



# UTAH STATE BOARD OF EDUCATION

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## MEMORANDUM

**TO:** Members, Utah State Board of Education

**FROM:** Joel Coleman  
Chief Executive Officer

**DATE:** October 10, 2014

**ACTION:** FY 15 USOE Compensation Adjustment Plan

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### **Background:**

In its September 5, 2014 meeting, the Board directed the Superintendent to prepare a USOE employment compensation plan. Attached are the results of the proposed plan.

### **Key Points:**

The Finance Committee will receive the proposed compensation adjustment plan and have the opportunity to ask questions concerning the plan and how it will be financed.

### **Anticipated Action:**

The Finance Committee will review the proposed compensation adjustment plan and forward it to the full Board for approval and inclusion in the FY 15 USOE budget.

**Contact:** Joel Coleman, Interim State Superintendent, 801-538-7510  
Bruce D. Williams, Associate Superintendent, 801-538-7514

## Compensation Adjustment Proposal

### Assumptions:

1. All positions in USOE have been evaluated to determine state-wide average pay rates for the job description.
2. All employees have received at least a 1.0% increase based on the Legislative COLA Appropriation.
3. Utilizing the .25% additional amount appropriated by the Legislature, IT staff were increased by an additional 1.4% to an across the board increase of 2.4%
4. Key job titles were identified within USOE for positions which there has been difficulty in recruiting or retaining staff. These positions include:
  - a. Office Specialist
  - b. Executive Secretary
  - c. Administrative Secretary
  - d. IT Analyst II
  - e. IT Analyst III
  - f. Education Specialist
  - g. Education Coordinator
  - h. Education Director
5. Based on the State Average pay rate, a benchmark rate was established for each of these positions. Section Directors who have employees falling into the identified job descriptions will review and make recommendations to the Superintendency concerning proposed employee pay adjustments for employees who merit a raise. These recommendations will be based on the following criteria:
  - a. Annual Employee Evaluation - If an employee does not have a satisfactory evaluation, they will not receive additional pay increases above the 1% Legislative COLA and will be on a plan for improvement
  - b. Individual job responsibilities
  - c. Time within the position at USOE and relevant experience with other employers
6. Recommendations from Section Directors will be combined by job title with all other Sections which utilize the same job descriptions. The Superintendency will review and adjust the recommendations for consistency and fairness across Sections.
7. Based on the pay increase recommendations, a plan of finance will be developed which will comply with the motion passed by the Board during the August meeting of the State Board of Education. This may include recommended changes within Section budgets and transfer of budgets from Section to Section.
8. This plan will be included as a part of the revised FY15 USOE budget which will be presented to the Finance Committee and the full Board for approval in the October Board Meeting.

*Approved by the Board 9/5/2014*

### USOE Compensation Benchmarks

Position Title	State Average	Agency Average	Benchmark
Office Specialist I	13.29	12.17	12.5
Office Specialist II	14.98	14.14	14.5
Ed. Specialist	37.5	34.3	35
Ed. Specialist w/Doctorate	38.46	36.1	36
Ed. Coordinator	39.9	38.51	38
Ed. Coordinator w. Doctorate	40.87	39.14	40
Ed. Director	50.48	50.35	50 ** Varies based on size of Section, level of responsibility and size of budget
Ed. Director w/Doctorate	51.44	50.29	51 ** Varies based on size of Section, level of responsibility and size of budget
IT Analyst II	32.79	29.6	32.5
IT Analyst III	39.09	34.4	39
Admin. Secretary	17.07	19.04	17
Executive Secretary	15.52	14.64	15.5

