

# Tompkins County Compensation Analysis Confidential Group

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FEBRUARY 1, 2023



BURKE GROUP

# Overview

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- Background and Objectives
- Common Compensation Objectives
- Survey Sources and Assumptions
- Market Analysis

# Background and Objectives

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Tompkins County has requested a compensation study of all confidential group positions (approximately 44).

The objectives of the analysis are as follows:

- Conduct an analysis of salaries, including external salary surveys for all positions using multiple market points and compile and analyze data to determine if and how salary scales should be adjusted to maintain market competitiveness.
- Meet with Human Resources Department staff, the County Administrator and the Legislature and/or its appropriate sub-committees as needed and requested throughout the process.

# Common Compensation Objectives

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## External Competitiveness

- To align internal salaries with the competitive marketplace
- Define competitive pay for jobs of comparable value or grade

## Internal Equity

- To understand the relative value of jobs to one another
- Ensure consistency in application

## The hierarchy of jobs in the organization relative to:

- Responsibilities
- Skills required
- Impact of position
- Reporting relationship

## A basis for communicating with employees that has:

- An equitable and market driven compensation system
- A process for salary increases and promotions, managed on a fair and consistent basis

# Survey Sources, Peer Group & Assumptions

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| Survey Sources  | Peer Group  | Assumptions  |
|---|---|--|
| <ul style="list-style-type: none"><li>▪ New York State Association of Counties (NYSAC)</li><li>▪ Economic Research Institute (ERI) - Salary Assessor</li><li>▪ Greater Rochester Chamber of Commerce - Wage &amp; Salary Surveys</li><li>▪ New York State DOL</li><li>▪ U.S. Bureau of Labor Statistics</li></ul> | <p>Cayuga County<br/>City of Ithaca<br/>Saratoga County<br/>Seneca County</p> | <ul style="list-style-type: none"><li>▪ County Government</li><li>▪ 2023 Budget - \$210.7M</li><li>▪ Geographical Area<ul style="list-style-type: none"><li>- New York State – Finger Lakes Region</li><li>- Ithaca NY - Metropolitan Area</li></ul></li></ul> |

# Tompkins County

CSEA Confidential 2022 Salary Schedule – Effective 1/1/22

| Labor Grade | Hire Rate (1st 9 mths) | Work Rate (after 9 mths) | 35 Hr Hire Rate | 35 Hr Work Rate | 37.5 Hr Hire Rate | 37.5 Hr Work Rate | 40 Hr Hire Rate | 40 Hr Work Rate |
|-------------|------------------------|--------------------------|-----------------|-----------------|-------------------|-------------------|-----------------|-----------------|
| 65          | \$33.01                | \$35.85                  | \$60,078        | \$65,247        | \$64,370          | \$69,908          | \$68,661        | \$74,568        |
| 64          | \$30.02                | \$32.58                  | \$54,636        | \$59,296        | \$58,539          | \$63,531          | \$62,442        | \$67,766        |
| 63          | \$27.92                | \$30.32                  | \$50,814        | \$55,182        | \$54,444          | \$59,124          | \$58,074        | \$63,066        |
| 62          | \$26.52                | \$28.78                  | \$48,266        | \$52,380        | \$51,714          | \$56,121          | \$55,162        | \$59,862        |
| 61          | \$25.19                | \$27.38                  | \$45,846        | \$49,832        | \$49,121          | \$53,391          | \$52,395        | \$56,950        |
| 60          | \$23.95                | \$26.01                  | \$43,589        | \$47,338        | \$46,703          | \$50,720          | \$49,816        | \$54,101        |
| 59          | \$22.77                | \$24.72                  | \$41,441        | \$44,990        | \$44,402          | \$48,204          | \$47,362        | \$51,418        |
| 58          | \$21.62                | \$23.48                  | \$39,348        | \$42,734        | \$42,159          | \$45,786          | \$44,970        | \$48,838        |
| 57          | \$20.55                | \$22.31                  | \$37,401        | \$40,611        | \$40,073          | \$43,512          | \$42,744        | \$46,413        |
| 56          | \$19.53                | \$21.21                  | \$35,545        | \$38,602        | \$38,084          | \$41,360          | \$40,622        | \$44,117        |
| 55          | \$18.54                | \$20.14                  | \$33,743        | \$36,655        | \$36,153          | \$39,273          | \$38,563        | \$41,891        |
| 54          | \$17.60                | \$19.14                  | \$32,032        | \$34,835        | \$34,320          | \$37,323          | \$36,608        | \$39,811        |
| 53          | \$16.73                | \$18.18                  | \$30,449        | \$33,088        | \$32,624          | \$35,451          | \$34,798        | \$37,814        |
| 52          | \$15.91                | \$17.28                  | \$28,956        | \$31,450        | \$31,025          | \$33,696          | \$33,093        | \$35,942        |

