

Point-Factor Rating Sheet

Position Title: _____

Knowledge		X 26=	
Autonomy		X 29=	
Supervision		X 19=	
Psychological Demands		X 13=	
Interpersonal Skills		X 27=	
Internal Contacts		X 6=	
External Contacts		X 6=	
Client Contacts		X 6=	
Risk		X 10=	
Work Environment		X 4=	
Visual Effort		X 5=	
Machines		X 4=	
Physical Effort		X 5=	
Total Points Allocated			
Labour Grade Conversion			

By: _____

Date: _____

Assigned Position Levels

Tompkins County Point-Factor Rating System

Resolution No. 132 of 1991, established Labour Grades for county positions. TC-3 adopted their own Letter Grade System based on ranges already assigned in their existing contract at that point in time.

Points Allocated	County Labour Grade	TC-3 Labour Grade
148-172	B2	None
173-197	C3	A
223-247	D4	B
248-272	E5	C
273-297	F6	D
298-322	G7	E
323-347	H8	F
348-372	I9	G
373-397	J10	H
398-422	K11	I
423-447	L12	J
448-472	M13	K
473-497	N14	L
498-522	O15	M
523-547	P16	N
548-572	Q17	O
573-597	R18	P
598-622	S19	Q
623-647	T20	R
648-672	U21	S
673-697	V22	T

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Example of a Job Classification System at the University of Washington, USA.

Job Code	Job Title	State Job Class Code Reference	Representative Group	Pay Table	Pay Range	Minimum Mo. Rate	Maximum Mo. Incremental Rate	OT Eligible
7715	ACCELERATOR TECHNICIAN 1		SEIU Local 925 Clerical Nonsupervisory	B4	40	\$2689	\$3583	Y
7300	ACCOUNTANT 1		SEIU Local 925 Clerical Nonsupervisory	B4	40	\$2689	\$3583	Y
7301	ACCOUNTANT 2		SEIU Local 925 Clerical Nonsupervisory	B4	44	\$2949	\$3956	N
7302	ACCOUNTANT, SENIOR		SEIU Local 925 Clerical Nonsupervisory	B4	50	\$3410	\$4587	N
7011	ACCOUNTING SUPERVISOR		SEIU Local 925 Clerical Supervisory	B4	50	\$3410	\$4587	N
7045	ADMINISTRATIVE ASSISTANT A		SEIU Local 925 Clerical Nonsupervisory	B4	39	\$2623	\$3493	Y
7044	ADMINISTRATIVE ASSISTANT A-SUPV		SEIU Local 925 Clerical Supervisory	B4	41	\$2751	\$3667	Y
7046	ADMINISTRATIVE ASSISTANT B		SEIU Local 925 Clerical Supervisory	B4	42	\$2816	\$3763	Y
7080	ADMINISTRATIVE COORDINATOR		SEIU Local 925 Clerical Nonsupervisory	B4	37	\$2506	\$3325	Y
7490	ADMISSIONS SPECIALIST		SEIU Local 925 Clerical Nonsupervisory	B4	41	\$2751	\$3667	Y

Job Code	Job Title	State Job Class Code Reference	Representative Group	Pay Table	Pay Range	Minimum Mo. Rate	Maximum Mo. Incremental Rate	OT Eligible
7583	AFFIRMATIVE ACTION/HUMAN RIGHTS ASST		SEIU Local 925 Clerical Nonsupervisory	B4	41	\$2751	\$3667	Y
8696	ALCOHOLISM THERAPIST 1		WFSE HMC	B0	56	\$3507	\$5021	Y
6119	ALCOHOLISM THERAPIST 2	359F	Classified Non-Union	C0	63	\$3761	\$5224	Y
6329	ANATOMIC PATHOLOGY LABORATORY LEAD	315H	Classified Non-Union	C0	73	\$4154	\$5771	Y
6328	ANATOMIC PATHOLOGY LABORATORY SUPERVISOR	315I	Classified Non-Union	C0	79	\$4412	\$6126	N
8146	ANATOMIC PATHOLOGY TECHNICIAN		SEIU Local 925-HMC Technical	B7	55	\$3472	\$4822	Y
8326	ANATOMIC PATHOLOGY TECHNICIAN		SEIU LOCAL 925 Medical/Laboratory Tech	B7	55	\$3472	\$4822	Y
8145	ANATOMIC PATHOLOGY TECHNICIAN TRAINEE		SEIU Local 925-HMC Technical	B7	40	\$2991	\$4155	Y
8325	ANATOMIC PATHOLOGY TECHNICIAN TRAINEE		SEIU LOCAL 925 Medical/Laboratory Tech	B7	40	\$2991	\$4155	Y
8147	ANATOMIC PATHOLOGY TECHNOLOGIST		SEIU Local 925-HMC Technical	B7	66	\$3874	\$5383	Y

