

**UPTE**  
**Wage**  
**Workshop**  
**For Unrepresented Staff**  
**Equity Adjustment**



CWA 9119  
AFL • CIO

**Sponsored by**  
**UPTE-CWA Local 9119**  
University Professional and Technical Employees  
[www.APsforUPTE.org](http://www.APsforUPTE.org)

1. Equity adjustments are an increase to an employee's base pay due to
  - a. Significantly lagging behind the outside market rate for comparable work (external equity adjustment).
  - b. An employee's salary is significantly (10% or more) below all similarly situated employees in the same area and title code with comparable performance, experience, skills, knowledge and assignments (internal equity adjustment).
  - c. To counter a **confirmed** job offer external to UC.
  
2. Requirements and qualifications
  - a. To align the salaries of employees performing work at the same level with similar levels of experience, background and performance.
    - i. Are there newly hired employees who are earning significantly more than existing staff with similar employment backgrounds?
    - ii. Are there employees performing similar work with higher performance and greater years of related experience than employees with lower levels of performance and experience?
    - iii. Are there employees who hold positions of greater scope and complexity within a classification level who are paid less than employees holding less complex jobs within that same classification level?
  - b. To bring the salaries of employees in line with salaries offered by competitors in a compelling labor market.
    - i. Is there reliable competitive market data that suggests a significant gap between the pay of UCB employees and competitors' pay for the same, or substantively similar work?
    - ii. Are there recruitment and retention difficulties that are linked to employee's ability to earn higher base pay in the competitive market?
  - c. Needing to retain an employee with unique and specialized skills in the face of a documented competitive salary offer for a similar position.
  
3. Equity increase process
  - a. Equity list maintained by Central Human Resources
    - i. Departments make decision, request employee added to list
    - ii. Central HR decides based on several factors:
      1. Budget—annual planning and management
      2. Internal equity
      3. Individual's knowledge, skills and experience compared with peers
      4. Recruiting difficulty
      5. Salary range (midpoint ideally represents market pay)

4. Prepare your strategy
  - a. External equity
    - i. Job postings or industry reports with salary info for same general geographic area and job description
    - ii. Actual competitive offer letter
  - b. Internal equity
    - i. Salaries of those with same title, experience, skills/expertise within UC
    - ii. Doesn't have to be your campus (UCOP Compensation site)
  - c. Networking and professional organizations may be helpful
  - d. Be prepared for the verdict to go either way: you may have to take that job, or in the case of internal equity, you should have your own counterproposal to make if your department pleads budget woes. Ask for some kind of accommodation that would make your life easier, or for more support for your professional development.
  
5. Make your pitch
  - a. Speak with your supervisor
    - i. Review your info
    - ii. Ask to be added to equity list
  - b. Compensation Consultant
    - i. Get an appointment for face-to-face evaluation
    - ii. Request your supervisor pursue with them
  
6. Helpful links (You may need to be on the UC network to access)

<http://hr.berkeley.edu/compensation-benefits/compensation/guidelines>

- Comprehensive compensation guidelines

<http://hr.berkeley.edu/faq/equity-program/>

- Equity FAQs

<http://hr.berkeley.edu/compensation-benefits/compensation/salary-and-pay/salary-program-fy17/equity-program>

