

**CES HR Elements Course**  
**Lesson 5 Compensation Administration**  
**Participant Work Sheet**

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**Setting Pay Exercise- Case Studies**

**Scenario 1**

Robin is being reassigned from a Cyber Threat Analyst, Professional Work Category, Full Performance Work Level (Work Level 2) position at the GG-12 in Atlanta to a Cyber Threat Analyst position at the same work category, work level, and grade in Washington, DC.

How is her pay set?

**Scenario 2**

Doug is a Human Resources Management Officer, Professional Work Category, Full Performance Work Level (Work Level 2), GG-13. He has applied for an entry-level cyber policy position, Entry/Developmental Work Level (Work Level 1). He has a Master's degree in political science, meets the entry-level qualification requirements for this position, and brings with him years of experience in the DoD Cyber Community. He is excited about the new position because it provides a new career path for him that is more in line with his career goals. If he were selected, HR has determined this position would be at the GG-10 level, the highest grade encompassed in the Entry/Developmental Work Level.

How may the supervisor set Doug's pay? (Assume his current salary is GG-13 step 5.)

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**Scenario 3**

Charles is a GG-13 employee with pay retention.

1. If no other event occurs that would terminate Charles's eligibility, how long can he remain on pay retention?
2. Describe two scenarios that could have placed Charles on pay retention.
3. If Charles performs above the unacceptable level, will he get an increase to his base salary?
4. If the work level and grade to which he is assigned is increased, is he eligible for any corresponding increase to his base salary?

**Scenario 4**

Marilyn is a Systems Administrator. She is moving from her current agency where she is an Systems Administrator, Professional Work Category, Full Performance Work Level (Work Level 2) at the GG-12 to another Defense Cyber Component to take a reassignment as a Professional Work Category, Full Performance Work Level Systems Administrator position at pay band 3, which offers her the chance to develop her skills and meet new challenges.

Can she get a salary increase when she moves to the new Agency?

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**Scenario 5**

*An organization wants to retain a GG -12, step 7, cybersecurity employee in the Washington, DC, area who earns \$92,987. The employee is likely to leave the Federal Government for a position in the private sector earning \$120,000. The agency has a critical need for the employee's skillset. The employee recently finished a master's degree in cybersecurity and has outstanding student loans.*

*How can the organization incentivize the employee to remain in his current position?*

**Scenario 6**

*An organization wants to hire a candidate with 15 years of relevant private sector experience and a Master's Degree in Cybersecurity for a GG-12 Cyber Threat Analyst Position. The candidate is currently earning \$120,000.*

*How can the agency make a competitive job offer?*