

APPENDIX B: SAMPLE COMPENSATION WORKSHEET FORM FOR NO-RANGE TITLES

See attached worksheet to be used for:

- New hires or promotions into no-range job titles.

NOTE: Employees in no-range job titles are in the unclassified service but fall outside of N.J.A.C. 4A:3-4.1(d) which states:

In State service, the Civil Service Commission shall establish, maintain, and approve changes in a compensation plan for all employees in the career and unclassified services. See N.J.A.C. 4A:3-2.5 for Senior Executive Service compensation.

1. The compensation plan shall establish pay rates and a series of salary ranges.
2. Each employee in the career and unclassified services shall be paid within the salary range or at the pay rate assigned to the employee's job title and pay shall be adjusted in accordance with this subchapter, except as otherwise provided by law, rule, or action of the Civil Service Commission.



New Jersey Civil Service Commission

COMPENSATION WORKSHEET FORM FOR NO-RANGE TITLES

INSTRUCTIONS: This form is to be completed to determine the salary of a new hire or promoted employee into a no-range title.

Identify all current employees, including other new hires and promoted employees, if applicable, who are performing substantially similar work as the new hire or promoted employee.

Please print out and complete a separate form for each comparable employee. It is recommended that a copy of this form be maintained in the event that salary is challenged.

NOTE: Pursuant to the Diane B. Allen Equal Pay Act (P.L. 2018, c. 9), it is an unlawful employment practice for an employer to discriminate against an employee by paying a rate of compensation to employees of a protected class which is less than the rate paid to employees not of the class for substantially similar work. Substantially similar work must consider:

- Skill: experience, ability, education, and training required to perform the job.
- Effort: the amount of physical or mental exertion needed to perform the job.
- Responsibility: the degree of discretion, accountability, and/or involvement in decision making; duties regularly required to perform; amount of supervision received; and whether the employee supervises others.

Consideration of these factors is not based on job title or official job descriptions but is based on what work the employee actually performs.

Check below to indicate the purpose of the form:

New SES Employee

New Unclassified Employee

Promotion¹

1. NEW EMPLOYEE / PROMOTION	
A. NAME (First, Initial, Last)	B. REQUESTED SALARY
C. TITLE OF POSITION	D. RANGE AND TITLE CODE
E. YEARS OF RELEVANT EXPERIENCE (include copy of resume)	F. YEARS OF STATE SERVICE (if applicable)
1A. PROMOTION SPECIFIC INFORMATION	
E. TITLE OF PROMOTIONAL POSITION	F. RANGE AND TITLE CODE OF PROMOTION
G. TIME IN CURRENT TITLE	H. DATE OF MOST RECENT PROMOTION

¹ Complete section 1A for Promotions only.

2. COMPARABLE EMPLOYEE	
A. NAME (First, Initial, Last)	B. CURRENT SALARY
C. CURRENT CIVIL SERVICE TITLE	D. RANGE AND TITLE CODE
E. TIME IN CURRENT TITLE	F. YEARS OF STATE SERVICE

3. APPOINTING AUTHORITY <i>(Geographic location, Department, Division/Bureau/Institution, and Unit/Section)</i>	
A. NEW EMPLOYEE / PROMOTION	B. COMPARABLE EMPLOYEE

4A. WORK (DUTIES) PERFORMED - NEW EMPLOYEE / PROMOTION	
PERCENT OF TIME	DUTIES

4B. WORK (DUTIES) PERFORMED - COMPARABLE EMPLOYEE	
PERCENT OF TIME	DUTIES

5. DEMOGRAPHICS

A. NEW EMPLOYEE / PROMOTION	B. COMPARABLE EMPLOYEE
SEX (<i>Male, Female, or Non-Binary</i>)	SEX (<i>Male, Female, or Non-Binary</i>)
RACE (<i>see key on page 5</i>)	RACE (<i>see key on page 5</i>)
ETHNICITY (<i>Hispanic or Non-Hispanic</i>)	ETHNICITY (<i>Hispanic or Non-Hispanic</i>)

6. EDUCATION <i>(if college graduate, list Degrees and years attained)</i>	
A. NEW EMPLOYEE / PROMOTION	B. COMPARABLE EMPLOYEE

7. TRAINING <i>(List training name, year, and any license(s)/certification(s) received)</i>	
A. NEW EMPLOYEE / PROMOTION	B. COMPARABLE EMPLOYEE

