

MEETING DATE: January 25, 2018

TITLE: 2018 MCWD Pay Equity Report

RESOLUTION NUMBER: 18-006

PREPARED BY: Lars Erdahl

E-MAIL: lerdahl@minnehahacreek.org

TELEPHONE: 952-471-0590

REVIEWED BY: Administrator Counsel Program Mgr. (Name): _____
 Board Committee Engineer Other Springsted

WORKSHOP ACTION:

<input checked="" type="checkbox"/> Advance to Board mtg. Consent Agenda.	<input type="checkbox"/> Advance to Board meeting for discussion prior to action.
<input type="checkbox"/> Refer to a future workshop (date): _____	<input type="checkbox"/> Refer to taskforce or committee (date): _____
<input type="checkbox"/> Return to staff for additional work.	<input checked="" type="checkbox"/> No further action requested.
<input type="checkbox"/> Other (specify): _____	

PURPOSE or ACTION REQUESTED:

Approve the 2018 MCWD Pay Equity Report to be filed as required by law by January 31, 2018

SUMMARY:

State law requires all public jurisdictions such as cities, counties, and school districts to eliminate any gender-based wage inequities in compensation and submit reports to Minnesota Management and Budget (MMB) once every three years. MCWD last submitted this report in January of 2015.

Pay Equity is a method of eliminating discrimination against women who are paid less than men for jobs requiring comparable levels of expertise. This goes beyond the familiar idea of equal pay for equal work where men and women with the same jobs must be paid equally. A policy to establish pay equity usually means: 1) that all jobs will be evaluated and given points according to the level of knowledge and responsibility required to do the job; and 2) that salary adjustments will be made if it is discovered that women are consistently paid less than men for jobs with similar points. The following example shows a typical gender-based wage disparity.

MCWD staff and consultants from Springsted have compiled the required information and completed the required forms to submit the 2018 MCWD Pay Equity Report, which is included as an attachment to this RBA.

RESOLUTION

RESOLUTION NUMBER: 18-006

TITLE: 2018 MCWD Pay Equity Report

WHEREAS, State law requires all public jurisdictions such as cities, counties, and school districts to eliminate any gender-based wage inequities in compensation and submit reports to Minnesota Management and Budget; and

WHEREAS, the MCWD 2018 Pay Equity Report is due on January 31, 2018; and

WHEREAS, MCWD staff and consultants have compiled the required information and completed the required reports.

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers hereby approves the 2018 MCWD Pay Equity Report and directs the report to be submitted as required to the State of Minnesota Department of Minnesota Management and Budget.

Resolution Number 18-006 was moved by Manager _____, seconded by Manager _____.
Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: _____.

Secretary Date: _____



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January 15, 2018

Mr. Lars Erdahl
District Administrator
Minnehaha Creek Watershed District
15320 Minnetonka Blvd.
Minnetonka, Minnesota 55345

Dear Mr. Erdahl:

Springsted has prepared the District's Pay Equity Implementation Report and utilized the Minnesota Management and Budget web-based pay equity reporting system to analyze the District's 2017 wage information. There are four tests for compliance with the State of Minnesota Local Government Pay Equity Act. Following are the tests and the results:

1. Completeness and Accuracy Test: The District will pass this test if the report is submitted electronically by January 31, 2018. Springsted will submit the report for the District upon approval of the report by the Board of Managers.
2. Statistical Analysis Test: To pass this test the District must have 6 or more male classes and at least one class with an established salary range, or four or five male classes and an underpayment ratio of 80 or more. The District's underpayment ratio is 65, so we look to an additional T-Test table that computes the average dollar amount that males and females are from predicted pay. If females are paid less than males on average, the table determines if the difference is statistically significant. The District's Value of T is -0.456 at 25 Degrees of Freedom. Since the Value of T is less than the T-Test table value of 1.708, the District passes this test and there is either no underpayment of female classes or the underpayment is not statistically significant.
3. Salary Range Test: For organizations with established salary ranges for positions, this measures whether male classes are reaching the top of their salary range faster than female classes. This result must either be 0 or above 80 to be found in compliance. The result of the salary range test for the District is 0, since there is no established number of years for males or females to move through the salary range. The District has also passed this test.
4. Exceptional Service Pay Test: This test analyzes whether there is a larger percentage of male classes receiving longevity or performance pay than female classes. For this test the result must either be 0 if less than 20% of male classes receive exceptional service pay or be above 80. The result of this test is 0. The District also passes this test.