# Market Analysis

## Confidential Group

| Tompkins Position                          | TC Labor Grade | Hire Rate (1st 9 mths) | Work Rate (after 9 mths) | Peer / Market Position                 | Peer Average Starting Rate | Market Average Rate | TC Hire Rate to Peer Starting Rate | TC Work Rate to Peer Starting Rate | TC Hire Rate to Market Average Rate | TC Work Rate to Market Average Rate |
|--|----------------|------------------------|--------------------------|--|----------------------------|---------------------|------------------------------------|------------------------------------|-------------------------------------|-------------------------------------|
| Data Analyst                               | 65             | \$33.01                | \$35.85                  | Data Analyst                           | NA                         | \$39.20             | NA                                 | NA                                 | 84.2%                               | 91.5%                               |
| Employee Benefits Administrator            | 65             | \$33.01                | \$35.85                  | Benefits Administrator/Manager         | \$33.80                    | \$35.01             | 97.7%                              | 106.1%                             | 94.3%                               | 102.4%                              |
| Employee Leave Administrator               | 65             | \$33.01                | \$35.85                  | Leave Administrator/Workers Comp Admin | \$31.76                    | \$33.90             | 103.9%                             | 112.9%                             | 97.4%                               | 105.8%                              |
| Paralegal to County Attorney               | 65             | \$33.01                | \$35.85                  | Paralegal /Paralegal Specialist        | \$27.36                    | \$31.21             | 120.7%                             | 131.0%                             | 105.8%                              | 114.9%                              |
| Recruitment Administrator                  | 65             | \$33.01                | \$35.85                  | Recruitment Admin/Talent Acq Assoc     | NA                         | \$33.57             | NA                                 | NA                                 | 98.3%                               | 106.8%                              |
| Secretary to the District Attorney         | 65             | \$33.01                | \$35.85                  | Paralegal /Paralegal Specialist        | \$27.36                    | \$31.21             | 120.7%                             | 131.0%                             | 105.8%                              | 114.9%                              |
| Secretary/Paralegal Aide - County Attorney | 65             | \$33.01                | \$35.85                  | Paralegal /Paralegal Specialist        | \$27.36                    | \$31.21             | 120.7%                             | 131.0%                             | 105.8%                              | 114.9%                              |
|  |                | <b>\$33.01</b>         | <b>\$35.85</b>           |  | <b>\$29.53</b>             | <b>\$33.62</b>      | <b>112.7%</b>                      | <b>122.4%</b>                      | <b>98.8%</b>                        | <b>107.3%</b>                       |

