

Thomas Jefferson Planning District Commission Compensation Study

April 10, 2025

Gallagher
Human Resources & Compensation Consulting



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Compensation Study Overview

Recommended New Structures: Effective 7/1/2025

Option 1: This structure was developed using the base salary survey data at the combined 50th percentile of the market. Salary range width at 35% and weighted for multi-role positions.

Option 2: This structure was developed using the base salary survey data at the combined 75th percentile of the market. Salary range width at 35% and weighted for multi-role positions.

Option 3a: This structure was developed using the base salary survey data between the combined 50th and 75th percentile of the market. Salary range width at 35% and weighted for multi-role positions.



Implementation Assumptions

Implementation Options 1, 2, 3a

- Gallagher's implementation strategy/plan is based on the following aspects:
 - No pay cuts will occur.
 - Employees will be paid within the new salary ranges, meaning no employees will be paid below the minimum of the new salary ranges.
 - An assumed 1.5% per year increase for Time in Seat Adjustments. This is subject to change based on TJPDC's review.
 - An assumed weighting of prior experience of 25% for prior transferrable skills, 50% for prior relevant experience and 60% for time in organization in another role
- The following cost options are included for each salary structure option:
 - Bring to Minimum: Bring all employees to the proposed range minimum. Employees with salaries below the proposed range minimum would receive an increase to the range minimum.
 - Bring to Position in Range, w/ Time in Seat and Additional Years of Experience Adjustments: Bring all employees up to a competitive position in the range based on years of service in their current position and additional years of relevant experience. Employees with salaries at or exceeding the proposed salary range maximum will remain at range maximum or current salary (whichever is higher) without a reduction in pay.

Implementation Costs – Additional Experience Included

Itemized Costs – Option 1	Count	Cost (\$)	% of Payroll
Adjustments to Minimum	13	\$88,244	7.4%
Adjustments for Time in Seat	16	\$165,753	13.9%
Total Increase in Payroll Costs	16	\$253,997	21.3%

Itemized Costs – Option 2	Count	Cost (\$)	% of Payroll
Adjustments to Minimum	14	\$235,693	19.8%
Adjustments for Time in Seat	17	\$202,016	16.9%
Total Increase in Payroll Costs	17	\$437,710	36.7%

Itemized Costs – Option 3a	Count	Cost (\$)	% of Payroll
Adjustments to Minimum	13	\$160,612	13.5%
Adjustments for Time in Seat	16	\$183,524	15.4%
Total Increase in Payroll Costs	16	\$344,136	28.9%



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Recommended Option 3b



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Staff Salary Structure Development

Recommended New Structure: Effective 7/1/2025

Recommended Option 3b: This structure was developed using the base salary survey data between the combined 50th and 75th percentile of the market. Salary range width at 25% to 50% and weighted for multi-role positions.



Implementation Assumptions - Option 3b

Implementation Options 3b

- Gallagher's implementation strategy/plan is based on the following aspects:
 - No pay cuts will occur.
 - Employees will be paid within the new salary ranges, meaning no employees will be paid below the minimum of the new salary ranges.
 - An assumed 2.25% per year increase for Time in Seat Adjustments and a 3% COLA adjustment.
 - An assumed weighting of prior experience of 10% and 15% for time in organization in another role.
- The following cost options are included for each salary structure option:
 - Bring to Minimum: Bring all employees to the proposed range minimum. Employees with salaries below the proposed range minimum would receive an increase to the range minimum.
 - Bring to Position in Range, w/ Time in Seat and Additional Years of Experience Adjustments: Bring all employees up to a competitive position in the range based on years of service in their current position and additional years of relevant experience. Employees with salaries at or exceeding the proposed salary range maximum will remain at range maximum or current salary (whichever is higher) without a reduction in pay.

