



Report and Analysis

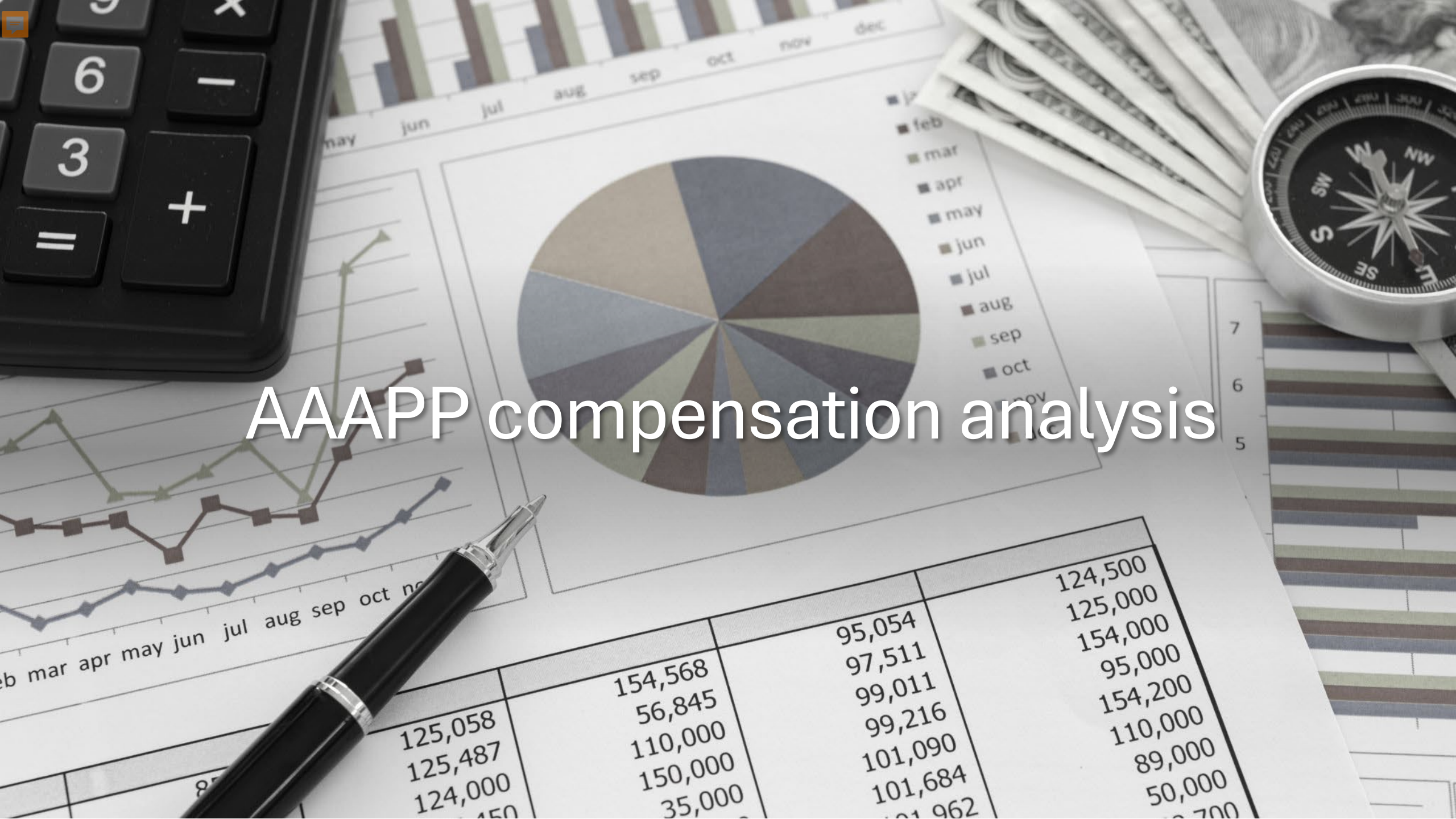


Compensation Survey

AREA AGENCY ON AGING

PASCO-PINELLAS

AAAPP compensation analysis



125,058	154,568	95,054	124,500
125,487	56,845	97,511	125,000
124,000	110,000	99,011	154,000
150	150,000	99,216	95,000
	35,000	101,090	154,200
		101,684	110,000
		101,962	89,000
			50,000
			700

Steps Taken to Building the Salary Ranges

- Established a Compensation Philosophy based on paying a living wage that is competitive in our location and is in compliance with non-profit organizations.
- Determined job categories and grouped similar jobs into those categories.
- Categories determined - Executive, Management, Professional, and Support.
- Established Job levels – by developing definitions for each level.
- Gathered market data from multiple sources. Used average rates from the survey to determine the starting rate, mid, and top rate for each range.





