

Job Evaluation & Salary Structure Design

Professional Training Course

Skillslab Training Provider

Skills for Tomorrow's World 



Course Description

Introduction

Job Evaluation & Salary Structure Design is a comprehensive professional training course designed to equip human resources leaders, compensation specialists, and organizational decision-makers with the expertise required to build fair, competitive, transparent, and strategically aligned compensation frameworks.

In today's complex workforce environment, organizations must balance internal equity, external market competitiveness, employee expectations, financial sustainability, governance requirements, and talent retention. Poorly designed job grading and salary structures can create pay inequities, weaken employee trust, increase turnover, and expose organizations to significant workforce and compliance risks.

This course provides a practical and strategic approach to job evaluation, job grading, salary structure design, pay benchmarking, compensation analysis, and reward governance. Participants will learn how to assess the relative value of jobs, develop defensible grade structures, establish salary ranges, analyze market data, address pay compression, and create compensation frameworks that support organizational priorities.

The executive-level value of this program lies in its ability to transform compensation management from an administrative process into a strategic workforce tool. By combining rigorous job evaluation methodology with market intelligence and financial analysis, organizations can strengthen pay equity, improve governance, support talent attraction and retention, and make more consistent compensation decisions.

Through practical workshops, real-world scenarios, analytical exercises, and implementation-focused activities, participants will develop the capability to design and maintain job evaluation and salary structures that are practical, sustainable, and aligned with business strategy.

Course Objectives

By the end of this course, participants will be able to:

- Understand the strategic role of job evaluation and compensation structure design

- Distinguish between job analysis, job evaluation, job grading, and salary benchmarking
- Apply structured methods to determine the relative value of jobs
- Evaluate jobs consistently using appropriate compensable factors
- Develop job hierarchies and defensible grade structures
- Design salary ranges aligned with internal equity and external competitiveness
- Analyze compensation market data and salary survey information
- Calculate and interpret salary range minimums, midpoints, and maximums
- Understand salary range spread, midpoint progression, and market positioning
- Identify and address pay compression and salary anomalies
- Assess employee positioning within salary ranges
- Integrate job evaluation outcomes with compensation decisions
- Develop effective compensation policies and governance mechanisms
- Build a practical framework for maintaining salary structures over time

Course Content

Day 1: Strategic Foundations of Job Evaluation and Compensation

- The strategic role of compensation in organizational performance
- Understanding total rewards and base salary management
- The relationship between organization design, jobs, grades, and pay
- Distinguishing job analysis from job evaluation
- Understanding internal equity and external competitiveness
- Key principles of fair and defensible compensation systems
- Common causes of pay inequity and salary inconsistency
- The role of job descriptions in job evaluation
- Identifying the job rather than evaluating the jobholder
- Understanding organizational job hierarchies
- Governance principles for compensation decision-making

- Reviewing current compensation challenges and organizational priorities

Day 2: Job Evaluation Methods and Practical Application

- Understanding the purpose and scope of job evaluation
- Overview of major job evaluation methodologies
- Job ranking methods
- Job classification and grading methods
- Factor-based evaluation approaches
- Point-factor job evaluation methodology
- Identifying appropriate compensable factors
- Designing factor definitions and evaluation levels
- Assigning factor weightings and points
- Evaluating knowledge, complexity, responsibility, impact, and working conditions
- Applying consistency in job evaluation decisions
- Managing benchmark jobs and reference positions
- Conducting job evaluation committee discussions
- Avoiding bias and common evaluation errors
- Practical job evaluation exercises

Day 3: Job Grading and Salary Structure Design

- Translating job evaluation results into job grades
- Developing organizational job hierarchies
- Creating logical and sustainable grade structures
- Understanding narrow-grade and broad-grade structures
- Determining the appropriate number of grades
- Grouping jobs with comparable organizational value
- Designing grade boundaries
- Aligning job grades with organizational levels

- Understanding salary range components
- Establishing minimum, midpoint, and maximum salary values
- Calculating salary range spreads
- Designing midpoint progression between grades
- Preventing excessive salary overlap
- Building a complete salary structure model
- Practical workshop on designing job grades and salary ranges

