



C O M P R E F O R M

A C T I O N B U L L E T I N

Bulletin No. 26

TO: Agency Human Resource Directors

FROM: Sara Redding Wilson, Director
Department of Human Resource Management

DATE: July 12, 2001

SUBJECT: Salary Reference Data Web Site Enhancements

I am writing to let you know about enhancements to the DHRM Salary Reference Data (SRD) web site. Although we are in the process of surveying the Salary Reference Data Web Site users, we took advantage of an immediate opportunity to add some previously proposed new features and to improve several existing features. Please forward this memorandum to your SRD web site users. If they have not yet submitted their surveys, we welcome comments on the enhancements as well as other aspects of the web site.

The Salary Data Viewer now provides six options. A summary of the enhancements follows:

- **Watson Wyatt Salary Surveys:** A list of the available surveys and their dates are provided. We are starting to receive new surveys for 2001/2002, and we will load the remaining new surveys (e.g.; Hospital and Healthcare Professional, Nursing and Allied Services) when we receive them later this summer. If you need information from surveys that are not yet available, please call your assigned DHRM Consultant.
 - To get to the Watson Wyatt Position-Location Query, you now press the “Go” button to the right of the list of surveys. Two new features have been added to the Query:
 - You can read the description of the Position Name you highlight by clicking the “Description” button to the right.
 - Also, you can now make your selection by choosing an ECS Code rather than the Position Name. The ECS Code list groups similar types of positions together.

Please Note: You must choose from either the Position Name list or the ECS Code list to generate your data, and you can only access one description at a time.

- **VEC Labor Market Information Sources:** A link is provided to the VEC web site, where you can obtain Virginia wage data by Standard Occupational Classification

(SOC). This data is from the fourth quarter of 1999. To obtain the current aging factor, you should multiply the number of months from December 1999 to the month you are using the data by 0.35% (the current 4.2% annual aging factor divided by 12).

You may want to use the data from the closest Virginia Metropolitan Area to your agency or institution location. To access this information, click on the blue Virginia and Metropolitan Wage Data link, scroll down one page, then click on the "V" in the alphabet listed at the top of the screen. If you recruit from more than one Metropolitan Area or are located between areas, you can average the rates for the different areas.

The blue Virginia Wage Data link accesses statewide salary data. Although it may appear simpler to use this information, you should consider that there is a significant impact from the higher salaries and large number of jobs in the Northern Virginia area, which is part of the Washington DC Metropolitan Area.

- **List of Salary Surveys:** These surveys are available in DHRM/OCP Resource Center. A number of state and locality compensation plans are also available here.
- **Other States:** This link connects to the web sites of the central HR/Personnel agencies of the states. Most of these sites allow access to pay scales and classification descriptions.
- **Virginia State Employees:** These online reports provide salary information by Role code and SOC code (currently former class code) for state employees not located in Northern Virginia. The information includes: Number of Employees, Average Salary, Lowest Salary, First Quartile, Median Salary, Third Quartile, and Highest Salary. This data is provided for informational purposes, and it may be used for salary negotiations or for reviewing Pay Factors when considering approval of an in-band adjustment. However, it is not intended to justify or limit employees' eligibility for salary adjustments.
- **Northern Virginia State Employees:** These online reports provide salary information by Role code and SOC code (currently former class code) for state employees located in Northern Virginia. The information includes: Number of Employees, Average Salary, Lowest Salary, First Quartile, Median Salary, Third Quartile, and Highest Salary. This data is provided for informational purposes, and it may be used for salary negotiations or for reviewing Pay Factors when considering approval of an in-band adjustment. However, it is not intended to justify or limit employees' eligibility for salary adjustments.

If you have any questions about this document, please contact Greg Noland, Compensation Consultant, at 804-225-2179 or gnoland@dhrm.state.va.us.

Copy: Cabinet Secretaries
Agency Heads