

Compensation and Classification Study



ROANOKE COUNTY
Public Schools

Roanoke County Public Schools, VA

November 1, 2022

MAG Experience for Success...

- The Principals of MAG International, Inc. have a proven track record in providing in-depth management and human resource consulting services for over 25 years in more than 40 states.
- Our clients range from school districts, to municipalities, counties, Utilities, health districts, and public safety organizations nationally.
- MAG principals have completed over 600 similar compensation studies over the years, including many in Virginia.



MAG's Virginia Clients over the past 15 years....

Cities:

City of Charlottesville
City of Hampton
City of Manassas
City of Manassas Park
City of Fall Church
City of Fairfax
City of Norfolk
City of Petersburg
City of Petersburg
City of Richmond
City of Portsmouth
City of Franklin
City of Suffolk
City of Newport News
City of Alexandria
Town of Vienna
Metropolitan Washington Council of Government

Schools:

Gloucester County Schools
Fairfax County Schools
Lynchburg City Schools
Manassas Park City Schools
Newport News City Schools
Virginia Beach City Schools
Poquoson City Schools
Norfolk Public Schools
Bedford County Schools
Arlington Public Schools
Isle of Wight Public Schools
Loudoun County Schools
Richmond Public Schools

Counties:

County of Frederick
County of Prince William
County of Loudoun
County of Stafford
County of Albemarle
County of Alleghany
County of Appomattox
County of Brunswick
County of Charles City County
County of Chesterfield
County of Prince William
County of Halifax
County of Henrico
County of Fairfax
County of Pittsylvania
County of Rockingham
County of Stafford
County of Surry



Scope Of Services

- All work will be done with regular involvement of the Human Resource Department, and other executive staff.
 - Review current structure and history and goals.
 - Positions will be evaluated for classification in terms of responsibility, autonomy/decision making authority, results/impact, and related job factors.
 - MAG will cooperatively select benchmark positions and identify appropriate organizations to conduct a market salary survey.
 - Develop a competitive pay structure for all positions.
 - MAG will develop an implementation plan for study recommendations.
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Steps to Success

Step 1 - Project Initiation – Meet with HR staff and top management to finalize goals, objectives and timeline. Gather employee and organizational data needed for project

Step 2 – Employee Communication – Conduct employee information/orientation meetings to communicate process and request participation in gathering information about their jobs using MAG's on-line JPQ

Step 3 – Classification Plan Review/Development – Review/analyze current classification structure and evaluate in relation to job information gathered from completed JPQs. Recommend updated classification structure based on objective job profiles created from SME input, thus ensuring equitable internal relationships

Step 4 – Market Salary Survey – Collaborate with HR to identify relevant labor market peer and competitor organizations and survey benchmark class titles. Analyze/evaluate survey results and/or published data to facilitate developing a compensation structure that ensures a competitive status in the local market

Step
1

Step
2

Step
3

Step
4

Steps to Success...

Step 5 – Pay Plan Development – Integrate the results of Steps 3 and 4 to create a classification/compensation structure that maximizes equitable internal relationships and facilitates establishing and maintaining the organization's ability to attract and retain highly skilled employees

Step 6 – Preliminary Analysis Results/Recommendations – Submit preliminary analysis results/recommendations to HR for technical review. Review results with Executive Leadership to identify issues and obtain pertinent information not available through the JPQ and market survey processes

Step 7 – Presentation of Final Results/Recommendations – Present analysis results/recommendations for an updated classification/compensation structure ensuring equitable internal relationships and market competitiveness to governing body for adoption/implementation

Step 8 – Technology Transfer

Step
5

Step
6

Step
7

Step
8

MAG's custom software - Classification Manager

CLASSIFICATION MANAGER by Management Advisory Group

Classification Manager© Sample Client		Select Database
Basic Setup	 <p>CM Frontend - Calc Day v2 Combo -</p> <p>OrgID: 20170814 # Employees: 436 # Positions: 446</p>	Reports Menu
Administrative Issues		Export Data
Class Evaluation With Bands		Export in Data Request Format
Employees		Event Management
Implementation Scenarios		Surveys Project Notes
Job Analysis Questionnaires		Create New Backend
Large Data Grid		FLSA Guide
Pay Plan Editing		Update from Spreadsheet
Position Maintenance		Create Link to JAQ Upload Tables
Reclassify		Pwd: <input type="text"/> Load to Web
Regression Analysis		Get JAQ Passwords w/Dept Name
Link/Download JAQ Responses		Upload PM Data to Web
C:\CM Test Folder\Sample C CM Backend Final Report Updated 4-3-18 RC.mdb		
Quit		
Status:		

