




HUMAN RESOURCES CONSULTING SERVICES

Consolidation Pay Plan February 2010

for

CONNECTICUT PROBATE COURTS

February 24, 2010



FINAL REPORT FOR

Connecticut Probate Courts


Consolidation Pay Plan

February 24, 2010

By:

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CONNECTICUT PROBATE COURTS

CONSOLIDATION PAY PLAN

FEBRUARY 24, 2010

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MANAGEMENT ADVISORY GROUP, INC.

Virginia

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North Carolina

February 24, 2010

The Honorable Paul Knierim
Probate Court Administrator
Connecticut Probate Courts
186 Newington Road
West Hartford, CT 06110
(860) 231-2442

Dear Judge Knierim,

**Subject: Final Report
Compensation Update for New Job Classifications and Descriptions**

Management Advisory Group is pleased to provide this additional update to the Compensation and Classification study originally completed for Clerk positions in January 2008. Recently, the compensation structure was updated in a brief report (January 15, 2010) to reflect changes in the market place since the original 2008 study. In the January 2010 report, the compensation structure was adjusted upwards slightly. This February 2010 report is designed to build on the completed work and assist the Probate Court system as it transitions to a consolidated environment.

Original Study of Clerk Positions

In the 2007-2008 study, MAG was requested to prepare a pay plan and salary adjustment recommendations for incumbents in the included Probate Courts classifications. The Compensation Committee undertook a comprehensive review of draft recommendations and provided excellent feedback towards the development of the final report.

The objectives of the original study were to:

- Conduct job analysis of included classifications;
- Gather compensation data from similar/competitor organizations;
- Develop a revised classification plan; and,
- Develop a revised compensation and pay plan.

The Honorable Paul Knierim
Probate Court Administrator
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January 2010 Review of Clerk Positions

The goal of the survey of other agencies was to determine what kind and amount of adjustments to their pay structures may have been made over the last two years, if any.

MAG recommended that the pay structure be adjusted to reflect an increase of 1% for the market change in 2008, and an additional 1% structural adjustment for 2009.

The recommended pay structure table was provided, and is included in this report as well. The 10 position titles were each assigned to a pay grade within the Original Pay Plan. The entry position of Court Assistant (pay grade 104) has an hourly minimum amount of \$14.07. The highest level position in the Original Pay Plan is Court Staff Attorney at pay grade 110.

February 2010 Study of Clerk Positions

Goals and Objectives:

This current project builds on the compensation platform developed for the Courts in 2008 and recently updated in January 2010. We are pleased with the changes in the Probate Court System and are delighted to have a part in moving this consolidation forward.

The original classification plan was based on job analysis of the duties and responsibilities of the incumbents, integrated with the market and structured to accommodate the wide range of differences in Court sizes. Of course, the consolidation brings about the opportunity for positive change to the classification and compensation structure that MAG originally designed.

There is a sound platform upon which to build an enhanced classification and compensation plan that will accommodate the changes anticipated by the consolidation. These changes are a logical outgrowth of the work MAG did in the original study and in the most recent (January 2010) update.

Major Tasks:

For this project, the following represent the key tasks:

- collaboration with Linda Dow in reference to her recommendations for job restructuring;
- cross-walk the new positions from the positions in the Original Pay Plan, considering the key elements between and/or among the current positions and those proposed under the consolidation/restructuring plan;
- provision of a new compensation schedule that will allow for sufficient room to accommodate the changes in duties and/or titles brought about by the consolidation;
- provision of classification assignments within the compensation schedule for the placement of the new job classes/titles; and,
- preparation of a report detailing the recommendations.

Findings:

The Original Pay Plan, as updated in January 2010, is shown as an appendix. It indicates a recommended 10 positions assigned to seven (7) pay grades ranging from 104 to 110.

The Court Assistant and the Security positions are in pay grade 104, while the Court Staff Attorney position is at the highest assigned level of pay grade 110. The maximum hourly amount for the highest graded position (Court Staff Attorney) is \$34.91. The other positions are assigned to one of the other pay grades between 105 and 109.

The hourly minimums for the pay grades are 10% apart. The width of each of the pay grades is a range of 40%.

The Original Pay Plan is shown as an appendix for this report.

MAG was provided with eight (8) position descriptions for the 10 positions to review, evaluate, and cross-walk into a Consolidation Pay Plan. There are two (2) more positions than descriptions because the Probate Court Chief Clerk has three (3) levels, distinguished by the number of staff in their assigned court.

