

HRA-NCA Compensation Survey Participation Launch

February 6, 2018

Today's Presenters

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Agenda

- **Why Participate/Use the HRA-NCA Compensation Survey?**
- **The 2018 Survey**
 - Survey Timeline and Deadlines
 - What's New This Year
 - FAQs, Tips, and Approaches to Complete the Survey
 - Our 5 Steps for Survey Preparation and Submission
- **Wrap-Up & Questions**

Why Participate/Use the HRA-NCA Compensation Survey?

The HRA-NCA survey is **the local** resource for compensation data

Participant Base

- Largest in the Metro Area
- High repeat rate
- Representative of diverse industries

Breadth & Depth of Jobs Surveyed

- 23 job families
- 142 job tracks
- 538 jobs



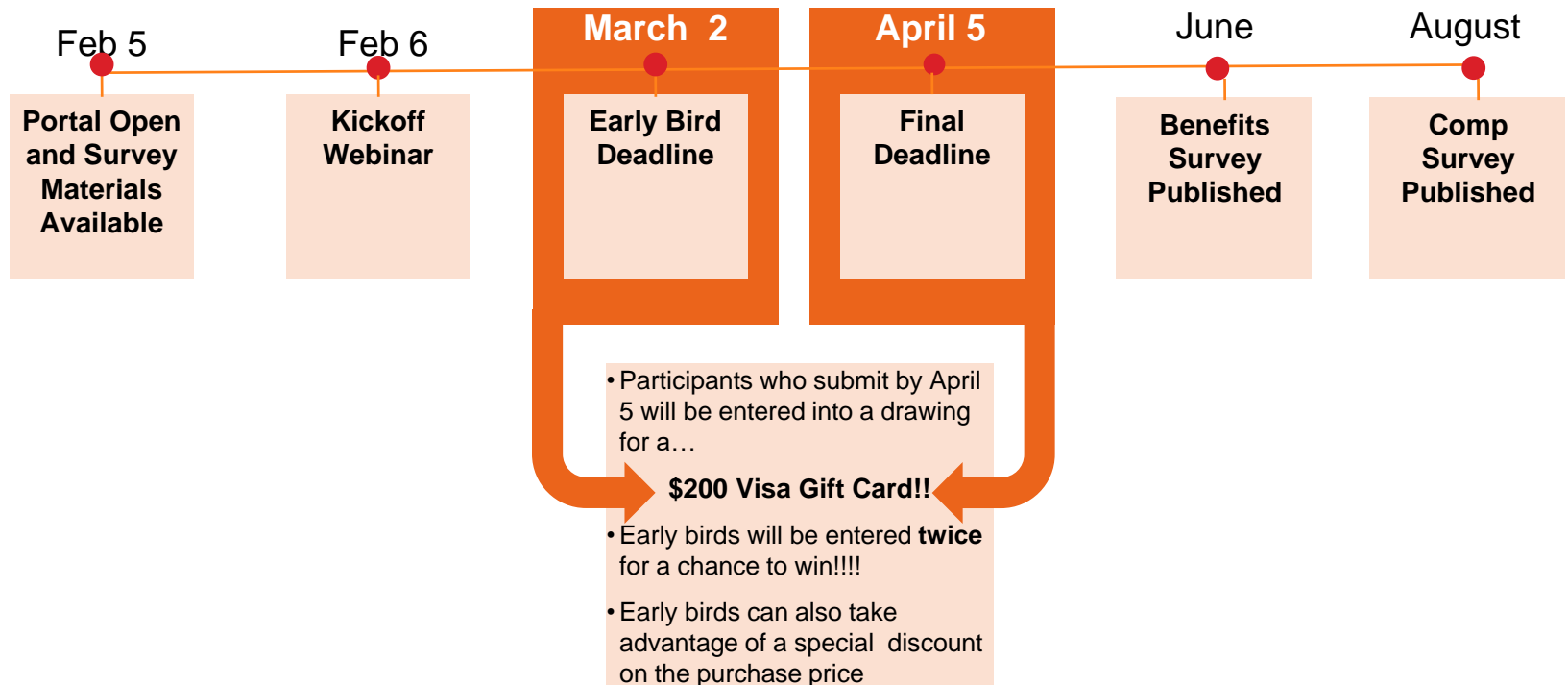
Governance & Partnerships

- Tended by local professionals
- Established partnerships with local stakeholders
- Independent and experienced survey administrator