## Compensation Adjustment Report/Benefitted Employees

					34.89%	506,964.10	506,964.10		
Org (Unit)	Job Title	Years of Service	Hourly Rate	Proposed Rate	Salary Cost	Benefits Cost	Total Cost	Total Cost by Section	Percentage Raise
0102	IT ANALYST II	7.42	30.32	32.50	4,534.40	1,582.05	6,116.45		0.07
0102	IT ANALYST II	15.47	34.73	34.73	-	-	-		-
0102	IT ANALYST II	7.20	26.29	28.39	4,368.00	1,524.00	5,892.00		0.08
0102	IT ANALYST II	18.50	30.47	31.50	2,142.40	747.48	2,889.88		0.03
0102	IT ANALYST III	22.92	39.35	39.35	-	-	-		-
0102	IT ANALYST III	6.56	38.96	39.00	83.20	29.03	112.23		0.00
0102	IT ANALYST III	5.22	29.87	32.25	4,950.40	1,727.19	6,677.59		0.08
0102	IT ANALYST III	29.20	36.17	39.00	5,886.40	2,053.76	7,940.16		0.08
0102	IT ANALYST III	3.49	30.66	32.11	3,016.00	1,052.28	4,068.28	33,696.60	0.05
0221	ADMINISTRATIVE SECRETARY	13.90	18.93	18.93	-	-	-	-	-
0441	EDUCATIONAL DIRECTOR	2.24	50.27	50.27	-	-	-		-
0441	EDUCATIONAL SPECIALIST	30.17	37.35	37.35	-	-	-		-
0441	IT ANALYST II	0.81	25.39	27.00	3,348.80	1,168.40	4,517.20	4,517.20	0.06
0661	ADMINISTRATIVE SECRETARY	5.72	17.50	17.50	-	-	-		-
0661	EDUCATIONAL COORDINATOR	9.57	35.35	38.00	5,512.00	1,923.14	7,435.14		0.07
0661	EDUCATIONAL COORDINATOR	8.38	35.35	37.00	3,432.00	1,197.42	4,629.42		0.05
0661	EDUCATIONAL COORDINATOR	0.14	35.00	37.00	4,160.00	1,451.42	5,611.42		0.06
0661	EDUCATIONAL COORDINATOR	7.57	40.51	40.51	-	-	-		-
0661	EDUCATIONAL SPECIALIST	9.62	33.51	35.00	3,099.20	1,081.31	4,180.51		0.04
0661	EDUCATIONAL SPECIALIST	1.19	32.32	34.50	4,534.40	1,582.05	6,116.45		0.07
0661	EDUCATIONAL SPECIALIST	0.19	33.81	33.81	-	-	-		-
0661	EDUCATIONAL SPECIALIST	15.43	31.73	35.00	6,801.60	2,373.08	9,174.68		0.10
0661	EDUCATIONAL SPECIALIST	9.36	31.73	35.00	6,801.60	2,373.08	9,174.68		0.10
0661	EDUCATIONAL SPECIALIST	0.18	30.80	33.25	5,096.00	1,777.99	6,873.99		0.08
0661	EDUCATIONAL SPECIALIST	0.60	38.89	38.89	-	-	-		-
0661	EDUCATIONAL SPECIALIST	4.20	40.51	40.51	-	-	-		-
0661	EDUCATIONAL SPECIALIST	0.81	31.82	33.00	2,454.40	856.34	3,310.74		0.04
0661	EDUCATIONAL SPECIALIST	6.06	33.51	35.00	3,099.20	1,081.31	4,180.51		0.04
0661	EDUCATIONAL SPECIALIST	4.20	33.51	34.00	1,019.20	355.60	1,374.80		0.01
0661	EDUCATIONAL SPECIALIST	9.11	31.73	35.00	6,801.60	2,373.08	9,174.68		0.10
0661	EDUCATIONAL SPECIALIST	7.19	33.51	35.00	3,099.20	1,081.31	4,180.51		0.04
0661	EDUCATIONAL SPECIALIST	8.59	32.61	34.00	2,891.20	1,008.74	3,899.94		0.04
0661	EDUCATIONAL SPECIALIST	7.19	38.38	38.38	-	-	-		-
0661	EDUCATIONAL SPECIALIST	2.30	33.43	35.00	3,265.60	1,139.37	4,404.97		0.05
0661	EDUCATIONAL SPECIALIST WITH DOCTORATE	4.05	34.42	36.00	3,286.40	1,146.62	4,433.02		0.05
0661	OFFICE SPECIALIST I	0.30	11.72	14.00	4,742.40	1,654.62	6,397.02		0.19

