



# Guide to the 2018 Oregon Salary and Benefit Report

**PREPARED BY**

**Department of Administrative Services**

**Chief Human Resources Office**

**Classification & Compensation**

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# Guide to the 2018 Salary and Benefit Report

## Major Sections of the Report

The 2018 State of Oregon Salary and Benefit Report provides a snapshot of the Executive Branch's current comparison to the labor market. The information is separated into the following major sections.

- A. Market Data
- B. Oregon Employee Data
- C. Market Comparisons

## Sample Report Page

A

- A.1
- A.2
- A.3

### 2018 Oregon Salary and Benefit Report

Data Effective Date: 7/1/2018

#### 0015 HEALTH INFORMATION SPECIALIST

Market Source	Job	Rng	Job Title	# of Firms	Mkt Inc	SALARY			Group Compa-Ratio Sum Base / Sum SR Mid	SALARY AND BENEFITS			
						SR Min	Emp Avg	SR Max		SR Min	Emp Avg	SR Max	
2018-OR-ClackCo	538		Health Records Specialist 2	1		\$3,206	\$4,319	\$4,049	1.19	\$5,279	\$6,646	\$6,315	
2018-OR-Desco	1896		Medical Records Technician	2		\$3,284	\$3,625	\$4,401	0.94	\$5,635	\$6,053	\$7,003	
2018-OR-MultCo	6321		Health Information Technician	6		\$3,776	\$4,093	\$4,621	0.97	\$6,060	\$6,448	\$7,092	
<b>County Market Average</b>									1.03	\$5,879	\$6,382	\$6,986	
2018-CompAnalyst	HC07000172		Medical Records Coding Technician	5	40	\$3,413	\$4,456	\$5,216	1.04	\$4,958	\$6,154	\$7,025	
2018-MIL-NWHCS	11.03		Registered Health Information Tech / C	54	146	\$3,507	\$4,628	\$5,296	1.05	\$5,066	\$6,351	\$7,117	
<b>Purchased Market Average</b>									1.04	\$5,042	\$6,308	\$7,097	
2018-ST-CA	1872	T	HEALTH RECORD TECHNICIAN II (SI)	28		\$3,551	\$3,966	\$3,998	1.06	\$5,431	\$5,952	\$5,966	
2018-ST-ID	02342	H	Health Information Specialist	17		\$2,326	\$3,180	\$4,154	0.96	\$3,922	\$4,945	\$6,110	
2018-ST-NV	10.234	29	HEALTH INFO COORDINATOR 1	20		\$3,158		\$4,618		\$4,603		\$6,306	
<b>State Market Average</b>									1.01	\$4,782	\$5,572	\$6,108	
0015	<b>OVERALL WEIGHTED MARKET AVERAGE</b>					59	260	\$3,397	\$4,398	\$4,989	\$5,006	\$6,173	\$6,846

B

Repr	Repr Description	Pay Opt	Rng Opt	SR	Emps	MARKET COMPARISONS														
						SALARY			Group Compa-Ratio Sum Base / Sum SR Mid	SALARY AND BENEFITS			Salary		Salary and Benefits					
						SR Min	Emp Avg	SR Max		SR Min	Emp Avg	SR Max	SR Min to SR Min	Avg to Avg	SR Max to SR Max	SR Min to SR Min	Avg to Avg	SR Max to SR Max		
B.1	AAON	AFSCME AT DOC SECURITY PLUS	A	A	18	7	\$3,366	\$4,313	\$4,628	1.08	\$5,403	\$6,561	\$6,946	99.1%	98.1%	92.8%	107.9%	106.3%	101.5%	
	CP	AOCE AT DOC NONSECURITY	A	A	18	1	\$3,375	\$4,620	\$4,620	1.16	\$5,414	\$6,936	\$6,936	99.4%	105.0%	92.6%	108.1%	112.4%	101.3%	
B.2	<b>Corrections Weighted Average</b>					8	\$3,367	\$4,352	\$4,627	1.09	\$5,404	\$6,608	\$6,945	99.4%	98.9%	92.7%	108.0%	107.1%	101.4%	
	OAI	SEIU STRIKEABLE INST COALITION	A	P	18	6	\$2,994	\$3,745	\$4,295	1.03	\$4,769	\$5,641	\$6,281	88.1%	85.1%	86.1%	95.3%	91.4%	91.7%	
B.3	<b>Non-Corrections/Non-Management Weighted Average</b>					6	\$2,994	\$3,745	\$4,295	1.03	\$4,769	\$5,641	\$6,281	88.1%	85.1%	86.1%	95.3%	91.4%	91.7%	
	0015	<b>STATEWIDE Weighted Average</b>					14	\$3,207	\$4,092	\$4,485	1.06	\$5,132	\$6,194	\$6,660	94.4%	93.0%	89.9%	102.5%	100.3%	97.3%