Supplemental Data

- Policies and practices
- Federal Government section
- Job family “roll-ups”

Survey Timeline and Deadlines



The 2018 HRA-NCA Compensation Survey

Two Main Sections

- **Policy and Practices**

Provides extensive organization/compensation information to refer to in addressing your compensation challenges.

- **Compensation Data**

Provides the quantitative information needed to evaluate your pay mechanism(s) and ensure you are compensating your employees in accordance to your pay policy.

What's New ?

The Survey continues to evolve in response to your needs.

In addition to the Online Query, which allows participants to create more appropriate peer groups, the survey now has a robust tool for analytics that allows you to:

- Easily see where you stand on each job, and overall
- Create pay for Hybrid Jobs
- Drill down to view details by job
- See how your structure compares to the survey
- And more coming soon...

FAQs, Practical Tips/Approaches, and Our Suggested 5 Steps for Survey Preparation and Submission.

Some FAQs

Q. What is the Washington-Baltimore Metro area ?

A. The Survey region includes:

Maryland counties: Anne Arundel, Baltimore, Calvert, Carroll, Charles, Frederick, Harford, Howard, Montgomery, Prince George's, Queen Anne's, St. Mary's and Washington.

Virginia Counties: Arlington, Clark, Culpeper, Fairfax, Fauquier, Frederick, Kind George, Loudon, Prince William, Spotsylvania, Stafford and Warren.

West Virginia Counties: Berkeley and Jefferson.

And, all encompassed areas/cities, including the **District of Columbia.**

Q. Should I report data for employees, even if they work outside of the survey region?

- A. The HRA-NCA Compensation Survey is regionally specific to the Washington-Baltimore Metro area.

Do not include data for employees **that work outside** of the defined survey region.

However, if employees telecommute from a location outside the survey area but are still considered part of your Washington-Baltimore are office, please include them.

Q. How are Government Contractors identified?

- A. Under the “My Profile” section on the survey is a question asking “Approximately what portion of 2017 revenue was received from federal government contracts?”

Respondents that select “50% or More” are identified as Government Contractors and will also have their information included in the Government Contractors Compensation Survey.

Q. What are Short Term Incentives (STI) and Other Cash Compensation

- A. **STIs** cover all non-salary cash compensation paid to employees on an annual basis, including:
- Awards made as part of a formal bonus plan
 - Discretionary awards given as a result of individual performance
 - Other discretionary awards given as a result of organizational performance.

There are several other types of pay that are **not included** in STI. These are reported as **Other Cash Compensation**.

A. continued

Other Cash Compensation include:

- Profit sharing paid out as cash
- Team/small cash group incentives
- Spot awards (*could be performance related*)
- Gain-sharing awards
- Merit pay
- Commissions
- Holiday bonuses
- Retention bonus
- Sign-on bonuses
- Completion bonus

A. continued

There are some types of pay that **should not** be reported as STIs or Other Cash Compensation:

- Overtime pay
- Length-of-service awards
- Reimbursed expenses
- Employer contributions to retirement and 401(k) plans
- Other deferred compensation

Our Practical Tips/Approaches, and Suggested 5 Steps for Survey Preparation and Submission