Job Responsibility Factors

- | | |
|---|--|
| <ul style="list-style-type: none">• Data Responsibility• Judgment• People Responsibility• Complexity of Work• Assets Responsibility• Impact of Decisions• Education | <ul style="list-style-type: none">• Equipment Usage• Physical Demands• Communications• Math• Unavoidable Hazards• Safety of Others• Experience |
|---|--|

Tools for Success...

Market Manager©...

Market Manager© lets you see exactly how your compensation and benefits stacks up against the competition.

Salary Survey Results for BROWARD COUNTY - ALL GENERAL TITLES

Step
6

ACCOUNTANT II

Descrip	This is the second level job in a series of four. This is professional accounting and supervisory work in directing or coordinating major accounting or fiscal operations. Employees in this class are responsible for assigned phases of accounting work and for supervising subordinate accounting and clerical personnel in this activity. Work frequently includes development of accounting procedures and techniques designed to meet the specialized need of the department. Employees in this class are expected to exercise independent professional judgment in solving most problems that arise within their assigned work areas. Work is reviewed through periodic audits of records, statements, and reports, and by general observation of the activities of the unit for which the employees are responsible.
Quals	Graduation from an accredited four-year college or university with major course work in accounting; experience in governmental accounting work; or any equivalent combination of relevant training and experience.

Respondent	Matching Title	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Acc'd Pay
HILLSBOROUGH COUNTY, FL	ACCOUNTANT II	Good	\$40,764	\$56,808	\$72,852	78.7%	☐		
BROWARD COUNTY SHERIFF'S OFFICE	ACCOUNTANT II	Good	\$45,972	\$58,644	\$71,317	55.1%	☐		
CITY OF CORAL SPRINGS, FL	ACCOUNTANT	Good	\$46,000	\$56,500	\$67,000	45.7%	☐		
ORANGE COUNTY, FL	SENIOR UTILITIES ACCOUNTANT	Good	\$46,966	\$60,986	\$75,005	59.7%	☐		
CITY OF HOLLYWOOD, FL	SENIOR ACCOUNTANT	Good	\$47,442	\$65,734	\$84,026	77.1%	☐		
CITY OF MIAMI, FL	ACCOUNTANT, SENIOR	Good	\$48,027	\$56,992	\$65,957	37.3%	☐		
MIAMI-DADE COUNTY, FL	ACCOUNTANT II	Good	\$49,262	\$66,252	\$83,242	69.0%	☐		
PALMBEACH COUNTY, FL	ACCOUNTANT	Good	\$52,532	\$68,099	\$83,666	59.3%	☐		
CITY OF FORT LAUDERDALE, FL	ACCOUNTANT II	Good	\$59,322	\$71,542	\$83,762	41.2%	☐		

Average			\$48,476	\$62,395	\$76,314	57.4%			
BROWARD COUNTY, FL	ACCOUNTANT II		\$47,087	\$59,327	\$71,567	52.0%			
		S Difference	(\$1,389)	(\$3,068)	(\$4,747)				
		% Difference	-3.0%	-5.2%	-6.6%				



Proposed Pay Plan:

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Proposed Pay Plans Large Client Sample

