



New Jersey Schools Insurance Group
6000 Midlantic Drive, Suite 300 North
Mount Laurel, New Jersey 08054
www.njsig.org

Board of Trustees Meeting June 15, 2022
Action Item
Position grades and wage ranges
NJSIG No. 0622-09

As part of NJSIG's efforts to provide fair and reasonable compensation to its employees, the organization makes use of position grades and wage ranges that are determined in consultation with employee compensation experts. These employee compensation experts recommend position grades based on job descriptions. These employee compensation experts also perform an analysis to determine the competitiveness of NJSIG's current wage ranges against the external market. Pursuant to NJSIG Bylaw Article V(E)(5), "[e]mployees shall be compensated for their services pursuant to written fee or salary guidelines submitted annually and approved by a majority of the Trustees." Thus, it is proposed that the Board of Trustees approve the attached position grades and wage ranges for the 2022/2023 fiscal year, to be effective on September 1, 2022.

Recommended Resolution: To approve the attached position grades and wage ranges for the 2022/2023 fiscal year, to be effective on September 1, 2022.

New Jersey Schools Insurance Group
Position Grades
2022/2023

Position Grade	Position Title
8	Mailroom Clerk I
8	Receptionist
9	Senior Mailroom Clerk
10	Claims Assistant
10	Scanner Operator
10	Underwriting Assistant
11	Accounts Payable Coordinator
11	Computer Support Specialist
11	Junior Claims Accounts Payable Specialist
11	Secretary II
11	Underwriting Certificate Processor
12	Claims Accounts Payable Specialist
12	Customer Service Representative
12	Executive Assistant
12	Safety & Risk Control Coordinator
13	Claims Representative (liability)
13	Claims Representative (workers' compensation indemnity)
13	Claims Representative (workers' compensation medical)
13	Desktop Support
13	Junior Safety & Risk Control Representative
13	Junior Staff Accountant
13	Payroll & Cash Management Specialist
13	Senior Accounts Payable Specialist
13	Senior Claims Accounts Payable Specialist
13	Senior Customer Service Representative
13	Senior Safety & Risk Control Coordinator
13	Senior Underwriting Certificate Processor
14	Business Development Specialist
14	Claims Staff Accountant
14	Commercial Underwriter
14	Junior Data Analyst
14	Marketing & Communications Specialist
14	Safety & Risk Control Representative

New Jersey Schools Insurance Group
Position Grades
2022/2023

14	Senior Billing & Accounts Receivable Specialist
14	Senior Claims Representative (liability)
14	Senior Claims Representative (subrogation)
14	Senior Claims Representative (workers' compensation)
14	Staff Accountant
15	Claims Examiner (liability)
15	Claims Examiner (workers' compensation)
15	Data Analyst
15	Info Systems Specialist
15	Senior Business Dev. Specialist
15	Senior Commercial Underwriter
15	Senior Marketing & Communications Specialist
15	Senior Payroll & Employee Benefits Specialist
15	Senior Safety & Risk Control Representative
15	Senior Staff Accountant
16	Actuarial Analyst
16	Policy Analyst / Complex Claims Examiner
16	Senior Claims Examiner (liability)
16	Senior Claims Examiner (workers' compensation)
16	Senior Data Analyst
16	Senior Info Systems Specialist
17	Accounting Manager
17	Claims Accounting Supervisor
17	Claims Supervisor (liability)
17	Claims Supervisor (workers' compensation)
17	Client Relations Supervisor
17	Information Technology Supervisor
17	Loss Control Supervisor
17	Rehabilitation Nurse / Nurse Case Manager
17	Underwriting Supervisor
18	Database Administrator Supervisor
19	Client Relations & Loss Control Manager
19	Information Technology Manager
19	Underwriting Manager
20	Assistant General Counsel

New Jersey Schools Insurance Group
Position Grades
2022/2023

20	Chief Financial Officer
20	Claims Manager
21	Chief Legal Officer / General Counsel
23	Executive Director

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New Jersey Schools Insurance Group
Wage Ranges
2022/2023

Position Grade	Minimum	Midpoint	Current Maximum	Proposed Maximum
23	To be determined by contract			
22	No applicable positions			
21	\$184,103	\$230,129	\$276,155	\$287,477
20	\$142,726	\$178,408	\$214,089	\$222,867
19	\$120,889	\$151,111	\$181,333	\$188,768
18	\$103,156	\$128,945	\$154,734	\$161,078
17	\$88,707	\$110,884	\$133,061	\$138,517
16	\$77,552	\$96,941	\$116,329	\$121,098
15	\$67,241	\$84,051	\$100,860	\$104,996
14	\$58,758	\$73,448	\$88,137	\$91,751
13	\$51,606	\$64,508	\$77,409	\$80,583
12	\$43,259	\$54,073	\$64,888	\$67,548
11	\$39,918	\$49,898	\$59,877	\$62,332
10	\$37,167	\$46,459	\$55,750	\$58,036
9	\$34,810	\$43,512	\$52,214	\$54,355
8	\$33,041	\$41,301	\$49,561	\$51,593
7	No applicable positions			