Our suggested approach will ensure a quality submission

1. Prepare

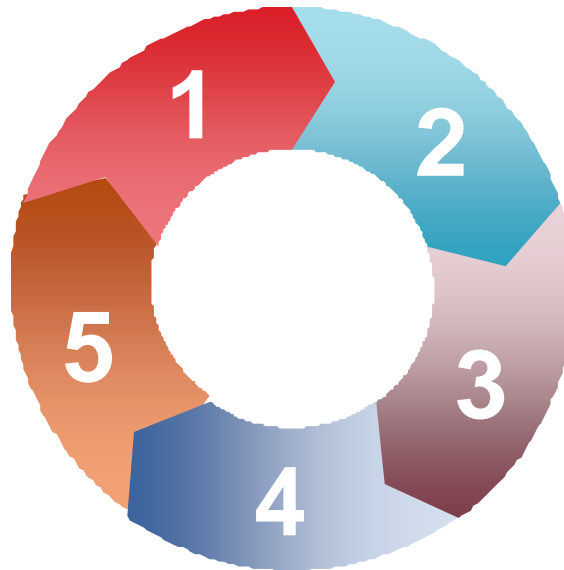
Essential for a smooth process

- Review key dates
- Review participation materials
- Engage the right resources

5. Quality Review & Submit

Garbage in, garbage out?

- Consistency/quality of responses
- Feedback to committee



2. Complete Profile & Policy/Practices

Critical for results reporting and context-setting

- Use reasonable estimates

3. Review Benchmarks

Focuses data collection

- Understand job hierarchy and leveling construct
- Gather documentation

4. Job Matching

Where the “art” comes in

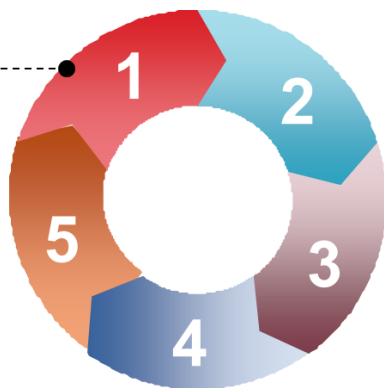
- Consider the 70%-80% rule
- Sometimes “no match” is the right answer

Step 1: Prepare

1. Prepare

Essential for a smooth process

- Review key dates
- Review participation materials
- Engage the right resources

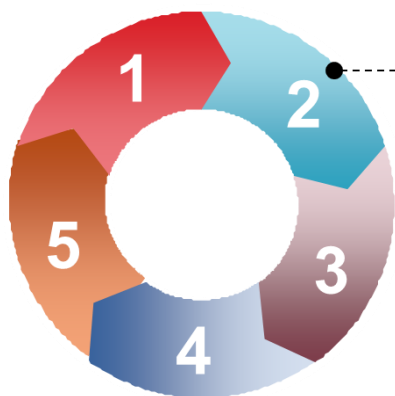


- Preparation is key to ensure you:
 - Meet the established deadlines
 - Understand the different parts of the survey and what kind of information is being surveyed
 - Engage the right resources from the beginning
 - Have sufficient time to not only gather data, but perform a quality review of your submission

Analyst Tip:

You may not have all the answers – ask your HRIS or IT colleagues (to extract data), Finance (for company profile information) or HR Generalists/line managers (for job content) for their help.

Step 2: Complete Company Profile & Policy/Practices



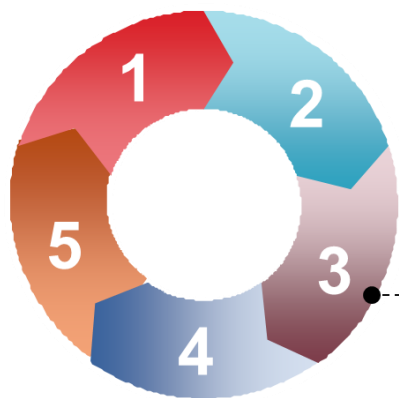
2. Complete Profile & Policy/Practices
Critical for results reporting and context-setting
• Reasonable estimates are fine

Analyst Tip:

If you don't know the answers to some of the profile questions, try reviewing your company's Annual Report or Form 990. Revenue size, employee counts, etc., are often found in these publications and tend to be publically available on your organization's web site.