Please review the enclosed information and if there are no changes please have the report reviewed and approved by the District Board of Managers prior to January 31, 2018. Springsted will submit the report to the Department of Management and Budget upon notification of approval by the Minnehaha Creek Watershed District Board of Managers.

Please let me know if you have any questions or concerns.

Sincerely,

A handwritten signature in blue ink, appearing to read "Julie A. Urell", written over a light blue circular scribble.

Julie A. Urell
Assistant Vice President and Consultant

Compliance Report

Jurisdiction: Minnehaha Creek Watershed District
15320 Minnetonka Blvd.
Minnetonka MN 55345

Report Year: 2018
Case: 1 - 2018 DATA (Private (Jur Only))

Contact: Lars Erdahl Phone: (952) 641-4505 E-Mail: lerdahl@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	8	13	1	22
# Employees	10	17	3	30
Avg. Max Monthly Pay per employee	6,375.38	5,052.83		5,596.49

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 65.00 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	6	8
b. # Below Predicted Pay	2	5
c. TOTAL	8	13
d. % Below Predicted Pay (b divided by c = d)	25.00	38.46

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

B. T-test Results

Degrees of Freedom (DF) = 25	Value of T = -0.456
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- a. Avg. diff. in pay from predicted pay for male jobs = \$3
b. Avg. diff. in pay from predicted pay for female jobs = \$24

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)

*** DRAFT COPY ***

Part A: Jurisdiction Identification

Jurisdiction: Minnehaha Creek Watershed District

Jurisdiction Type: Other

15320 Minnetonka Blvd.
Minnetonka MN 55345

Contact: Lars Erdahl Phone: (952) 641-4505 E-Mail: lerdahl@minnehahacreek.org
Contact: James Wisker Phone: (952) 641-4509 E-Mail: jwisker@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: Consultant's System

Description:

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:

MCWD bulletin board for employee postings
(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:

Minnehaha Creek Watershed District Board of Managers
(governing body)

Sherry Davis White
(chief elected official)

President
(title)

