Administrative Professional Compensation at WSU

Spring 2022
AP Comp Enhancement Project Goals

• Compare university roles based on underlying skill, responsibility, and impact to the university (factors)

• Consider geographic differentials related to compensation

• Create equity and consistency across WSU system

• Design tools, guides, and policies to make data-informed decisions
Enhancements to AP compensation

Position Comparison
• Point factoring structure and process

Standard Comp Tools
• Salary setting guide &
• Salary grades/ranges

Geographic Location
• Consider required work location
• 3 geographic zones

Policies
• Reflect current practices and provide transparent guidance
Point Factoring: What is considered?

- Position responsibilities & qualifications
- Impact and scope
- Role as it is now
- Person in the role
- Time in the role
- Future status
- Current compensation
## Consistent Comparison Measures

<table>
<thead>
<tr>
<th>Compensable Factors</th>
<th>Knowledge</th>
<th>Problem Solving</th>
<th>Independence</th>
<th>Impact</th>
</tr>
</thead>
</table>
| **Knowledge**       | • Special knowledge required for essential responsibilities  
                     • How knowledge is gained  
                     • Degree of integration with others to complete the work | **Problem Solving** | • Types of problems and/ or challenges the position encounters,  
                     • Frequency/complexity, and ease of identifying a solution  
                     • Tools, resources, and precedents that guide decision making | **Independence** | • Frequency of monitoring and supervision of work  
                     • Availability of help and resources  
                     • Ability to rearrange work and reprioritize duties | **Impact** | • How influential the position is within the institution - area(s) impacted  
                     • Importance of impact on the end results for the institution |
Grades Differentiate “Level”

<table>
<thead>
<tr>
<th>University Title</th>
<th>Proposed Grade</th>
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</thead>
<tbody>
<tr>
<td>Coordinator</td>
<td>3</td>
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<tr>
<td>Coordinator</td>
<td>4</td>
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<tr>
<td>Coordinator</td>
<td>5</td>
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<tr>
<td>Coordinator</td>
<td>6</td>
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<td>Coordinator</td>
<td>7</td>
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<tr>
<td>Coordinator</td>
<td>8</td>
</tr>
</tbody>
</table>
Salary Structure

Market Data → Point factor groupings (grades) → Grade Ranges
Geographic Considerations

Pay Structure Zones

Cost of Labor

Cost of Living

Work Location
Salary Determination Guide

**First Quartile**
- Meets minimum qualifications of job
- Candidate is fairly new to job and field, has little or no direct, related prior experience
- On steep learning curve, building skills, knowledge, and responsibilities

**Second Quartile**
- Performs (or has demonstrated capability to perform based on prior experience) some/most job responsibilities with increasing effectiveness
- Possesses most/all of the basic knowledge and skill requirements, but may need to build upon them through experience
- May be learning some aspects of job or developing expertise to handle them more independently and effectively
- Consistently exhibits many or most desired competencies to perform job successfully

**Third Quartile**
- Performs (or has demonstrated capability to perform based on prior experience) all aspects of job effectively and independently
- Experienced in the job and possesses required knowledge and skills
- Consistently exhibits desired competencies to perform job successfully
- Seasoned and proficient professional
- Placement in this quartile requires review and prior approval by HRS

**Fourth Quartile**
- Expert (or has demonstrated capability to perform as expert based on prior experience) in all job criteria
- Has broad and deep knowledge of own area as well as related areas
- Depth and breadth of experience, specialized skills, perspectives add significant value to institution
- Serves as expert resource and/or role model/mentor to others in similar jobs or to other areas
- Placement in this quartile requires review and prior approval by HRS
## Workday Changes

<table>
<thead>
<tr>
<th>Compensation</th>
<th>Compensation Package</th>
<th>Grade</th>
<th>Total Base Pay Range</th>
<th>Company</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Professional Package</td>
<td></td>
<td>3,932.00 - 5,185.29 USD Monthly</td>
<td>Washington State University</td>
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<tr>
<td>Grade</td>
<td>Extension Coordinator Supervisor</td>
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<td>Total Base Pay Range</td>
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<th>Grade</th>
<th>Grade Profile</th>
<th>Total Base Pay Range</th>
<th>Company</th>
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</thead>
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<td>Professional Package</td>
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<td>Z2 - G05</td>
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Workday Changes – Business Process (AP only)

- Create Position
- Default Compensation Change
  - Route to HRS for review
- Location Change
  - Propose compensation will be active
  - Route to HRS for review
Compensation Grades in Workday

Guidelines

Total Base Pay Range
3,750.00 - 5,400.00 USD Monthly

Compensation Package *
- Professional Package

Grade *
- Z1 - 003

Grade Profile
Frequently Asked Questions

• Will my pay change as part of this project?
• How does the grade change on my position?
• How will future mass salary increases (MSI) impact the ranges?
Moving Forward

• Dynamic process with periodic reviews to track trends
• Managers initiate changes
• HRS will continue to assess:
  - position descriptions
  - benchmarks
  - career ladders
Human Resource Services
hrs.wsu.edu
(509) 335-4521
hrs.compensation@wsu.edu
Resources

• HRS Compensation Website: https://hrs.wsu.edu/managers/classification-compensation/

• Business Policies and Procedures Manual 60.12 (BPPM 60.12): https://policies.wsu.edu/prf/index/manuals/60-00-personnel/60-12-administrative-professional-salary-determination-adjustment/