Implementation Costs Recommended Option 3b



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Itemized Costs – 1 Year	Count	Cost (\$)	% of Payroll
Adjustments to Minimum	13	\$128,639	10.8%
Adjustments for Time in Seat	14	\$104,811	8.8%
3% COLA Increase	18	\$34,947	2.9%
Total Increase in Payroll Costs	18	\$268,397	22.5%

Itemized Costs – 2 Years	Count	Cost (\$)	% of Payroll
Adjustments to Minimum	12	\$169,824	14.2%
Adjustments for Time in Seat	15	\$142,007	11.9%
3% COLA Increase	18	\$34,947	2.9%
Total Increase in Payroll Costs	18	\$346,778	29.1%

Itemized Costs – 3 Years	Count	Cost (\$)	% of Payroll
Adjustments to Minimum	14	\$200,705	16.8%
Adjustments for Time in Seat	16	\$181,411	15.2%
3% COLA Increase	18	\$35,765	3.0%
Total Increase in Payroll Costs	18	\$417,881	35.1



Salary Structure – Revised Assumptions

Option 3b - Combined the 50th and 75th percentile of the market with salary range width at 25% to 50% and weighted for multi-role positions.

Job Title	Range Minimum (Annual)	Range Midpoint (Annual)	Range Maximum (Annual)	Range Minimum (Hourly)	Range Midpoint (Hourly)	Range Maximum (Hourly)
Administrative Assistant	\$45,490	\$56,852	\$68,224	\$21.87	\$27.33	\$32.80
Compliance Officer	\$54,954	\$64,660	\$74,360	\$26.42	\$31.09	\$35.75
PATH Transportation Assistant, Program Assistant I, Regional Grants Assistant	\$48,069	\$54,000	\$59,946	\$23.11	\$25.96	\$28.82
PATH Transportation Counselor, Program Assistant II	\$49,858	\$56,018	\$62,171	\$23.97	\$26.93	\$29.89
Program Manager I, Regional Grants Manager I, Regional Program Manager I	\$62,587	\$74,966	\$87,339	\$30.09	\$36.04	\$41.99
Regional Grants Manager II, Regional Program Manager II	\$77,771	\$91,506	\$105,227	\$37.39	\$43.99	\$50.59
Senior Program Manager, Senior Regional Grants Manager	\$82,805	\$99,158	\$115,523	\$39.81	\$47.67	\$55.54
Planner I	\$61,235	\$68,807	\$76,378	\$29.44	\$33.08	\$36.72
Planner II	\$68,453	\$80,542	\$92,622	\$32.91	\$38.72	\$44.53
Planner III	\$78,686	\$92,568	\$106,454	\$37.83	\$44.50	\$51.18
Planner IV, Senior Regional Planner	\$95,160	\$113,966	\$132,766	\$45.75	\$54.79	\$63.83
Director (Trans, Planning, Housing, VATI, Legislative, etc.)	\$103,834	\$124,416	\$144,997	\$49.92	\$59.82	\$69.71
Finance Director	\$103,730	\$124,240	\$144,747	\$49.87	\$59.73	\$69.59
Chief Operating Officer/Program Director	\$106,038	\$126,990	\$147,950	\$50.98	\$61.05	\$71.13
Deputy Director/Program Director	\$103,730	\$124,224	\$144,726	\$49.87	\$59.72	\$69.58
Executive Director (Board determined)	\$148,096	\$177,361	\$206,627	\$71.20	\$85.27	\$99.34

Implementation Costs – Additional Experience Included

Itemized Costs – Option 1	Count	Cost (\$)	% of Payroll
Adjustments to Minimum	13	\$88,244	7.4%
Adjustments for Time in Seat	16	\$165,753	13.9%
Total Increase in Payroll Costs	16	\$253,997	21.3%

Itemized Costs – Option 2	Count	Cost (\$)	% of Payroll
Adjustments to Minimum	14	\$235,693	19.8%
Adjustments for Time in Seat	17	\$202,016	16.9%
Total Increase in Payroll Costs	17	\$437,710	36.7%

Itemized Costs – Option 3a	Count	Cost (\$)	% of Payroll
Adjustments to Minimum	13	\$160,612	13.5%
Adjustments for Time in Seat	16	\$183,524	15.4%
Total Increase in Payroll Costs	16	\$344,136	28.9%

Itemized Costs – Option 3b (Recommended)	Count	Cost (\$)	% of Payroll
Adjustments to Minimum	13	\$128,639	10.8%
Adjustments for Time in Seat	14	\$104,811	8.8%
3% COLA Increase	18	\$34,947	2.9%
Total Increase in Payroll Costs	18	\$268,397	22.5%

Thank You!