# Market Analysis

## Confidential Group

| Tompkins Position                            | TC Labor Grade | Hire Rate (1st 9 mths) | Work Rate (after 9 mths) | Peer / Market Position                | Peer Average Starting Rate | Market Average Rate | TC Hire Rate to Peer Starting Rate | TC Work Rate to Peer Starting Rate | TC Hire Rate to Market Average Rate | TC Work Rate to Market Average Rate |
|--|----------------|------------------------|--------------------------|---------------------------------------|----------------------------|---------------------|------------------------------------|------------------------------------|-------------------------------------|-------------------------------------|
| Auditor                                      | 64             | \$30.02                | \$32.58                  | Audit Associate/Deputy Auditor        | \$31.88                    | \$32.88             | 94.2%                              | 102.2%                             | 91.3%                               | 99.1%                               |
| Contracts Coordinator                        | 64             | \$30.02                | \$32.58                  | Contract Analyst/Coordinator          | NA                         | \$33.33             | NA                                 | NA                                 | 90.1%                               | 97.7%                               |
| Payroll Coordinator                          | 64             | \$30.02                | \$32.58                  | Payroll Coordinator/Specialist        | \$30.68                    | \$27.73             | 97.8%                              | 106.2%                             | 108.3%                              | 117.5%                              |
| Personnel Technician                         | 64             | \$30.02                | \$32.58                  | Personnel Technician                  | \$29.41                    | \$30.21             | 102.1%                             | 110.8%                             | 99.4%                               | 107.8%                              |
|  |                | <b>\$30.02</b>         | <b>\$32.58</b>           |                                       | <b>\$30.66</b>             | <b>\$31.04</b>      | <b>98.0%</b>                       | <b>106.4%</b>                      | <b>97.2%</b>                        | <b>105.5%</b>                       |
| Budget Analyst                               | 63             | \$27.92                | \$30.32                  | Budget Analyst                        | NA                         | \$30.86             | NA                                 | NA                                 | 90.5%                               | 98.3%                               |
| Confidential Secretary to Cty Administration | 63             | \$27.92                | \$30.32                  | Executive Secretary / Admin Secretary | NA                         | \$30.08             | NA                                 | NA                                 | 92.8%                               | 100.8%                              |
| Victim & Recovery Specialist                 | 63             | \$27.92                | \$30.32                  | Advocate Victim Witness & DV/ Coord   | \$28.07                    | NA                  | 99.5%                              | 108.0%                             | NA                                  | NA                                  |
|  |                | <b>\$27.92</b>         | <b>\$30.32</b>           |                                       | <b>\$28.07</b>             | <b>\$30.47</b>      | <b>99.5%</b>                       | <b>108.0%</b>                      | <b>91.6%</b>                        | <b>99.5%</b>                        |



# Market Analysis

## Confidential Group

| Tompkins Position                      | TC Labor Grade | Hire Rate (1st 9 mths) | Work Rate (after 9 mths) | Peer / Market Position                     | Peer Average Starting Rate | Market Average Rate | TC Hire Rate to Peer Starting Rate | TC Work Rate to Peer Starting Rate | TC Hire Rate to Market Average Rate | TC Work Rate to Market Average Rate |
|--|----------------|------------------------|--------------------------|--|----------------------------|---------------------|------------------------------------|------------------------------------|-------------------------------------|-------------------------------------|
| Administrative Assistant               | 62             | \$26.52                | \$28.78                  | NA   | NA                         | NA                  | NA                                 | NA                                 | NA                                  | NA                                  |
| Administrative Assistant - level 4     | 62             | \$26.52                | \$28.78                  | Administrative Assistant Sr /Admin Analyst | NA                         | \$29.97             | NA                                 | NA                                 | 88.5%                               | 96.0%                               |
| Deputy Clerk, Legislature              | 62             | \$26.52                | \$28.78                  | Administrative Assistant Sr /Admin Analyst | NA                         | \$29.97             | NA                                 | NA                                 | 88.5%                               | 96.0%                               |
| Deputy Clerk, Tompkins Cty Legislature | 62             | \$26.52                | \$28.78                  | Administrative Assistant Sr /Admin Analyst | NA                         | \$29.97             | NA                                 | NA                                 | 88.5%                               | 96.0%                               |
| Executive Assistant To The Sheriff     | 62             | \$26.52                | \$28.78                  | Executive Secretary / Admin Secretary      | \$25.19                    | \$30.08             | 105.3%                             | 114.3%                             | 88.2%                               | 95.7%                               |
| Media Production Assistant             | 62             | \$26.52                | \$28.78                  | Social Networking Spec/Audiovisual Opr     | NA                         | \$30.35             | NA                                 | NA                                 | 87.4%                               | 94.8%                               |
| Personnel Associate                    | 62             | \$26.52                | \$28.78                  | HR Associate                               | \$23.97                    | \$28.92             | 110.6%                             | 120.1%                             | 91.7%                               | 99.5%                               |
|  |                | <b>\$26.52</b>         | <b>\$28.78</b>           |  | <b>\$24.58</b>             | <b>\$29.88</b>      | <b>108.0%</b>                      | <b>117.2%</b>                      | <b>88.8%</b>                        | <b>96.4%</b>                        |

