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Process for determining comparable wages

1. Determine the population your agency serves from a reliable third party source, one example of that is at <http://www.ofm.wa.gov/pop/smallarea/default.asp> for fire districts and at <http://www.ofm.wa.gov/pop/popden/default.asp> for cities.
2. Once you have determined your service area population plot that on a spreadsheet. Then use the same source to add other agencies to the spreadsheet with a population of 50% to 150% of your agency population. If later you find that you do not have enough that meet the range then expand the over/under percentage.
3. Determine the assessed value of your agency’s service area from a reliable third party source, one example is <http://dor.wa.gov/Content/AboutUs/StatisticsAndReports/2011/Property_Tax_Statistics_2011/default.aspx>
4. Once you have determined your service area assessed value plot that on your spreadsheet.

Then use the same source to add other agencies with an assessed value of 50% to 150% of your agency and add them to your spreadsheet.

1. Now add a column that calculates the difference in numbers from your agency to the other agencies in these two categories. Select the nine agencies that are closest to your agency.
2. Add wage and benefit columns and send out or call those agencies for the information, request the actual employment contract, desired job descriptions and a contact person in human resources and the Local for follow questions and clarifications. Populate the wage and benefit columns with the information.
3. Create a joint labor management committee to review the actual job descriptions and verify wage and benefit information from the signed employment agreements.
4. Other demographics can be used such as agencies that close in distance, in this case use a reliable source to determine miles, such as google maps.

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