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## A. Market Data

The state's salary and benefit data is matched to market data sources for job classifications with similar duties, responsibilities and requirements. Generally, the greater the number of market data sources found for each job classification, the truer the data reflects the current pay in the labor market. For some job classifications, there is not a sufficient amount of market data available to either report a market figure or base recommendations for adjusting salaries. The state uses the following market data sources for comparisons:

### A.1 Counties

- Seven Oregon counties (Clackamas, Deschutes, Jackson, Lane, Marion, Multnomah and Washington).
- Three Washington state counties (Clark, King and Thurston).

### A.2 Commercially available salary and benefit surveys

- Milliman
- Willis Towers Watson
- CompAnalyst

### A.3 Neighboring States

- California
- Idaho
- Nevada
- Washington

Market data is collected from each source as of a specific date; this report reflects salary data in effect as of July 2018. The data collected for each job classification includes:

- Job Number and Title
- Salary range
- Number of firms included (purchased surveys include the data from a number of employers)
- Number of incumbents (current employees in the specific job classification)
- Average of all employees current rate of pay
- Salary range minimum
- Salary range maximum

Market data is combined by calculating a weighted average from all data sources matched to a specific Oregon classification. Each source is weighted by the number of incumbents reported.

## B. Oregon Employee Data

**B.1** Individual lines are shown for each bargaining unit

**B.2** Data is calculated for each of the three following groupings:

- Corrections (includes security and non-security representations at the Department of Corrections)
- Management (includes supervisory and non-supervisory management and executive service structures)
- Non-Corrections/Non-Management (includes all other unions and unrepresented structures)

**B.3** Overall Oregon statewide weighted average for each job classification is calculated using the weighted average of all current full-time employees (at the time of the report)

Sample Report Page



2018 Oregon Salary and Benefit Report

Data Effective Date: 7/1/2018

0015 HEALTH INFORMATION SPECIALIST

Market Source	Job	Rng	Job Title	# of Firms	Mkt Incs	SALARY			Group Compa-Ratio Sum Base / Sum SR Mid	SALARY AND BENEFITS			
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<b>Purchased Market Average</b>					59	186	\$3,487	\$4,591	\$5,279	1.04	\$5,042	\$6,308	\$7,097
2018-ST-CA	1872	T	HEALTH RECORD TECHNICIAN II (SI)		28	\$3,551	\$3,986	\$3,998	1.06	\$5,431	\$5,952	\$5,966	
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<b>State Market Average</b>					65	\$3,110	\$3,692	\$4,230	1.01	\$4,782	\$5,572	\$6,108	
0015	<b>OVERALL WEIGHTED MARKET AVERAGE</b>			59	260	\$3,397	\$4,398	\$4,989		\$5,006	\$6,173	\$6,846	

OREGON  
COMPARISON  
TO  
MARKET

C.2

Repr	Repr Description	Pay Opt	Rng Opt	SR	Emps	SALARY			Group Compa-Ratio Sum Base / Sum SR Mid	SALARY AND BENEFITS			MARKET COMPARISONS					
						SR Min	Emp Avg	SR Max		SR Min	Emp Avg	SR Max	Salary			Salary and Benefits		
						SR Min to SR Min	Avg to Avg	SR Max to SR Max	SR Min to SR Min	Avg to Avg	SR Max to SR Max	SR Min to SR Min	Avg to Avg	SR Max to SR Max	SR Min to SR Min	Avg to Avg	SR Max to SR Max	
AAON	AFSCME AT DOC SECURITY PLUS	A	A	18	7	\$3,366	\$4,313	\$4,628	1.08	\$5,403	\$6,561	\$6,946	99.1%	98.1%	92.8%	107.9%	106.3%	101.5%
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0015	<b>STATEWIDE Weighted Average</b>			14	\$3,207	\$4,092	\$4,485	1.06	\$5,132	\$6,194	\$6,660	94.4%	93.0%	89.9%	102.5%	100.3%	97.3%	

C.1

C.3



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## C. Market Comparisons

### Comparison Points

Oregon employees are compared to market data at three comparison points:

- Actual employee salaries
- Salary range minimum
- Salary range maximum

### Benefits (Defined)

Data is reported with and without major benefits (*Salary* and *Salary and Benefits*). For the purposes of this report, major benefits include employer's contribution for health insurance, retirement, and social security. The report Appendix contains the actual values used in the calculations for each data source.

#### Health Insurance

A calculated average of the employer's contribution rate for medical, dental and vision insurance for employee only, employee and spouse/partner, employee and children, and employee and family premiums.