Job Code	Job Title	State Job Class Code Reference	Representative Group	Pay Table	Pay Range	Minimum Mo. Rate	Maximum Mo. Incremental Rate	OT Eligible
8327	ANATOMIC PATHOLOGY TECHNOLOGIST		SEIU LOCAL 925 Medical/Laboratory Tech	B7	66	\$3874	\$5383	Y
6313	ANESTHESIOLO GY TECHNICAL SERVICES SUPV	320H	Classified Non-Union	CA	61	\$3686	\$5277	N
6310	ANESTHESIOLO GY TECHNICIAN 1	320E	Classified Non-Union	CA	13	\$2287	\$3271	Y
8711	ANESTHESIOLO GY TECHNICIAN 1		WFSE HMC	BA	10	\$2219	\$3271	Y
8312	ANESTHESIOLO GY TECHNICIAN 2		SEIU LOCAL 925 Medical/Laboratory Tech	BS	46	\$3344	\$4933	Y
8960	ANESTHESIOLO GY TECHNICIAN 2		1199NW-HMC Respiratory/ Anesthesiology	BS	46	\$3344	\$4933	Y
6311	ANESTHESIOLO GY TECHNICIAN LEAD	320G	Classified Non-Union	CA	52	\$3370	\$4826	Y
8959	ANESTHESIOLO GY TECHNICIAN LEAD		1199NW-HMC Respiratory/ Anesthesiology	BS	53	\$3585	\$5288	Y
7724	ANIMAL TECHNICIAN 1		SEIU Local 925 Clerical Nonsupervisory	B4	25	\$1903	\$2506	Y

Job Code	Job Title	State Job Class Code Reference	Representative Group	Pay Table	Pay Range	Minimum Mo. Rate	Maximum Mo. Incremental Rate	OT Eligible
7725	ANIMAL TECHNICIAN 2		SEIU Local 925 Clerical Nonsupervisory	B4	26	\$1948	\$2567	Y
7726	ANIMAL TECHNICIAN 3		SEIU Local 925 Clerical Nonsupervisory	B4	30	\$2134	\$2816	Y
4727	ANIMAL TECHNICIAN SUPERVISOR	525H	Classified Non-Union	C1	35	\$2370	\$3063	Y
4658	ASSISTANT FACILITIES DESIGNER	540L	Classified Non-Union	C1	48	\$3213	\$4214	Y
8874	ASSISTANT STEAM ENGINEER		WFSE Skilled Trades	BL	46G	\$3566	\$4106	Y
8507	BAKER		WFSE Campuswide	BI	30	\$2113	\$2789	Y
8508	BAKER LEAD		WFSE Campuswide	BI	33	\$2266	\$2994	Y
4700	BIOMEDICAL ELECTRONICS TECHNICIAN 1	511E	Classified Non-Union	CA	54	\$3438	\$4924	Y
4701	BIOMEDICAL ELECTRONICS TECHNICIAN 2	511F	Classified Non-Union	CA	68	\$3954	\$5659	Y
4702	BIOMEDICAL ELECTRONICS TECHNICIAN 3	511G	Classified Non-Union	CA	78	\$4368	\$6249	Y
4703	BIOMEDICAL ELECTRONICS TECHNICIAN LEAD	511H	Classified Non-Union	CA	83	\$4591	\$6568	Y

Job Code	Job Title	State Job Class Code Reference	Representative Group	Pay Table	Pay Range	Minimum Mo. Rate	Maximum Mo. Incremental Rate	OT Eligible
4704	BIOMEDICAL ELECTRONICS TECHNICIAN SUPV	511I	Classified Non-Union	CA	88	\$4826	\$6903	N
8875	BOILER OPERATOR		WFSE Skilled Trades	BL	42G	\$3247	\$3736	Y
7613	BOOK PRODUCTION COORDINATOR		SEIU Local 925 Clerical Nonsupervisory	B4	44	\$2949	\$3956	Y
7075	BOOKKEEPING MACHINE OPERATOR		SEIU Local 925 Clerical Nonsupervisory	B4	29	\$2088	\$2751	Y
7550	BROADCAST TECHNICIAN 1		SEIU Local 925 Clerical Nonsupervisory	B4	41	\$2751	\$3667	Y
7551	BROADCAST TECHNICIAN 2		SEIU Local 925 Clerical Nonsupervisory	B4	47	\$3166	\$4255	Y
7552	BROADCAST TECHNICIAN 3		SEIU Local 925 Clerical Nonsupervisory	B4	51	\$3493	\$4699	Y
7553	BROADCAST TECHNICIAN SUPERVISOR		SEIU Local 925 Clerical Supervisory	B4	55	\$3856	\$5186	N
7335	BUDGET ANALYST		SEIU Local 925 Clerical Nonsupervisory	B4	42	\$2816	\$3763	Y
7336	BUDGET/FISCAL ANALYST		SEIU Local 925 Clerical Nonsupervisory	B4	46	\$3093	\$4154	N
7337	BUDGET/FISCAL ANALYST LEAD		SEIU Local 925 Clerical Nonsupervisory	B4	51	\$3493	\$4699	N

