

Case Scenarios

1) Renee (Program Coordinator/ Grade 10)



Renee is a high performer who has her Bachelor's degree and 2 years of work experience in program management. She has been instrumental in supporting the program during times of growth. In addition to her current duties of Program Coordinator, she will likely be asked to perform the following for a short period of time while a replacement is found for the manager role which has become vacant but requires five years of work experience; therefore she doesn't meet the minimum requirements yet.

- Planning and developing the execution of sub-awards
- Providing technical and programmatic guidance to program staff
- Acting as primary liaison with internal and external constituencies
- Providing regular updates to the Sr. Operations Mgr. regarding current progress on projects and upcoming activities of the program

Which compensation tool would be appropriate in this scenario? (Circle one)

- a) Career Ladder b) Reclassification c) In-Range Adjustment d) MSU Exception e) None

What is the focus of the selected tool? (Circle one) A) Job B) Person

2) Carla (Admin Assistant 2/Grade 7)



Throughout Carla's career, she has been in administrative capacity for about 4yrs 2mo and provides administrative support for the department. She would like a career development opportunity. Her current duties include:

- Answers telephones, assists visitors, and resolves administrative problems and inquiries.
- Composes/edits correspondence and distributes mail
- Schedules meetings, events, interviews, appointments, and/or other similar activities for supervisors

Which compensation tool would be appropriate in this scenario? (Circle one)

- a) Career Ladder b) Reclassification c) In-Range Adjustment d) MSU Exception e) None

What is the focus of the selected tool? (Circle one) A) Job B) Person

3) Bob (Admin Assistant 1/ Grade 05)



Bob may have been a hiring "Oops"; however, he's past his probation period and is currently having some performance issues.

- Greets and directs visitors, orders, stocks and distributes office supplies, maintains files and records.

Which compensation tool would be appropriate in this scenario? (Circle one)

- a) Career Ladder b) Reclassification c) In-Range Adjustment d) MSU Exception e) None

What is the focus of the selected tool? (Circle one) A) Job B) Person

4) Steve (Manager, IT Technical Support/Grade 15)



Steve leads a large IT unit. The program relies heavily on his advanced skills not only to maintain the IT infrastructure of the whole unit, but also to provide strategic technical direction and expertise in other aspects of the program. At the time Steve was hired, the department was not in a position to afford a salary amount commensurate with his extensive experience; however, with increased funding and the possibility of losing him to bigger programs, the department would like adjust his compensation in an effort to recognize his performance and qualifications.

Which compensation tool would be appropriate in this scenario? (Circle one)

- a) Career Ladder b) Reclassification c) In-Range Adjustment d) MSU Exception e) None

What is the focus of the selected tool? (Circle one) A) Job B) Person

5) Jerry (Admin Assistant 2/ Grade 7)



Jerry is a motivated employee who has provided administrative support for the program for over 3 years. Due to Jerry's motivation and expertise he continuously steps in to help with the program by:

- Maintaining records of fiscal and budgetary controls, ledgers, and related transactions
- Assisting in the development and management of budgets for the program
- Working closely with Rob regarding fiscal issues and suggesting financial control procedures
- Preparing program related documentation for accounts payables/receivables, and other billings for processing

Which compensation tool would be appropriate in this scenario? (Circle one)

- a) Career Ladder b) Reclassification c) In-Range Adjustment d) MSU Exception e) None

What is the focus of the selected tool? (Circle one) A) Job B) Person

Answers: 1) c . B : 2) a . B->A: 3) e . N/A: 4) d . B : 5) b . A->B