Area Agency on Aging Pasco-Pinellas Compensation Philosophy

AAAPP is committed to supporting our employees to thrive in service of our organization's mission. We have established compensation that represents our organizational values by committing to paying a living wage and meeting IRS requirements regarding compensation for nonprofit employees. We hold equity as a core organizational value and strive to make the compensation process fair and straightforward. To attract, maintain, and support our staff, we target our compensation to exceed the median compensation of staff in similar positions in similar organizations. We also value supporting the whole person with generous retirement, health, and wellness benefits and paid time off. As an organization, we also live within budget constraints to ensure the long-term sustainability of the organization.

Job Titles

Job Titles (43)	
ADRC Director	IT Manager
ADRC Helpline Manager	Lead Service Analyst
ADRC Program Assistant	Medicaid Benefits Counselor
AP Payroll Specialist	Medicaid Benefits Counselor Coordinator
Caregiver Specialist	Medicaid Waiver QA Specialist
Chief Financial Officer	Mental Health Counselor
Chief Operating Officer	OAA Program Manager
Chore Services Coordinator	Office Assistant - Receptionist
Controller	Program Coordinator
Data IT Support Specialist	Program Manager ADI
Director of Programs	Senior Accountant
Executive Assistant	Senior Community Health Coordinator
Executive Director	Senior Community Health Specialist
Finance Manager	Service Analyst
GR Program Manager	Shine Program Assistant
Grant Accountant	Shine Program Manager
Health and Wellness Coordinator	SMP Program Assistant
Health and Wellness Specialist	VA Case Manager
HR Generalist	VA Program Manager
Human Resources Manager	Vaccine Outreach Coordinator
Information & Assistance Specialist	
Intake Specialist	
Intake Specialist Coordinator	

Job Matrix

Definitions	Level	Administration	Operations	Finance/IT
Executive/Senior Level Officials who plan, direct and formulate policies, set strategy and provide the overall direction of the organization for the development and delivery of products or services, within the parameters approved by boards of directors or other governing bodies. Residing in the highest levels of organizations, these executives plan, direct or coordinate activities with the support of subordinate executives and staff managers.	E6		Executive Director	
	E5		COO	VP of Finance
Individuals who serve as managers, other than those who serve as Executive/Senior Level Officials and Managers, including those who oversee and direct the delivery of products, services or functions at group, regional or divisional levels of organizations. These managers receive directions from the Executive/Senior Level management and typically lead major business units. They implement policies, programs and directives of executive/senior management through subordinate managers and within the parameters set by Executive/Senior Level management. They direct staff.	M4		ADRC Director Director of Programs	Controller
	M3	HR Manager	Assistant Director	Finance Manager IT Manager
	M2		ADRC Helpline Manager Medicaid Benefits Counselor Coordinator Shine Program Manager VA Program Manager Intake Specialist Coordinator	
Managers over services or contracts. Single Contributors	M1		VA Case Manager GR Program Manager ADI Program Manager OAA Program Manager Senior Community Health Coordinator Health and Wellness Coordinator	
Most jobs in this category require bachelor and graduate degrees, and/or professional certification. In some instances, comparable experience may establish a person's qualifications.	P4		Mental Health Counselor	Sr. Accountant Grant Accountant Data IT Support Specialist
	P3			
	P2		Chore Services Coordinator Medicaid Waiver Specialist	
	P1		InTake Specialist Medicaid Benefits Counselor Program Coordinator Vaccine Outreach Coordinator Caregiver Specialist	
These jobs involve non-managerial tasks providing administrative and support assistance, primarily in office settings.	S4	Executive Assistant		
	S3	HR Generalist	Lead Service Analyst	AP Payroll Specialist
	S2		ADRC Program Assistant Shine Program Assistant Health and Wellness Specialist SMP Program Assistant Service Analyst	
	S1	Receptionist	Information & Assistance Specialist	