Job Code	Job Title	State Job Class Code Reference	Representative Group	Pay Table	Pay Range	Minimum Mo. Rate	Maximum Mo. Incremental Rate	OT Eligible
7339	BUDGET/FISCAL OPERATIONS SUPERVISOR		SEIU Local 925 Clerical Supervisory	B4	57	\$4053	\$5448	N
7338	BUDGET/FISCAL UNIT SUPERVISOR		SEIU Local 925 Clerical Supervisory	B4	54	\$3763	\$5059	N
7021	BUILDING SERVICES COORDINATOR		SEIU Local 925 Clerical Nonsupervisory	B4	33	\$2289	\$3023	Y
7022	BUILDING SERVICES SUPERVISOR		SEIU Local 925 Clerical Supervisory	B4	38	\$2567	\$3410	Y
5215	BUILDINGS AND GROUNDS SUPERVISOR A	598G	Classified Non-Union	C1	49	\$3293	\$4322	N
5216	BUILDINGS AND GROUNDS SUPERVISOR B	598H	Classified Non-Union	C1	55	\$3819	\$5010	N
7119	BUYER 1		SEIU Local 925 Clerical Nonsupervisory	B4	38	\$2567	\$3410	Y
7120	BUYER 2		SEIU Local 925 Clerical Nonsupervisory	B4	44	\$2949	\$3956	Y
7122	BUYER 2		SEIU Local 925 Clerical Nonsupervisory	B4	49	\$3325	\$4472	N

Source: Reprinted from The University of Washington website, Compensation: A Division of Human Resources, <http://www.washington.edu/admin/hr/ocpsp/compensation/alpha.sort.files/alpha.sort.html> (accessed September 14, 2011).

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Sample Pay Scale for General US Federal Jobs

**2011
Base General Schedule Pay Scale**

RATES FROZEN AT 2010 LEVELS

EFFECTIVE JANUARY 2, 2011

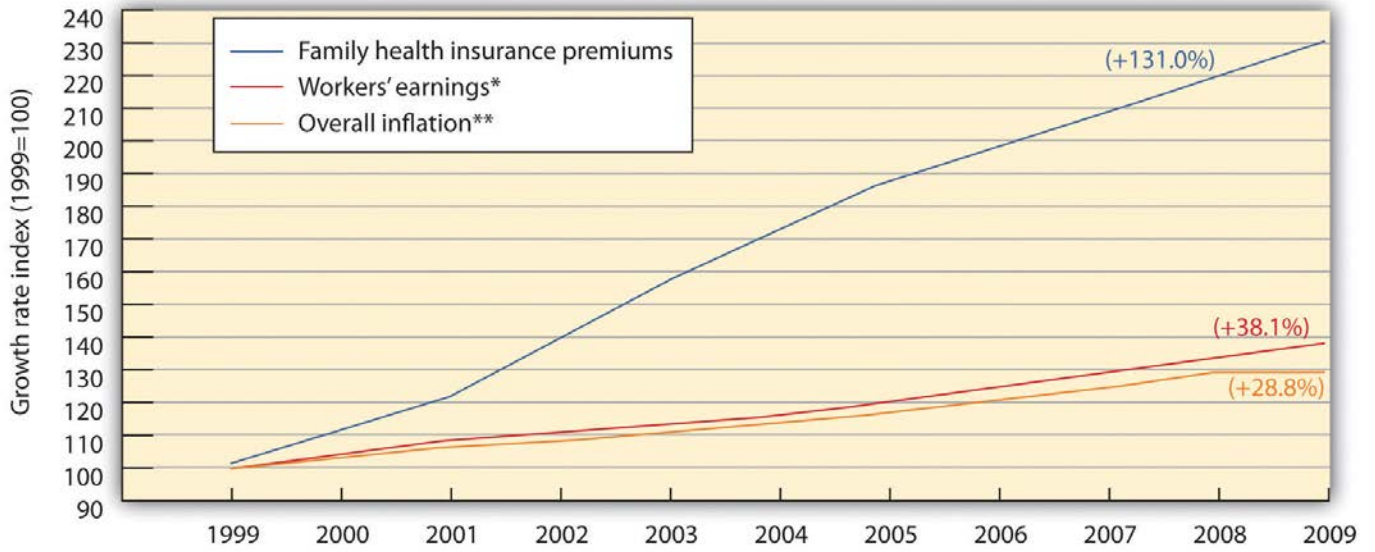
Note: The following is a **BASE** pay scale. All U.S. locations (including Hawaii and Alaska) receive additional pay adjustments **above** the base pay ranging from **14.16%** to **35.15%**. To see the adjustment and pay scale for your location, scroll down the page and click on the location of your choice!