- Outlines how equity is determined

<http://hr.berkeley.edu/about/contact/compensation/assignments>

- Campuswide compensation staff
- Departmental Assignments

Fields and Families - August 2016

Field (CT-Family)	Job Family (CT_Function)	Job Code	Job Title	Pers Prog	FLSA	Grade	Min	Mid	Max
Student Services	Academic Achievem Counseling	0301U	Academic Achievement Manager 2	MSP	E	25	\$84,500	\$128,700	\$173,000
Student Services	Academic Achievem Counseling	0300U	Academic Achievement Manager 1	MSP	E	24	\$75,600	\$115,000	\$154,300
Student Services	Academic Achievem Counseling	4504U	Academic Achievement Supr 2	PSS	E	22	\$60,200	\$91,600	\$123,000
Student Services	Academic Achievem Counseling	0293U	Academic Achievem Counselor 5	MSP	E	24	\$75,600	\$115,000	\$154,300
Student Services	Academic Achievem Counseling	4502U	Academic Achievem Counselor 4	PSS	E	22	\$60,200	\$91,600	\$123,000
Student Services	Academic Achievem Counseling	4501U	Academic Achievem Counselor 3	PSS	E	20	\$48,700	\$74,400	\$100,100
Student Services	Academic Achievem Counseling	4500U	Academic Achievem Counselor 2	PSS	N	19	\$44,200	\$67,400	\$90,700
Student Services	Admissions/Recruitment	4511U	Admissions Evaluator 3	PSS	E	BYA			
Student Services	Admissions/Recruitment	0304U	Admissions/Recruitment Mgr 3	MSP	E	26	\$92,500	\$144,100	\$195,700
Student Services	Admissions/Recruitment	0303U	Admissions/Recruitment Mgr 2	MSP	E	25	\$84,500	\$128,700	\$173,000
Student Services	Admissions/Recruitment	0302U	Admissions/Recruitment Mgr 1	MSP	E	24	\$75,600	\$115,000	\$154,300
Student Services	Admissions/Recruitment	4512U	Admissions/Recruitment Supr 2	PSS	E	22	\$60,200	\$91,600	\$123,000
Student Services	Admissions/Recruitment	4510U	Admissions/Recruitment Spec 4	PSS	E	22	\$60,200	\$91,600	\$123,000
Student Services	Admissions/Recruitment	4509U	Admissions/Recruitment Spec 3	PSS	E	20	\$48,700	\$74,400	\$100,100
Student Services	Admissions/Recruitment	4508U	Admissions/Recruitment Spec 2	PSS	N	19	\$44,200	\$67,400	\$90,700
Student Services	Admissions/Recruitment	4507U	Admissions/Recruitment Spec 1	PSS	N	18	\$40,200	\$61,300	\$82,400
Student Services	Career Services	0299U	Career Services Manager 3	MSP	E	26	\$92,500	\$144,100	\$195,700
Student Services	Career Services	0298U	Career Services Manager 2	MSP	E	25	\$84,500	\$128,700	\$173,000
Student Services	Career Services	0297U	Career Services Manager 1	MSP	E	24	\$75,600	\$115,000	\$154,300
Student Services	Career Services	4520U	Career Services Supervisor 2	PSS	E	22	\$60,200	\$91,600	\$123,000
Student Services	Career Services	4519U	Career Services Supervisor 1	PSS	E	20	\$48,700	\$74,400	\$100,100
Student Services	Career Services	0295U	Career Services Specialist 5	MSP	E	24	\$75,600	\$115,000	\$154,300
Student Services	Career Services	4517U	Career Services Specialist 4	PSS	E	22	\$60,200	\$91,600	\$123,000
Student Services	Career Services	4516U	Career Services Specialist 3	PSS	E	20	\$48,700	\$74,400	\$100,100
Student Services	Career Services	4515U	Career Services Specialist 2	PSS	N	19	\$44,200	\$67,400	\$90,700
Student Services	Curriculum Planning	4523U	Curriculum Planner 3	PSS	E	19	\$44,200	\$67,400	\$90,700
Student Services	Financial Aid	0309U	Financial Aid Manager 3	MSP	E	26	\$92,500	\$144,100	\$195,700
Student Services	Financial Aid	0308U	Financial Aid Manager 2	MSP	E	25	\$84,500	\$128,700	\$173,000
Student Services	Financial Aid	0307U	Financial Aid Manager 1	MSP	E	24	\$75,600	\$115,000	\$154,300
Student Services	Financial Aid	4531U	Financial Aid Supervisor 2	PSS	E	22	\$60,200	\$91,600	\$123,000
Student Services	Financial Aid	4530U	Financial Aid Supervisor 1	PSS	E	20	\$48,700	\$74,400	\$100,100
