

# Managing Pay Within Grade Tool

Use this guide when looking to award an employee for contribution that is consistently above what is normally expected and required of the position. This is only used for an in-salary grade increase, not a promotion.

## Expanded Responsibilities Guidance

Scale	Description
Minimal or No Difference	<ul style="list-style-type: none"> <li>• A change in how work is done or the tools used (e.g., automating manual processes, switching to different software package)</li> <li>• May require training to learn new software or methods, but it does not change the purpose of overall accountabilities of the job</li> <li>• Work remains in the same unit, with little or no changes to authority or budget controls</li> <li>• Additional steps or tasks that are similar to current responsibilities</li> <li>• Same types of decisions made, with the same consequence of errors</li> <li>• No additional risk</li> </ul>
Slightly Noticeable Difference	<ul style="list-style-type: none"> <li>• Additional competencies or skills are required to successfully perform the work (e.g. courses or training series, but not necessarily leading to a degree or certificate)</li> <li>• Additional supervision of employees performing similar work in the same unit</li> <li>• Slight addition to decision making responsibility, with increased consequence of error and risk</li> <li>• Broader scope of communication, perhaps outside of unit</li> </ul>
Moderately Noticeable Difference	<ul style="list-style-type: none"> <li>• Completion of specialized certification or licensure related to position responsibilities required</li> <li>• Draw on greater amount of professional experience that requires increased complexity of problems encountered in the course of work</li> <li>• Increase in breadth of responsibility (e.g. from Unit to University wide)</li> <li>• Expanded budget authority or resources</li> <li>• Additional supervision of employees performing different work, or in a different unit increased autonomy and independence in position</li> <li>• Accountable for communicating metrics and result to higher levels</li> </ul>
Significantly Noticeable	<ul style="list-style-type: none"> <li>• Completion of an advanced degree (Masters or higher); or extensive training course (e.g. FBI Academy or SPHR)</li> <li>• Responsibility for compliance and implementation of new State and/or Federal Regulations</li> <li>• Additional supervision or oversight of another unit</li> <li>• Significant increase of spending authority or discretion, or additional funding sources</li> <li>• Increased responsibility to set policy for unit, department, or university</li> <li>• Authority to grant exceptions to policy</li> </ul>

## Employee Contribution Guidance

Scale	Description
Entry Level Skills and Experience	<ul style="list-style-type: none"> <li>• Meets minimum qualifications of job; however, may be fairly new to job and field, has little or no direct, related prior experience</li> <li>• On steep learning curve, building both skills and knowledge as well as ability to handle job responsibilities</li> </ul>
Intermediate Skills and Experience	<ul style="list-style-type: none"> <li>• Performs (or has demonstrated capability to perform based on prior experience) some/most job responsibilities with increasing effectiveness</li> <li>• Possesses the basic knowledge and skill requirements, but may need to build experience</li> </ul>
Advanced Skills and Experience	<ul style="list-style-type: none"> <li>• Performs (or has demonstrated capability to perform based on prior experience) all aspects of job effectively and independently</li> <li>• Experienced in the job and possesses required knowledge and skills</li> <li>• Consistently exhibits desired competencies to perform job successfully</li> <li>• Seasoned and proficient professional</li> </ul>
Expert Skills and Experience	<ul style="list-style-type: none"> <li>• Expert (or has demonstrated capability to perform as expert based on prior experience) in all job criteria</li> <li>• Has broad and deep knowledge of own area as well as related areas</li> <li>• Depth and breadth of experience, specialized skills, perspectives add significant value to institution</li> <li>• Serves as expert resource and/or mentor to others</li> </ul>