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 10	Step 9	WITHIN GRADE AMOUNTS
1	17803	18398	18990	19579	20171	20519	21104	21694	21717	22269	VARIES
2	20017	20493	21155	21717	21961	22607	23253	23899	24545	25191	VARIES
3	21840	22568	23296	24024	24752	25480	26208	26936	27664	28392	728
4	24518	25335	26152	26969	27786	28603	29420	30237	31054	31871	817
5	27431	28345	29259	30173	31087	32001	32915	33829	34743	35657	914
6	30577	31596	32615	33634	34653	35672	36691	37710	38729	39748	1019
7	33979	35112	36245	37378	38511	39644	40777	41910	43043	44176	1133
8	37631	38885	40139	41393	42647	43901	45155	46409	47663	48917	1254
9	41563	42948	44333	45718	47103	48488	49873	51258	52643	54028	1385
10	45771	47297	48823	50349	51875	53401	54927	56453	57979	59505	1526
11	50287	51963	53639	55315	56991	58667	60343	62019	63695	65371	1676
12	60274	62283	64292	66301	68310	70319	72328	74337	76346	78355	2009
13	71674	74063	76452	78841	81230	83619	86008	88397	90786	93175	2389
14	84697	87520	90343	93166	95989	98812	101635	104458	107281	110104	2823
15	99628	102949	106270	109591	112912	116233	119554	122875	126196	129517	3321

Pay rates for Senior Executive Service (SES), Senior Level (SL) and Scientific & Professional (ST) positions range from \$119,554 to \$179,700. NOTE: SL & ST employees receive the appropriate percentage pay adjustment for their area.

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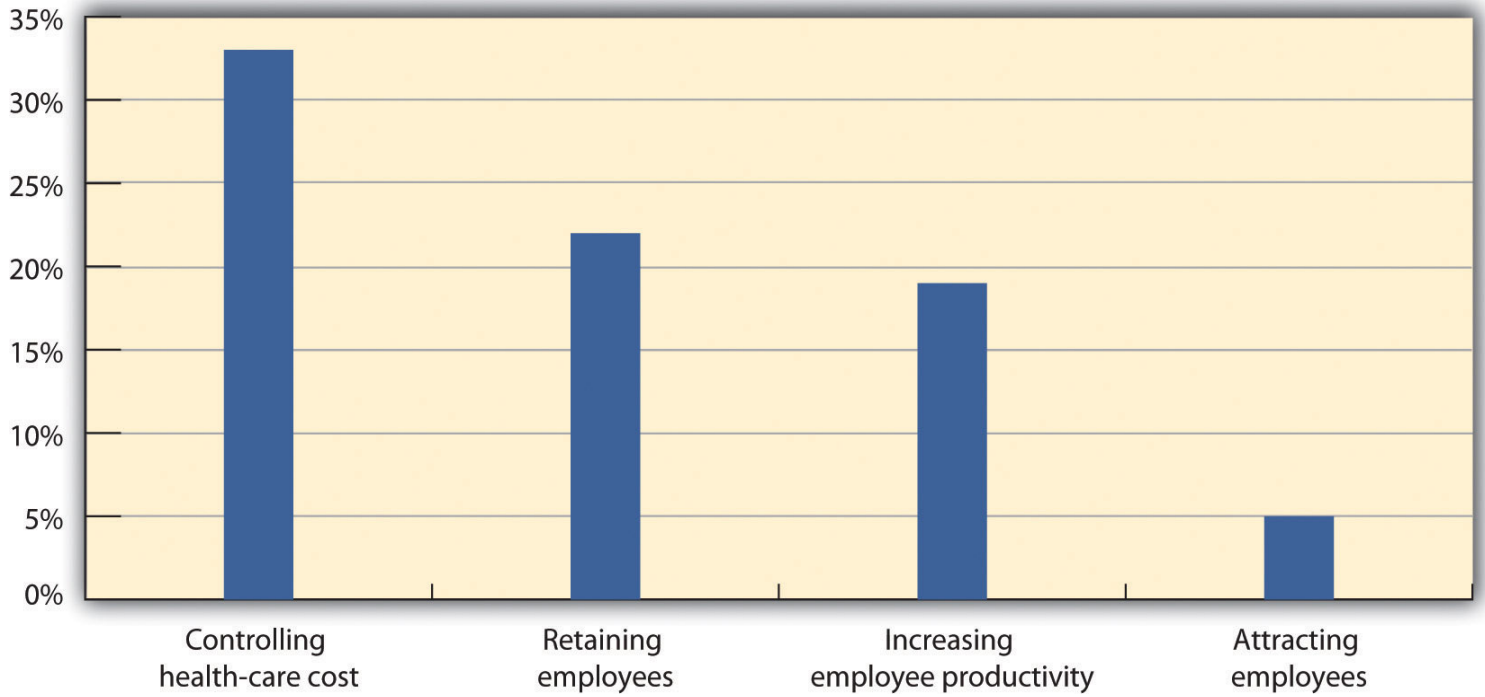
The growing cost of health insurance premiums for employees



