



Title: Approval of the 2023 MCWD Pay Equity Report and Authorization to Submit to the State of Minnesota

Resolution number: 24-004

Prepared by: Name: Deb Johnson
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Reviewed by: Name/Title: Tessa Vacek, Administrative Services Manager

Recommended action: Approval of the 2023 MCWD Pay Equity Report and Authorization to Submit the Report to the State of Minnesota Management and Budget

Summary:

The State of Minnesota Management and Budget is responsible for the enforcement of the Local Government Pay Equity Act (Minnesota Statutes 471.991-471.999 and Minnesota Rules Chapter 3920). The Local Government Pay Equity Act (LPGEA) examines local government pay structures for evidence of gender inequity. The purpose of the LPGEA is “to eliminate sex-based wage disparities in public employment in this state”. The LPGEA requires local government jurisdictions to submit a pay equity report to the State of Minnesota Management and Budget every three years.

The Minnehaha Creek Watershed District last submitted a pay equity report on January 29, 2021 which met the State’s test for compliance. To meet the State of Minnesota Management and Budget’s deadline a new report is due January 31, 2024.

District staff input the MCWD pay equity data into the State of Minnesota’s Management and Budget online pay equity portal which produced Attachments 1-3. The 2024 MCWD pay equity report identifies MCWD employee data in place as of December 31, 2023 and includes the following required information (see Attachment 1 – Job Class Data Entry Verification List):

1. Positions/job titles within the District where an employee was in place at any time during the reporting year
2. Number of staff in each position
3. Whether the position was held by a male, female or both
4. The points and grade level of the position (for this information the District uses SAFE, the District’s job evaluation tool)
5. The number of years the position had been held by the employee, or in the case of multiple staff in the same position/job title, the number of years of the staff member holding the position for the longest period of time
6. Based on the District’s compensation table, the minimum and maximum monthly compensation for each position

The pay equity compliance report (Attachment 2) also requests information on longevity pay and number of years to reach a maximum pay level for each position/job title. As these questions are not applicable to the District this information is entered as “zero” per the instructions.

The District's employee information was entered into the pay equity portal, which produced a statistical analysis report. This analysis is used to determine whether the District is in compliance, meaning pay without gender based wage disparities. The State has determined that an Underpayment Ratio of 80 or greater meets the compliance requirements, and if under 80, more testing and analysis is required. This additional testing determines if the rate received (under 80) is statically significant or not. The District's Underpayment Ratio value of 55.56 did not meet the 80 or above requirement. However, with additional testing, including the salary range test and exceptional service pay test, the District's initial underpayment of females results were determined not to be statistically significant and therefore the District is in compliance with the state requirements.

The State of Minnesota Management and Budget requires the governing boards of local governments to approve the submittal of the organization's pay equity report, therefore, staff is requesting the Board of Managers to approve the District's pay equity report and authorize District staff to submit the 2024 MCWD pay equity report to the State.

Supporting documents (list attachments):

Attachment 1: Job Class Data Entry Verification List

Attachment 2: Compliance Report

Attachment 3: Pay Equity Implementation Report



RESOLUTION

Resolution number: 24-004

Title: Approval of the 2023 MCWD Pay Equity Report and Authorization to Submit to the State of Minnesota

- WHEREAS, The State of Minnesota Management and Budget is responsible for the enforcement of the Local Government Pay Equity Act (M.S. 471.991-471.999 and Minnesota Rules Chapter 3920);
- WHEREAS, the Local Government Pay Equity Act requires local government jurisdictions to submit a pay equity report to the State of Minnesota Management and Budget every three years;
- WHEREAS, on January 28, 2021 the MCWD Board of Managers authorized submittal of the 2020 Pay Equity Report to the State of Minnesota Management and Budget;
- WHEREAS, MCWD’s next Pay Equity Report submission is due January 31, 2024;
- WHEREAS, MCWD staff have compiled and entered the required information into the State of Minnesota Management and Budget’s pay equity system to obtain compliance results; and those testing results have indicated the District’s 2023 Pay Equity Report is in compliance; and
- WHEREAS, the State of Minnesota Management and Budget requires the local governing board to approve the submittal of the Pay Equity Report;

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers hereby approves the 2023 MCWD Pay Equity report and directs staff to submit the 2023 MCWD Pay Equity Report to the State of Minnesota Management and Budget before the January 31, 2024 deadline.

