

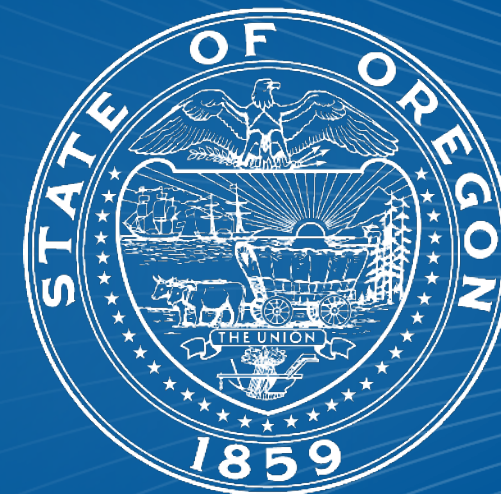
Department of Administrative Services

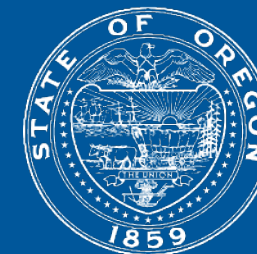


Equal Pay Project
Statewide Classification & Compensation
January 29, 2025

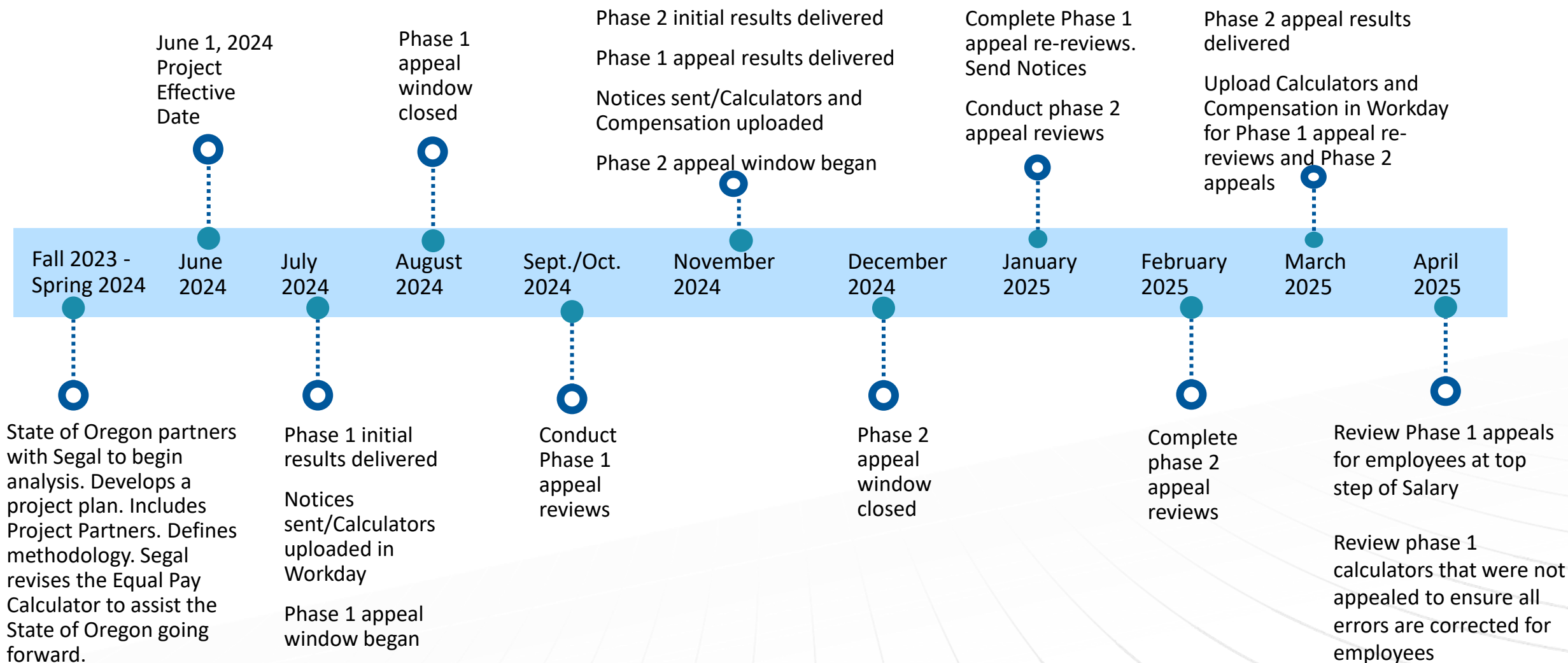
Agenda

- 01** Project Timeline
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Timeline – Equal Pay Project 2024 - 2025



