

**Metro Public Health Department
Proposed Pay Plan
January 14, 2016**

Working Document

Metro Civil Service Commission

- will vote on pay plan in March
- want to approve change in the pay plan structure with a recommended implementation date of 7/1/16 pending approval by the Mayor and Council
- public hearing not required but they will have one per John Kennedy

Cost-of-Living and Open Range Pay Adjustment

- are not part of this proposal
- allocation for these will not be known until May
- cost of living increase would adjust proposed salary ranges – document # 2
- open range pay adjustments discussed in summary – document # 1

Document # 1

Summary of Proposed FY17 Pay Plan Revisions

Document # 2

Proposed Salary Ranges - Step (ST), Open Range (OR), and Health Department (HD)

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Proposed Salary Grade Conversions - Step (ST), Open Range (OR), and Health Department (HD)

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Proposed Salary Grade Assignment - MPHD Classifications

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Proposed Salary Grade Assignment - Metro Classifications used by MPHD

Document # 1
Summary of Proposed FY17 Pay Plan Revisions

Salary Range Changes / Improvements

Based on the Compensation Study, several of the lower grades were found to be low compared to the market. Therefore pay scale increases are recommended for all classifications at the lower salary grades of SR01 through SR08.

Higher grades were already well aligned with the market, but some classifications fell between grade levels so additional salary ranges were created in the gaps between SR12 through SR16.

- The increased number of Open Range salary grades allowed us to move the Public Health Nurse (RN), Nurse Practitioner, and Veterinarian classifications out of the Health Department (HD) salary grades and into the Open Range salary grades. This transition allowed us to reduce the number of HD grades from 12 to 4.

The remaining HD grades were revised based upon the upper Open Range grades by using approximately the same range spread (percentage between the minimum to the maximum salary) and the same grade progression (percentage between the maximum salary for each grade). Only 4 classifications remain on the HD pay grades:

- Dentist (recommend collapsing Dentist 1 & 2)
- Dental Services Director (requires DDS)
- Medical Doctor
- Medical Services Director (requires MD & currently no such position is budgeted)

MPHD History on Open Range Pay

The entire MPHD pay plan was converted to Open Range 10/1/02 and merit increases have been issued at the beginning of a pay period near October 1st when funds have been available.

- Open Range increases were withheld due to the economy FY08 to FY13
- Step increases (elsewhere in Metro) were withheld due to the economy FY10 to FY13

Converting back to steps for the lower grades will prevent employees from missing a potential increment if one is budgeted for Step increases and not Open Range during an economic downturn.

Employee Transition and Cost Estimate

196 employees will return to a Step pay plan similar to the one utilized prior to the MPHD's conversion to an entirely Open Range pay plan.

238 employees will remain on an Open Range pay plan.

\$159,400 local funding + \$188,500 grant funding = \$347,900 total*

*does not include cost-of-living or Open Range adjustment if appropriated

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Transition of Employees from Open Range to Steps

If cost-of- living and Open Range pay adjustments are budgeted these will be applied to all eligible employees prior to being assigned to a step.

Any employee whose current pay is below the minimum salary of their grade will be placed at the minimum.

Employees will be placed at the step within their new Step grade that is closest to, but not less than, their current rate of pay.

Employees transitioning to a Step grade effective 7/1/16 will have their increment date adjusted to 7/1/17 or 7/1/18 depending on their step assignment.

Employees hired to a Step grade after 7/1/16 will have their increment date set according to their date of hire.

The promotion effective date will determine the increment date for employees promoted within the Step grades.

Employees will move through the first 5 steps on a 1 year interval, and to steps 6 through 10 on 2 year intervals for a total of 14 years to reach the maximum salary. This same process was followed prior to the MPHD adopting an entirely Open Range pay plan.

Transition of Employees from Open Range to Open Range

Any employee whose current pay is below the minimum salary of their new OR grade will be placed at the minimum effective 7/1/16.

Employees moving from one Open Range grade to another will be placed within the range at their current rate of pay.

Employees on Open range pay grades will continue to receive merit increases following past practices if funds are appropriated.

