

Kaylin Clement
Assistant City Administrator

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Memorandum:

TO: Mayor Krachmer and City Council Members

FROM: Kaylin Clement, Assistant City Administrator

DATE: January 17, 2023

SUBJECT: 2023 Pay Equity Report

Recommended Action

Approve the Pay Equity Report as of December 31, 2022 and authorize the Mayor to sign the report on behalf of the City and to submit it to the State of Minnesota.

Background

Minnesota Statutes 471.991 - .999 and Minnesota Rules Chapter 3920 require each county or city to submit a pay equity report every three years. In 1984 the Minnesota Legislature passed a bill extending pay equity to all local government in the State. The law requires local governments to analyze its pay structure for evidence of inequities, and to report this information to the Department of Management and Budget (MMB).

The reporting system includes four steps:

- Job Evaluation
- Preparing Report
- Submitting the Report
- Interpreting Results

The City has utilized the “State Job Match Job Evaluation System” to correlate this points system to the existing job descriptions the City employs.

Following submission of the report, the MMB will interpret the results and share their findings with the City which can include three categories: In Compliance, Out of Compliance, or Pending Clarification.

Attached you will find the recommended submission for approval.

Attachment

- Submission for Approval

Compliance Report

Jurisdiction: Vadnais Heights
800 East County Road E

Report Year: 2023
Case: 4 - 2023 DATA (Private (Jur Only))

Vadnais Heights, MN 55127

Contact: Kevin Watson

Phone: (651) 204-6013

E-Mail: kevin.watson@cityvadnaisheights.com

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	13	6	0	19
# Employees	23	8	0	31
Avg. Max Monthly Pay per employee	8665.68	7249.23		8300.15

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 92.30769 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	5	2
b. # Below Predicted Pay	8	4
c. TOTAL	13	6
d. % Below Predicted Pay (b divided by c = d)	61.54	66.67

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 29	Value of T = 0.372
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a. Avg. diff. in pay from predicted pay for male jobs = -45

b. Avg. diff. in pay from predicted pay for female jobs = -95

III. SALARY RANGE TEST = 100.00 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 5.00

B. Avg. # of years to max salary for female jobs = 5.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP = 0.00 *

B. % of female classes receiving ESP = 0.00

*(If 20% or less, test result will be 0.00)

Job Class Data Entry Verification List

Case: 2023 DATA

Vadnais Heights

LGID: 1363

Job Nbr	Class Title	Nbr Males	Nbr Females	Non- Binary	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
17	Public Service Worker I	1	0	0	M	137	4577.73	5491.20	5.00		
2	Permit Clerk	0	1	0	F	174	4960.80	5952.26	5.00		
1	Administrative Asst II	0	3	0	F	176	4960.80	5952.26	5.00		
19	Senior Engineering Technician	1	0	0	M	203	5395.86	6474.00	5.00		
3	Public Service Worker II	7	0	0	M	204	5395.86	6474.00	5.00		
5	Deputy Clerk	0	1	0	F	220	5395.86	6474.00	5.00		
4	Accounting Tech II	0	1	0	F	233	5395.86	6474.00	5.00		
6	Public Service Worker III	3	0	0	M	251	5830.93	6995.73	5.00		
7	Recreation Supervisor	0	1	0	F	280	7425.60	8909.33	5.00		
8	Fire Technician	3	0	0	M	282	7425.60	8909.33	5.00		
20	Assistant Fire Chief	1	0	0	M	342	8053.06	9659.86	5.00		
9	Public Service Supervisor	1	0	0	M	356	8727.33	10471.06	5.00		
18	Building Official	1	0	0	M	382	8727.33	10471.06	5.00		
16	Planning and Community Develop	1	0	0	M	526	10276.9 3	12327.46	5.00		
11	Assistant City Administrator	0	1	0	F	535	10276.9 3	12327.46	5.00		
12	Finance Director	1	0	0	M	548	10276.9 3	12327.46	5.00		
15	Fire Chief	1	0	0	M	554	10276.9 3	12327.46	5.00		
13	Public Works Director/Engineer	1	0	0	M	600	11140.1 3	13364.00	5.00		
14	City Administrator	1	0	0	M	674	11140.1 3	13364.00	5.00		

