

# Classification and Compensation Study

## Project Goal (Purpose of the study)

In accordance with the Massachusetts Pay Equity Law, to classify and compensate positions and employees in a *fair* (consistent) and *equitable* (competitive) both *internally* within the City of Somerville and *externally* in comparison to the market place.

## Project Objectives (What will be accomplished)

1. **Job Description:** To describe the essential functions (what an employee is required to do) and the minimum qualifications (knowledge, skills, and abilities under similar working conditions) that are required to complete assigned job duties.
2. **Classification Plan** (Internal Equity): To compare positions to one another based on the application of a universal set of position evaluation criteria (or job factors) that describe the minimum level of knowledge, ability and skill level that is required to carry out the essential functions of each position.
3. **Compensation Plan** (External Equity): To establish a “competitive” salary range in a consistent manner based on the classification of positions to recruit and retain a well-qualified work force by establishing a:
  1. **Hiring Range:** a competitive hiring pay band to recruit qualified employees; and
  2. **Market Equity Range:** a competitive market equity pay band enabling employees to receive salary adjustments in a consistent to maintain *competitiveness* with the market place.

