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**Title:** Approval of the 2021 MCWD Pay Equity Report and Authorization to Submit to the State of Minnesota

**Resolution number:** 21-009

**Prepared by:** Name: Deb Johnson  
Phone: 952.641.4500  
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**Reviewed by:** Name/Title: Tiffany Schaufler, Project & Land Manager

**Recommended action:** Approval of the 2021 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 (MCWD or District) submitted a pay equity report on January 31, 2018 and that report 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, 2021.

District staff have entered the MCWD pay equity report information into the State of Minnesota’s Management and Budget online pay equity portal which can be viewed in Attachments 1-3. The 2021 MCWD pay equity report identifies MCWD employee data in place as of December 31, 2020 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 as determine by 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 2021 MCWD pay equity 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” as instructed.

The State of Minnesota’s Management and Budget online pay equity portal allows the information above to be entered and then offers an option for a statistical analysis to be performed which then provides results to determine if compliance has been met before officially submitting the information. The report’s Underpayment Ratio determines compliance or whether more testing and analysis is required. The State has determined that an Underpayment Ratio of

80 or higher is compliant. Should the number be less than 80 there is further testing and evaluation that can be done to determine if the rate received is statically significant or not. The District's 2021 report (Attachments 1-3) which is proposed to be submitted upon Board of Manager approval, has been deemed compliant with an Underpayment Ratio of 85.71429 (see Attachment 2 – Compliance Report). 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, the Board of Managers are requested to authorize District staff to submit the 2021 MCWD pay equity report.

**Supporting documents (list attachments):**

Attachment 1: Job Class Data Entry Verification List

Attachment 2: Compliance Report

Attachment 3: Pay Equity Implementation Report



**RESOLUTION**

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Resolution number: 21-009

Title: Approval of the 2021 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 25, 2018 the MCWD Board of Managers authorized submittal of the 2018 Pay Equity Report to the State of Minnesota Management and Budget;
- WHEREAS, MCWD’s next Pay Equity Report submission is due January 31, 2021;
- WHEREAS, MCWD staff have compiled and entered the required information into the State of Minnesota Management and Budget’s pay equity portal to obtain compliance results; and those testing results have indicated the District’s 2021 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 2021 MCWD Pay Equity report and directs staff to submit the 2021 MCWD Pay Equity Report to the State of Minnesota Management and Budget before the January 31, 2021 deadline.

Resolution Number 21- 009 was moved by Manager \_\_\_\_\_, seconded by Manager \_\_\_\_\_. Motion to adopt the resolution \_\_\_ ayes, \_\_\_ nays, \_\_\_ abstentions. Date: 1/28/2021

\_\_\_\_\_  
Secretary Date: \_\_\_\_\_

## Job Class Data Entry Verification List

Case: 2021 Submission w/2020 DATA

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
26	R&M Field Assistant	0	1	0	F	115	3406.50	4769.09	0.00	1.00	
27	Permitting Assistant	1	1	0	B	120	3644.95	5102.93	0.00	2.00	
28	GIS Technician	1	0	0	M	205	4173.10	5842.34	0.00	1.00	
10	R&M Technician	1	1	0	B	220	4173.10	5842.34	0.00	6.00	
5	Operations Coordinator	0	1	0	F	220	4173.10	5842.34	0.00	2.00	
24	Education Coordinator	0	1	0	F	235	4465.22	6251.31	0.00	2.00	
7	Permitting Technician	1	2	0	B	255	4465.22	6251.31	0.00	5.00	
9	Project and Land Technician	0	1	0	F	270	4777.79	6688.90	0.00	2.00	
29	Policy & Grants Coordinator	0	1	0	F	310	5112.23	7157.12	0.00	1.00	
31	Hydrologist	0	1	0	F	358	5470.09	7658.12	0.00	7.00	
13	Aquatic Ecologist	1	0	0	M	358	5470.09	7658.12	0.00	1.00	
17	Planner-Project Manager	1	2	0	B	450	5852.99	8194.19	0.00	5.00	
14	Project and Land Manager	0	1	0	F	505	6262.70	8767.78	0.00	10.00	
15	Outreach Program Manager	1	0	0	M	508	6262.70	8767.78	0.00	1.00	
16	R&M Program Manager	1	0	0	M	508	6262.70	8767.78	0.00	2.00	
25	Permitting Program Manager	1	0	0	M	508	6262.70	8767.78	0.00	2.00	
21	Operations Manager	0	1	0	F	508	6262.70	8767.78	0.00	2.00	
20	Policy Planning Manager	0	1	0	F	545	6701.09	9381.53	0.00	12.00	
18	Project Planning Manager	1	0	0	M	578	7170.17	10038.24	0.00	8.00	
23	District Administrator	1	0	0	M	730	8209.13	11492.78	0.00	15.00	

**Job Number Count: 20**

# Compliance Report

Jurisdiction: Minnehaha Creek Watershed District

Report Year: 2021

Case: 1 - 2021 Submission w/2020  
DATA (Private (Jur Only))

15320 Minnetonka Blvd.  
Minnetonka, MN 55345

Contact: Deb Johnson

Phone: (952) 641-4500

E-Mail: [djohnson@minnehahacreek.org](mailto: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	7	9	4	20
# Employees	7	9	10	26
Avg. Max Monthly Pay per employee	8762.12	7253.77		7378.69

## II. STATISTICAL ANALYSIS TEST

### A. Underpayment Ratio = 85.71429 \*

	Male Classes	Female Classes
a. # At or above Predicted Pay	5	6
b. # Below Predicted Pay	2	3
c. TOTAL	7	9
d. % Below Predicted Pay (b divided by c = d)	28.57	33.33

\*(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 = 0.112
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a. Avg. diff. in pay from predicted pay for male jobs = 4

b. Avg. diff. in pay from predicted pay for female jobs = -6

## 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)

## Pay Equity Implementation Report

### Part A: Jurisdiction Identification

Jurisdiction: Minnehaha Creek Watershed District

Jurisdiction Type: Other

15320 Minnetonka Blvd.  
Minnetonka, MN 55345

Contact: Deb Johnson

Phone: (952) 641-4500

E-Mail: [djohnson@minnehahacreek.org](mailto:djohnson@minnehahacreek.org)

Contact: James Wisker

Phone: (952) 641-4509

E-Mail: [jwisker@minnehahacrek.org](mailto:jwisker@minnehahacrek.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:

Description:

The same as last year: 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 White

(chief elected official)

President

(title)

### Part C: Total Payroll

\$1692443.79

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: 1/24/2021