8. RESPONSIBILITY NEW EMPLOYEE / PROMOTION	
A. TYPE OF SUPERVISION RECEIVED (<i>check one, see definitions on page 5</i>)	
<input type="checkbox"/> CLOSE <input type="checkbox"/> LIMITED <input type="checkbox"/> GENERAL <input type="checkbox"/> OTHER (<i>Explain</i>) _____	
B. DOES THIS POSITION SUPERVISE OTHER EMPLOYEES? <input type="checkbox"/> YES (<i>if yes, complete Items i thru v</i>) <input type="checkbox"/> NO i. <input type="checkbox"/> OCCASIONALLY? [or] <input type="checkbox"/> REGULARLY? ii. RESPONSIBLE FOR THE PREPARATION OF PERFORMANCE EVALUATIONS? <input type="checkbox"/> YES <input type="checkbox"/> NO iii. ASSIGN WORK? <input type="checkbox"/> YES <input type="checkbox"/> NO	v. LIST THE NAMES AND TITLES OF THE EMPLOYEES SUPERVISED DIRECTLY (<i>if the employees supervised comprise one or more complete units, include the names of the units</i>)

iv. REVIEW COMPLETED WORK OF EMPLOYEES SUPERVISED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
---	--

COMPARABLE EMPLOYEE	
A. TYPE OF SUPERVISION RECEIVED (<i>check one, see definitions on page 5</i>)	
<input type="checkbox"/> CLOSE <input type="checkbox"/> LIMITED <input type="checkbox"/> GENERAL <input type="checkbox"/> OTHER (<i>Explain</i>) _____	
B. DOES THIS POSITION SUPERVISE OTHER EMPLOYEES? <input type="checkbox"/> YES (<i>if yes, complete Items i thru v</i>) <input type="checkbox"/> NO i. <input type="checkbox"/> OCCASIONALLY? [or] <input type="checkbox"/> REGULARLY? ii. RESPONSIBLE FOR THE PREPARATION OF PERFORMANCE EVALUATIONS? <input type="checkbox"/> YES <input type="checkbox"/> NO iii. ASSIGN WORK? <input type="checkbox"/> YES <input type="checkbox"/> NO iv. REVIEW COMPLETED WORK OF EMPLOYEES SUPERVISED? <input type="checkbox"/> YES <input type="checkbox"/> NO	v. LIST THE NAMES AND TITLES OF THE EMPLOYEES SUPERVISED DIRECTLY (<i>if the employees supervised comprise one or more complete units, include the names of the units</i>)

CERTIFICATION	
Signature of Department Head: _____	DATE: _____

SUPPLEMENTAL INSTRUCTIONS

ITEM 3 – Comparisons of wage rates shall be based on wage rates in all of an Appointing Authority’s operations or facilities. Thus, employees working for the same Appointing Authority but at different geographic locations or in different units or sections should all be considered for purposes of the Act.

ITEM 4 – The answer to this item requires an exact account of what the new employee/person being promoted (Item 4A) and the comparable employee (Item 4B) do – it should not be a reiteration of the job description. Start with the most important duties; use a separate paragraph for each major duty. In the column at left, indicate to the best of your ability the percentage of time which should be devoted to each major job duty. Be specific regarding any physical and/or mental exertion needed to perform each job duty.

EXAMPLES OF GOOD AND POOR DUTIES STATEMENTS	
Poor Statements	Good Statements
1. Assist in handling correspondence.	1. Receive, open, time stamp, and route incoming mail
2. Maintain grounds and landscaped areas.	2. Mow lawn with power mower and hand mowers; trim trees from ground and ladder using power saws; lubricate mowers.
3. Finished concrete work.	3. Place forms; mix, pour, and finish concrete walks and curbing.
4. Keep claim registers.	4. Prepare registers of all claims showing allocation of budget expenditures and total monthly expenditures.
5. General kitchen work.	5. Clean and cut vegetables; wash pots and pans; serve at steam table; once or twice a month, bake cookies and tarts.
6. Maintain purchasing records.	6. Compare invoices with purchase orders; review requisitions submitted by different Departments for accuracy and submit requisitions to Purchasing Agent for approval.

ITEM 5 – select from the below key to insert race information for the new employee/person being promoted (Item 5A) and the comparable employee (Item 5B):

<p>Key – Race Categories</p> <ul style="list-style-type: none"> - Asian - Black or African American - Native Hawaiian or Other Pacific Islander (NHOPI) - American Indian or Alaska Native (AIAN) - White - Two or More Races
--

ITEM 8A

- **CLOSE SUPERVISION:** Work is performed according to detailed instructions and supervision is available on short notice.
- **LIMITED SUPERVISION:** Work is performed on individual’s initiative while complying with policies, practices, and procedures prescribed by the supervisor. The supervisor generally answers questions only on the more important phases of the work.
- **GENERAL SUPERVISION:** Work is performed independently. The individual seldom refers matters to supervisor except for clarification of policy.
- **OTHER:** If the individual’s work is supervised in a manner different from all if the above, please describe briefly how the work is assigned and supervised