Code	Proposed Class Title	Ann Min	Ann Max	Hrly Min	Hrly Max
Unified		#Positions #EEs			
101		\$18,333	\$22,000	\$29,260	\$8.81 \$10.58 \$14.07
Z5521	SCHOOL CROSSING GUARD			0	0
103		\$21,186	\$25,424	\$33,814	\$10.19 \$12.22 \$16.26
W4007	LIBRARY AIDE			241	241
W9615	Recreation Aide			26	26
Z4123	STUDENT SEASONAL LIFEGUARD			144	144
Z5000	Student Worker			200	200
105		\$24,484	\$29,380	\$39,076	\$11.77 \$14.13 \$18.79
B4106	CONCESSION ATTENDANT			12	12
B7505	Custodian			33	33
106		\$26,320	\$31,584	\$42,007	\$12.65 \$15.18 \$20.20
W6395	Driver			8	8
B7541	GROUNDSKEEPER			48	48
B4181	RANGE ATTENDANT			28	28
B5505	Security Guard			18	18
B4154	Stable Attendant			8	8
107		\$28,294	\$33,953	\$45,157	\$13.60 \$16.32 \$21.71
B7111	BRIDGETENDER			18	18
B6430	Cook			8	8
W3105	Data Aide			5	5
B7515	Maintenance Worker			181	181
B6403	Mosquito Control Inspector			7	7
B4103	Park Aide			86	86
B0203	Print Shop Assistant			1	1
W3151	Survey Technician			4	4
B7931	WEIGHSTATION OPERATOR			2	2

Implementation Report Detail:

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Large Client Sample Implementation Report

Proposed Pay Plan Unified

Dep't Name: Aviation Dep't Code: 400

Unit Name: Aviation Unit Code: 300

Original	Class	Grade				Step	FTE	Experience		Salary	Adjustments				Compa Ratio	Position #
								Hire Date	Promotion		Flat %	Mkt	Step	% Chg		
Proposed	Title	Code	Min	Mkt	Max	#	Duty	Exper.Date	Days All'd		Min	Max	OrgExp	Asgn	Employee Name	
CONTRACT/GRANT ADMN III	P2356		47,087	59,327	71,567	P170	1,000	04/16/2007	01/09/2012	49,470				0 36.73%	83.39%	01294
Contract/Grant Administrator, Senior	P2352		62,688	75,226	100,050	118 0	260	01/10/2012	1452	67,642	13,218	4,954	0	0	EDWARDS, DANIELLE	
CONTRACT/GRANT ADMN III	P2356		47,087	59,327	71,567	P170	1,000	12/27/1994	11/28/2010	53,961				0 27.93%	90.96%	07951
Contract/Grant Administrator, Senior	P2352		62,688	75,226	100,050	118 0	260	11/29/2010	1859	69,031	8,727	6,343	0	0	REGISTE, IGERE	
HUMAN RESOURCES OFFICER	N2317		60,856	79,175	97,494	N018	1,000	09/18/2000	04/28/2014	77,219				0 0.00%	97.53%	07952
HUMAN RESOURCES OFFICER	N2317		62,688	75,226	100,050	118 0	260	03/19/2014	653	77,219	0	0	0	0	BRUCE, DEBORAH	
SPECIAL PROJ COORD IV	N2364		52,641	68,352	84,062	N016	1,000	06/18/2003	09/13/2015	55,460				0 13.70%	81.14%	10149
Program/Project Coordinator, Senior	N2353		62,688	75,226	100,050	118 0	260	09/14/2015	109	63,060	7,228	372	0	0	DRISCOLL, SEAN	
SPECIAL PROJ COORD IV	N2364		52,641	68,352	84,062	N016	1,000	09/26/2005	02/15/2015	54,220				0 17.63%	79.33%	05217
Program/Project Coordinator, Senior	N2353		62,688	75,226	100,050	118 0	260	02/16/2015	319	63,777	8,468	1,088	0	0	FORESTER, LISA	
SPECIAL PROJ COORD IV	N2364		52,641	68,352	84,062	N016	1,000	05/10/2006	10/11/2015	58,457				0 7.71%	85.52%	01077
Program/Project Coordinator, Senior	N2353		62,688	75,226	100,050	118 0	260	10/12/2015	81	62,965	4,232	276	0	0	WILLMAN, KAROLYNN	
AIRPORT OPER SUPERVISOR	X7728		50,088	65,863	81,639	X600	1,000	08/28/2006	09/30/2013	52,624				0 15.77%	79.90%	07939
AIRPORT OPERATIONS SUPERVISOR	X7728		58,315	69,977	93,070	117 0	260	10/01/2013	822	60,924	5,691	2,609	0	0	ADDERLEY, DWAYNE	
AIRPORT OPER SUPERVISOR	X7728		50,088	65,863	81,639	X600	1,000	03/01/2015	03/01/2015	51,340				0 15.47%	77.95%	05617
AIRPORT OPERATIONS SUPERVISOR	X7728		58,315	69,977	93,070	117 0	260	03/02/2015	305	59,283	6,974	968	0	0	ALVERO, JASON	
AIRPORT OPER SUPERVISOR	X7728		50,088	65,863	81,639	X600	1,000	02/27/2006	07/07/2013	52,624				0 30.89%	79.90%	06870
AIRPORT OPERATIONS SUPERVISOR	X7728		58,315	69,977	93,070	117 0	260	11/21/2006	3328	68,878	5,691	10,563	0	0	BARNHART, HEATHER	
AIRPORT OPER SUPERVISOR	X7728		50,088	65,863	81,639	X600	1,000	02/14/2000	03/09/2008	52,624				0 28.02%	79.90%	05435
AIRPORT OPERATIONS SUPERVISOR	X7728		58,315	69,977	93,070	117 0	260	03/10/2008	2853	67,370	5,691	9,055	0	0	BRAUN, ROY	
AIRPORT OPER SUPERVISOR	X7728		50,088	65,863	81,639	X600	1,000	08/27/2002	08/27/2002	62,752				0 17.58%	95.28%	00428
AIRPORT OPERATIONS SUPERVISOR	X7728		58,315	69,977	93,070	117 0	260	08/28/2002	4874	73,785	0	11,033	0	0	CATALFAMO, ANGELA	
AIRPORT OPER SUPERVISOR	X7728		50,088	65,863	81,639	X600	1,000	11/07/1994	10/21/2007	52,624				0 28.87%	79.90%	10161
AIRPORT OPERATIONS SUPERVISOR	X7728		58,315	69,977	93,070	117 0	260	10/22/2007	2993	67,814	5,691	9,500	0	0	CHAVEZ, MANUEL	
AIRPORT OPER SUPERVISOR	X7728		50,088	65,863	81,639	X600	1,000	01/03/2006	12/12/2010	52,624				0 21.94%	79.90%	07534
AIRPORT OPERATIONS SUPERVISOR	X7728		58,315	69,977	93,070	117 0	260	12/13/2010	1845	64,171	5,691	5,856	0	0	CHERY, GUERDIE	
AIRPORT OPER SUPERVISOR	X7728		50,088	65,863	81,639	X600	1,000	05/19/1996	12/26/2010	52,624				0 21.86%	79.90%	05619
AIRPORT OPERATIONS SUPERVISOR	X7728		58,315	69,977	93,070	117 0	260	12/27/2010	1831	64,126	5,691	5,812	0	0	COPPING, TERENCE	