Job Number Count: 19

Pay Equity Implementation Report

Part A: Jurisdiction Identification

Jurisdiction: Vadnais Heights
800 East County Road E

Jurisdiction Type: City

Vadnais Heights, MN 55127

Contact: Kevin Watson	Phone: (651) 204-6013	E-Mail: kevin.watson@cityvadnaisheights.com
Contact: Lisa Comstock	Phone: (651) 204-6013	E-Mail: Lisa.Comstock@cityvadnaisheights.com
Contact: Kaylin Clement	Phone: (651) 204-6013	E-Mail: kaylin.clement@cityvadnaisheights.com

Part B: Official Verification

- The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system was used: State Job Match

Description:

- Health Insurance benefits for male and female classes of comparable value have been evaluated and:
There is no difference and female classes are not at a disadvantage.

- An official notice has been posted at:

City Hall, Board

(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

City Council

(governing body)

Mike Krachmer

(chief elected official)

Mayor

(title)

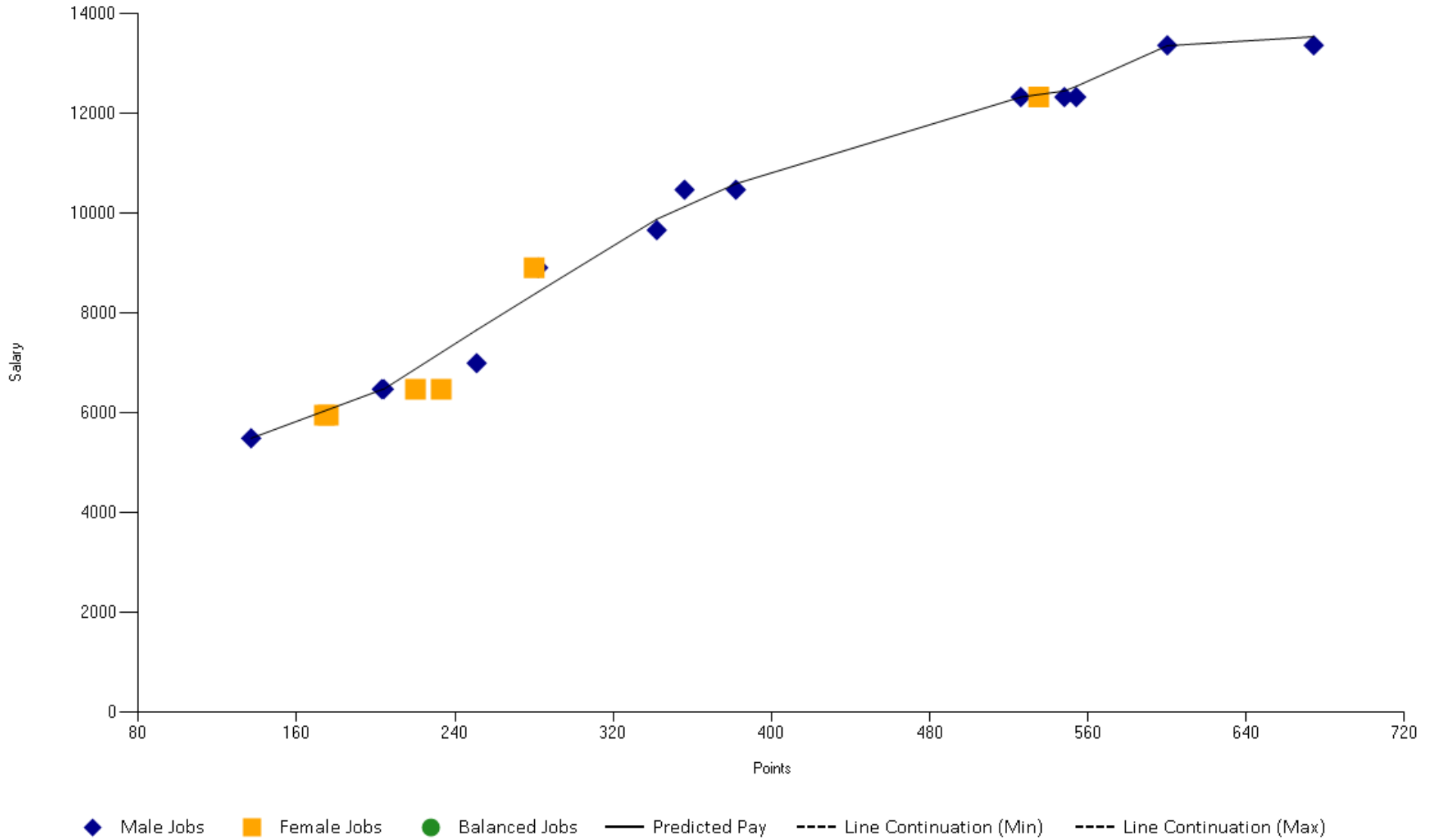
Part C: Total Payroll

\$3136569.67

is the annual payroll for the calendar year just ended December 31.

- [] Checking this box indicates the following:
- signature of chief elected official
 - approval by governing body
 - all information is complete and accurate, and
 - all employees over which the jurisdiction has final budgetary authority are included
- Date Submitted: 1/12/2023

Predicted Pay Report for: Vadnais Heights Case: 2023 DATA



Predicted Pay Report for: Vadnais Heights