Student Services	Financial Aid	4528U	Financial Aid Officer 4	PSS	E	22	\$60,200	\$91,600	\$123,000
Student Services	Financial Aid	4527U	Financial Aid Officer 3	PSS	E	20	\$48,700	\$74,400	\$100,100
Student Services	Financial Aid	4526U	Financial Aid Officer 2	PSS	N	19	\$44,200	\$67,400	\$90,700
Student Services	K-14 Academic Preparation	0312U	K-14 Academic Prep Manager 3	MSP	E	26	\$92,500	\$144,100	\$195,700
Student Services	K-14 Academic Preparation	0311U	K-14 Academic Prep Manager 2	MSP	E	24	\$75,600	\$115,000	\$154,300
Student Services	K-14 Academic Preparation	0310U	K-14 Academic Prep Manager 1	MSP	E	23	\$67,500	\$102,600	\$137,700
Student Services	K-14 Academic Preparation	4538U	K-14 Academic Prep Supr 2	PSS	E	21	\$53,800	\$81,900	\$110,100
Student Services	K-14 Academic Preparation	0306U	K-14 Academic Prep Spec 5	MSP	E	22	\$60,200	\$91,600	\$123,000
Student Services	K-14 Academic Preparation	4536U	K-14 Academic Prep Spec 4	PSS	E	21	\$53,800	\$81,900	\$110,100
Student Services	K-14 Academic Preparation	4535U	K-14 Academic Prep Spec 3	PSS	E	19	\$44,200	\$67,400	\$90,700
Student Services	K-14 Academic Preparation	4534U	K-14 Academic Prep Spec 2	PSS	N	18	\$40,200	\$61,300	\$82,400
Student Services	K-14 Academic Preparation	4533U	K-14 Academic Prep Spec 1	PSS	N	16	\$32,900	\$50,500	\$68,000
Student Services	Student Academic Advising	0314U	Student Advisor Manager 2	MSP	E	24	\$75,600	\$115,000	\$154,300
Student Services	Student Academic Advising	0313U	Student Advisor Manager 1	MSP	E	23	\$67,500	\$102,600	\$137,700
Student Services	Student Academic Advising	4541U	Student Advisor Supervisor 2	PSS	E	21	\$53,800	\$81,900	\$110,100
Student Services	Student Academic Advising	4540U	Student Advisor Supervisor 1	PSS	E	19	\$44,200	\$67,400	\$90,700
Student Services	Student Academic Advising	4546U	Student Academic Advisor 4	PSS	E	21	\$53,800	\$81,900	\$110,100
Student Services	Student Academic Advising	4545U	Student Academic Advisor 3	PSS	E	19	\$44,200	\$67,400	\$90,700
Student Services	Student Academic Advising	4544U	Student Academic Advisor 2	PSS	N	18	\$40,200	\$61,300	\$82,400
Student Services	Student Academic Support	0316U	Student Academic Manager 2	MSP	E	25	\$84,500	\$128,700	\$173,000
Student Services	Student Academic Support	0315U	Student Academic Manager 1	MSP	E	24	\$75,600	\$115,000	\$154,300
Student Services	Student Academic Support	4553U	Student Academic Supervisor 2	PSS	E	22	\$60,200	\$91,600	\$123,000
Student Services	Student Academic Support	4551U	Student Academic Specialist 4	PSS	E	22	\$60,200	\$91,600	\$123,000
Student Services	Student Academic Support	4550U	Student Academic Specialist 3	PSS	E	20	\$48,700	\$74,400	\$100,100
Student Services	Student Academic Support	4549U	Student Academic Specialist 2	PSS	N	19	\$44,200	\$67,400	\$90,700
Student Services	Student Disability Services	0318U	Student Disability Manager 2	MSP	E	25	\$84,500	\$128,700	\$173,000
Student Services	Student Disability Services	0317U	Student Disability Manager 1	MSP	E	24	\$75,600	\$115,000	\$154,300
Student Services	Student Disability Services	4560U	Student Disability Supr 2	PSS	E	22	\$60,200	\$91,600	\$123,000
Student Services	Student Disability Services	4559U	Student Disability Supr 1	PSS	E	20	\$48,700	\$74,400	\$100,100
Student Services	Student Disability Services	4557U	Student Disability Spec 4	PSS	E	22	\$60,200	\$91,600	\$123,000
Student Services	Student Disability Services	4556U	Student Disability Spec 3	PSS	E	21	\$53,800	\$81,900	\$110,100
Student Services	Student Disability Services	4555U	Student Disability Spec 2	PSS	N	19	\$44,200	\$67,400	\$90,700
Student Services	Student Life & Development	0591U	Student Life & Devt Mgr 4	MSP	E	28	\$105,100	\$184,100	\$263,200