#### Retirement

Pension contribution rates compare employer contribution rates offered to new employees. Active members for both general service and police and fire rates are included. Pension obligation bond costs are not included, as they are administrative costs with no benefit to the employee. Unfunded actuarial liability (UAL) costs are not included in either the Oregon or the market contribution rates.

#### Social Security

Regarding Social Security and Medicare costs, earnings while employed with the state of Nevada are not covered under Social Security. In Nevada the employer pays half of the Medicare tax (1.45% employer/1.45% employee).

### Comparisons – Oregon Job Classifications

Comparisons are calculated by dividing the Oregon employee data by the corresponding market data.

**C.1 divided by C.2 equals C.3** (see circles on the sample report page):

<b>C.1</b>	Oregon Statewide Weighted Average – Salary Only	\$4,092
<b>C.2</b>	Market Employee Average – Salary Only	\$4,398
<b>C.3</b>	Market Comparison: Avg to Avg – Salary Only	$\$4,092 / \$4,398 = 93.0\%$

## D. Group Compa-Ratio

For each group, this is the employee actual pay in comparison to the mid-point of the salary structure. Each employees' salary is summed and then divided by the sum of the salary range midpoints.

Sample Total Report Page

E

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County Weighted Market Average							MARKET						OREGON						
# of Classes	# of Matches	Market Compa-Ratio	# of Incs	SALARY			SALARY AND BENEFITS			SALARY			SALARY AND BENEFITS			Emps			
				SR Min	Emp Avg	SR Max	SR Min	Emp Avg	SR Max	SR Min	Emp Avg	SR Max							
				%	%	%	%	%	%	%	%	%							
251	1,178	1.06	9,463	\$4,926	\$5,834	\$6,354	\$7,400	\$8,501	\$9,132	\$4,161	\$5,476	\$5,970	\$6,243	\$7,812	\$8,397	22,030			
				84.5%	93.9%	94.0%	84.4%	91.9%	92.0%										
Purchased Weighted Market Average							MARKET						OREGON						
# of Classes	# of Matches	Market Compa-Ratio	# of Incs	SALARY			SALARY AND BENEFITS			SALARY			SALARY AND BENEFITS			Emps			
				SR Min	Emp Avg	SR Max	SR Min	Emp Avg	SR Max	SR Min	Emp Avg	SR Max							
				%	%	%	%	%	%	%	%	%							
245	783	1.03	83,149	\$4,913	\$6,318	\$7,395	\$6,711	\$8,325	\$9,563	\$4,294	\$5,665	\$6,163	\$6,410	\$8,047	\$8,639	19,392			
				87.4%	89.7%	83.3%	95.5%	96.7%	90.3%										
State Weighted Market Average							MARKET						OREGON						
# of Classes	# of Matches	Market Compa-Ratio	# of Incs	SALARY			SALARY AND BENEFITS			SALARY			SALARY AND BENEFITS			Emps			
				SR Min	Emp Avg	SR Max	SR Min	Emp Avg	SR Max	SR Min	Emp Avg	SR Max							
				%	%	%	%	%	%	%	%	%							
399	1,271	1.02	70,245	\$4,338	\$5,427	\$5,829	\$6,317	\$7,667	\$8,098	\$4,120	\$5,398	\$5,916	\$6,183	\$7,703	\$8,315	26,011			
				95.0%	99.5%	101.5%	97.9%	100.5%	102.7%										
Overall Statewide Market Comparisons							MARKET						OREGON						
													Oregon Compa-Ratio Sum Base / Sum SR Mid						1.08
413		1.04		\$4,663	\$5,932	\$6,648	\$6,580	\$8,073	\$8,897	\$4,152	\$5,450	\$5,965	\$6,223	\$7,769	\$8,378	26,612			
STATEWIDE WEIGHTED MARKET COMPARISONS							162,857	89.0%	91.9%	89.7%	94.6%	96.2%	94.2%						

E.1

E.2

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## E. Report Total Page

The final page of the report shows the overall market comparison for all state job classifications included in the report. To be included in the overall comparison, the classification must have both sufficient market data and current employees. The number of classifications that meet this criteria varies between classifications with market values for actual employee average pay and salary range structures due to the market data sources matched to specific classifications (not all classifications have both a market employee average and a salary range maximum available).

### Comparisons – Market Segments (County, Purchased, and State) and Statewide

#### E.1 Weighted Market Average (County, Purchased, and State)

The market segment comparisons are calculated by dividing the Oregon employee data by the corresponding market data for all classes for which both employee and market data exist. This is an overall calculation, not a class by class calculation that is then summarized. Per Data Sources by Market Segment example below, classes included in each overall calculation:

- County: 0322, 0323, 0324, 0331, 0332, 0405
- Purchased: 0322, 0323, 0405, 0427
- State: 0323, 0331, 0332, 0403, 0405

#### E.2 Overall Statewide Weighted Market Comparisons

Calculated by dividing the Oregon employee data by market data for **all** classes included in the report.