Day 4: Market Benchmarking and Salary Analysis

- The strategic purpose of compensation benchmarking
- Selecting appropriate salary survey sources
- Identifying relevant labor markets
- Matching internal jobs with external market benchmarks
- Understanding market percentiles
- Developing an organizational market positioning strategy
- Comparing internal salaries with external market data
- Understanding compa-ratio analysis
- Analyzing employee position within salary ranges
- Identifying below-range and above-range employees
- Recognizing pay compression and salary inversion
- Analyzing salary distribution across grades
- Integrating market data with internal job value
- Managing special, scarce, and high-demand roles
- Developing market-based salary adjustment recommendations

Day 5: Implementation, Governance, and Salary Structure Management

- Implementing a new job evaluation and salary structure
- Conducting salary structure impact analysis

- Identifying financial and workforce implications
- Managing employees outside salary ranges
- Developing transition and correction strategies
- Designing salary administration guidelines
- Establishing rules for hiring salaries
- Managing promotions and internal movements
- Addressing salary adjustments and exceptional cases
- Defining compensation approval authorities
- Creating job evaluation governance processes
- Establishing job re-evaluation criteria
- Reviewing salary structures against market movement
- Updating grades and ranges over time
- Developing compensation dashboards and management reports
- Creating a practical implementation roadmap
- Final salary structure design exercise and strategic recommendations

Target Audience

This course is designed for professionals responsible for compensation, job evaluation, organizational design, workforce planning, and human resources decision-making, including:

- Human resources directors and managers
- Compensation and benefits professionals
- Total rewards specialists
- Job evaluation specialists
- Salary administration professionals
- Human capital managers
- Organizational development professionals
- Workforce planning specialists
- HR business partners

- Recruitment and talent management leaders
- Finance professionals involved in payroll and workforce budgeting
- Government and public sector HR professionals
- Department heads involved in job grading decisions
- Senior managers responsible for compensation governance
- Consultants working in human resources and organizational design

Course Requirements

Participants are expected to have:

- A basic understanding of human resources management
- General familiarity with organizational structures and job descriptions
- An interest in compensation, job evaluation, or salary administration
- Responsibility for or involvement in human resources, finance, organizational design, or workforce planning

No advanced mathematical or technical knowledge is required. The course explains all calculations and analytical techniques through practical examples and guided exercises.

Training Methodology

The course uses an interactive, practical, and implementation-focused methodology that connects professional compensation principles with real organizational challenges.

The training approach includes:

- Expert-led presentations
- Practical job evaluation exercises
- Job grading workshops
- Salary structure design activities
- Compensation analysis exercises
- Real-world case studies
- Group discussions
- Salary benchmarking simulations

- Market data analysis
- Problem-solving scenarios
- Governance and policy development activities
- Individual and group implementation planning

Participants will work with practical tools, templates, analytical approaches, and decision-making frameworks that can be adapted to their own organizations.

Learning Outcomes

Upon successful completion of the course, participants will be able to:

- Apply structured job evaluation methodologies
- Assess the relative organizational value of jobs
- Select appropriate compensable factors
- Conduct consistent and defensible job evaluations
- Develop logical job grading structures
- Design competitive and equitable salary ranges
- Calculate range minimums, midpoints, maximums, and spreads
- Analyze employee salaries using compensation indicators
- Interpret salary survey and market benchmarking data
- Develop appropriate market positioning strategies
- Identify pay compression and salary anomalies
- Recommend appropriate salary correction strategies
- Integrate internal equity with market competitiveness
- Establish effective compensation governance mechanisms
- Develop salary administration policies
- Maintain and update job grades and salary structures
- Build a practical roadmap for organizational implementation

Instructor Profile

The course is delivered by an internationally certified expert with extensive practical and consulting experience. The instructor brings extensive expertise in job evaluation, compensation and benefits, salary structure design, total rewards, workforce analytics, organizational design, market benchmarking, and compensation governance. The training combines international best practices with practical implementation approaches suitable for government entities, ministries, public sector organizations, and large corporations.

Contact Us

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