## Compensation Adjustment Report/Benefitted Employees

					34.89%	506,964.10	506,964.10		
Org (Unit)	Job Title	Years of Service	Hourly Rate	Proposed Rate	Salary Cost	Benefits Cost	Total Cost	Total Cost by Section	Percentage Raise
0661	OFFICE SPECIALIST I	0.25	11.72	14.00	4,742.40	1,654.62	6,397.02		0.19
0661	OFFICE SPECIALIST I	2.03	12.03	14.50	5,137.60	1,792.51	6,930.11		0.21
0661	OFFICE SPECIALIST I	2.93	12.32	14.50	4,534.40	1,582.05	6,116.45		0.18
0661	OFFICE SPECIALIST I	11.15	12.60	13.00	832.00	290.28	1,122.28		0.03
0661	OFFICE SPECIALIST II	8.88	13.76	14.50	1,539.20	537.03	2,076.23		0.05
0661	OFFICE SPECIALIST II	6.88	13.26	14.50	2,579.20	899.88	3,479.08		0.09
0661	Executive Secretary		16.00	16.00	-	-	-	120,673.67	-
0662	ADMINISTRATIVE SECRETARY	11.27	18.52	18.52	-	-	-		-
0662	EDUCATIONAL COORDINATOR	9.01	41.62	41.62	-	-	-		-
0662	EDUCATIONAL COORDINATOR	4.75	40.51	40.51	-	-	-		-
0662	EDUCATIONAL COORDINATOR	15.01	36.34	40.00	7,612.80	2,656.11	10,268.91		0.10
0662	EDUCATIONAL DIRECTOR	9.03	45.03	50.00	10,337.60	3,606.79	13,944.39		0.11
0662	EDUCATIONAL SPECIALIST	12.27	36.24	36.24	-	-	-		-
0662	EDUCATIONAL SPECIALIST	0.94	32.61	33.00	811.20	283.03	1,094.23		0.01
0662	EDUCATIONAL SPECIALIST	1.05	32.53	34.00	3,057.60	1,066.80	4,124.40		0.05
0662	EDUCATIONAL SPECIALIST	19.95	37.35	37.35	-	-	-		-
0662	EDUCATIONAL SPECIALIST	2.64	32.53	35.00	5,137.60	1,792.51	6,930.11		0.08
0662	EDUCATIONAL SPECIALIST	8.99	32.61	34.50	3,931.20	1,371.60	5,302.80		0.06
0662	EDUCATIONAL SPECIALIST	14.97	34.95	35.00	104.00	36.29	140.29		0.00
0662	EDUCATIONAL SPECIALIST	30.32	37.35	37.35	-	-	-		-
0662	EDUCATIONAL SPECIALIST	0.08	34.40	34.40	-	-	-		-
0662	EDUCATIONAL SPECIALIST	8.01	32.61	34.75	4,451.20	1,553.02	6,004.22		0.07
0662	EDUCATIONAL SPECIALIST	6.77	32.61	34.75	4,451.20	1,553.02	6,004.22		0.07
0662	EDUCATIONAL SPECIALIST	1.86	34.42	34.75	686.40	239.48	925.88		0.01
0662	EDUCATIONAL SPECIALIST	14.37	33.51	34.75	2,579.20	899.88	3,479.08		0.04
0662	EDUCATIONAL SPECIALIST	24.85	39.43	39.43	-	-	-		-
0662	EDUCATIONAL SPECIALIST	17.31	34.42	35.00	1,206.40	420.91	1,627.31		0.02
0662	EDUCATIONAL SPECIALIST	0.29	37.62	37.62	-	-	-		-
0662	EDUCATIONAL SPECIALIST	4.85	34.95	35.00	104.00	36.29	140.29		0.00
0662	EDUCATIONAL SPECIALIST	0.02	33.25	33.25	-	-	-		-
0662	EDUCATIONAL SPECIALIST WITH DOCTORATE	4.31	33.42	35.00	3,286.40	1,146.62	4,433.02		0.05
0662	EXECUTIVE SECRETARY	22.4	18.43	18.43	-	-	-		-
0662	EXECUTIVE SECRETARY	3.9	14.91	15.50	1,227.20	428.17	1,655.37		0.04
0662	EXECUTIVE SECRETARY	2	13.79	15.50	3,556.80	1,240.97	4,797.77		0.12
0662	EXECUTIVE SECRETARY	0.16	13.59	13.59	-	-	-		-
0662	IT ANALYST II	0.29	25.39	27.00	3,348.80	1,168.40	4,517.20		0.06
0662	IT ANALYST II	0.18	24.79	27.00	4,596.80	1,603.82	6,200.62		0.09