# Market Analysis

## Confidential Group

| Tompkins Position                           | TC Labor Grade | Hire Rate (1st 9 mths) | Work Rate (after 9 mths) | Peer / Market Position                       | Peer Average Starting Rate | Market Average Rate | TC Hire Rate to Peer Starting Rate | TC Work Rate to Peer Starting Rate | TC Hire Rate to Market Average Rate | TC Work Rate to Market Average Rate |
|---|----------------|------------------------|--------------------------|--|----------------------------|---------------------|------------------------------------|------------------------------------|-------------------------------------|-------------------------------------|
| Confidential Secretary to Cty Administrator | 61             | \$25.19                | \$27.38                  | Executive Sec III/Executive Sec to CEO       | \$27.73                    | \$30.08             | 90.8%                              | 98.7%                              | 83.7%                               | 91.0%                               |
| Payroll Specialist                          | 61             | \$25.19                | \$27.38                  | Payroll Specialist                           | \$25.78                    | \$27.62             | 97.7%                              | 106.2%                             | 91.2%                               | 99.1%                               |
| Principle Account Clerk Typist              | 61             | \$25.19                | \$27.38                  | Principal Acct Clk Typist/Bookkeeper Head    | \$23.89                    | \$27.02             | 105.4%                             | 114.6%                             | 93.2%                               | 101.3%                              |
| Secretary/Paralegal Aide to DA              | 61             | \$25.19                | \$27.38                  | Paralegal /Paralegal Specialist              | \$27.36                    | \$31.21             | 92.1%                              | 100.1%                             | 80.7%                               | 87.7%                               |
|   |                | <b>\$25.19</b>         | <b>\$27.38</b>           |  | <b>\$26.19</b>             | <b>\$28.98</b>      | <b>96.5%</b>                       | <b>104.9%</b>                      | <b>87.2%</b>                        | <b>94.8%</b>                        |
| NA  | 60             | \$23.95                | \$26.01                  | NA   | NA                         | NA                  | NA                                 | NA                                 | NA                                  | NA                                  |
|   |                | <b>\$23.95</b>         | <b>\$26.01</b>           |  | <b>NA</b>                  | <b>NA</b>           | <b>NA</b>                          | <b>NA</b>                          | <b>NA</b>                           | <b>NA</b>                           |
| Senior Account Clerk/Typist                 | 59             | \$22.77                | \$24.72                  | Senior Account Clerk Typist / Acctg Clerk II | \$22.45                    | \$24.30             | 101.4%                             | 110.1%                             | 93.7%                               | 101.7%                              |
| Senior Elections Clerk                      | 59             | \$22.77                | \$24.72                  | Senior Elections Clerk /Admin Clerk - Sr     | \$24.50                    | \$23.02             | 92.9%                              | 100.9%                             | 98.9%                               | 107.4%                              |
| Senior Elections Clerk                      | 59             | \$22.77                | \$24.72                  | Senior Elections Clerk /Admin Clerk - Sr     | \$24.50                    | \$23.02             | 92.9%                              | 100.9%                             | 98.9%                               | 107.4%                              |
|   |                | <b>\$22.77</b>         | <b>\$24.72</b>           |  | <b>\$23.82</b>             | <b>\$23.45</b>      | <b>95.8%</b>                       | <b>104.0%</b>                      | <b>97.2%</b>                        | <b>105.5%</b>                       |

