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## MEMO

**TO: Mayor and Council**  
**FROM: HR Director Kris Schubert**  
**DATE: January 6, 2020**  
**RE: Pay Equity Update**

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As noted in the Council packet, the City of Brainerd is mandated by State law to submit a Pay Equity Report to the State of Minnesota every three years. Our next Pay Equity report is due January 31, 2020, for wages as of December 31, 2019.

We are required to utilize software on the State's website to determine compliance; however, I was unable to access the State's software to submit our data almost all of last week. The State's Pay Equity Coordinator informed me on Friday morning that the issue was resolved.

Using software on the State's website and entering all appropriate data, it has been determined that the City of Brainerd will meet compliance requirements of the Pay Equity Law.

To verify the compliance, I have attached our Compliance Report regarding our results. Please review Section II which is the Statistical Analysis Test. Since our Underpayment Ratio is more than 80%, we are in compliance.

The law also requires that our governing body review and approve the report before it is submitted. Attached is the Job Class Data Entry Verification List that details the data submitted.

Staff's recommendation is to approve submittal of the City of Brainerd's Pay Equity Report for wages as of December 31, 2019, as presented this evening.

/ks

**Compliance Report**

Jurisdiction: Brainerd  
501 Laurel Street

Report Year: 2020  
Case: 2 - 2019 TST1 (Private (Jur Only))

Brainerd MN 56401

Contact: Kristy Schubert

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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**

	<b>Male Classes</b>	<b>Female Classes</b>	<b>Balanced Classes</b>	<b>All Job Classes</b>
# Job Classes	51	23	2	76
# Employees	89	27	6	122
Avg. Max Monthly Pay per employee	6,304.51	5,178.53		5,944.18

**II. STATISTICAL ANALYSIS TEST**

**A. Underpayment Ratio = 96.64 \***

	<b>Male Classes</b>	<b>Female Classes</b>
a. # At or above Predicted Pay	21	9
b. # Below Predicted Pay	30	14
c. TOTAL	51	23
d. % Below Predicted Pay (b divided by c = d)	58.82	60.87

\*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

**B. T-test Results**

Degrees of Freedom (DF) = 114	Value of T = 0.415
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- a. Avg. diff. in pay from predicted pay for male jobs = \$1
- b. Avg. diff. in pay from predicted pay for female jobs = (\$58)

**III. SALARY RANGE TEST = 136.69 (Result is A divided by B)**

- A. Avg. # of years to max salary for male jobs = 4.78
- B. Avg. # of years to max salary for female jobs = 3.50

**IV. EXCEPTIONAL SERVICE PAY TEST = 170.57 (Result is B divided by A)**

- A. % of male classes receiving ESP 25.49 \*
- B. % of female classes receiving ESP 43.48

\*(If 20% or less, test result will be 0.00)