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Appendix

Implementation Costs – Revised Assumptions

Itemized Costs – Option 1 (50%)	Count	Cost (\$)	% of Payroll
Adjustments to Minimum	13	\$51,216	4.3%
Adjustments for Time in Seat	14	\$94,917	8.0%
3% COLA Increase	18	\$34,947	2.9%
Total Increase in Payroll Costs	18	\$181,079	15.2%

Itemized Costs – Option 2 (75%)	Count	Cost (\$)	% of Payroll
Adjustments to Minimum	13	\$206,553	17.3%
Adjustments for Time in Seat	14	\$114,747	9.3%
3% COLA Increase	18	\$35,765	3.0%
Total Increase in Payroll Costs	18	\$357,065	29.6%

Itemized Costs – Option 3b (mid 50-75%)	Count	Cost (\$)	% of Payroll
Adjustments to Minimum	13	\$128,639	10.8%
Adjustments for Time in Seat	14	\$104,811	8.8%
3% COLA Increase	18	\$34,947	2.9%
Total Increase in Payroll Costs	18	\$268,397	22.5%

Salary Structure Development – Revised Assumptions

Option 1: 50th%ile; blended roles; weighted



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Job Title	Range Minimum (Annual)	Range Midpoint (Annual)	Range Maximum (Annual)	Range Minimum (Hourly)	Range Midpoint (Hourly)	Range Maximum (Hourly)
Administrative Assistant	\$43,992	\$55,000	\$65,998	\$21.15	\$26.44	\$31.73
Compliance Officer	\$52,146	\$61,348	\$70,554	\$25.07	\$29.49	\$33.92
PATH Transportation Assistant, Program Assistant I, Regional Grants Assistant	\$47,174	\$53,000	\$58,822	\$22.68	\$25.48	\$28.28
PATH Transportation Counselor, Program Assistant II	\$49,608	\$55,750	\$61,880	\$23.85	\$26.80	\$29.75
Program Manager I, Regional Grants Manager I, Regional Program Manager I	\$59,280	\$70,995	\$82,701	\$28.50	\$34.13	\$39.76
Regional Grants Manager II, Regional Program Manager II	\$73,694	\$86,705	\$99,715	\$35.43	\$41.69	\$47.94
Senior Program Manager, Senior Regional Grants Manager	\$77,542	\$92,867	\$108,181	\$37.28	\$44.65	\$52.01
Planner I	\$56,930	\$63,959	\$70,990	\$27.37	\$30.75	\$34.13
Planner II	\$64,813	\$76,253	\$87,693	\$31.16	\$36.66	\$42.16
Planner III	\$71,906	\$84,589	\$97,282	\$34.57	\$40.67	\$46.77
Planner IV, Senior Regional Planner	\$89,690	\$107,412	\$125,133	\$43.12	\$51.64	\$60.16
Director (Trans, Planning, Housing, VATI, Legislative, etc.)	\$93,226	\$111,649	\$130,062	\$44.82	\$53.68	\$62.53
Finance Director	\$96,554	\$115,636	\$134,722	\$46.42	\$55.59	\$64.77
Chief Operating Officer/Program Director	\$96,845	\$115,983	\$135,117	\$46.56	\$55.76	\$64.96
Deputy Director/Program Director	\$93,538	\$112,019	\$130,499	\$44.97	\$53.86	\$62.74
Executive Director (Board determined)	\$134,930	\$161,601	\$188,261	\$64.87	\$77.69	\$90.51

