

Networks Northwest Compensation Plan

Blue = On Networks Northwest payroll

Red = On Northwest Michigan Works, Inc. payroll

Classification	General Requirements	Positions	Range
Executive (exempt; salaried)	<ul style="list-style-type: none"> Responsible for overall strategic and operational performance of the agency Answerable to the Board of Directors Broadest scope of influence, independent decision making, and complexity across multiple functions Substantial supervisory & policy responsibility MA or equivalent experience 	<ul style="list-style-type: none"> Chief Executive Officer 	\$120,000 – 165,000
Executive (exempt; salaried)	<ul style="list-style-type: none"> Responsible for major functional department(s) Substantial (multi-program) budget responsibility Broad scope of influence, independent decision making, and complexity across multiple functions Substantial supervisory & policy responsibility MA or equivalent experience 	<ul style="list-style-type: none"> Chief Operating Officer (2017 only) Director of Finance & Quality Assurance Director of Support Systems Director of Michigan Works Operations (Director of Talent Development/MW Director after 2017) Director of Community Development Director of Business Development 	\$65,000 – \$120,000

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Managerial (exempt; salaried)	<ul style="list-style-type: none"> • Responsible for operation of a program and its budget, related partnerships & relationships • Fairly high degree of influence, independent decision making, and complexity within a scope of program • Supervisory & policy responsibility within program • BA minimum; MA or equivalent experience may be desirable depending on the field • Experience in related field required 	<ul style="list-style-type: none"> • SBDC Regional Director • PTAC Program Director • Manager of Planning & Program Development (MW) • Offender Success Community Coordinator • Newton's Road Program Manager • Regional MW Operations Manager • MW Center Operations Manager • Adult Education Coordinator • Business Services Coordinator • Accountant/Budget Coordinator 	\$45,000 – \$80,000
Professional Level 1 (exempt; salaried)	<ul style="list-style-type: none"> • Responsible for a particular function or a program within a larger department • Moderate degree of independent decision making • Little or no supervisory responsibility, but may provide team oversight • BA minimum, MA preferred, and professional certification preferred • Some grant writing and contract management responsibilities may be required • Experience in related field required 	<ul style="list-style-type: none"> • Regional Planners • Community Development Specialists • SBDC Business Consultants • PTAC Research Analyst/Consultants • Network Administrator • Accountant • Monitor • MW Business Liaisons • Apprenticeship Specialist 	\$42,000 – \$65,000
Professional Level 2 (exempt; salaried)	<ul style="list-style-type: none"> • Responsible for a particular function or a program within a larger department • Moderate degree of independent decision making • Little or no supervisory responsibility, but may provide team oversight • BA minimum and/or professional certification required • Experience in related field required 	<ul style="list-style-type: none"> • Offender Success Community Resource Specialist • Offender Success Employment Resource Specialist • Communications Specialists • Tech Support Specialists • Executive Assistant • Career Facilitator/Advisors • Youth Advisors/JMG Advisors 	\$32,000 – \$55,000

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Para-professional or Technical Level 1 (exempt; salaried)	<ul style="list-style-type: none"> Responsible in a supportive role to others No supervisory responsibility, but may provide some team oversight AA or related required; BA preferred Some responsibility for equipment and/or programmatic specialty Direct experience desired but not necessarily required 	<ul style="list-style-type: none"> PTAC Technical Assistant Bookkeeper or equivalent MIS Specialist Business Services Specialist Career Services Specialist 	\$30,000 – \$50,000
Para-professional or Technical Level 2 (exempt; salaried)	<ul style="list-style-type: none"> Responsible in a supportive role to others No supervisory responsibility, but may provide some team oversight AA or related required Direct experience desired but not necessarily required 	<ul style="list-style-type: none"> Employment Services Specialists Purchasing and Records Associate Classroom Training Secretary Adult Ed Teacher Aides Records Clerks 	\$28,000 - \$42,000
Support (non-exempt; hourly)	<ul style="list-style-type: none"> Responsible in a supportive role to others No supervisory responsibility HS diploma required Experience desired but not necessarily required 	<ul style="list-style-type: none"> Receptionist Clerical Assistant Adult Ed Secretary 	Min. wage – \$15/hr.

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General guidelines:

- CEO has the authority to start a position anywhere within the given pay range for that position, depending upon market conditions and the experience and/or qualifications of the individual.
- On recommendation of a supervisor and authorized by the CEO, an individual may be raised within the classification based upon a review of job responsibilities or extraordinary performance.
- At any point in time, the CEO may re-evaluate and re-classify a position according to changes in the job description.
- CEO may place a position's wage out of category based on specific grant restrictions or requirements.
- CEO is responsible for determining the annual amount of COLA based on the Consumer Price Index and other relevant data. COLA is discretionary based on individual performance and/or budget considerations.
- Once an individual reaches the top of the range for his/her job classification, pay increases are limited to the amount of an annual COLA.
- CEO is responsible for maintaining a fringe benefit package that is comparable to similar employers, to the extent that it is affordable in the programs' budgets.
- Every three years at a minimum, the CEO is responsible for reviewing the compensation plan and making adjustments based on updated market conditions and internal organizational changes.
- CEO has the authority to award bonuses based on performance that is beyond normal expectations, if budgets allow. These are to be utilized judiciously and are not to become a routine expectation.
- CEO is authorized to make one-time supplemental salary payments for extra duties undertaken, based on fund availability.