## Compensation Adjustment Report/Benefitted Employees

					34.89%	506,964.10	506,964.10		
Org (Unit)	Job Title	Years of Service	Hourly Rate	Proposed Rate	Salary Cost	Benefits Cost	Total Cost	Total Cost by Section	Percentage Raise
0662	IT ANALYST II	19.31	32.17	32.50	686.40	239.48	925.88		0.01
0662	OFFICE SPECIALIST I	4.22	11.46	12.50	2,163.20	754.74	2,917.94		0.09
0662	OFFICE SPECIALIST I	1.68	11.46	12.50	2,163.20	754.74	2,917.94		0.09
0662	OFFICE SPECIALIST I	8.52	10.81	12.50	3,515.20	1,226.45	4,741.65		0.16
0662	OFFICE SPECIALIST I	0.18	11.00	11.75	1,560.00	544.28	2,104.28		0.07
0662	OFFICE SPECIALIST II	18.92	17.94	17.94	-	-	-	95,197.81	-
0666	EDUCATIONAL SPECIALIST	8.63	33.16	35.00	3,827.20	1,335.31	5,162.51		0.06
0666	OFFICE SPECIALIST I	2.03	12.13	14.50	4,929.60	1,719.94	6,649.54	11,812.05	0.20
0667	EDUCATIONAL COORDINATOR	7.99	34.57	37.00	5,054.40	1,763.48	6,817.88		0.07
0667	EDUCATIONAL DIRECTOR WITH DOCTORATE	7.11	50.33	52.00	3,473.60	1,211.94	4,685.54		0.03
0667	EDUCATIONAL SPECIALIST	0.65	33.84	34.00	332.80	116.11	448.91		0.00
0667	EDUCATIONAL SPECIALIST WITH DOCTORATE	4.40	35.29	36.00	1,476.80	515.26	1,992.06		0.02
0667	IT ANALYST II	26.09	35.00	35.00	-	-	-		-
0667	OFFICE SPECIALIST II	4.29	12.12	14.50	4,950.40	1,727.19	6,677.59		0.20
0667	OFFICE SPECIALIST II	0.73	12.12	13.50	2,870.40	1,001.48	3,871.88		0.11
0667	OFFICE SPECIALIST II	18.54	14.86	15.00	291.20	101.60	392.80		0.01
0667	OFFICE SPECIALIST II	21.04	16.12	16.50	790.40	275.77	1,066.17		0.02
0667	OFFICE SPECIALIST II	1.68	12.42	14.50	4,326.40	1,509.48	5,835.88		0.17
0667	EXECUTIVE SECRETARY		14.51	15.50	2,059.20	718.45	2,777.65		0.07
0667	EXECUTIVE SECRETARY		15.66	15.66	-	-	-		-
0667	EXECUTIVE SECRETARY		15.45	15.50	104.00	36.29	140.29	34,706.66	0.00
0668	ADMINISTRATIVE SECRETARY	9.93	20.01	20.01	-	-	-		-
0668	EDUCATIONAL COORDINATOR WITH DOCTORATE	0.94	48.56	48.56	-	-	-		-
0668	EDUCATIONAL DIRECTOR	8.72	45.03	50.00	10,337.60	3,606.79	13,944.39		0.11
0668	EDUCATIONAL SPECIALIST	8.93	32.61	34.00	2,891.20	1,008.74	3,899.94		0.04
0668	EDUCATIONAL SPECIALIST	18.32	33.51	35.00	3,099.20	1,081.31	4,180.51		0.04
0668	EDUCATIONAL SPECIALIST	14.60	34.42	35.00	1,206.40	420.91	1,627.31		0.02
0668	EDUCATIONAL SPECIALIST	12.84	36.24	36.24	-	-	-		-
0668	EDUCATIONAL SPECIALIST	0.44	31.56	32.50	1,955.20	682.17	2,637.37		0.03
0668	EDUCATIONAL SPECIALIST	6.06	34.25	35.00	1,560.00	544.28	2,104.28		0.02
0668	EDUCATIONAL SPECIALIST	5.12	33.43	35.00	3,265.60	1,139.37	4,404.97		0.05
0668	EDUCATIONAL SPECIALIST WITH DOCTORATE	11.67	35.18	36.00	1,705.60	595.08	2,300.68		0.02
0668	EDUCATIONAL SPECIALIST WITH DOCTORATE	7.01	33.51	36.00	5,179.20	1,807.02	6,986.22		0.07
0668	OFFICE SPECIALIST I	0.33	12.37	12.37	-	-	-		-
0668	OFFICE SPECIALIST I	8.55	12.58	12.58	-	-	-		-
0668	OFFICE SPECIALIST I	9.01	13.66	13.66	-	-	-	42,085.68	-
0760	ADMINISTRATIVE SECRETARY	3.59	17.17	17.17	-	-	-		-