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Transition of Employees Who Received a 3% Market Adjustment

Any employee whose current pay is below the minimum salary of their grade will be placed at the minimum.

Employees will be placed at the step within their grade that is closest to, but not less than, their current rate of pay.

Employees whose pay is above the maximum of their pay grade as of 7/1/16 will maintain their current rate of pay and be placed at Step X.

3 classifications were reported as 20% or more below the market and employees in these classes received a 3% market adjustment 1/1/15 or upon hire or promotion:

- **Human Resources Analyst 1**
 - no longer a budgeted position & is a Metro wide classification
- **Public Health Nurse Practitioner**
 - recommend increasing pay range from \$60K - \$85K to \$76K - \$114K
- **Communicable Disease Investigator**
 - proposed class series was not approved by the Board in 2014 when Compensation Study results were initially released
 - further review indicates the classification was possibly benchmarked against an epidemiologist position versus a position that conducts disease investigations
 - a request for Deloitte to provide a description of the benchmarked position(s) will be made
 - comparison to State of TN Department of Health
 - Public Health Rep 1 – Bachelor's degree – no experience
 - \$27K - \$43K (range converted to Metro 40 hour week)
 - Public Health Rep 2 – Bachelor's degree – 1 year experience
 - \$30K - \$48K (range converted to Metro 40 hour week)
 - Communicable Disease Investigator - Bachelor's degree – no experience
 - \$37K - \$48K
 - also investigating comparable positions with the City of Memphis and Shelby County
 - recommend keeping on Step grade comparable to current grade until further study is completed

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Employees Subject to a Class Change

Upper grade levels within the Information Systems classification series are recommended for a significant salary grade increase.

2 MPHD employees would be affected by this recommendation and based upon their present duties a class change is proposed in order to maintain their current salary range.

Ongoing Assessment and Improvements

The MPHD needs to be able to recruit, reward, and retain key talent.

As recruitment and retention issues become evident we will continue to research compensation for comparable positions and make future adjustments as needed.

Salary grade adjustments will also consider equity based upon positions with similar qualifications within the MPHD and across Metro Government.

Pay plan adjustments are always contingent upon available funding.

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FISCAL YEAR 2017 STANDARD RANGE PAY TABLE¹

EFFECTIVE 7/1/2016

GRADE	STEP1	STEP2	STEP3	STEP4	STEP5	STEP6	STEP7	STEP8	STEP9	STEP10	STEP
ST01	20,408.06	21,088.29	21,768.54	22,448.81	23,129.06	23,809.30	24,489.55	25,169.80	25,850.05	26,530.30	680.23
ST02	22,255.24	22,997.05	23,738.87	24,480.71	25,222.53	25,964.34	26,706.16	27,447.98	28,189.80	28,931.63	741.81
ST03	24,269.62	25,078.57	25,887.54	26,696.52	27,505.48	28,314.44	29,123.40	29,932.37	30,741.33	31,550.30	808.95
ST04	26,466.32	27,348.50	28,230.69	29,112.89	29,995.07	30,877.25	31,759.43	32,641.63	33,523.81	34,406.00	882.18
ST05	28,861.85	29,823.88	30,785.92	31,747.97	32,710.00	33,672.03	34,634.06	35,596.11	36,558.14	37,520.17	962.03
ST06	31,474.21	32,523.32	33,572.43	34,621.56	35,670.67	36,719.77	37,768.88	38,818.00	39,867.11	40,916.22	1,049.11
ST07	34,323.02	35,467.09	36,611.16	37,755.24	38,899.31	40,043.37	41,187.44	42,331.52	43,475.58	44,619.65	1,144.07
ST08	37,429.68	38,677.31	39,924.93	41,172.56	42,420.18	43,667.80	44,915.42	46,163.05	47,410.67	48,658.29	1,247.63
ST09	40,817.54	42,178.09	43,538.64	44,899.19	46,259.74	47,620.28	48,980.83	50,341.38	51,701.93	53,062.48	1,360.55
ST10	45,086.06	46,588.67	48,091.29	49,593.90	51,096.52	52,599.13	54,101.74	55,604.35	57,106.96	58,609.58	1,502.61
ST11	49,648.54	51,303.05	52,957.57	54,612.08	56,266.60	57,921.11	59,575.62	61,230.14	62,884.65	64,539.17	1,654.51

