



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

Board of Trustees Meeting June 21, 2023
Action Item
Position grades and wage ranges
NJSIG No. 0623-06

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 2023/2024 fiscal year, to be effective on September 1, 2023.

Recommended Resolution: To approve the attached position grades and wage ranges for the 2023/2024 fiscal year, to be effective on September 1, 2023.

New Jersey Schools Insurance Group
Position Grades
2023/2024

Position Grade	Position Title
8	Mailroom Clerk I
8	Receptionist
9	Mailroom Clerk II
10	Claims Assistant
10	Scanner Operator
10	Mailroom Clerk III
10	Underwriting Assistant
11	Accounts Payable Coordinator
11	Computer Support Specialist
11	Secretary II
11	Underwriting Certificate Processor
11	Claims Intake Representative I
11	Claims Intake Representative II
12	Mailroom Supervisor
12	Claims Accounts Payable Specialist
12	Customer Service Representative
12	Executive Assistant
12	Safety & Risk Control Coordinator
13	Claims Intake Representative III
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 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

New Jersey Schools Insurance Group
Position Grades
2023/2024

14	Junior Data Analyst
14	Marketing & Communications Specialist
14	Safety & Risk Control Representative
14	Senior Billing & Accounts Receivable Specialist
14	Senior Claims Representative (liability)
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	Human Resources 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

New Jersey Schools Insurance Group
Position Grades
2023/2024

19	Information Technology Manager
19	Underwriting Manager
20	Assistant General Counsel
20	Chief Financial Officer
20	Claims Manager
21	Chief Legal Officer / General Counsel
23	Executive Director

New Jersey Schools Insurance Group
Wage Ranges
2023/2024

Position Grade	Minimum	Midpoint	Maximum
23	To be determined by contract		
22	No applicable positions		
21	\$184,103	\$240,485	\$296,867
20	\$142,726	\$186,436	\$230,147
19	\$120,889	\$157,911	\$194,933
18	\$103,156	\$134,748	\$166,339
17	\$88,707	\$115,874	\$143,041
16	\$77,552	\$101,303	\$125,055
15	\$67,241	\$87,833	\$108,426
14	\$58,758	\$76,753	\$94,748
13	\$51,606	\$67,411	\$83,216
12	\$43,259	\$56,506	\$69,754
11	\$39,918	\$52,143	\$64,369
10	\$37,167	\$48,550	\$59,932
9	\$34,810	\$45,470	\$56,130
8	\$33,041	\$43,160	\$53,278
7	No applicable positions		