

RESOLUTION

Resolution No. 23-36

PATRON: Robert W. Lazaro, Jr.
Executive Director

DATE: June 22, 2023

IMPLEMENTATION OF MARKET-BASED PAY PLAN ADJUSTMENTS

WHEREAS, Northern Virginia Regional Commission (NVRC) engaged HR Extension, Inc., to conduct an assessment of NVRC's pay plan and its pay competitiveness in comparison with a reasonable array of similar employers in the labor market; and

WHEREAS, HR Extension, Inc., identified, for each of NVRC's current positions, from three to six reasonable matches among current jobs within the City of Alexandria; the Counties of Arlington, Fairfax, Loudoun, and Prince William, and the Metropolitan Washington Council of Governments - in terms of the level of duties and responsibilities; and

WHEREAS, when pay comparisons were made between NVRC's pay ranges for specific jobs and pay ranges of local comparators, NVRC's jobs were found to be an average of 20% behind the market; and a survey of local comparators indicated that the average structural adjustment to their general pay plans for FY24 will be 4.5%; therefore, NVRC's pay plan was adjusted consistent with both factors; and

WHEREAS, amending its pay plan upward by approximately 24.5% will bring NVRC's pay grade ranges conservatively in alignment with the market; and

WHEREAS, this change would improve the competitiveness of the Commission's pay plan structure and would raise the maximum pay that employees can earn within their assigned pay grades; and

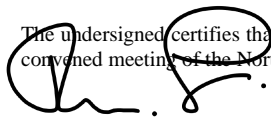
WHEREAS, this change also would raise the minimum salary for each pay grade, causing three employees to fall below the minimum rates for their assigned grades, which would cost approximately \$20,000 to remedy; and

WHEREAS, there would be no additional implementation costs because pay plan updates do not necessitate the adjustment of the actual salaries of incumbent employees who remain within the pay range of their assigned grade;

THEREFORE, BE IT RESOLVED, the Executive Director is directed to amend the pay ranges as identified by the consultant, effective July 1, 2023, and to make salary increase adjustments for the three people whose salaries otherwise would be below the market minimum, effective July 10, 2023, which is the first day of the first pay period in July.

CERTIFICATION

The undersigned certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Northern Virginia Regional Commission on June 22, 2023.



ROBERT W. LAZARO, JR., CERTIFYING OFFICER