

**TO: MAYOR AND CITY COUNCIL**

**FROM: NEIL JENSEN, City Administrator**

**SUBJECT: Approve Pay Equity Implementation Report**

**DATE: January 31, 2023**

**BACKGROUND**

Local government jurisdictions are required to submit a pay equity report to the State of Minnesota every three years. Pay equity is a method of eliminating discrimination against women who are paid less than men for jobs requiring the same levels of expertise.

Local governments have to analyze their pay structure and report this information to the Department of Management and Budget. A data entry report is entered into the Pay Equity System that provides the titles for each employee, the number of male and female employees for each title listed, job points for each title (taken from the 2017 Springsted Pay Study), minimum and maximum monthly salaries for each title and the number of years to reach the maximum salary for each title listed. Once the data has been entered, a Predicted Pay Report is created for the City, along with a Compliance Report. All of this information is submitted to the State where they analyze our information and conduct tests for compliance.

The data used in the report was data that was in place as of December 31, 2022.

**REQUESTED COUNCIL ACTION**

Request a motion to approve the Pay Equity Implementation Report for the City of Cannon Falls.

## Compliance Report

Jurisdiction: Cannon Falls  
918 River Road

Report Year: 2023  
Case: 1 - 2023 DATA (Private (Jur  
Only))

Cannon Falls, MN 55009

Contact: Michelle Sandeen

Phone: (507) 263-9309

E-Mail: msandeen@cannonfall  
smn.gov

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

### I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	12	10	1	23
# Employees	21	10	3	34
Avg. Max Monthly Pay per employee	6480.67	5435.50		6085.32

### II. STATISTICAL ANALYSIS TEST

#### A. Underpayment Ratio = 83.33334 \*

	Male Classes	Female Classes
a. # At or above Predicted Pay	8	6
b. # Below Predicted Pay	4	4
c. TOTAL	12	10
d. % Below Predicted Pay (b divided by c = d)	33.33	40.00

\*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

#### B. T-test Results

Degrees of Freedom (DF) = 29	Value of T = -0.272
------------------------------	---------------------

a. Avg. diff. in pay from predicted pay for male jobs = 18

b. Avg. diff. in pay from predicted pay for female jobs = 30

### III. SALARY RANGE TEST = 100.00 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 8.00

B. Avg. # of years to max salary for female jobs = 8.00

### IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP = 0.00 \*

B. % of female classes receiving ESP = 0.00

\*(If 20% or less, test result will be 0.00)