- The company profile is more important than you might think
 - Establishes the different survey scope cuts
 - Comprises the participant demographics
- The policy and practices section can be the most time-consuming part of the survey
 - Reasonable estimates or typical practice will suffice
 - Remember, answer based on the predominant practice in the metropolitan area

Step 3: Review Benchmarks



3. Review Benchmarks

Focuses data collection

- Understand job hierarchy and leveling construct
- Gather documentation

- Read through the survey benchmark jobs that apply to you
 - Pay close attention to the job hierarchy and leveling construct
- Then, examine your organization’s job catalog to focus your matching and data gathering
 - Draw parallels where possible to your internal leveling
 - Gather job documentation if missing or if you do not have a good understanding of the job’s main function
 - May require interviews with line managers

Analyst Tip:

Internal leveling can mean several things – established grades or bands, certain titling conventions, etc. If you are confident that your internal levels are relatively stable, then establishing parallels with the survey levels can be a great time-saver in Step 4.

Step 4: Job Matching

You already have several items to assist you in Job Matching:



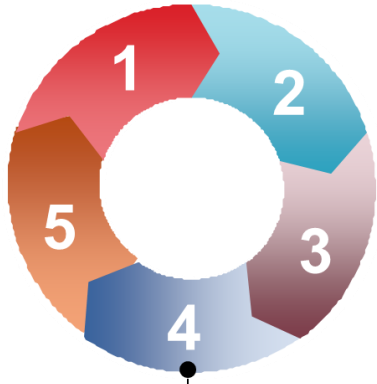
4. Job Matching

Where the “art” comes in

- Consider the 70%-80% rule
- Sometimes “no match” is the right answer

- Your Job Descriptions
- Your SMEs/Line Managers
- The Survey Benchmark Job Descriptions, Job Family/Track List, Job Family Matrices
- Your Organization’s Benchmarks

Step 4: Job Matching (cont.)



4. Job Matching

Where the “art” comes in

- Consider the 70%-80% rule
- Sometimes “no match” is the right answer

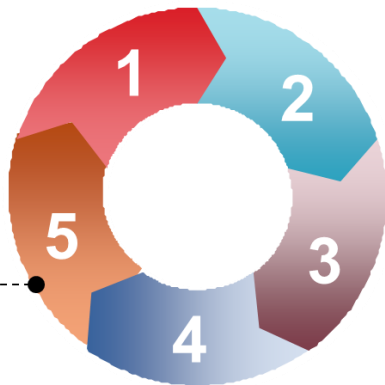
Analyst Tip:

This is key – don’t let your internal titles mislead you – compare job content to job content. Also, sometimes data like department names, organization structure, etc. will provide additional matching clues

- After you have a good understanding of the survey benchmark job descriptions and the job descriptions you have gathered, begin recording your job matches to the survey
- Record only jobs that are at least a 70% to 80% match against the survey benchmark
 - Identify the fundamental nature of the work and assess whether the most important aspects of the job are a match:
 - Primary tasks
 - Major areas of knowledge, skills and abilities critical to the job
 - General level of responsibility and organizational impact
 - General level of training and experience required

Remember: You will never match all of your jobs, but match as many as you can and use the degree of match (E, M, L) appropriately.

Step 5: Quality Review & Submit



5. Quality Review & Submit

Garbage in, garbage out?

- Consistency/quality of responses
- Feedback to committee

Analyst Tip:

Sometimes we bias our matches based on where jobs “sit” in our own organization. Take a broader view -- a job in your HR department may actually match best to a job in the Management Services & Research job family. Or, a Budget Analyst may exist in other departments outside of Finance – have you matched them all?

- Quality Review Checklist
 - Any duplicate matches?
 - Were you consistent in matching levels?
 - What high-incumbent jobs were you unable to match? Have you considered all available families?
 - Is your data in the right format?
 - Have you limited your submission to the metropolitan area only?
 - Did you provide feedback to the committee?

