



New Jersey Schools Insurance Group  
6000 Midlantic Drive, Suite 300 North  
Mount Laurel, New Jersey 08054  
[www.njsig.org](http://www.njsig.org)

**Board of Trustees Meeting of June 17, 2020**  
**Action Item**  
**2020-2021 Position grades and wage ranges**

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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 2020/2021 fiscal year, to be effective on September 1, 2020.

Recommended Resolution: to approve the attached position grades and wage ranges for the 2020/2021 fiscal year, to be effective on September 1, 2020.

Jill Deitch, Esq.  
Executive Director

New Jersey Schools Insurance Group  
Position Grades  
2020/2021

<b>Position Grade</b>	<b>Position Title</b>
8	Mailroom Clerk I
8	Receptionist
9	Clerical Claim Support
9	Sr Mailroom Clerk
10	Claims Assistant
10	Scanner Operator
10	Underwriting Assistant
11	AP Coordinator
11	Underwriting Certificate Processor
11	Claims Billing Processor
11	Computer Support Specialist
11	Secretary II
12	Claims Trainee
12	Customer Service Rep
12	Executive Assistant
12	Property Inspector
12	Safety And Risk Control Coordinator
13	Claims Representative
13	Desktop Support
13	Jr Safety And Risk Control Representative
13	Jr Staff Accountant
13	Payroll & Cash Management Specialist
13	Sr AP Specialist
13	Sr Underwriting Certificate Processor
13	Sr Customer Service Rep
13	Sr Safety And Risk Control Coordinator
13	Training Coordinator
14	Business Development Specialist
14	Commercial Underwriter
14	Jr Data Analyst
14	Marketing & Communication Specialist
14	Safety And Risk Control Representative
14	Sr Billing & AR Specialist

New Jersey Schools Insurance Group  
Position Grades  
2020/2021

14	Sr Claims Representative
14	Staff Accountant
15	Actuarial Analyst
15	Claims Examiner
15	Data Analyst
15	Info Systems Specialist
15	Sr Marketing & Communication Specialist
15	Office Manager
15	Sr Business Development Specialist
15	Sr Commercial Underwriter
15	Sr Payroll & Emp Benefits Specialist
15	Sr Safety And Risk Control Representative
15	Sr Staff Accountant
16	Sr Claims Examiner
16	Sr Data Analyst
16	Sr Info Systems Specialist
17	Accounting Manager
17	Claims Supervisor
17	Client Relations Supervisor
17	IT Supervisor
17	Loss Control Supervisor
17	Rehabilitation Nurse
17	Underwriting Supervisor
18	Database Supervisor
19	Assistant General Counsel
19	Client Relations & Loss Control Manager
19	IT Manager
19	Underwriting Manager
20	Chief Financial Officer
20	Claims Manager
21	Chief Legal Officer
23	Executive Director