

**STATE OF VERMONT
EXECUTIVE OFFICE PAY PLAN**

It is the intent of the State of Vermont to compensate its exempt employees equitably, subject to budgetary constraints, on the basis of experience, expertise, responsibilities, and meritorious performance. Accordingly, the following pay plan provisions will govern the hiring and compensation of selected positions as provided for in this pay plan. Job definitions, as provided herein, are intended to be generic in nature and are not necessarily descriptive of a specific position. Compensation for positions that are not covered by this Pay Plan are at the discretion of the Appointing Authority and are subject to the approval of the Commissioner of the Department of Human Resources.

DEPARTMENT OF HUMAN RESOURCES

Effective Dates: July 1, 2016 to June 30, 2017

JOB DEFINITIONS

Level I

Incumbents at this level are responsible for a variety of clerical, secretarial and administrative functions of a supportive nature, and operate under general supervisory guidance and direction. Examples of principal duties may include answering telephones, monitoring and maintaining materials and supplies, providing general staff support, functioning as receptionist, scheduling conference meeting rooms, as well as performing a variety of other administrative tasks as may be requested.

Level II

Incumbents at this level are responsible for a variety of complex administrative functions, and operate with a minimum of supervision and guidance. Examples of principal duties may include arranging for press conferences and media interviews, reviewing media sources for pertinent articles of interest, responding to general inquiries, maintaining appointment schedules, providing briefing materials or researching key requests, coordinating travel and security arrangements, logging reports, preparing constituent and legislative correspondence, and a variety of related functions as may be required. Incumbents at this level may also coordinate supervising interns or provide work direction to support staff.

Level III

Incumbents at this level are responsible for performing a variety of coordinating and/or support services for senior executives of the Executive Branch. Examples of principal duties may include developing and implementing grant fund applications; designing guidelines and standards for administering programs at a state or local level; designing and guiding legislative agenda/priorities with agencies and departments; identifying program evaluation criteria; producing periodic reports; serving as liaison to certain Board, Councils and Associations at both a state and national level; researching and identifying acceptable candidates for the state board appointments; performing paralegal duties; and/or providing other services as may be required.

Level IV

Incumbents at this level function as a personal assistant to the Chief Executive Officer of state government and are responsible for managing appointment schedules, mail, and correspondence; personal inquiries and/or constituent requests; functioning as business manager for the Governor's Office; preparing and monitoring fiscal and operating budgets; organizations of appointment calendars and meeting locations; coordinating special projects of a detailed or complex nature (e.g., NGA Summer Conference); and for providing whatever assistance may be required to insure that a maximum and most efficient utilization of time and energy can be achieved by that Executive.

Level V

Incumbents at this level are responsible for addressing complex, sensitive and controversial public policy issues of state/national concern or are responsible for oversight of fiscal and operating budgets for the Governor’s Office as business manager along with staff management and facilities operations. Examples of principal duties may include overseeing the fiscal and operational activities of state programs; educating and communicating with various groups to advance program objectives; identifying funding sources to maximize available resources; supervising and providing guidance/direction to assigned staff; developing implementation strategies in response to policy preferences; designing proposed organizational structures and procedures; working with state legislators and/or appearing before legislative committees to provide testimony; and coordinating major interagency planning activities.

Level VI

Incumbents at this level are senior members of the Governor’s staff and are responsible for serving as the principal policy contact or spokespersons for the Governor. Examples of principal duties may include coordinating with the media on public information matters and activities for the Executive Branch by collaborating with internal agency/department officials, and functioning as liaison for the Governor by providing research or background information to legislators, the public or media representatives on issues of public concern and interest. Other principal duties may include providing supervision, work direction and/or guidance to assigned personnel, and/or drafting legislation, policy papers, articles or speeches for the Governor’s review.

SALARY RANGES

	Minimum		Midpoint		Maximum	
	Annual	Hourly	Annual	Hourly	Annual	Hourly
Level I	\$29,868.80	\$14.36	\$37,356.80	\$17.96	\$47,444.80	\$22.81
Level II	\$36,254.40	\$17.43	\$45,344.00	\$21.80	\$54,080.00	\$26.00
Level III	\$42,057.60	\$20.22	\$52,582.40	\$25.28	\$62,795.20	\$30.19
Level IV	\$46,072.00	\$22.15	\$57,595.20	\$27.69	\$71,344.00	\$34.30
Level V	\$50,003.20	\$24.04	\$62,400.00	\$30.00	\$74,588.80	\$35.86
Level VI	\$57,179.20	\$27.49	\$71,136.00	\$34.20	\$84,988.80	\$40.86

CONDITIONS AND OPERATIONS

1) New Appointees:

Salaries for new appointees shall not exceed the maximum of the hiring range for the position.

2) End of Probation Increase: At the completion of the probationary period (normally, six months), new appointees may receive an increase in base salary of up to 3% for satisfactory performance, and up to an additional 3% merit for performance which exceeds what is normally expected of the position. The individual's supervisor should submit a completed Exempt Salary Approval Form and an evaluation of the individual's performance which supports the request.

3) Merit Pay:

Participants shall be eligible for a base salary increase of up to 7% for documented short or long-term performance which has been above a satisfactory level during the preceding 12-month period. Effective dates of any merit pay adjustment will be the first pay period following approval. Absent extraordinary circumstances, only one merit pay increase will be awarded within any 12-month period.

4) Cost of Living Increase:

If performance is satisfactory or better, participants may receive an increase of up to the cost of living percentage increase approved by the legislature for salary adjustments to exempt employees.

5) Promotion:

Current state employees promoted into this plan shall be eligible for a base salary increase of between 5% and 8% (based on performance), but not less than the minimum hiring rate for the new position.

6) Budgetary Constraints:

Any and all salary adjustments as set forth in this Pay Plan are subject to the discretion of the Appointing Authority and to the budgetary constraints as deemed appropriate by that individual.

7) No Vested Interest:

The terms and conditions of this Pay Plan notwithstanding, all participants in this Plan serve exclusively at the pleasure of the Appointing Authority and without vested interest in, nor expectation of, any right to continuation of either position or salary. Promotion, meritorious increases, demotion, reduction in salary, suspension with or without pay, and dismissal shall remain at the pleasure of the Appointing Authority.