## Compensation Adjustment Report/Benefitted Employees

					34.89%	506,964.10	506,964.10		
Org (Unit)	Job Title	Years of Service	Hourly Rate	Proposed Rate	Salary Cost	Benefits Cost	Total Cost	Total Cost by Section	Percentage Raise
0760	EDUCATIONAL COORDINATOR	4.10	35.78	37.25	3,057.60	1,066.80	4,124.40		0.04
0760	EDUCATIONAL COORDINATOR	8.64	37.86	38.00	291.20	101.60	392.80		0.00
0760	EDUCATIONAL DIRECTOR WITH DOCTORATE	0.29	50.99	50.99	-	-	-		-
0760	EDUCATIONAL SPECIALIST	4.79	32.53	35.00	5,137.60	1,792.51	6,930.11		0.08
0760	EDUCATIONAL SPECIALIST	1.94	33.35	34.75	2,912.00	1,016.00	3,928.00		0.04
0760	EDUCATIONAL SPECIALIST	7.27	32.61	34.00	2,891.20	1,008.74	3,899.94		0.04
0760	EDUCATIONAL SPECIALIST	7.23	32.61	33.26	1,352.00	471.71	1,823.71		0.02
0760	EDUCATIONAL SPECIALIST	1.54	33.35	34.75	2,912.00	1,016.00	3,928.00		0.04
0760	EDUCATIONAL SPECIALIST	0.44	32.32	34.00	3,494.40	1,219.20	4,713.60		0.05
0760	EDUCATIONAL SPECIALIST	4.66	32.53	35.00	5,137.60	1,792.51	6,930.11		0.08
0760	EDUCATIONAL SPECIALIST	1.14	32.29	34.00	3,556.80	1,240.97	4,797.77		0.05
0760	EDUCATIONAL SPECIALIST	0.35	31.11	32.00	1,851.20	645.88	2,497.08		0.03
0760	EDUCATIONAL SPECIALIST WITH DOCTORATE	5.87	33.51	34.50	2,059.20	718.45	2,777.65		0.03
0760	OFFICE SPECIALIST I	3.09	11.30	11.65	728.00	254.00	982.00		0.03
0760	OFFICE SPECIALIST I	7.85	14.65	14.65	-	-	-		-
0760	EXECUTIVE SECRETARY	41.00	13.68	15.00	2,745.60	957.94	3,703.54	51,428.70	0.10
0770	ADMINISTRATIVE SECRETARY	11.37	16.73	17.00	561.60	195.94	757.54		0.02
0770	IT ANALYST II	0.31	25.39	27.00	3,348.80	1,168.40	4,517.20		0.06
0770	IT ANALYST II	8.09	30.32	33.54	6,697.60	2,336.79	9,034.39		0.11
0770	IT ANALYST II	0.26	25.39	27.00	3,348.80	1,168.40	4,517.20		0.06
0770	IT ANALYST II	12.90	33.80	33.80	-	-	-		-
0770	IT ANALYST II	0.08	24.79	27.00	4,596.80	1,603.82	6,200.62		0.09
0770	IT ANALYST II	4.72	27.86	29.00	2,371.20	827.31	3,198.51		0.04
0770	IT ANALYST II	13.53	34.48	34.48	-	-	-		-
0770	IT ANALYST II	0.40	25.39	27.00	3,348.80	1,168.40	4,517.20		0.06
0770	IT ANALYST II	8.57	31.13	33.52	4,971.20	1,734.45	6,705.65		0.08
0770	IT ANALYST II	19.36	30.57	31.50	1,934.40	674.91	2,609.31		0.03
0770	IT ANALYST II	11.79	27.30	29.00	3,536.00	1,233.71	4,769.71		0.06
0770	IT ANALYST II	4.01	25.39	27.00	3,348.80	1,168.40	4,517.20		0.06
0770	IT ANALYST II	23.71	32.80	32.80	-	-	-		-
0770	IT ANALYST II	2.68	26.81	29.00	4,555.20	1,589.31	6,144.51		0.08
0770	IT ANALYST III	10.29	36.38	39.00	5,449.60	1,901.37	7,350.97	64,840.00	0.07
0780	ADMINISTRATIVE SECRETARY	25.80	22.24	22.50	540.80	188.69	729.49		0.01
0780	EDUCATIONAL COORDINATOR WITH DOCTORA	8.72	38.38	38.50	249.60	87.09	336.69		0.00
0780	EDUCATIONAL COORDINATOR WITH DOCTORA	14.93	40.68	41.50	1,705.60	595.08	2,300.68		0.02
0780	EDUCATIONAL DIRECTOR	9.60	47.67	51.00	6,926.40	2,416.62	9,343.02		0.07
0780	EDUCATIONAL SPECIALIST	10.68	34.34	35.50	2,412.80	841.83	3,254.63		0.03

