



MEMO

To: MSL Commission
From: Sharon Hardwick, HR Specialist
Subject: Requests for Minimum Salary Adjustments
Date: October 18, 2023

Per the State’s Broadband Pay Policy, effective 10/01/2023, “an employee’s pay rate may be no less than the minimum of the occupational wage range for the employee’s assigned position” (SOM Broadband Pay Policy: Section IV Establishing Base Pay, Part B Minimum Salary, page 3).

We currently have two State Library employees with base pay rates that are below the minimum for their respective pay grades, per the 2022 Market Analysis, which went into effect on 7/1/2023.

Employee A:

- Current hourly pay rate: \$29.86
- Job code pay range minimum: \$30.28
- Hourly rate difference: (\$0.41)
- Annual salary cost of proposed increase: \$853
- Annual payroll related costs of proposed increase: \$154
- Funding Source: Proprietary
- State average hourly rate for this occupation (10/10/2023): \$33.95

Employee B:

- Current hourly pay rate: \$38.73
- Job code pay range minimum: \$39.46
- Current hourly pay rate: (\$0.73)
- Annual salary cost of proposed increase: \$1,518
- Annual payroll related costs of proposed increase: \$273
- Funding Source: Federal/State Special Funds
- State average hourly rate for this occupation (10/10/2023): \$40.86

The chart below details the job code, job title, and market minimum, midpoint, and maximum rates for the positions occupied by Employee A and B.



	Job Code	Job Title	Current Base Pay	2022 MARKET MINIMUM	2022 MARKET MIDPOINT	2022 MARKET MAXIMUM	+ / - 2022 min
EMPLOYEE A	C1E011	IT Systems Administrator 1	29.86	30.28	37.85	45.42	-0.41
EMPLOYEE B	C1E023	Database Administrator 3	38.73	39.46	49.32	59.19	-0.73

The Commission's decision will be forwarded to the Department of Administration and the Office of Budget Program Planning for final approval.