Resolution Number 24-004 was moved by Manager _____, seconded by Manager _____. Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: 1/11/2024

Secretary Date: _____

Job Class Data Entry Verification List

Case: 2024 Submissions

Minnehaha Creek Watershed District

LGID: 2348

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
27	Permitting Assistant	1	0	0	M	120	3917.32	5484.25	0.00	1.00	
10	R&M Technician	0	1	0	F	215	4484.94	6278.91	0.00	9.00	
7	Permitting Technician	1	2	0	B	255	4798.88	6718.44	0.00	1.00	
33	Communications Coordinator	0	1	0	F	265	5134.81	7188.73	0.00	1.00	
32	Office Manager	0	1	0	F	295	5134.81	7188.73	0.00	5.00	
28	GIS Coordinator	1	0	0	M	310	5494.24	7691.94	0.00	4.00	
29	Policy Planning Coordinator	0	1	0	F	310	5494.24	7691.94	0.00	4.00	
9	Sr. Project & Land Technician	0	1	0	F	345	5494.24	8168.44	0.00	13.00	
31	Hydrologist	0	1	0	F	358	5878.84	8230.37	0.00	10.00	
17	Planner-Project Manager	1	1	0	B	450	6290.36	8806.50	0.00	4.00	
14	Project & Land Program Manager	1	0	0	M	508	6730.68	9422.96	0.00	1.00	
15	Outreach Program Manager	0	1	0	F	508	6730.68	9422.96	0.00	1.00	
16	R&M Program Manager	1	0	0	M	508	6730.68	9422.96	0.00	5.00	
21	Administrative Svcs Manager	0	1	0	F	508	6730.68	9422.96	0.00	1.00	
25	Permitting Program Manager	0	1	0	F	508	6730.68	9422.96	0.00	1.00	
20	Policy Planning Director	0	1	0	F	548	7201.83	10082.56	0.00	15.00	
18	Project Planning Director	1	0	0	M	578	7705.96	10788.34	0.00	11.00	
23	District Administrator	1	0	0	M	730	8822.55	14841.84	0.00	18.00	

Job Number Count: 18

Compliance Report

Jurisdiction: Minnehaha Creek Watershed District

Report Year: 2024
Case: 1 - 2024 Submissions (Private (Jur Only))

15320 Minnetonka Blvd.
Minnetonka, MN 55345

Contact: Deb Johnson

Phone: (952) 641-4500

E-Mail: djohnson@minnehahacreek.org

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	6	10	2	18
# Employees	6	10	5	21
Avg. Max Monthly Pay per employee	9608.71	8309.86		8500.91

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 55.5556 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	5	7
b. # Below Predicted Pay	1	3
c. TOTAL	6	10
d. % Below Predicted Pay (b divided by c = d)	16.67	30.00

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

B. T-test Results

Degrees of Freedom (DF) = 14	Value of T = 0.269
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- a. Avg. diff. in pay from predicted pay for male jobs = 30
- b. Avg. diff. in pay from predicted pay for female jobs = 11

III. SALARY RANGE TEST = 0.00 (Result is A divided by B)

- A. Avg. # of years to max salary for male jobs = 0.00
- B. Avg. # of years to max salary for female jobs = 0.00

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)



Minnesota Pay Equity Management System - Minnehaha Creek Watershed District(24-No Submission)

Pay Equity Implementation Form

Part A: Jurisdiction Identification

Jurisdiction: Minnehaha Creek Watershed District

Jurisdiction Type: OTH - Other

Minnetonka

Contact:	Name	Title	Phone	Email
	Deb Johnson	Office Manager	952-641-4500	djohnson@minnehahacreek.org
	James Wisker	District Administrat	952-641-4509	jwisker@minnehahacreek.org
	Tessa Vacek	Admin Services Mgr	952-641-4503	tvacek@minnehahacreek.org

Part B: Official Verification

1. 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 used was:

Other (specify)

Describe below if the job evaluation system used is: "The same as last year", "A new system", "A substantially modified system from last year", or another descriptor not listed here: (*less than 240 characters)

Systematic Analysis Factor Evaluation (SAFE)

2. 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.

3. An official notice has been posted at:

(prominent location) (*less than 60 characters)

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:

(governing body) (*less than 60 characters)

(chief elected official)(*less than 60 characters)

(title) (*less than 60 characters)

Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and

Pay Equity - Case Maintenance

all employees over which the jurisdiction has final budgetary authority are included

Part C: Total Payroll

1,705,533.04 is the annual payroll for the calendar year just ended December 31.