#### Example: Data Sources by Market Segment

Class	MARKET SEGMENT		
	County	Purchased	State
0322 - PUBLIC SERVICE REP 2	X	X	
0323 - PUBLIC SERVICE REP 3	X	X	X
0324 - PUBLIC SERVICE REP 4	X		
0331 - TRANSPORTATION SVCS REP 1	X		X
0332 - TRANSPORTATION SVCS REP 2	X		X
0403 - MAIL EQUIPMENT OPERATOR 1			X
0405 - MAIL SERVICES ASSISTANT	X	X	X
0427 - REHABILITATION INDUSTRIES REP		X	

## Methodology Changes Included in the 2018 Report?

### **Market Expansion**

Include Washington state counties from which Oregon receives significant applicants for vacant positions.

### **Market Calculations (Weighted Average by Number of Incumbents)**

Market data was combined by calculating a weighted average from all data sources, by the number of incumbents reported. Previously, a simple average was calculated for each market segment (County, Purchased and State) without regard to the number of incumbents. Then the three market segments were combined using equal weighting for each segment.

### **Geographic Leveling Adjustment for Out-of-state Market Data**

Use of Economic Resource Institute's Geographic Assessor to adjust the out-of-state market data for cost of labor differences. (See report Appendix for individual factors used.)

### **Pension benefits**

The Oregon legislature has modified the retirement benefits creating different groups of employees receiving different levels of benefits over time. Previously, the report used the combined employer contribution rates for all active employees. The current report compares the employer contribution rates offered to the largest group of employees (those starting work after August 28, 2003).

### **Group Compa-ratio**

Compa-ratios are commonly used to gauge where current employees are compensated within an employer's assigned salary range. The addition of this information allows more in-depth analysis of the state's position to market comparators.

### **Market Comparison Points Expanded**

Continue to utilize the Maximum Salary Rate as an important point of comparison and add 1) Actual Market Average Salary and 2) Minimum Salary as equally important considerations.

### Multiple Comparison Points

For the 2018 Salary and Benefit Report the state is utilizing salary range minimum, employee average pay and salary range maximum as comparison points. This allows us to analyze the salary structures in a variety of ways as opposed to simply comparing salary range maximum to salary range maximum. Salary range minimum shows how we compare to others at the entry point of the range. Salary range maximum reflects the maximum rate employees are eligible to earn for that specific classification. Employee average pay is the average of what employees are actually being paid.

### Movement through a Salary Range (Public sector vs. Private sector)

When reviewing market information it is important to note that public sector employees typically receive annual step increases until they reach the maximum step in the salary range, if their performance has not been deficient. This is not the standard practice found in private sector employment. Private sector employers tend to have wider salary ranges and manage employee pay around the midpoint of the salary range. Higher increases to employees below midpoint, and reducing increases as employee's move through the range and are above midpoint. This increases the amount of time it takes a private sector employee to move to the salary range maximum dramatically as compared to public sector employees.

### Salary vs. Salary and Benefits

The state provides a very comprehensive benefits plan consistent with what is found in the marketplace. The employer cost is similar to what is provided by the comparison markets – the state's plan is more generous with lower out-of-pocket costs for the employee.

The state provides a variety of paid time off. Employees accrue vacation leave and sick leave, as well as receive annual personal business leave and leave for 11 recognized holidays per year. The market average for holiday leave per year is nine. The salary and benefit report does not include any valuation for the additional time or higher level of medical benefit state employees receive over the market average.

### Group Compa-ratio

New for the 2018 Salary and Benefit Report the state is reflecting the group compa-ratio. This reflects the employee actual pay in comparison to the mid-point of the salary range. A compa-ratio of 1.00 means that the employees are paid exactly at the midpoint of the salary range. A compa-ratio of 0.94 indicates that employees on average are paid 6% below the midpoint, and the 1.04 indicates employees are paid on average 4% above the midpoint. The wider the salary range the more variance you may see in the compa-ratio.

### Geographic Leveling

New for the 2018 Salary and Benefit Report the state is using Economic Resource Institute's Geographic Assessor to adjust the out-of-state market data for cost of labor differences. Previously, it was said that the higher and lower state market matches would offset each other. State level jobs are not necessarily matched in all four states. Therefore, use of an adjustment factor ensures consistent adjustment of out-of-state market data regardless of the number of state matches included per classification.