

Koker Goodwin & Associates
Structured Compensation Master Report - by Job
Payroll & Benefits Administrator

Prepared on: 6/3/2008

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Job Evaluated:

<u>Job Family:</u>	Clerical/Administrative	<u>Grade</u>	6
<u>Classification:</u>	Non-Exempt	<u>Points:</u>	485

Compensable Factors:

Knowledge and Skills

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|----------------------------|-----|---|
| Experience: | (3) | Six months to two years of payroll and benefits experience. |
| Education: | (2) | A high school education or GED. |
| Managerial Responsibility: | (1) | Has no supervisory/managerial responsibilities but may, on occasion, serve as lead. |
| Interpersonal Skills: | (2) | Work normally involves contacts with persons beyond immediate associates generally regarding routine matters for purposes of giving or obtaining information which may require some discussion. Outside contacts take the form of service to the public (customers or vendors) requiring ordinary courtesy in providing assistance and information. |

Problem Solving

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|-----------------------|-----|---|
| Independent Judgment: | (2) | Specific standards and operating procedures provide some options and latitude for independent decision and action. Decisions are usually limited to choosing between two or three known options. Work requires limited analytical ability, judgment, and ingenuity. There is minimal room for discretion. Decisions normally take the form of recommendations (very limited decision-making authority). |
| Mental Process: | (2) | Problems encountered are relatively simple in nature, requiring some analysis or research to determine the best solution from a limited number of prescribed options. The job performs interpersonal, analytical or organizational demands which the general population would be able to perform with adequate training. |

Accountability

- | | | |
|---------------------------|-----|--|
| Organizational Impact: | (1) | Has little or no noticeable authority to make decisions that would impact the overall company goals and objectives and would not have budgetary responsibilities. The impact of the job would generally affect the services or product which an individual customer would receive. |
| Organizational Restraint: | (3) | Limited supervision and inspection of work. Errors can be difficult to detect and resolve and/or the consequences of potential errors can be of significance. |

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Salary Range:

	Minimum	Mid Point	Maximum
Bellingham, WA	\$ 13.05	\$16.32	\$ 19.58
Phoenix, AZ	\$ 12.43	\$15.53	\$ 18.64