Fields and Families - August 2016

Field (CT-Family)	Job Family (CT_Function)	Job Code	Job Title	Pers Prog	FLSA	Grade	Min	Mid	Max
Student Services	Student Life & Development	0321U	Student Life & Devt Mgr 3	MSP	E	26	\$92,500	\$144,100	\$195,700
Student Services	Student Life & Development	0320U	Student Life & Devt Mgr 2	MSP	E	24	\$75,600	\$115,000	\$154,300
Student Services	Student Life & Development	0319U	Student Life & Devt Mgr 1	MSP	E	23	\$67,500	\$102,600	\$137,700
Student Services	Student Life & Development	4568U	Student Life & Devt Supr 2	PSS	E	21	\$53,800	\$81,900	\$110,100
Student Services	Student Life & Development	4567U	Student Life & Devt Supr 1	PSS	E	BYA			
Student Services	Student Life & Development	4565U	Student Life & Devt Spec 4	PSS	E	21	\$53,800	\$81,900	\$110,100
Student Services	Student Life & Development	4564U	Student Life & Devt Spec 3	PSS	E	19	\$44,200	\$67,400	\$90,700
Student Services	Student Life & Development	4563U	Student Life & Devt Spec 2	PSS	N	18	\$40,200	\$61,300	\$82,400
Student Services	Student Life & Development	4562U	Student Life & Devt Spec 1	PSS	N	17	\$36,600	\$55,700	\$74,800
Student Services	Student Life & Development	4570U	Resident Advisor 2	PSS	N	BYA			
Student Services	Student Services Advising	0325U	Student Srvs Manager 4	MSP	E	29	\$111,400	\$209,900	\$308,400
Student Services	Student Services Advising	0324U	Student Srvs Manager 3	MSP	E	26	\$92,500	\$144,100	\$195,700
Student Services	Student Services Advising	0323U	Student Srvs Manager 2	MSP	E	24	\$75,600	\$115,000	\$154,300
Student Services	Student Services Advising	0322U	Student Srvs Manager 1	MSP	E	23	\$67,500	\$102,600	\$137,700
Student Services	Student Services Advising	4579U	Student Srvs Supervisor 2	PSS	E	21	\$53,800	\$81,900	\$110,100
Student Services	Student Services Advising	4578U	Student Srvs Supervisor 1	PSS	E	19	\$44,200	\$67,400	\$90,700
Student Services	Student Services Advising	4576U	Student Services Advisor 4	PSS	E	21	\$53,800	\$81,900	\$110,100
Student Services	Student Services Advising	4575U	Student Services Advisor 3	PSS	E	19	\$44,200	\$67,400	\$90,700
Student Services	Student Services Advising	4574U	Student Services Advisor 2	PSS	N	18	\$40,200	\$61,300	\$82,400
Student Services	Student Services Advising	4573U	Student Services Advisor 1	PSS	N	17	\$36,600	\$55,700	\$74,800