Implementation Cost Summary:

Large Client Sample Implementation Report

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Summary for Large Client Sample

Current Payroll	\$247,796,766	# Positions	5,148	
Flat 0% Adjustment	\$0	# Positions Adjusted (any type)	2,387	# Not Adj 2,761
Adjustment To Minimum	\$3,765,123	# Adjusted To Minimum	1,219	
Adjustment Toward Mkt	\$0	# Adjusted Toward Market	0	
Adjustment Toward Maximum	\$8,134,515	# Adjusted Toward Maximum	2,385	
Adjustment To Step	\$0	# Adjusted To Step	0	
OrgExp Adjustment	\$0	# OrgExp Adjustments	0	
Stipends / Supplements	\$0	# Assignment	0	
 Total Applied Adjustments	 \$11,899,638			
Proposed Payroll	\$259,696,404	% Change in Total Payroll	4.80%	
FICA Rate: 0				
Proposed Payroll plus FICA	\$259,696,404			

Consultants for Success...

What Sets MAG Apart...

- Extensive experience with school district operations.
- We communicate extensively with supervisors and employees.
- MAG's tools and software are the most advanced in the field. **Classification Manager**© is licensed at no cost.
- You receive customized attention and reports.
- You can be assured of accuracy, timeliness, and defensible reports that can be easily explained.
- Normal phone and off site follow up support for the first year at no additional cost leaves you in a position of success.

