
Sponsor: Human Resources

Meeting Date: 9/27/2022

Title: Revised Salary Grade for Seven Job Classifications in the Public Health, Women, Infants and Children Nutrition Job Series

File Number: 2022-405

Background and Rationale:

Ramsey County Human Resources received a request from Saint Paul - Ramsey County Public Health to review the salary of the Women, Infants and Children (WIC) Nutrition Educator and Nutrition Specialist - WIC classifications due to the Public Health's difficulty attracting, promoting and retaining talent at the current salary grades.

WIC is a preventive nutrition and health program. WIC's goals are to promote healthy pregnancies, healthy growth and development of infants and children, promote and support long term breastfeeding and prevent overweight/obesity and other chronic diseases. WIC services are provided to approximately 15,800 participants per month. These services are provided in Ramsey County at six clinic sites - four in Saint Paul and two in suburban Ramsey County. All clinic sites have evening hours in order to serve students and working families.

The WIC program continues to offer highly accessible services for families:

- The WIC Staff answer the phones 8 a.m. to 6:30 p.m. Mondays through Thursdays and 8 a.m. to 4:30 p.m. on Fridays, during which time they can almost always connect families directly to a WIC member who speaks their language.
- Clinics are open two evenings a week and serve families until 6:30 p.m. on those days. Many WIC families work jobs that prevent them from visiting the clinic during the day.
- WIC Staff speak over 10 different languages, which allows families to be served by someone who speaks their language when they visit the clinic.
- Over 65% of WIC staff come from communities of color; meaning they come from the communities Public Health is serving.

Due to the accessibility of the program, Ramsey County is serving a larger portion of eligible participants than neighboring jurisdictions. Ramsey County needs to offer competitive pay to attract and retain staff. This is in line with the county's strategic priorities, such as a resident first approach to provide efficient and accessible services, advancing a holistic approach to strengthen families, economic competitiveness and inclusion, and the talent priority.

Human Resources followed its normal process for conducting the classification study and determined:

- The WIC Nutrition Educator job classifications were found to be 12-13% below the Gallagher Core Comparator 9 benchmark market comparisons and 10-24% below the Gallagher Decision Band Method recommended wage minimum and maximum rates. Positions that are over a 10% misalignment with the market average are considered a "critical" market misalignment.
- The 65th percentile/target rate is \$37.56 per hour and 100% of current employees are below this rate.

- The WIC Nutrition Educator job classifications are currently on salary plan 22N, Grade 17M and this plan does not meet the 65th percentile of the market.
 - To be in alignment with the market it is recommended that the WIC Nutrition Educator classifications move to salary schedule 22N grade 20M (\$47,278 - \$70,192 annually).
 - The Nutrition Specialist - WIC job classification was found to be 22-25% below the Gallagher TARP 9 market comparisons and 23-24% below the Gallagher Decision Band Method recommended wage minimum and maximum rates.
 - The 65th percentile/target rate is \$45.96 per hour and 100% of employees are below this rate.
 - The job classification is currently on salary plan 02A, Grade 23M and this plan does not meet the 65th percentile of the market.
 - To be in alignment with the market it is recommended that the Nutrition Specialist - WIC classification move to salary schedule 02A grade 31 (\$71,164 - \$105,545 annually).
 - The philosophy behind Ramsey County’s compensation program is to create a program that supports Ramsey County’s vision, mission and goals by utilizing its Talent Priority strategies -
- <https://www.ramseycounty.us/your-government/leadership/board-commissioners/vision-mission-and-goals>. Ramsey County is committed to administering a compensation program in a manner that is fair and equitable. Ramsey County will position itself at the 65th percentile of its relevant core comparators, ensuring that our organization is competitive within the public service sector.

The recommended salary is based on the Ramsey County’s job evaluation policies and procedures and is consistent with county compensation policy and practices (Resolution 95-356 and the Personnel Act, Minnesota Statute 383A.282).

Recommendation:

The Ramsey County Board of Commissioners resolved to:

Approve the Revised Salary Grade for seven job classifications in the Public Health Women, Infants and Children (WIC) Nutrition Job Series to include the following titles:

<u>Job Classification</u>	<u>Schedule</u>	<u>Grade</u>	<u>Annual Salary Range</u>
WIC Nutrition Educator			
WIC Nutrition Educators:			
- American Sign Language	From: 22N	17M	\$42,384 - \$62,507
- Hmong speaking	To: 22N	20M	\$47,278 - \$70,192
- Karen speaking			
- Somali speaking			
- Spanish speaking			
Nutrition Specialist - WIC	From: 02A	23M	\$53,196 - \$78,761
	To: 02A	31	\$71,164 - \$105,545

A motion to approve was made by Commissioner McGuire, seconded by Commissioner McDonough. Motion passed.

Aye: - 7: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

By: Mee Cheng
Mee Cheng, Chief Clerk - County Board