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Subcommittee: Evaluating Systems and Functional Infrastructure

Broad Questions to Answer

- 1) Data System
 - a) Setup
 - b) How to deal with new data requirements
 - c) Data fields
 - d) Handling sensitive data
- 2) Pay audit
 - a) Methods of analysis
 - b) Response if wage gap is detected

Planned Deliverables

We plan to provide information to the following preliminary outline:

- 1) Programs / Processes
 - a) Policy Guides [Documentation]
 - i) Clear guidance on sharing employee's own wages, discussing the wages of others
 - b) Compensation Practice [Documentation]
 - i) Setting Wage
 - ii) Pay for Performance
 - iii) Pay for Seniority
 - iv) Incentive Pay
 - c) Jobs:
 - i) Job Evaluation Process/Job Analysis¹
 - (1) Job Profile/Description
 - (2) Job Leveling (Scope, breadth of role to determine level)
 - (3) Job Function / Job Family to define similar roles
 - (4) Similar Role Definition
 - ii) Compensation Attribute
 - (1) Benchmark Compensation: Salary Survey Sources for external pay data
 - (2) Checks in place to ensure HR and Hiring Manager uses correct job codes/titles
- (3) Geographic Differentials (establishment, geography, location)

¹ Related to the classification subcommittee

California Pay Equity Task Force

*Discussion Draft

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d) HRMS & Data

i) Employee Datafields

- (1) Gender (Ability to update)
- (2) Seniority (Time in Company / Time in Position)
- (3) Experiences / Knowledge / Competencies
- (4) Performance
- (5) Potential
- (6) Salary / Pay Rate
- (7) Employee Job Profile / Responsibilities
- (8) Education Experience
- (9) Team Size (Reporting Relationships - Maintenance)
- (10) Earnings / Quantity or Quality work Product

ii) IT infrastructure

- (1) Payroll
- (2) HRMS
- (3) Maintenance of job profile and employee information