POLE

Protective Occupations and Law Enforcement

- Animal Control Officer
- Confinement Officer
- Conservation Officer
- E-911 Dispatcher
- EMT
- Firearms Trainer
- Firefighter
- Investigator (Police)
- K-9 Handler
- Paramedic
- Police Officer
- Prosecutor Investigator
- Security Guard

COMOT

Computer, Office Machine Oper Technician

- Administrative Assistant
- Bookkeeper
- Court Reporter
- Graphics Technician
- Laboratory Technician
- Office Manager
- Paralegal
- Receptionist

LTC

Labor, Trade, and Crafts

- Carpenter
- Cook
- Custodian
- Electrician
- Fork Lift Operator
- Heavy Equipment Operator
- Laborer
- Mechanic
- Maintenance Worker
- Truck Driver
- Water Plant Operator

Job Categories

Each position is assigned to a job category according to established criteria and is compared only to other positions *within the same job category*. This ensures equitable and reliable treatment of each position in the system. FES job categories are described below.

Professional, Administrative, Technological (PAT):

Examples: Environmental Health Specialist, Registered Nurse, Engineer, Urban Planner
PAT positions usually require a college education or equivalent training and experience. Duties performed by PAT employees often involve direct application of professional principles, development of policies and procedures, or administration of an assigned area of responsibility.

Computer, Office Machine Operation, Technician (COMOT):

Examples: Secretary, Bookkeeper, Laboratory Technician, Office Manager, Draftsperson
COMOT positions usually require on-the-job training, and knowledge of basic office skills and procedures. Some COMOT jobs may require two years of education beyond high school at a university or vocational school. COMOT positions are trained to assist and provide support to PAT positions. COMOT duties usually involve standardized operations, but can also involve limited supervisory responsibilities, high skill level in a certain field or process, or operation of highly technical equipment, such as in laboratories.

Protective Occupations, Law Enforcement (POLE):

Examples: Police Officer, Security Guard, Firefighter, Dispatcher, Confinement Officer
POLE positions usually require specialized training and two or more years of college education. Positions in this category involve protecting life and property, maintaining order, responding to emergencies, policing and enforcing laws, or supervising such operations.

Labor, Trades and Crafts (LTC):

Examples: Electrician, Mechanic, Truck Driver, Equipment Operator, Cook, Laborer
LTC positions usually involve skills and knowledge that can be learned on the job or through prior experience, although some will require special certifications and training. LTC duties are often manual, require varying amounts of physical strain and effort, and involve varying amounts of responsibility over work projects.

Executive (EXE):

Example: Executive Director

EXE positions are held by approximately two percent of an organization's employees, who usually plan, direct and implement major programs, with salaries determined by regional and national patterns.

Special Occupations (SO):

Examples: Chief Deputy, Teacher, Physician, Probation Officer

Occasionally, additional job categories are established for unique positions, such as persons appointed by elected government officials, or for special occupation areas, such as teaching, scientific research, or medical practice. Each special category is handled according to individual needs or considerations.

Unclassified (U):

Examples: Seasonal/Temporary/Part-time positions

Unclassified positions have unique qualities that do not allow for comparable factor evaluation and compensation analysis with other positions within an organization. Each unclassified job is treated according to individual requirements and considerations.

Determining Factor Evaluations

Once position descriptions have been written, revised, and finalized, each description is evaluated and "factored" by a committee. Guidecharts have been developed for each particular factor found within job categories, with points value ranges that reflect the varying degrees to which a position can be evaluated by that factor. The FES guidecharts are designed to give evaluators a quantitative value for a subjective judgment about the *relative worth of jobs to each other*. The guidecharts are validated through analysis of the internal alignment resulting from their use. Consistent application of the guidecharts results in an internal alignment of all jobs.

Conducting Wage and Salary Analyses

Wage and salary analysis, based upon the Factor Evaluation System, can provide an organization's administrators with a variety of different management tools, depending upon their specific needs and considerations. These analyses also identify potential problems, assure that the system is functioning properly, and facilitate the planning and implementation of future pay plans and policies. Some of the most frequently used "tools" include the following:

- Internal regression scatter plots;
- External job market comparisons;
- Identification and resolution of "low outlier" salaries;
- Wage and salary payment grids; and
- Wage and salary cost projections for future budget years.

Maintaining the Factor Evaluation System

Proper maintenance of a Factor Evaluation System can involve a variety of different aspects, including the following practices:

- Yearly review procedures;
- Annual wage and salary analysis including external market pay surveys, analysis, and comparisons;
- Annual committee review, factoring, and approval of new positions; and
- Assessments for compliance with regulations and legal requirements.