* Workers' earnings as measured by average hourly earnings for private sector production workers.

** Overall inflation as measured by the Consumer Priced Index for All Urban Consumers (CPI-U).

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Study of Employee Benefits Trends



Voluntary 401 (K) Plans

As the scenery of the workforce has changed, benefits have changed, too. One such recent change is the movement of employee pension plans to 401(k) plans. While some organizations still offer pension plans, such plans are rare. A pension plan is a set dollar amount an employee will receive when they retire from their organization. This type of plan was popular when most people worked their entire life at the same company. However, many pension plans have gone bankrupt, and the United States has an agency to protect people from losing pension benefits.

The Pension Benefit Guaranty Corporation (PBGC) was created by the Employee Retirement Income Security Act (ERISA) to protect pension benefits in private sector pension plans. If a pension plan ends or isn't able to pay all benefits, PBGC's insurance program pays the benefit that should have been provided. Financing for this plan comes from insurance premiums paid by the companies whose plans PBGC protects.

As more mobility in the workplace has occurred, most organizations no longer offer pension plans, but instead, they offer 401(k) plans. While a pension plan can motivate employee loyalty, 401(k) plans are far more popular. According to the US Bureau of Labor Statistics, employer-provided retirement plans, such as 401(k) plans, were available to 74 percent of all full-time workers in the United States, [7] while 39 percent of part-time workers had access to retirement benefits.

A 401(k) plan is a plan set up by the organization in which employees directly deposit money from their paycheck. The funds are tax deferred for the employee until retirement. If an employee leaves the job, their 401(k) plan goes with them. As an extra incentive, many organizations offer to match what the employee puts into the plan, usually based on a percentage. For example, an employee can sign up to contribute 5 percent of salary into a 401(k) plan, and the company will contribute the same amount. Most companies require a vesting period—that is, a certain time period, such as a year, before the employer will match the funds contributed.

Usually, 401(k) plans are easy to administer, after the initial setup has occurred. If the employer is matching employee contributions, the expense of such a plan can be great, but it also increases employee retention. Some considerations when choosing a 401(k) plan are as follows:

1. Is the vendor trustworthy?
2. Does the vendor allow employees to change their investments and account information online?
3. How much are the management fees?

It is first important to make sure the vendor you are considering for administration of your 401(k) plan has a positive reputation and also provides ease of access for your employees. For example, most 401(k) plans allow employees to change their address online and move investments from a stock to a bond. Twenty-four-hour access has become the expectation of most employees, and as a result, this is a major consideration before choosing a plan.

Most 401(k) plans charge a fee to manage the investments of your employees. The management fees can vary greatly, so receiving a number of bids and comparing these fees is important to ensure your employees are getting the best deal.

It is important to mention the Employee Retirement Income Security Act (ERISA) here, as this relates directly to administration of your 401(k) plan. First, ERISA does not require employers to offer a pension or 401(k) plan, but for those who do, it requires them to meet certain standards when administering this type of plan.

Some of these standards include the following:

1. Requires participants receive specific information about the plan, such as plan features and funding.
2. Sets minimum standards for participation and vesting.
3. Requires accountability of plan's fiduciary responsibilities.
4. Requires payment of certain benefits, should the plan be terminated.