Move to next step after 1 year	Move to next step after 2 years							
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* Note: steps may vary slightly due to rounding

¹ Pay Rates in these charts may be revised based on any decisions about Across-the-Board increases to be made in the next few months

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FISCAL YEAR 2017 OPEN RANGE PAY TABLE¹

EFFECTIVE 7/1/2016

GRADE	Minimum	Midpoint	Maximum
OR01	37,429.68	43,043.99	48,658.29
OR02	40,817.54	46,940.01	53,062.48
OR03	45,086.06	51,847.82	58,609.58
OR04	49,648.54	57,093.86	64,539.17
OR05	54,548.70	62,732.21	70,915.71
OR06	59,963.02	70,456.55	80,950.08
OR07	65,377.35	78,587.79	91,798.22
OR08	70,813.47	86,746.51	102,679.54
OR09	76,249.60	95,312.00	114,374.39
OR10	83,176.60	106,050.17	128,923.73
OR11	90,103.61	117,134.69	144,165.77
OR12	98,043.46	129,907.59	161,771.71
OR13	105,983.31	143,077.47	180,171.62

Open Range Open Range Open Range

FISCAL YEAR 2017 HD OPEN RANGE TABLE (exclusive to the MPHD)¹

GRADE	Minimum	Midpoint	Maximum
HD01	115,521.81	153,066.40	190,610.98
HD02	121,297.90	160,719.71	200,141.53
HD03	125,918.77	166,842.38	207,765.97
HD04	132,214.71	175,184.49	218,154.27

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**Metro Public Health Department
Proposed Standard Range (SR) Grade Conversion for FY17**

Current Standard Range (SR) Grades	Proposed Step (ST) Grades	Proposed Open Range (OR) Grades	Proposed Salary Range Adjustments	Proposed Grade Assignments
SR01	ST01		minimum & maximum salary increased	
SR02	ST02		minimum & maximum salary increased	
SR03	ST03		minimum & maximum salary increased	
SR04	ST04		minimum & maximum salary increased	lowest grade used by MPHD
SR05	ST05		minimum & maximum salary increased	
SR06	ST06		minimum & maximum salary increased	
SR07	ST07		minimum & maximum salary increased	
SR08	ST08	OR01	minimum & maximum salary increased	ST08 & OR01 are the same salary range - difference is steps vs. open range designated OR if professional series, entry-level begins at SR08 & requires a degree
SR09	ST09	OR02		ST09 & OR02 are same salary range - the difference is steps vs. open range designated OR if professional series, entry-level begins at SR08 & requires a degree
SR10	ST10	OR03		ST10 & OR03 are same salary range - the difference is steps vs. open range designated OR if professional series, entry-level begins at SR08 & requires a degree
SR11	ST11	OR04		ST11 & OR04 are same salary range - the difference is steps vs. open range designated OR if professional series, entry-level begins at SR08 & requires a degree
SR12		OR05		all classifications SR12 & up will remain on open range
		OR06	additional OR grade created between existing SR salary ranges	
SR13		OR07		
		OR08	additional OR grade created between existing SR salary ranges	
SR14		OR09	maximum salary increased	
		OR10	additional OR grade created between existing SR salary ranges	
SR15		OR11	maximum salary increased	
		OR12	additional OR grade created between existing SR salary ranges	
SR16		OR13	maximum salary increased	

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**Metro Public Health Department
Proposed Health Department (HD) & Director's Pay (DP) Grade Conversion for FY17**

