

Date: November 19, 1999

To: Agency HR/Personnel Directors and Managers

From: Linda Vogue, Compensation Manager  
Human Resource Services Division

Subject: PEM Benchmark Report

The PEM Benchmark Report is now on HRSD's web page in the Compensation section. It contains the positions we use for comparing state management compensation to the market. We hope you also find it useful when allocating positions to the PEM series.

Agencies have been very supportive in putting this together. We reviewed and selected positions that are reasonable matches to salary survey job summaries. These summaries are from the salary surveys we use for comparing all benchmark classifications and positions to the market. You will notice in the report that, in some cases, two PEM levels are matched to the same survey summary. This is possible because of the broad nature of the survey descriptions and their associated ranges of pay.

We expect to have few changes over time to the benchmark position group. It is important to use a consistent group of benchmarks to gauge the pay competitiveness of the series over time. Each biennium, HRSD will check to see if any changes have been made to the positions or their allocation levels. If a position no longer is suitable as a benchmark, we will work with the agency to find a replacement. A position's budget authorization number is the key for tracking purposes.

As you know, the Central Evaluation Team (CET) no longer evaluates PEM benchmarks. In place of that, we believe the new benchmark report provides better internal comparators for making allocation decisions. The position descriptions themselves will soon be available to you electronically. Watch for a notice of how and when this will occur.

The internal valuing and market pricing processes for all positions and classifications are summarized in the table at the end of this memo. HRSD rule and policies related to compensation are on the web page: 105-20-001 Comparability of Work; 20.000.05 Job Evaluation and Position Benchmarks; 20.005.01 General Compensation Policy; and, 20.005.15 Exceptions to Hay Evaluated Salary.

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GROUP	CET HAY EVALUATIONS	HRSD MARKET PRICING	OTHER INTERNAL VALUE SYSTEM
Classifications	All	Selected classes	
Supervisory and Management in PEM series		Selected positions	By Agency
Agency heads, paid board members and executive secretaries and directors of board and commissions	All	Selected positions	By Governor, DAS Director or designees