Specification of Competency Standards for Human Resource Management
Unit of Competency

Title	Design base pay range / structure
Code	106970L6
Range	Designing base pay range / structure with reference to the results of job evaluation and analysis, along with the adopted job / pay grade structure. This applies to the development of base pay range / structure and pay policy line for determining internal equity relationships among jobs and identifying competitive pay practices in the market that enables pay progression in line with reward strategy.
Level	6
Credit	6
Competency	Performance Requirements 1. Knowledge in the Subject Area • Understand the key elements of a base pay range / structure (e.g. pay schedules, job grades, pay ranges) • Understand the characteristics of different types of base pay range / structures (e.g. job family structure, graded structure, broad-banded structure) 2. Applications and Processes • Investigate market data from different sources (e.g. pay trend surveys, professional bodies) to determine pay progression • Design base pay structure with due consideration of its characteristics • Determine pay policy line to set mid-point values for all jobs and establish minimum and maximum pay levels, relationship between pay grades and pay ranges accordingly • Determine the organisation's remuneration position in the pay market and the appropriate pay mix (e.g. fixed or variable pay) with reference to market trends 3. Professional Behaviour and Attitude • Evaluate distribution of salary positions in each grade range according to job evaluation results • Design guidelines for special adjustment and promotional adjustment to attract and retain employees
Assessment Criteria	The integrated outcome requirements of this UoC are: • Establishment of base pay range / structure in respective operating markets and jurisdictions with due consideration of its characteristics that supports the organisational strategic objectives and reward strategy. • Establishment of pay policy line to set mid-point values for all jobs according to the organisation's reward philosophy, and establish minimum and maximum pay levels, relationship between pay grades and pay ranges accordingly.
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