## Compensation Adjustment Report/Benefitted Employees

					34.89%	506,964.10	506,964.10		
Org (Unit)	Job Title	Years of Service	Hourly Rate	Proposed Rate	Salary Cost	Benefits Cost	Total Cost	Total Cost by Section	Percentage Raise
0780	EDUCATIONAL SPECIALIST	1.61	33.51	33.51	-	-	-	-	-
0780	EDUCATIONAL SPECIALIST	0.53	36.87	36.87	-	-	-	-	-
0780	EDUCATIONAL SPECIALIST	1.80	35.70	35.70	-	-	-	-	-
0780	EDUCATIONAL SPECIALIST	13.67	35.37	36.50	2,350.40	820.05	3,170.45	-	0.03
0780	EDUCATIONAL SPECIALIST	5.89	34.34	35.50	2,412.80	841.83	3,254.63	-	0.03
0780	EDUCATIONAL SPECIALIST	8.50	42.10	42.10	-	-	-	-	-
0780	EDUCATIONAL SPECIALIST	8.51	35.37	35.37	-	-	-	-	-
0780	EDUCATIONAL SPECIALIST	0.60	34.59	34.59	-	-	-	-	-
0780	EDUCATIONAL SPECIALIST WITH DOCTORATE	13.87	45.15	45.15	-	-	-	-	-
0780	OFFICE SPECIALIST I	3.01	11.30	11.30	-	-	-	22,389.58	-
0881	ADMINISTRATIVE SECRETARY	25.86	21.69	22.00	644.80	224.97	869.77	-	0.01
0881	EDUCATIONAL COORDINATOR	30.20	42.77	42.77	-	-	-	-	-
0881	EDUCATIONAL DIRECTOR WITH DOCTORATE	24.19	50.33	50.33	-	-	-	-	-
0881	EDUCATIONAL SPECIALIST	2.78	31.73	34.00	4,721.60	1,647.37	6,368.97	7,238.74	0.07
0883	OFFICE SPECIALIST II	5.18	13.32	13.32	-	-	-	-	- Military Leave for five years
0884	SCHOOL CHILDREN'S TRUST DIRECTOR	6.80	43.16	47.50	9,027.20	3,149.59	12,176.79	12,176.79	0.10
2502	ADMINISTRATIVE SECRETARY	0.35	17.59	17.59	-	-	-	-	-
2502	EDUCATIONAL DIRECTOR	0.65	45.45	45.45	-	-	-	-	-
2502	OFFICE SPECIALIST II	0.00	13.50	13.50	-	-	-	-	-
2701	EDUCATIONAL DIRECTOR WITH DOCTORATE	8.55	50.21	50.21	-	-	-	-	-
2701	IT ANALYST II	0.13	24.79	27.00	4,596.80	1,603.82	6,200.62	6,200.62	0.09

Eligible for Raise	168
# Not Receiving Raise	54
# Receiving Raise	114
% Receiving Raise	68%
Largest % Increase	20.5%
Average % Raise	6.19%