# Market Analysis

## Confidential Group

| Tompkins Position                | TC Labor Grade | Hire Rate (1st 9 mths) | Work Rate (after 9 mths) | Peer / Market Position                  | Peer Average Starting Rate | Market Average Rate | TC Hire Rate to Peer Starting Rate | TC Work Rate to Peer Starting Rate | TC Hire Rate to Market Average Rate | TC Work Rate to Market Average Rate |
|----------------------------------|----------------|------------------------|--------------------------|---|----------------------------|---------------------|------------------------------------|------------------------------------|-------------------------------------|-------------------------------------|
| Administrative Specialist        | 58             | \$21.62                | \$23.48                  | NA                                      | NA                         | NA                  | NA                                 | NA                                 | NA                                  | NA                                  |
| Employee Benefits Assistant      | 58             | \$21.62                | \$23.48                  | Benefits Clerk/Benefits Associate       | \$23.97                    | \$23.55             | 90.2%                              | 98.0%                              | 91.8%                               | 99.7%                               |
| Employee Benefits Assistant      | 58             | \$21.62                | \$23.48                  | Benefits Clerk/Benefits Associate       | \$23.97                    | \$23.55             | 90.2%                              | 98.0%                              | 91.8%                               | 99.7%                               |
| Financial Accounts Payable Clerk | 58             | \$21.62                | \$23.48                  | Accounts Payable Clerk II               | NA                         | \$22.95             | NA                                 | NA                                 | 94.2%                               | 102.3%                              |
| Personnel Assistant Trainee      | 58             | \$21.62                | \$23.48                  | HR Assistant / Clerk                    | \$23.98                    | \$23.60             | 90.2%                              | 97.9%                              | 91.6%                               | 99.5%                               |
|                                  |                | <b>\$21.62</b>         | <b>\$23.48</b>           |   | <b>\$23.97</b>             | <b>\$23.41</b>      | <b>90.2%</b>                       | <b>97.9%</b>                       | <b>92.4%</b>                        | <b>100.3%</b>                       |
| NA                               | 57             | \$20.55                | \$22.31                  | NA                                      | NA                         | NA                  | NA                                 | NA                                 | NA                                  | NA                                  |
|                                  |                | <b>\$20.55</b>         | <b>\$22.31</b>           |   | <b>NA</b>                  | <b>NA</b>           | <b>NA</b>                          | <b>NA</b>                          | <b>NA</b>                           | <b>NA</b>                           |
| Account Clerk / Typist           | 56             | \$19.53                | \$21.21                  | Account Clerk Typist/Accounting Clerk I | \$20.95                    | \$20.96             | 93.2%                              | 101.2%                             | 93.2%                               | 101.2%                              |
|                                  |                | <b>\$19.53</b>         | <b>\$21.21</b>           |   | <b>\$20.95</b>             | <b>\$20.96</b>      | <b>93.2%</b>                       | <b>101.2%</b>                      | <b>93.2%</b>                        | <b>101.2%</b>                       |

# Market Analysis

## Confidential Group

| Tompkins Position                  | TC Labor Grade | Hire Rate (1st 9 mths) | Work Rate (after 9 mths) | Peer / Market Position                     | Peer Average Starting Rate | Market Average Rate | TC Hire Rate to Peer Starting Rate | TC Work Rate to Peer Starting Rate | TC Hire Rate to Market Average Rate | TC Work Rate to Market Average Rate |
|------------------------------------|----------------|------------------------|--------------------------|--|----------------------------|---------------------|------------------------------------|------------------------------------|-------------------------------------|-------------------------------------|
| Keyboard Specialist                | 55             | \$18.54                | \$20.14                  | Keyboard Specialist/Word Processor         | \$16.00                    | \$20.56             | 115.9%                             | 125.9%                             | 90.2%                               | 98.0%                               |
|                                    |                | <b>\$18.54</b>         | <b>\$20.14</b>           |  | <b>\$16.00</b>             | <b>\$20.56</b>      | <b>115.9%</b>                      | <b>125.9%</b>                      | <b>90.2%</b>                        | <b>98.0%</b>                        |
| Administrative Assistant - Level 1 | 54             | \$17.60                | \$19.14                  | NA   | NA                         | NA                  | NA                                 | NA                                 | NA                                  | NA                                  |
| Clerk                              | 54             | \$17.60                | \$19.14                  | Clerk                                      | \$20.98                    | \$20.81             | 83.9%                              | 91.2%                              | 84.6%                               | 92.0%                               |
|                                    |                | <b>\$17.60</b>         | <b>\$19.14</b>           |  | <b>\$20.98</b>             | <b>\$20.81</b>      | <b>83.9%</b>                       | <b>91.2%</b>                       | <b>84.6%</b>                        | <b>92.0%</b>                        |
| Account Clerk                      | 53             | \$16.73                | \$18.18                  | Account Clerk/Accounting Clerk I           | \$19.94                    | \$20.96             | 83.9%                              | 91.2%                              | 79.8%                               | 86.7%                               |
|                                    |                | <b>\$16.73</b>         | <b>\$18.18</b>           |  | <b>\$19.94</b>             | <b>\$20.96</b>      | <b>83.9%</b>                       | <b>91.2%</b>                       | <b>79.8%</b>                        | <b>86.7%</b>                        |
| Information Aide                   | 52             | \$15.91                | \$17.28                  | Front Desk Receptionist/Customer Svc Clerk | \$16.00                    | \$18.41             | 99.4%                              | 108.0%                             | 86.4%                               | 93.9%                               |
|                                    |                | <b>\$15.91</b>         | <b>\$17.28</b>           |  | <b>\$16.00</b>             | <b>\$18.41</b>      | <b>99.4%</b>                       | <b>108.0%</b>                      | <b>86.4%</b>                        | <b>93.9%</b>                        |