Current MPHD (HD) Grades	Proposed MPHD (HD) Grades	Proposed Salary Range Adjustments	Proposed Grade Assignments
HD01	delete		Public Health LPN - move to ST07 pay range
HD02	delete		not in use
HD03	delete		Public Health Nurse 1 - move to OR04 pay range
HD04	delete		Public Health Nurse 2 - move to OR05 pay range
HD05	delete		Public Health Nurse 3 - move to OR06 pay range
HD06	delete		Public Health Nurse Practitioner - move to OR09 pay range* study indicated classification more than 20% below the market - recruitment & retention has been difficult for years *State has Nurse Practitioner and RN 5 (Nursing Director at a major health facility) at the same salary range
HD07	delete		Public Health Nurse 4 (Nursing Director) - move to OR09 pay range* *State has Nurse Practitioner and RN 5 (Nursing Director at a major health facility) at the same salary range Veterinarian - move to OR09 pay range
HD08	delete		Dentist 1 - delete & have one level of Dentist
HD09	HD01	minimum & maximum salary increased	Dentist 2 - delete & rename Dentist
HD10	HD02	minimum & maximum salary increased	Dental Services Director
HD11	HD03	minimum & maximum salary increased	Medical Doctor
HD12	HD04	minimum & maximum salary increased	Medical Services Director - \$132,214.71 - \$218,154.27 in comparison to Director's Pay (DP03) below

Current Director's Pay (DP) Grades	Proposed Director's Pay (DP) Grades	Proposed Salary Range Adjustments	Proposed Grade Assignments
DP01	DP01		
DP02	DP02		
DP03	DP03		there are no proposed changes in salary ranges or grades per Metro HR these will probably be addressed in the next compensation study Chief Medical Director - current salary range \$123,248.85 - \$247,237.23 (minimum salary is less than that of HD04, but maximum salary is \$29K greater) still allows ample growth for Dr. Paul

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*****Proposed Salary Grade Assignment for MPHD Classifications - Sorted by Related Classes*****				
Class #	Classification Title	Current Grade	Proposed Grade	Notes
10392	Administrative Assistant - Health	SR08	ST08	
10642	Administrative Specialist - Health	SR10	ST10	
10547	Animal Care & Control Supervisor	SR09	delete	
07983	Veterinarian Technician	SR06	delete	
10544	Animal Care & Control Officer 1	SR06	delete	
10545	Animal Care & Control Officer 2	SR07	delete	
10546	Animal Care & Control Officer 3	SR08	delete	
07805	Veterinarian	HD07	delete	
10774	Animal Care & Control Office Assistant	SR05	ST06	increase 1 grade - Office Support Rep 3 & handles animals
10775	Animal Care & Control Licensed Vet Tech	SR06	ST07	increase 1 grade - recruitment & retention
10779	Animal Care & Control Kennel Assistant 1	SR05	ST05	
10780	Animal Care & Control Kennel Assistant 2	SR06	ST06	
10781	Animal Care & Control Kennel Assistant 3	SR08	ST08	
10782	Animal Care & Control Officer 1	SR06	ST07	increase 1 grade - recruitment & retention
10783	Animal Care & Control Officer 2	SR07	ST08	increase 1 grade - recruitment & retention
10784	Animal Care & Control Officer 3	SR08	ST09	increase 1 grade - recruitment & retention
10776	Animal Care & Control Program Coor	SR09	ST09	
10777	Animal Care & Control Administrative Supv	SR08	ST08	
10786	Animal Care & Control Officer Supervisor	SR09	ST10	increase 1 grade - recruitment & retention
10785	Animal Care & Control Kennel Supervisor	SR10	ST10	
10548	Animal Care & Control Manager	SR14	OR09	
10778	Animal Care & Control Shelter Veterinarian	HD07	OR09	
06678	Assistant to the Director	SR14	OR09	
10386	Bureau Director	SR15	OR11	
10180	Deputy Director Health	SR16	OR13	