The provided descriptions included:

- Probate Court Assistant;
- Probate Court Security Officer;
- Probate Court Assistant Clerk;
- Probate Court Clerk;
- Probate Court Deputy Clerk;
- Probate Court Officer;
- Probate Court Chief Clerk I, II, III; and,
- Probate Court Staff Attorney.

Each of the descriptions included:

- Class Definition;
- Guidelines for Class Use;
- Supervision Received;
- Supervision Exercised;
- Examples of Duties;
- Minimum Qualifications: and,
- Experience and Training Required.

Cross-Walking:

MAG reviewed the descriptions in reference to the original requirements identified in the 2008 report. Some of the education and experience requirements vary somewhat. However, a number of the positions were noted as very similar. The cross-walk of the positions and their pay grade levels is noted in the table below

Cross-Walk of Positions: Original Plan to Consolidation Plan

Original Plan Title	Original Grade	Consolidation Plan Title	Consolidation Grade
Court Assistant	104	Probate Court Assistant	104
Security	104	Probate Court Security Officer	104
Assistant Clerk	105	Probate Court Assistant Clerk	105
Deputy Clerk	106	Probate Court Deputy Clerk (Reports to Chief Clerk III)	108
Paralegal Clerk	107	Probate Court Clerk	107
Probate Court Officer	107	Probate Court Officer	108
Clerk of the Court	108	Title no longer used. Head Clerk will become Chief Clerk I, II, or III as applicable.	---
Chief Clerk and Court Law Clerk	109	Probate Court Chief Clerk I	109
New Position	---	Probate Court Chief Clerk II	110
Court Staff Attorney	110	Probate Court Staff Attorney	110
New Position	---	Probate Court Chief Clerk III	111

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As noted in the table above, while all of the titles would change, only a few changes to the current pay grade levels would change.

Pay Plan Structure and Table:

The Consolidation Pay Plan is shown directly following this page.

One can see the assignments of the titles to the various pay grades, as well as the hourly minimums and maximums for each of the pay grades.

Attached as an appendix to this report is the Original Pay Plan, as updated in January 2010, for reference purposes.

MAG would be pleased to answer any questions you might have concerning the recommendations in the Consolidation Pay Plan.

We appreciate this opportunity to assist the Connecticut Probate Courts.

Sincerely,

A handwritten signature in cursive script that reads "Carolyn Long". The signature is written in black ink and is positioned above the typed name and contact information.

Carolyn Long
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CONSOLIDATION PAY PLAN

FEBRUARY 2010

Pay Plans
Connecticut Courts Administration

<i>Code</i>	<i>Class Title</i>	<i>Hrly Min</i>	<i>Mkt</i>	<i>Hrly Max</i>
Consolidation				
104		\$14.07	\$16.89	\$19.70
CA01	Probate Court Assistant			
S001	Probate Court Security Officer			
105		\$15.48	\$18.58	\$21.67
AC01	Probate Court Assistant Clerk			
107		\$18.73	\$22.48	\$26.23
DC01	Probate Court Clerk			
108		\$20.61	\$24.73	\$28.85
CC03	Probate Court Deputy Clerk			
PC01	Probate Court Officer			
109		\$22.67	\$27.20	\$31.73
CC01	Probate Court Chief Clerk I			
110		\$24.93	\$29.92	\$34.91
CC02	Probate Court Chief Clerk II			
CA02	Probate Court Staff Attorney			
111		\$27.43	\$32.91	\$38.40
CC03	Probate Court Chief Clerk III			

10 Active Proposed Classes in the Consolidation Pay Plan

APPENDIX

ORIGINAL PAY PLAN

UPDATED JANUARY 2010

Pay Plans
Connecticut Courts Administration

<i>Code</i>	<i>Class Title</i>	<i>Hrly Min</i>	<i>Mkt</i>	<i>Hrly Max</i>
Original				
104		\$14.07	\$16.89	\$19.70
CA01	Court Assistant			
S001	Security			
105		\$15.48	\$18.58	\$21.67
AC01	Assistant Clerk			
106		\$17.03	\$20.44	\$23.84
DC01	Deputy Clerk			
107		\$18.73	\$22.48	\$26.23
PA01	Paralegal Clerk			
PC01	Probate Court Officer			
108		\$20.61	\$24.73	\$28.85
CC03	Clerk of the Court			
109		\$22.67	\$27.20	\$31.73
CC01	Chief Clerk (Hrtfd,NH,Watrbry,Stamfd,B'port)			
CA03	Court Law Clerk			
110		\$24.93	\$29.92	\$34.91
CA02	Court Staff Attorney			

10 Active Proposed Classes in the Original Pay Plan