Part C: Total Payroll

\$1,690,788.34

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

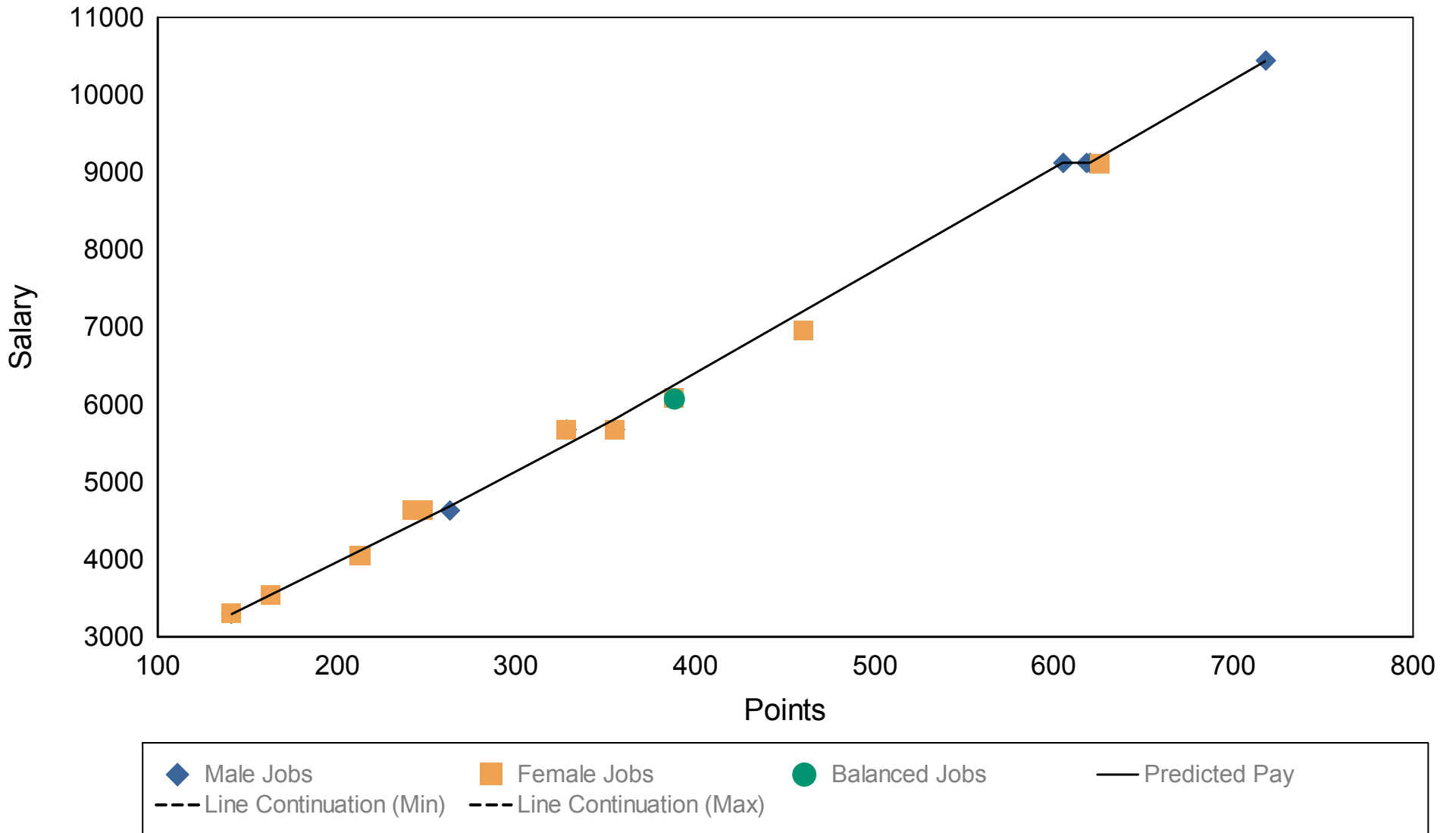
Date Submitted:

Job Class Data Entry Verification List

Case: 2018 DATA

Job Nbr	Class Title	Nbr Males	Nbr Females	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
1	District Representative - P	3	0	M	141	\$2,205.08	\$3,307.62	0.00	1.50	
2	District Representative - Al	0	1	F	141	\$2,205.08	\$3,307.62	0.00	4.00	
3	District Representative - W	0	1	F	141	\$2,205.08	\$3,307.62	0.00	1.50	
5	Operations and Support S	0	1	F	163	\$2,359.43	\$3,539.15	0.00	5.00	
6	Finance Administrator	0	1	F	213	\$2,701.32	\$4,051.97	0.00	5.00	
7	Permitting Technician	1	3	F	242	\$3,092.74	\$4,639.10	0.00	2.00	
9	Project and Land Technici	0	1	F	245	\$3,092.74	\$4,639.10	0.00	4.00	
24	Education Coordinator	0	1	F	245	\$3,092.74	\$4,639.10	0.00	1.00	
10	Water Quality Technician	0	1	F	248	\$3,092.74	\$4,639.10	0.00	5.00	
11	Communications Coordina	1	0	M	263	\$3,092.74	\$4,639.10	0.00	0.00	
13	Aquatic Invasive Species F	1	0	M	328	\$3,788.73	\$5,683.10	0.00	6.00	
14	Project and Land Program	0	1	F	328	\$3,788.73	\$5,683.10	0.00	7.00	
15	Education Program Manag	1	0	M	355	\$3,788.73	\$5,683.10	0.00	3.00	
16	Water Quality Manager	0	2	F	355	\$3,788.73	\$5,683.10	0.00	11.00	
17	Planner-Project Manager	1	2	B	388	\$4,053.95	\$6,080.92	0.00	15.00	
25	Permitting Program Lead-9	0	1	F	388	\$4,053.95	\$6,080.92	0.00	2.00	
18	Lead Planner-Project Man	0	1	F	460	\$4,641.36	\$6,962.04	0.00	10.00	
19	Research & Monitoring Dir	1	0	M	605	\$6,083.88	\$9,125.82	0.00	0.00	
20	Planning and Projects Dire	1	0	M	618	\$6,083.88	\$9,125.82	0.00	12.00	
21	Operations and Support S	1	0	M	620	\$6,083.88	\$9,125.82	0.00	0.00	
22	Communication and Educa	0	1	F	625	\$6,083.88	\$9,125.82	0.00	7.00	
23	District Administrator	1	0	M	718	\$6,965.43	\$10,448.15	0.00	3.00	