Making Sense of Salary Surveys: Understanding & Leveraging Market Data

Special DC SHRM chapter event focusing on
how to get the most out of survey data

Thursday, February 22

11:00am – 1:30pm

National Housing Center

1201 15th Street NW,

Washington, DC 20005

Items to look out for when you submit data on Excel Spreadsheets

What do you see wrong on this Excel worksheet ?

<u>Num</u>	<u>Title</u>	<u>Your Title</u>	<u>Last Hire Salary</u>	<u>Min Range</u>	<u>Midpoint</u>	<u>Max Range</u>	<u>FLSA</u>	<u>ExOT</u>	<u>Zip</u>	<u>State</u>	<u>Clearance</u>	<u>Base Pay</u>	<u>Matc</u>	<u>Amount of</u>	<u>Target</u>	<u>Other Cash</u>	<u>Total Cash</u>
AFAC112S1	Accounting Clerk II	Accounting Assistant	34000	34000	38500	43000	Nx		20002	DC		15.75	V	250			
AFAC112S2	Accounting Clerk II	Accounting Assistant	34001	34000	38500	43000	Nx		20002	DC		16.00	V	250			
AFAC112S3	Accounting Clerk II	Accounting Assistant	34002	34000	38500	43000	Nx		20002	DC		36500	V	250			
AFAC112S4	Accounting Clerk II	Accounting Assistant	34003	34000	38500	43000	Nx		20002	DC		41000	V	250			
AFAC112S5	Accounting Clerk II	Accounting Assistant	34004	34000	38500	43000	Nx		20002	DC		800	V	250			
AFAC213P3	Accountant III	Accountant	49500	47000	52000	60000	Ex	No	20036	DC	Yes	48500	A	2500	7	500	51500
AFAC213P3	Accountant III	Accountant	49500	47000	52000	60000	Ex	No	20036	DC	C	50000	A	2500	7		52500
AFAC213P3	Accountant III	Accountant	49500	47000	52000	60000	Ex	No	20036	DC	C	47000	A	4000	7	250	51250
AFAC213P3	Accountant III	Accountant	49500	47000	52000	60000	Ex	No	20036	DC	No	49000	V	3500	7		52500
AFAC213P3	Accountant III	Accountant	49500	47000	52000	60000	Ex	No	20036	DC	No	58000	V	3500	7		61500
AFAC213P3	Accountant III	Accountant	49500	47000	52000	60000	Ex	No	20036	DC	No	55000	V	4000	7		59000
AFAC213P3	Accountant III	Accountant	49500	47000	52000	60000	Ex	No	20036	DC	No	53000	V	5000	7		58000
AFAC213P3	Accountant III	Accountant	49500	47000	52000	60000	Ex	No	20036	DC	No	60000	V	1500	7		61500

*Dragging cells
instead of copying cells*

<u>Num</u>	<u>Title</u>	<u>Your Title</u>	<u>Last Hire Salary</u>	<u>Min Range</u>	<u>Midpoint</u>	<u>Max Range</u>
AFAC112S1	Accounting Clerk II	Accounting Assistant	34000	34000	38500	43000
AFAC112S2	Accounting Clerk II	Accounting Assistant	34001	34000	38500	43000
AFAC112S3	Accounting Clerk II	Accounting Assistant	34002	34000	38500	43000
AFAC112S4	Accounting Clerk II	Accounting Assistant	34003	34000	38500	43000
AFAC112S5	Accounting Clerk II	Accounting Assistant	34004	34000	38500	43000
AFAC213P3	Accountant III	Accountant	49500	47000	52000	60000
AFAC213P3	Accountant III	Accountant	49500	47000	52000	60000
AFAC213P3	Accountant III	Accountant	49500	47000	52000	60000
AFAC213P3	Accountant III	Accountant	49500	47000	52000	60000
AFAC213P3	Accountant III	Accountant	49500	47000	52000	60000
AFAC213P3	Accountant III	Accountant	49500	47000	52000	60000
AFAC213P3	Accountant III	Accountant	49500	47000	52000	60000
AFAC213P3	Accountant III	Accountant	49500	47000	52000	60000

