

Subcommittee: Evaluating Systems and Functional Infrastructure

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*\*This document is drafted solely for discussion during the October 24, 2016 Task Force meeting and should not be construed as legal advice or a final recommendation of the Task Force. The information contained herein does not necessarily represent the opinions or conclusions of the Task Force. The posting of this information does not create requirements or mandates.*

## **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 Analysis<sup>1</sup>
      - (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)

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<sup>1</sup> 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