Job Levels and Pay Grades									
Grade	Category	Level	Grade Min	10%	25%	Grade Mid	75%	90%	Grade Max
S1	Support	1	\$ 37,049.00	\$ 38,160.47	\$ 39,827.68	\$ 42,606.35	\$ 45,385.03	\$ 47,052.23	\$ 48,163.70
S2	Support	2	\$ 38,999.00	\$ 40,168.97	\$ 41,923.93	\$ 44,848.85	\$ 47,773.78	\$ 49,528.73	\$ 50,698.70
S3	Support	3	\$ 43,875.00	\$ 45,231.81	\$ 47,267.03	\$ 50,659.05	\$ 54,051.08	\$ 56,086.29	\$ 57,443.10
S4	Support	4	\$ 55,900.00	\$ 57,010.00	\$ 58,675.00	\$ 61,450.00	\$ 64,225.00	\$ 65,890.00	\$ 67,000.00
P1	Professional	1	\$ 38,999.00	\$ 40,168.97	\$ 41,923.93	\$ 44,848.85	\$ 47,773.78	\$ 49,528.73	\$ 50,698.70
P2	Professional	2	\$ 43,875.00	\$ 45,191.25	\$ 47,165.63	\$ 50,456.25	\$ 53,746.88	\$ 55,721.25	\$ 57,037.50
P3	Professional	3	\$ 45,000.00	\$ 46,800.00	\$ 49,500.00	\$ 54,000.00	\$ 58,500.00	\$ 61,200.00	\$ 63,000.00
P4	Professional	4	\$ 50,000.00	\$ 52,500.00	\$ 56,250.00	\$ 62,500.00	\$ 68,750.00	\$ 72,500.00	\$ 75,000.00
M1	Management	1	\$ 45,000.00	\$ 47,025.00	\$ 50,062.50	\$ 55,125.00	\$ 60,187.50	\$ 63,225.00	\$ 65,250.00
M2	Management	2	\$ 54,000.00	\$ 56,430.00	\$ 60,075.00	\$ 66,150.00	\$ 72,225.00	\$ 75,870.00	\$ 78,300.00
M3	Management	3	\$ 60,000.00	\$ 63,300.00	\$ 68,250.00	\$ 76,500.00	\$ 84,750.00	\$ 89,700.00	\$ 93,000.00
M4	Management	4	\$ 72,000.00	\$ 76,320.00	\$ 82,800.00	\$ 93,600.00	\$ 104,400.00	\$ 110,880.00	\$ 115,200.00
E5	Executive	2	\$ 100,000.00	\$ 105,000.00	\$ 112,500.00	\$ 125,000.00	\$ 137,500.00	\$ 145,000.00	\$ 150,000.00
E6	Executive	3	\$ 130,000.00	\$ 136,500.00	\$ 146,250.00	\$ 162,500.00	\$ 178,750.00	\$ 188,500.00	\$ 195,000.00

As we advance...

Determine how to address staff that are red-circled. Currently, 3 red circled. For example – using the matrix to point out other positions with increased responsibilities ... that could move them to a higher level.

Pay Transparency – clearly define pay practices and structures. Explain how the agency decides compensation packages for employees. Provide details about the factors used that determine pay, such as experience, skills, responsibilities, and education. Provide training to managers and staff on pay practices and policies.

Succession Planning –Set up the agency for success by identifying the key positions within our agency and developing action plans to ensure our business will continue to have the talent needed to fill those roles. Start with the job matrix to promote succession planning.

Ensure Compliance by continuing to conduct pay audits to ensure compliance with legal regulations and anti-discrimination laws.

Conduct salary surveys yearly. Compensation rarely remains static. The rate of pay is constantly changing with external market and economic activity. This may involve updating pay practices and salary structures, re-leveling roles, revising policies, or closing gaps through pay increases.

End of presentation



Thank You!