# Market Analysis - Summary

Confidential Group

| Labor Grade | Hire Rate (1st 9 mths) | Work Rate (after 9 mths) | Peer Average Starting Rate by Grade | Market Average Rate by Grade | TC Hire Rate to Peer Average Starting Rate by Grade | TC Work Rate to Peer Average Starting Rate by Grade | TC Hire Rate to Market Average Rate by Grade | TC Work Rate to Market Average Rate by Grade |
|-------------|------------------------|--------------------------|-------------------------------------|------------------------------|---|---|--|--|
| 65          | \$33.01                | \$35.85                  | \$29.53                             | \$33.62                      | 112.7%  | 122.4%  | 98.8%  | 107.3%                                       |
| 64          | \$30.02                | \$32.58                  | \$30.66                             | \$31.04                      | 98.0%   | 106.4%  | 97.2%  | 105.5%                                       |
| 63          | \$27.92                | \$30.32                  | \$28.07                             | \$30.47                      | 99.5%   | 108.0%  | 91.6%  | 99.5%  |
| 62          | \$26.52                | \$28.78                  | \$24.58                             | \$29.88                      | 108.0%  | 117.2%  | 88.8%  | 96.4%  |
| 61          | \$25.19                | \$27.38                  | \$26.19                             | \$28.98                      | 96.5%   | 104.9%  | 87.2%  | 94.8%  |
| 60          | \$23.95                | \$26.01                  | NA                                  | NA                           | NA  | NA  | NA   | NA   |
| 59          | \$22.77                | \$24.72                  | \$23.82                             | \$23.45                      | 95.8%   | 104.0%  | 97.2%  | 105.5%                                       |
| 58          | \$21.62                | \$23.48                  | \$23.97                             | \$23.41                      | 90.2%   | 97.9%   | 92.4%  | 100.3%                                       |
| 57          | \$20.55                | \$22.31                  | NA                                  | NA                           | NA  | NA  | NA   | NA   |
| 56          | \$19.53                | \$21.21                  | \$20.95                             | \$20.96                      | 93.2%   | 101.2%  | 93.2%  | 101.2%                                       |
| 55          | \$18.54                | \$20.14                  | \$16.00                             | \$20.56                      | 115.9%  | 125.9%  | 90.2%  | 98.0%  |
| 54          | \$17.60                | \$19.14                  | \$20.98                             | \$20.81                      | 93.9%   | 91.2%   | 84.6%  | 92.0%  |
| 53          | \$16.73                | \$18.18                  | \$19.94                             | \$20.96                      | 83.9%   | 91.2%   | 79.8%  | 86.7%  |
| 52          | \$15.91                | \$17.28                  | \$16.00                             | \$18.41                      | 99.4%   | 108.0%  | 86.4%  | 93.9%  |

Note: Averages taken from previous pages

|              |               |              |              |
|--------------|---------------|--------------|--------------|
| <b>98.9%</b> | <b>106.5%</b> | <b>90.6%</b> | <b>98.4%</b> |
|--------------|---------------|--------------|--------------|