Case: 2023 DATA

Job Nbr	Job Title	Nbr Males	Nbr Females	Non-Binary	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
17	Public Service Worker I	1	0	0	1	Male	137	5491.2000	5491.3898	-0.1898
2	Permit Clerk	0	1	0	1	Female	174	5952.2600	6035.0847	-82.8247
1	Administrative Asst II	0	3	0	3	Female	176	5952.2600	6064.2817	-112.0217
19	Senior Engineering Technician	1	0	0	1	Male	203	6474.0000	6464.4005	9.5995
3	Public Service Worker II	7	0	0	7	Male	204	6474.0000	6475.4003	-1.4003
5	Deputy Clerk	0	1	0	1	Female	220	6474.0000	6652.5867	-178.5867
4	Accounting Tech II	0	1	0	1	Female	233	6474.0000	7170.0707	-696.0707
6	Public Service Worker III	3	0	0	3	Male	251	6995.7300	7661.2226	-665.4926
7	Recreation Supervisor	0	1	0	1	Female	280	8909.3300	8372.4167	536.9133
8	Fire Technician	3	0	0	3	Male	282	8909.3300	8424.6790	484.6510
20	Assistant Fire Chief	1	0	0	1	Male	342	9659.8600	9881.7531	-221.8931
9	Public Service Supervisor	1	0	0	1	Male	356	10471.0600	10129.7389	341.3211
18	Building Official	1	0	0	1	Male	382	10471.0600	10590.4880	-119.4280
16	Planning and Community Develop	1	0	0	1	Male	526	12327.4600	12327.4600	0.0000
11	Assistant City Administrator	0	1	0	1	Female	535	12327.4600	12327.4600	0.0000
12	Finance Director	1	0	0	1	Male	548	12327.4600	12448.4535	-120.9935
15	Fire Chief	1	0	0	1	Male	554	12327.4600	12540.4790	-213.0190
13	Public Works Director/Engineer	1	0	0	1	Male	600	13364.0000	13356.3433	7.6567
14	City Administrator	1	0	0	1	Male	674	13364.0000	13534.9665	-170.9665

Job Number Count: 19