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<u>Class #</u>	<u>Classification Title</u>	<u>Current Grade</u>	<u>Proposed Grade</u>	<u>Notes</u>
04978	Speech Language Pathologist	SR11	delete	
10367	Audiologist	SR12	delete	
06567	Communicable Disease Investigator	SR08	ST08	study result of more than 20% below market is questionable pay and classification under review see Summary - Document # 1 Page # 3 for details
10399	Customer Service Representative	SR07	delete	
01461	Dental Assistant 1	SR06	ST06	
05989	Dental Assistant 2	SR07	ST07	
01463	Dental Hygienist 1	SR10	OR03	
01464	Dental Hygienist 2	SR11	OR04	
01445	Dentist 1	HD08	delete	
01446	Dentist 2	HD09	HD01	rename Dentist
01447	Dental Services Director	HD10	HD02	
04157	Environmental Engineering Assistant 1	SR08	ST08	
04158	Environmental Engineering Assistant 2	SR09	ST09	
04152	Environmental Engineer 1	SR11	OR04	
04153	Environmental Engineer 2	SR12	OR06	
04154	Environmental Engineer 3	SR14	OR09	
02797	Laboratory Tech 1	SR06	delete	
02798	Laboratory Tech 2	SR07	delete	
00513	Environmental Assistant	SR06	ST06	
01843	Environmentalist 1	SR08	OR01	
01844	Environmentalist 2	SR09	OR02	
01845	Environmentalist 3	SR11	OR04	
01846	Environmentalist 4	SR12	delete	
06631	Food Inspector 1	SR08	OR01	
06632	Food Inspector 2	SR09	OR02	
06633	Food Inspector 3	SR11	OR04	
06634	Food Inspection Director	SR13	delete	

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<u>Class #</u>	<u>Classification Title</u>	<u>Current Grade</u>	<u>Proposed Grade</u>	<u>Notes</u>
10343	Custodian 1-Health	SR04	ST04	
10344	Custodian 2-Health	SR05	ST05	
06466	Courier	SR05	ST06	1 grade increase - level of responsibility
10345	Print Equipment Operator - Health	SR07	ST07	
06482	Inventory Control Supervisor	SR10	ST10	
10330	Security Guard - Health	SR08	ST08	
10623	Facilities Maintenance Leader	SR07	ST07	
10556	Facilities Maintenance Specialist	SR09	ST09	
10729	Facilities Services Manager	SR12	OR05	
07022	Custodian Supervisor – Health	SR08	delete	
07021	General Maintenance Tech	SR05	delete	
06927	Building Superintendent	SR12	delete	
10742	Health Manager 1	SR12	OR05	
10743	Health Manager 2	SR13	OR07	
10744	Health Manager 3	SR14	OR09	
03072	Medical Administrative Assistant 1	SR12	OR05	
03073	Medical Administrative Assistant 2	SR13	OR07	
03074	Medical Administrative Assistant 3	SR14	OR09	
06641	Interpreter 1	SR05	ST06	1 grade increase - recruitment & cost of over the phone service
10387	Interpreter 2	SR06	ST07	1 grade increase - recruitment & cost of over the phone service
07424	Medical Doctor	HD11	HD03	
07024	Medical Services Director	HD12	HD04	
06772	Mental Health Specialist	SR10	delete	
07713	Mobile Clinic Driver	SR06	delete	

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Class #	Classification Title	Current Grade	Proposed Grade	Notes
06481	Home Economist	SR07	OR01	rename Nutrition Educator - 1 grade increase to equal other entry level Bachelor degree positions
03237	Nutritionist 1	SR09	OR02	
03238	Nutritionist 2	SR10	OR03	
10643	Nutritionist 3	SR11	OR04	
10644	Nutritionist 4	SR12	OR05	
06485	Outreach Worker	SR05	ST05	
03459	Pharmacist	SR14	OR10	
07685	Public Health Epidemiologist 1	SR11	OR04	recruitment & retention issue pay and classification under review
07979	Public Health Epidemiologist 2	SR12	OR05	recruitment & retention issue pay and classification under review
07686	Public Health Epidemiologist 3	SR13	OR07	pay and classification under review
07687	Public Health Epidemiologist 4	HD11	delete	
06251	Public Health LPN	HD01	ST07	
10758	Public Health Nurse 1	HD03	OR04	
10759	Public Health Nurse 2	HD04	OR05	
10760	Public Health Nurse 3	HD05	OR06	
10761	Public Health Nurse 4	HD07	OR09	DON same salary range as NP at State
06489	Public Health Nurse Practitioner	HD06	OR09	long term recruitment & retention issue study indicated more than 20% below market see Summary - Document # 1 Page # 3 for details NP same salary range as DON at State
06491	Public Health OB/GYN Nurse Practitioner	SR12	delete	
10336	Records Management Analyst	SR08	ST08	
07750	Software Training Manager	SR11	delete	lateral reclassification to IS Applications Analyst 2 - OR04
06380	Soil Scientist	SR11	delete	