Themes/Reminders



Viewing education/experience in Workday (Hyperlinks)

Uploading equal pay calculator in Workday

Understanding the Recommended Step Calculation

Relevant Experience

Viewing education/experience in Workday (Hyperlinks)



Job Title

Referral Coordinator

Company Name

Asante Neurology

Start Date

03/01/2023

End Date

02/29/2024

Responsibilities and Achievements

- Processed a high-volume of incoming referrals from multiple referral sources, co-prioritizing by urgency of patient's condition
- Performed clinical review of referral and

Education

[Rogue Community College](#)
Associate's Degree in Business Administration/Management | 1999 - 2001

[Ashland High School](#)
High School Diploma or Equivalent | 1985

Job History

[Eligibility Worker - HSS3](#)
ODHS | January 2023 - Present | 2 years | Ashland, OR office #1502/D8

My primary responsibilities are all activities related to helping Oregonians access state services in person or assist them with the application process over the phone if requested. In the short time that I have been working as an eligibility worker, I have had the pleasure of meeting many people and helping them with their needs.

Country

United States of America

School

[Community College of the Air Force](#)

Degree

[Associate's Degree](#)

Degree Received

Yes

Year Degree Received

2013



Uploading equal pay calculators in Workday

Upon hire/job
change

Share the equal pay assessment at time of hire/job change with the candidate. (Once the position is accepted)

Unscheduled
reviews/appeals

Share the equal pay assessment. Once the review and/or appeal is complete (Approved or Denied)

Work-out-of-class
pending
reclassification

After the agency completes the assessment when determining salary for a work-out-of-class pending reclassification.

Upload to the Worker Documents section, in the document category "Compensation (Employee View)" of the employee's profile in Workday.

Calculator Explained



State of Oregon Compensation Step Calculator

Calculation Type
<input type="radio"/> New Employee / New Job
<input checked="" type="radio"/> Review in Current Position

Calculation Date
6/1/2024
Analyst Name

Highest Degree Attained	Experience Equivalent
Associate's Degree	1.5

Advanced degrees (associate, bachelor, master, doctorate) are given an experience equivalent, regardless of minimum qualification requirements or relevancy to the current job.

Candidate/Employee Information	
Employee name	[Enter Employee Name]
OR number (if applicable)	OR9999999
Agency	Department of Administrative Services
Employee's manager(s)	Manager's Name
Benefit service date	4/1/2025
Current step	5

Job Profile Information	
Current job profile	Human Resource Analyst 2
Current compensation grade profile	MMN-26-AP
Required experience deduction	5.0
Current classification hire date	5/31/2022
Years in current classification	2.0

Relevant Prior Experience						
	Job Title	Start Date	End Date	Experience	Overlaps	Relevant Experience Total
1	HR Analyst 1	4/1/2020	12/31/2021	1.8	0.0	1.8
2	HR Analyst 2 Job Rotation	1/1/2022	6/14/2022	0.5	0.0	0.4
3	Multnomah City HR Spec	9/1/2015	3/31/2020	4.6	0.0	4.6
4	City of Portland, HR Asst.	7/1/2012	8/25/2015	3.2	0.0	3.2
5				0.0	0.0	0.0
6				0.0	0.0	0.0
7				0.0	0.0	0.0
8				0.0	0.0	0.0
9				0.0	0.0	0.0
10				0.0	0.0	0.0
11				0.0	0.0	0.0
12				0.0	0.0	0.0
13				0.0	0.0	0.0
14				0.0	0.0	0.0
15				0.0	0.0	0.0
Total				9.9	0.0	9.9

Total years of Relevant prior experience. Relevant prior experience is any past experience, tasks, and duties relevant to a job in terms of skills or knowledge required. It does not necessarily mean that you must have worked in the exact role or had the same job title before. Overlapping relevant experience is auto-calculated and total credit is given to one position per period of time.

Plus experience equivalent for highest degree attained, if any.

Deduction for required experience specific to this classification.