## Job Class Data Entry Verification List

Case: 2023 DATA

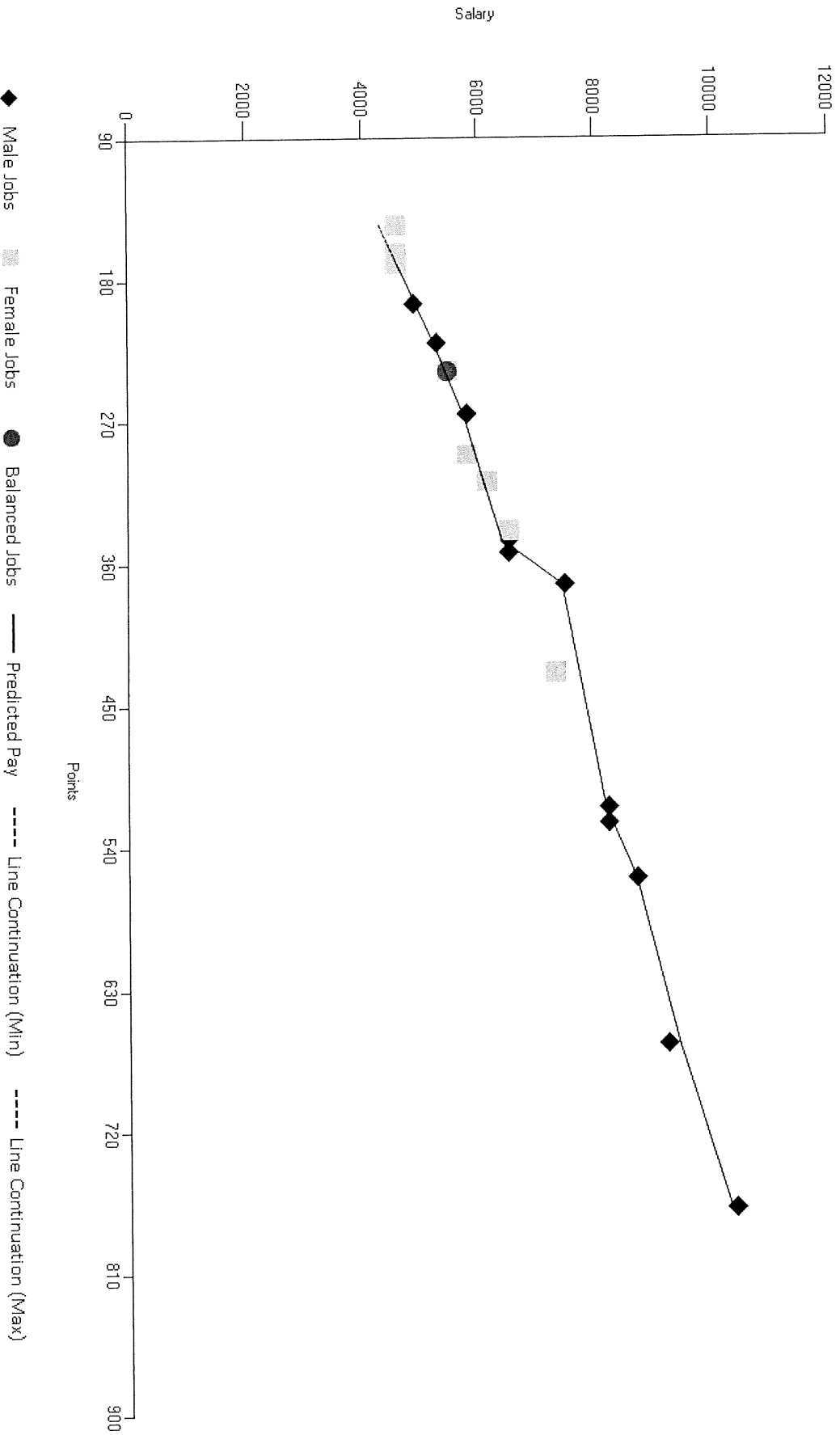
Cannon Falls

LGID: 545

Job Nbr	Class Title	Nbr		Non-Binary	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
		Males	Females								
13	Library Assistant	0	1	0	F	145	3635.00	4605.00	8.00	0.00	
41	Utility Billing/Office Assist	0	1	0	F	163	3635.00	4605.00	8.00	0.00	
12	Library Asst-Children's Svces	0	1	0	F	166	3635.00	4605.00	8.00	0.00	
40	Library Asst-Adult Teen Svce	1	0	0	M	166	3635.00	4605.00	8.00	0.00	
11	Library Asst-Circulation & Tec	0	1	0	F	168	3635.00	4605.00	8.00	0.00	
6	Records Assistant	0	1	0	F	170	3635.00	4605.00	8.00	0.00	
14	Maintenance Operator I	3	0	0	M	195	3853.00	4905.00	8.00	0.00	
15	Maintenance Operator II	2	0	0	M	220	4084.00	5303.00	8.00	0.00	
42	Zoning Administrator	0	1	0	F	238	4328.00	5484.00	8.00	0.00	
33	Paramedic	2	1	0	B	238	4328.00	5484.00	8.00	0.00	
19	Police Officer	7	0	0	M	265	4588.00	5814.00	8.00	0.00	
16	Assistant Library Director	0	1	0	F	291	4588.00	5814.00	8.00	0.00	
21	HR Tech/AP Clerk	0	1	0	F	308	4865.00	6162.00	8.00	0.00	
43	City Clerk	0	1	0	F	339	5157.00	6531.00	8.00	0.00	
31	Emergency Management Services	1	0	0	M	345	5157.00	6531.00	8.00	0.00	
18	Streets/Parks Supervisor	1	0	0	M	353	5157.00	6531.00	8.00	0.00	
44	Utilities Supervisor	1	0	0	M	373	5465.00	7497.00	8.00	0.00	
23	Library Director	0	1	0	F	430	5793.00	7339.00	8.00	0.00	
24	Emergency Medical Services Chi	1	0	0	M	515	6510.00	8247.00	8.00	0.00	
35	Police Lieutenant	1	0	0	M	525	6510.00	8247.00	8.00	0.00	
25	Public Works Director	1	0	0	M	560	6900.00	8741.00	8.00	0.00	
28	Chief of Police Emergency Mngmn	1	0	0	M	665	7315.00	9266.00	8.00	0.00	
30	City Administrator	1	0	0	M	770	8218.00	10410.00	8.00	0.00	