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<u>Class #</u>	<u>Classification Title</u>	<u>Current Grade</u>	<u>Proposed Grade</u>	<u>Notes</u>
06092	Steno Clerk 1	SR04	delete	
04840	Steno Clerk 2	SR05	delete	
03840	Steno Clerk 3	SR06	delete	
10329	Toxicologist	SR14	delete	
06552	Vehicle Inspector 1	SR07	delete	
06640	Vehicle Inspector 2	SR08	ST09	rename Vehicle Inspector employees currently classified as Program Coordinator SR09
06639	Vehicle Inspection Director	SR12	OR05	
06494	Warehouse Supervisor	SR09	ST10	1 grade increase - level of responsibility make equal to Inventory Control Supervisor
07400	Warehouse Worker	SR04	ST05	1 grade increase recruitment, retention & level of responsibility

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*****Proposed Salary Grade Assignment for Metro Classifications Utilized by MPHD - Sorted by Related Classes*****				
Class #	Classification Title	Current Grade	Proposed Grade	Notes
02660	Administrative Services Officer 1	SR06	delete	
07243	Administrative Services Officer 2	SR08	delete	
07244	Administrative Services Officer 3	SR10	delete	
07245	Administrative Services Officer 4	SR12	delete	
07729	CAD/GIS Analyst 1	SR09	ST09	
07730	CAD/GIS Analyst 2	SR10	ST10	
01032	Chemist 1	SR08	delete	
04470	Chemist 2	SR10	delete	
07262	Chemist 3	SR12	delete	
05010	Equipment & Supply Clerk 1	SR04	ST04	
03440	Equipment & Supply Clerk 2	SR06	ST06	
03027	Equipment & Supply Clerk 3	SR07	ST07	
10150	Finance Officer 1	SR08	OR01	
10151	Finance Officer 2	SR10	OR03	
10152	Finance Officer 3	SR12	OR05	
10153	Finance Specialist	SR11	ST11	
06232	Finance Manager	SR14	OR09	
01472	Human Resources Assistant 1	SR06	ST06	
06931	Human Resources Assistant 2	SR07	ST07	
02730	Human Resources Analyst 1	SR08	OR01	
03455	Human Resources Analyst 2	SR10	OR03	
06874	Human Resources Analyst 3	SR12	OR05	
07346	Human Resources Administrator	SR13	OR07	

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<u>Class #</u>	<u>Classification Title</u>	<u>Current Grade</u>	<u>Proposed Grade</u>	<u>Notes</u>
07781	Information Systems Apprentice	SR06	delete	
07784	Information Systems Applications Tech 1	SR08	OR01	
07785	Information Systems Applications Tech 2	SR09	OR02	
07779	Information Systems Applications Analyst 1	SR10	OR03	
07780	Information Systems Applications Analyst 2	SR11	OR04	
07783	Information Systems Applications Analyst 3	SR12	OR05	
07234	Information Systems Advisor 1	SR13	OR07	
07407	Information Systems Advisor 2	SR14	OR09	
07782	Information Systems Manager	SR13	OR09	2 staff will have class change to IS Advisor 1
07318	Information Systems Division Manager	SR14	OR10	
10120	Office Support Representative 1	SR04	ST04	
10121	Office Support Representative 2	SR05	ST05	
10122	Office Support Representative 3	SR06	ST06	
10123	Office Support Specialist 1	SR07	ST07	
10124	Office Support Specialist 2	SR08	ST08	
07378	Program Specialist 1	SR06	ST06	
07379	Program Specialist 2	SR08	ST08	
07380	Program Specialist 3	SR10	ST10	
06034	Program Coordinator	SR09	ST09	
07381	Program Supervisor	SR10	ST10	
07753	Professional Specialist	SR11	delete	
07390	Research Analyst 1	SR10	ST10	
07391	Research Analyst 2	SR12	OR05	