Salary Structure Development – Revised Assumptions

Option 2: 75th%ile; blended roles; weighted



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Job Title	Range Minimum (Annual)	Range Midpoint (Annual)	Range Maximum (Annual)	Range Minimum (Hourly)	Range Midpoint (Hourly)	Range Maximum (Hourly)
Administrative Assistant	\$46,966	\$58,704	\$70,450	\$22.58	\$28.22	\$33.87
Compliance Officer	\$57,782	\$67,972	\$78,166	\$27.78	\$32.68	\$37.58
PATH Transportation Assistant, Program Assistant I, Regional Grants Assistant	\$48,942	\$55,000	\$61,048	\$23.53	\$26.44	\$29.35
PATH Transportation Counselor, Program Assistant II	\$50,086	\$56,286	\$62,483	\$24.08	\$27.06	\$30.04
Program Manager I, Regional Grants Manager I, Regional Program Manager I	\$65,915	\$78,937	\$91,957	\$31.69	\$37.95	\$44.21
Regional Grants Manager II, Regional Program Manager II	\$81,869	\$96,307	\$110,760	\$39.36	\$46.30	\$53.25
Senior Program Manager, Senior Regional Grants Manager	\$88,046	\$105,448	\$122,845	\$42.33	\$50.70	\$59.06
Planner I	\$65,562	\$73,654	\$81,765	\$31.52	\$35.41	\$39.31
Planner II	\$72,114	\$84,831	\$97,552	\$34.67	\$40.78	\$46.90
Planner III	\$85,467	\$100,547	\$115,627	\$41.09	\$48.34	\$55.59
Planner IV, Senior Regional Planner	\$100,630	\$120,520	\$140,400	\$48.38	\$57.94	\$67.50
Director (Trans, Planning, Housing, VATI, Legislative, etc.)	\$114,546	\$137,183	\$159,827	\$55.07	\$65.95	\$76.84
Finance Director	\$110,926	\$132,843	\$154,752	\$53.33	\$63.87	\$74.40
Chief Operating Officer/Program Director	\$115,232	\$137,997	\$160,763	\$55.40	\$66.34	\$77.29
Deputy Director/Program Director	\$114,234	\$136,815	\$159,390	\$54.92	\$65.78	\$76.63
Executive Director (Board determined)	\$161,262	\$193,120	\$224,994	\$77.53	\$92.85	\$108.17

Salary Structure Development – Revised Assumptions

Option 3b: 50th and 75th%ile; blended roles; weighted

Job Title	Range Minimum (Annual)	Range Midpoint (Annual)	Range Maximum (Annual)	Range Minimum (Hourly)	Range Midpoint (Hourly)	Range Maximum (Hourly)
Administrative Assistant	\$45,490	\$56,852	\$68,224	\$21.87	\$27.33	\$32.80
Compliance Officer	\$54,954	\$64,660	\$74,360	\$26.42	\$31.09	\$35.75
PATH Transportation Assistant, Program Assistant I, Regional Grants Assistant	\$48,069	\$54,000	\$59,946	\$23.11	\$25.96	\$28.82
PATH Transportation Counselor, Program Assistant II	\$49,858	\$56,018	\$62,171	\$23.97	\$26.93	\$29.89
Program Manager I, Regional Grants Manager I, Regional Program Manager I	\$62,587	\$74,966	\$87,339	\$30.09	\$36.04	\$41.99
Regional Grants Manager II, Regional Program Manager II	\$77,771	\$91,506	\$105,227	\$37.39	\$43.99	\$50.59
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Planner I	\$61,235	\$68,807	\$76,378	\$29.44	\$33.08	\$36.72
Planner II	\$68,453	\$80,542	\$92,622	\$32.91	\$38.72	\$44.53
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Finance Director	\$103,730	\$124,240	\$144,747	\$49.87	\$59.73	\$69.59
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