Job Number Count: 23

Predicted Pay Report for: Cannon Falls  
Case: 2023 DATA



### Predicted Pay Report for: Cannon Falls

Case: 2023 DATA

Job Nbr	Job Title	Nbr			Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
		Males	Females	Non-Binary						
13	Library Assistant	0	1	0	1	Female	145	4605.0000	4313.0435	291.9565
41	Utility Billing/Office Assist	0	1	0	1	Female	163	4605.0000	4538.6936	66.3064
12	Library Asst-Children's Svcs	0	1	0	1	Female	166	4605.0000	4576.3020	28.6980
40	Library Asst-Adult Teen Svce	1	0	0	1	Male	166	4605.0000	4576.3020	28.6980
11	Library Asst-Circulation & Tec	0	1	0	1	Female	168	4605.0000	4601.3742	3.6258
6	Records Assistant	0	1	0	1	Female	170	4605.0000	4626.4465	-21.4465
14	Maintenance Operator I	3	0	0	3	Male	195	4905.0000	4939.8494	-34.8494
15	Maintenance Operator II	2	0	0	2	Male	220	5303.0000	5253.2524	49.7476
42	Zoning Administrator	0	1	0	1	Female	238	5484.0000	5476.1336	7.8664
33	Paramedic	2	1	0	3	Balanced	238	5484.0000	5476.1336	7.8664
19	Police Officer	7	0	0	7	Male	265	5814.0000	5748.5931	65.4069
16	Assistant Library Director	0	1	0	1	Female	291	5814.0000	6035.7466	-221.7466
21	HR Tech/AP Clerk	0	1	0	1	Female	308	6162.0000	6180.4319	-18.4319
43	City Clerk	0	1	0	1	Female	339	6531.0000	6184.2308	346.7692
31	Emergency Management Services	1	0	0	1	Male	345	6531.0000	6407.1538	123.8462
18	Streets/Parks Supervisor	1	0	0	1	Male	353	6531.0000	6704.3846	-173.3846
44	Utilities Supervisor	1	0	0	1	Male	373	7497.0000	7447.4615	49.5385
23	Library Director	0	1	0	1	Female	430	7339.0000	7517.6925	-178.6925
24	Emergency Medical Services Chi	1	0	0	1	Male	515	8247.0000	8195.3881	51.6119
35	Police Lieutenant	1	0	0	1	Male	525	8247.0000	8313.3582	-66.3582
25	Public Works Director	1	0	0	1	Male	560	8741.0000	8726.2537	14.7463
28	Chief of Police Emergency Mgmt	1	0	0	1	Male	665	9266.0000	9455.4333	-189.4333
30	City Administrator	1	0	0	1	Male	770	10410.0000	10323.7333	86.2667

Job Number Count: 23