Job Class Data Entry Verification List

Case: 2019 TST1

Job Nbr	Class Title	Nbr Males	Nbr Females	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
106	CSO	2	1	B	115	\$1,982.55	\$2,252.90	1.00		
6	PARK MAINTENANCE-LE	4	0	M	148	\$3,996.30	\$4,082.95	0.50	21.00	Longevity
112	PARK MAINTENANCE-GF	1	0	M	148	\$3,311.76	\$4,141.87	6.00	0.00	
102	ACCOUNTS REC REP	0	1	F	150	\$3,900.81	\$4,334.23	1.00		Longevity
101	CASHIER POSTAL SPEC	0	1	F	158	\$3,900.81	\$4,334.23	1.00		
79	ADMINISTRATIVE SPECI	0	2	F	178	\$3,681.15	\$4,330.77	2.00	0.00	Longevity
3	POLICE REC MGMT TEC	0	2	F	180	\$3,516.26	\$4,394.89	6.00	0.00	
111	POLICE REC MGMT TEC	0	2	F	180	\$3,681.15	\$4,330.77	2.00		Longevity
14	CUSTODIAN / CLERK	1	0	M	183	\$4,298.62	\$4,524.86	0.50	17.00	Longevity
9	BILLING REP	0	1	F	188	\$3,994.91	\$4,699.90	1.50	0.00	Longevity
100	ADMINISTRATIVE ASSIS	0	1	F	188	\$4,243.86	\$4,992.77	1.50		Longevity
20	ACCOUNTANT 1	0	1	F	190	\$4,529.63	\$5,328.98	1.50	0.00	Longevity
99	PAYABLES PAYROLL SP	0	1	F	193	\$4,382.32	\$5,155.68	1.50		Longevity
23	METER TECH/LOCATOR	1	0	M	195	\$5,182.88	\$5,758.76	1.00	0.00	Longevity
84	STREET AND SWR MAIN	2	0	M	195	\$3,516.26	\$4,394.89	6.00	0.00	
109	FACILITY AND GROUND	1	0	M	196	\$4,524.86	\$4,524.86	0.00	13.00	Longevity
13	CREDIT COLLECTION	0	1	F	198	\$4,170.20	\$4,906.12	1.50	0.00	Longevity
98	MATERIALS CONTROL	0	1	F	198	\$4,402.95	\$5,179.94	1.50		Longevity
69	HOUSING INSPECTOR	1	0	M	208	\$3,912.42	\$4,602.85	2.00	0.00	
73	HYDRO OPERATOR	2	1	B	220	\$4,670.44	\$5,836.74	6.00	0.00	
7	AP ADMIN SPECIALIST	0	1	F	223	\$3,681.15	\$4,330.77	2.00	0.00	
91	TRANSIT SPECIALIST	0	1	F	223	\$3,802.20	\$4,753.62	6.00	0.00	
72	POLICE RECORD MANA	0	1	F	230	\$4,037.63	\$4,750.15	2.00	0.00	Longevity
80	ADMINISTRATIVE SPECI	0	2	F	233	\$3,802.20	\$4,753.62	6.00	0.00	
25	METER SERVICE WORKI	1	0	M	235	\$5,015.74	\$5,900.87	1.50	0.00	Longevity
33	BUILDING INSPECTOR	1	0	M	235	\$4,183.46	\$4,921.72	2.00	0.00	
16	STREET AND SWR MAIN	1	0	M	240	\$4,438.21	\$4,438.21	0.00	18.00	Longevity
92	IT/DATA ANALYST	0	1	F	240	\$4,345.50	\$5,112.35	1.50	0.00	
27	WASTEWATER OPERATI	3	0	M	245	\$4,988.44	\$5,250.99	0.50	2.00	
31	MAINTENANCE MECHAN	1	0	M	245	\$5,595.86	\$5,595.86	0.00	4.00	
74	HYDRO OPERATOR/ MEI	1	0	M	245	\$4,949.45	\$6,186.81	6.00	0.00	
78	WATER PLANT OPERATI	4	0	M	245	\$4,962.59	\$5,223.57	0.08	22.00	Longevity
107	ENGINEERING TECHN	1	0	M	245	\$4,032.69	\$5,039.56	6.00		
110	ZONING SPEC/PERMIT T	1	0	M	253	\$4,032.69	\$5,039.56	6.00		
29	ST & SWR MAINT III-LEG.	1	0	M	273	\$4,805.61	\$4,805.61	0.00	25.00	Longevity
113	ST & SWR MAINT III-GRII	2	0	M	273	\$4,271.85	\$5,341.11	6.00		
115	APPRENTICE LINEWOR	1	0	M	280	\$5,199.09	\$6,454.04	4.00	0.00	
82	PARK FOREMAN	1	0	M	285	\$5,043.03	\$5,043.03	0.00	22.00	Longevity
83	SR ENGINEERING TECH.	1	0	M	290	\$4,271.85	\$5,341.11	6.00	0.00	
95	WATER SERVICEWORKE	2	0	M	290	\$5,019.72	\$5,283.92	0.50	6.00	
108	BPU SENIOR ENGINEER	1	0	M	290	\$5,904.33	\$5,904.33	0.00	5.00	
76	LINWORKER	6	0	M	295	\$7,171.15	\$7,171.15	0.00	4.00	
81	IT SPECIALIST	0	1	F	295	\$4,271.85	\$5,341.11	6.00	0.00	
70	MAINTENANCE ELECTRI	1	0	M	305	\$7,003.05	\$7,003.05	0.00	4.00	
93	RECREATION SPECIALI	0	1	F	318	\$4,569.92	\$5,711.97	6.00		
71	POLICE ADMINISTRATIV	0	1	F	323	\$4,569.92	\$5,711.97	6.00	0.00	
114	WASTEWATER CREW CI	1	0	M	325	\$6,171.14	\$6,171.14	0.00	19.00	Longevity
36	POLICE OFFICER	15	2	M	343	\$4,661.77	\$5,826.35	6.00	0.00	
41	STREET AND SWR FORE	1	0	M	360	\$4,706.83	\$5,885.27	6.00	0.00	
44	WATER CREW CHIEF	2	0	M	360	\$5,830.23	\$5,830.23	0.00	24.00	Longevity
48	LINWORKER CREW CH	3	0	M	371	\$7,379.11	\$7,379.11	0.00	26.00	Longevity
51	BUILDING OFFICIAL	1	0	M	383	\$5,034.37	\$6,292.52	6.00	0.00	
104	REC COORDINATOR	0	1	F	388	\$5,034.37	\$6,292.52	6.00		
75	HYDRO LEAD/ RELIEF OI	1	0	M	390	\$5,890.47	\$7,361.78	6.00	0.00	
54	ASSISTANT CITY ENGINI	1	0	M	399	\$5,034.37	\$6,292.52	6.00	0.00	
77	WATER PLANT CHIEF OF	1	0	M	400	\$6,020.41	\$6,020.41	0.00	13.00	Longevity
47	ACCOUNTING SUPERVIS	0	1	F	413	\$6,477.95	\$8,098.31	6.00	0.00	
52	TECHNOLOGY SUPERVI	1	0	M	425	\$6,477.95	\$8,098.31	6.00	0.00	