Reporting hourly or weekly pay instead of annual pay

Reporting spot award as STI

<u>FLSA</u>	<u>ExOT</u>	<u>Zip</u>	<u>State</u>	<u>Cle ance</u>	<u>Base Pay</u>	<u>Match</u>	<u>Amount of STI rec'd</u>	<u>Target STI as</u>	<u>Other Cash</u>	<u>Total Cash Amt.</u>
Nx		20002	DC		15.75	V	250			
Nx		20002	DC		16.00	V	250			
Nx		20002	DC		36500	V	250			
Nx		20002	DC		41000	V	250			
Nx		20002	DC		800	V	250			
Ex	No	20036	DC	Yes	48500	A	2500	7	500	51500
Ex	No	20036	DC	C	50000	A	2500	7		52500
Ex	No	20036	DC	C	47000	A	4000	7	250	51250
Ex	No	20036	DC	No	49000	V	3500	7		52500
Ex	No	20036	DC	No	58000	V	3500	7		61500
Ex	No	20036	DC	No	55000	V	4000	7		59000
Ex	No	20036	DC	No	53000	V	5000	7		58000
Ex	No	20036	DC		60000	V	1500	7		61500

Using the wrong code



The Surveys are open for participation



Compensation Survey

Detailed compensation information on over 500 jobs, data on bonus programs, non-cash pay, turnover, security clearances, and much more. Participate to get access to the Online Query tool when the results are in.

[Start Now](#)



Benefits Survey

An in-depth resource of health care, welfare benefits, work-life practices and retirement planning data. Participate now and compare yourself to your peers.

[Start Now](#)

Akron, Inc Company Profile **Is complete**

[Update](#)

About The Surveys

The HRA-NCA Compensation Survey has provided essential compensation data for Washington-Baltimore Area HR professional on jobs in every major industry for over 30 years. For more information, please [click here](#)



To assist you even more, we have scheduled some Webinars:

- Wednesday, February 14
- Wednesday, February 21
- Monday, February 26
- Thursday, March 1

Webinars will be held at 12pm and last an hour.

Some Logistics

To Get Started

- New participants
 - Send an e-mail to survey@akroninc.net to receive log-in credentials
- Existing participants
 - Will receive an e-mail indicating the portal has opened
- Portal address:
<https://surveys.akroninc.net/DCSHRM>

Portal/Submission Training

- AKRON will be offering technical webinars for those who need additional guidance in accessing and using the portal
 - Registration and log-in instructions will be available here: www.dcsfrm.org or by invitation.

Questions?



Questions for any of the committee members or the Akron team can be submitted by e-mail to

survey@akroninc.net

Or, you may call Akron at

(202) 745-0400

Compensation Survey Committee

Pamela Smith,
Director of Surveys, DCSHRM Board Member
National Association of Home Builders

Alan Chvotkin
Partner and General Counsel
Professional Services Council

Christian Britton
Deloitte Consulting, LLP

Challie Clemons
Independent Contractor

Pete Delate SPHR
Independent Compensation Consultant

Fred Eiswert
Fannie Mae

Renie Fellers, CCP, GRP, PHR
Henry L. Jackson Foundation

Rachel Haight Fleischman CCP
American Systems

Daniel Hernandez CCP, SPHR, SHRM-SCP
DC Retirement Board

Doug Lwin CCP, CBP, GRP
Lwin, Ellis & Associates, LLC

Karen Maruca, CCP, SPHR
Independent Contractor

Denise Mascola CCP, SPHR
Wilmer Hale

George Mensah
INOVA Health

Eileen Taylor
Hyrebuzz, LLC