Job Number Count: 22



Predicted Pay Report for Minnehaha Creek Watershed District

1/15/2018

Case : 2018 DATA

Job Nbr	Job Title	Nbr Males	Nbr Females	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
1	District Representative - Perm	3	0	3	Male	141	\$3,307.62	\$3,303.07	\$4.55
2	District Representative - AIS	0	1	1	Female	141	\$3,307.62	\$3,303.07	\$4.55
3	District Representative - Wate	0	1	1	Female	141	\$3,307.62	\$3,303.07	\$4.55
5	Operations and Support Service	0	1	1	Female	163	\$3,539.15	\$3,559.92	(\$20.77)
6	Finance Administrator	0	1	1	Female	213	\$4,051.97	\$4,144.06	(\$92.09)
7	Permitting Technician	1	3	4	Female	242	\$4,639.10	\$4,482.82	\$156.28
9	Project and Land Technician	0	1	1	Female	245	\$4,639.10	\$4,517.87	\$121.23
24	Education Coordinator	0	1	1	Female	245	\$4,639.10	\$4,517.87	\$121.23
10	Water Quality Technician	0	1	1	Female	248	\$4,639.10	\$4,552.93	\$86.17
11	Communications Coordinator	1	0	1	Male	263	\$4,639.10	\$4,695.83	(\$56.73)
13	Aquatic Invasive Species Progr	1	0	1	Male	328	\$5,683.10	\$5,489.81	\$193.29
14	Project and Land Program Manag	0	1	1	Female	328	\$5,683.10	\$5,489.81	\$193.29
15	Education Program Manager	1	0	1	Male	355	\$5,683.10	\$5,819.66	(\$136.56)
16	Water Quality Manager	0	2	2	Female	355	\$5,683.10	\$5,819.66	(\$136.56)
17	Planner-Project Manager	1	2	3	Balanced	388	\$6,080.92	\$6,222.81	(\$141.89)
25	Permitting Program Lead-Superv	0	1	1	Female	388	\$6,080.92	\$6,222.81	(\$141.89)
18	Lead Planner-Project Manager	0	1	1	Female	460	\$6,962.04	\$7,181.68	(\$219.64)
19	Research & Monitoring Director	1	0	1	Male	605	\$9,125.82	\$9,125.82	\$0.00
20	Planning and Projects Director	1	0	1	Male	618	\$9,125.82	\$9,125.82	\$0.00
21	Operations and Support Service	1	0	1	Male	620	\$9,125.82	\$9,125.82	\$0.00
22	Communication and Education Di	0	1	1	Female	625	\$9,125.82	\$9,125.82	\$0.00
23	District Administrator	1	0	1	Male	718	\$10,448.15	\$10,432.11	\$16.04

Job Number Count: 22