Notes
[Enter any notes here]
Experience steps are steps awarded above the minimum step in the salary range. Total experience is weighted at 0.5 (two full years of Total experience equals one step).
<input type="checkbox"/> Policy Based Override <input type="checkbox"/> CBA Override

Recommended Step Calculation	
Relevant prior experience	9.9
Degree experience equivalent	+ 1.5
Required experience deduction	- 5.0
Total experience	6.4
Weighting	x 0.5
Experience steps	3.0
Years in current classification	+ 2.0
Recommended step	6.0

Years in current classification is weighted at 1.0 (one full year of time in current classification equals one step). The duration of time in current classification is counted from the date last hired, allocated, reclassified, or moved into current classification.

Recommended step is the salary step result of your Equal Pay Analysis. If this step is lower than your Current step as of 6/1/2024 there will not be a reduction in salary.

Relevant Experience



Definition:

Relevant experience being any past experience, tasks, and duties relevant to a job in terms of skills or knowledge required. It does not necessarily mean that you must have worked in the exact role or had the same job title before.

Include:

Relevant prior experience may include – volunteer experience, internships, practicums, and residencies when determined to be relevant to the classification/job, when applying the definition, above.



What's Up Next & Outcomes

Up Next:

- Project Debrief
- Training/Resources

Two desired outcomes of the Equal Pay Project:

1. Focus on narrowing wage gaps, while following the law and
2. Increasing transparency of tools and practices available to agencies and employees.

Results



Outcomes by Protected Class – Total¹



	Total Employees Included	Receiving Pay Adjustments	Percent of Population
Total	41,684	10,700	26%
Gender			
Female	23,744	6,547	28%
Male	17,940	4,153	23%
Race/Ethnicity			
People of Color	10,326	3,112	30%
Black or African American	1,166	347	30%
Asian	1,871	448	24%
Hispanic or Latino	4,557	1,494	33%
American Indian or Alaska Native	911	269	30%
Native Hawaiian or Other Pacific Islander	316	126	40%
Two or More Races	1,505	428	28%
Caucasian	30,018	7,128	24%
Undisclosed	1,340	460	34%
Age			
18-25 (Generation Z)	2,354	910	39%
26-41 (Millennials)	15,873	5,135	32%
42-57 (Generation X)	17,609	3,826	22%
58-76 (Baby Boomers)	5,806	825	14%
77+ (Traditionalists)	42	4	10%

¹ Outcomes are combined here for the individual phases and do not include the outcomes of the appeal results

Equal Pay in Hiring



This table reflects the rate candidates decline job offers due to unsatisfactory salary. Revisions to the Equal Pay procedure were implemented June 1, 2024, correlating with a decrease in candidates declining offers due to salary concerns.

Year	Posted Recruitments	Candidates who declined a job offer due to "Salary Not Satisfactory"
2022	12,097 reqs	1,117 (9%)
2023	10,966 reqs	745 (6.8%)
2024	9,250 reqs	293 (3.2%)

Resources and Information



<https://www.oregon.gov/das/HR/pages/equity.aspx>

Equal Pay Project e-mail box: CHRO.PayEquity@das.oregon.gov

Jill Woods, Senior HR Consultant - Project Contact: Jill.woods@das.oregon.gov



Closing Summary of Themes/Reminders

1. Viewing education/experience in Workday (Hyperlinks)

- Education Click Hyperlink: Degree received - "Yes", "No" or "(empty)"
- Experience/Job History Click Hyperlink: Job History – Use specific dates

2. Uploading Equal Pay Calculator in Workday

- Upload the calculator in the Worker Documents section, in the document category "Compensation (Employee View)" of the employee's profile in Workday; upon hire/job change; after completion of an unscheduled equal pay review or appeal; and/or after the agency completes the salary assessment for a work-out-of-class pending reclassification.

3. How to read the Recommended Step Calculation table on the Equal Pay Calculator

- **Experience steps** round down to a whole number, and **Experience steps** are **additional** steps above the minimum step in the salary range
**Truncated salary ranges – minimum step is not always step 1*
- **Years in current classification** rounds down to whole number – each full year of time in current classification is equal to one step (weight is 1.0)

4. Relevant Experience

- *Includes – volunteer experience, internships, practicums, and residencies when determined to be relevant to the classification/job, when it meets the definition.*