**MGH Consulting Firm**

This report contains the findings and recommendations for the compensation program review performed for the three positions that MGH Consulting Firm has available. The purpose of this project was to determine comprehensive competitive salary for these positions. The project covered the positions of Management Consultant I, Research Analyst and V.P. Asia.

* The primary objectives of the project were:
	+ To provide a bases for recommending salaries for these positions. y ranges with job requirements.
	+ To provide market competitive salary ranges for these three positions..
	+ To provide guidelines and tools for implementing merit-based salary increases.

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title**: | Management Consultant I | **Reports To**: | Controller |
| **Department**: | Finance | **Direct Reports**:  | None |
| **FLSA Status**: | Exempt | **Band/Level**: |  |
| **Location:** | San Francisco, CA |  |  |

**MGH Consulting Firm**

The position of Management Consultant I is a part-time, exempt position, which means that this position is not eligible to receive overtime pay. The pay rate will be $81.25 per hour. The hours worked in this position will be an average of 30 hours a week. With 12 months per calendar year, this converts to an annual salary of $117,000. Budget permitting, MGH Consulting employees are eligible, but not guaranteed, to receive Annual Incentive Pay, which can also be referred to as the annual Cash Bonus. The decision to pay a bonus and the amount of the bonus is at the sole discretion of the Chief Executive Officer. This position will report directly to the Controller and will be employed by MGH Consulting Firm’s office located in San Francisco, CA

This position will be responsible for conducting organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively (BLS, 2012, para. 1). A Bachelors degree is required, Certified Management Consultant (CMC), preferred. The employee must have 1 to 5 years experience.

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title**: | Research Analyst | **Reports To**: | Director of Operations |
| **Department**: | Administrative | **Direct Reports**:  | None |
| **FLSA Status**: | Exempt | **Band/Level**: |  |
| **Location:** | Mexico City  |  |  |

The position of Research Analyst is a full-time, exempt position, which means that this position is not eligible to receive overtime pay. The pay rate will be $31.25. The hours worked in this position will be an average of 40 hours a week. With 12 months per calendar year, this converts to an annual salary of $60,000. Budget permitting, MGH Consulting employees are eligible, but not guaranteed, to receive Annual Incentive Pay, which can also be referred to as the annual Cash Bonus. The decision to pay a bonus and the amount of the bonus is at the sole discretion of the Chief Executive Officer (CEO). This position will report directly to the Director of Operations and will be employed by MGH Consulting Firm’s office located in Mexico City.

This position will be responsible for operations research analysts use advanced methods of analysis to help organizations solve problems and make better decisions (BLS, 2012). A Bachelors degree is required, Master’s degree preferred or equivalent experience. The employee must have at least 2 years experience.

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title**: | V.P. Asia | **Reports To**: | CEO |
| **Department**: | Administrative | **Direct Reports**:  | 5 |
| **FLSA Status**: | Exempt | **Band/Level**: |  |
| **Location:** | Seoul, Korea |  |  |

The position of V.P. Asia is a full-time, exempt position, which means that this position is not eligible to receive overtime pay. The pay rate will be $32.81. The hours worked in this position will be an average of 40 hours a week. With 12 months per calendar year, this converts to an annual salary of $63,000. Budget permitting, MGH Consulting employees are eligible, but not guaranteed, to receive Annual Incentive Pay, which can also be referred to as the annual Cash Bonus. The decision to pay a bonus and the amount of the bonus is at the sole discretion of the Chief Executive Officer (CEO). This position will report directly to the CEO and will be employed by MGH Consulting Firm’s office located in Seoul. Korea.

This position will be responsible for overseeing the devise strategies and policies to ensure that the organization meets its goals. Plan, direct, and coordinate operational activities of MGH’s clients in the public or private-sector. An MBA is required, with at least 15 years experience consulting for software companies.

**Salaries and Raises**

The annual pay raises will be based on performance on the job. The base pay and the annual raises are shown in the table below:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Position | Base Pay($ Per Hour) | Annual Raise($ Per Hour) |  |  |  |  |  |
|  |  | 90% - 100% | 80% - 89% | 70% - 79% | 60% - 69% | 50% - 59% | Below 50% |
| Management Consultant | 81.25 | 5.00 | 4.00 | 3.00 | 2.00 | 1.00 | None |
| Research Analyst | 31.25 | 2.50 | 2.00 | 1.50 | 1.00 | 0.50 | None |
| VP Asia | 32.81 | 3.00 | 2.50 | 2.00 | 1.50 | 1.00 | None |

**Retirement Savings (401K)**

The three employees are eligible to participate in the employer-sponsored 401k plan. The vesting period shall be five years. If the employee leaves the job before completing five years, he shall forfeit the appropriate portion of the non-vested employer’s contributions.

**Health Benefits (Medical Insurance)**

The Company shall pay 60% of the total monthly premium while the balance shall be deducted from the employee’s gross earnings. This coverage includes supplemental coverage for dental and vision care, total cost for short-term disability insurance, and coverage for long-term disability insurance.

**Other Benefits and Incentives**

**Paid Time Off From Work**

 This incentive shall include paid vacation, paid personal days, paid holidays, paid sick days and bereavement leave.

**Life Insurance**

 The employees have an option to participate in a term life insurance, in which monthly fee for the stated amount of insurance coverage is paid.

**Tuition Reimbursement**

 MGH Consulting believes in educating its employees. Therefore, the company shall reimburse its employees that go for more education in colleges. Only full time employees shall be eligible for this benefit.

**Justification for Recommendations**

**References**

BLS. (2012). Management analysts. *Bureau of Labor Statistics: Occupational Outlook*

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