Job Class Data Entry Verification List

Brainerd  
LGID 482

Case: 2019 TST1

Job Nbr	Class Title	Nbr Males	Nbr Females	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
94	HR DIRECTOR	0	1	F	430	\$5,538.67	\$6,923.34	6.00		
50	POLICE SERGEANT	4	0	M	433	\$5,483.21	\$6,854.02	6.00	0.00	
103	LIEUTENANT	1	0	M	436	\$5,736.23	\$7,169.42	6.00		
68	FIRE MARSHAL / DEP. CI	1	0	M	440	\$5,538.67	\$6,923.34	6.00	0.00	
45	IT/GIS DIRECTOR	1	0	M	445	\$6,036.04	\$7,543.75	6.00	0.00	
39	TRANSIT COORDINATOR	1	0	M	448	\$5,538.67	\$6,923.34	6.00	0.00	
59	PARK DIRECTOR	1	0	M	465	\$6,036.04	\$7,543.75	6.00	0.00	
56	WASTEWATER SUPERVI	1	0	M	495	\$7,202.35	\$9,002.94	6.00	0.00	
60	DEPUTY POLICE CHIEF	1	0	M	496	\$6,155.62	\$7,801.97	6.00	0.00	
105	COMMUNITY DEVELOPM	1	0	M	540	\$6,280.39	\$7,850.49	6.00		
62	FIRE CHIEF	1	0	M	590	\$6,280.39	\$7,850.49	6.00	0.00	
61	CITY FINANCE DIRECTO	0	1	F	615	\$6,594.07	\$8,242.15	6.00	0.00	
85	BPU OPERATIONS MAN/	1	0	M	630	\$8,678.86	\$10,848.58	6.00		
63	CITY ENGINEER	1	0	M	650	\$7,417.24	\$9,271.55	6.00	0.00	
64	POLICE CHIEF	1	0	M	653	\$7,417.24	\$9,271.55	6.00	0.00	
66	BPU SUPERINTENDENT	1	0	M	665	\$9,642.41	\$12,054.75	6.00	0.00	
65	BPU FINANCE DIRECTOR	1	0	M	680	\$9,642.41	\$12,054.75	6.00	0.00	
67	CITY ADMINISTRATOR	1	0	M	740	\$9,067.06	\$11,333.82	6.00	0.00	

Job Number Count: 76