

Grade & Pay Structure

New Design for the year 2025



Course Overview

“If you pick the *right* people and give them the opportunity to spread their *wings* and put *compensation* as a carrier behind it you almost don't have to manage them.” Jack Welsh

Any firm must have effective payroll administration since it has a direct impact on worker motivation and satisfaction.

The goal of this training is to give participants the information and abilities they need to efficiently

generate payroll while adhering to the organization's set grading scheme.

This course will provide you the tools to ensure correct payroll calculations in accordance with organizational structures and regulatory standards, regardless of your level of experience with payroll management.



Goals of the Course

Recognize the fundamentals of payroll preparation and its importance to the company.

Create a grading system that aligns with the pay range of the company.

Comply with local rules and regulations by accurately calculating wages and pay.

Examine payroll information to enhance HR tactics and choices.



The Right Grade Structure

It gives
attention
to:

- **Industry?**
- **Organization Life Cycle?**
- **Corporate Strategy?**
- **Corporate Culture?**
- **Corporate Pay Philosophy?**
- **Corporate Age?**

How Many Grades?

- 8 Grades is for a Local Trading Organizations
- 16 Grades is for a Multi National Trading or Local Service / Manufacturing Organizations
- 24 Grades is for an International Manufacturing / Advanced Technology / Service Organizations



What is best fit for us?

- **We are a Local Trading Organization, and we offer sophisticated products and services.**



- **We have an edge on the learning Skills, Knowledge, and experiences in different domains.**

What is best fit for us?

- **We need to have a lot of rooms to accommodate the existing staffs, and the coming ones too.**



- *We need to have slots to promote good ones without extra financial burden.*

How many grades?

- we have the following levels in the AMS:
 - 10 Sales Titles
 - 8 Service Titles
- we have the following levels in the IPS:
 - 13 Sales Titles
 - 13 Service Titles
- The old Structure provided 24 Levels, that forced the company to insert many un-standard titles to fill the empty levels between the Standards ones.
- The min and normal Grads in the Market are 8; and
- We need to be aligned with the Market Levels which is 16 Levels
- These grades and levels are better for the Local and trading companies.



How does it look in the Basic Salary?

- 16 Levels with wider Spread Range to provide more Salary flexibility for the same title.
- 31% of the Grade Structure is Managerial. And 69% of the Grade Structure is Non Managerial.
- The Spread Range provides 25% to 30% for more flexibility during allocating or raising an employee. *Better than promoting.*
- The Midpoint gradation started with 10% in the down levels, and reached 45% at the executive one.

Levels	Grades	Spread Range	Mid Diff
16	Chief Executives	30%	45%
15		30%	45%
14	Directors	30%	30%
13	Managers	30%	30%
12		30%	30%
11	Section Heads Supervisors	30%	35%
10		30%	35%
9		30%	35%
8	Senior Specialist, Senior Technician, Entry Engineer	30%	35%
7		25%	35%
6		25%	35%
5	Specialist, Technician	25%	20%
4		25%	20%
3		25%	20%
2	Junior Technician	25%	10%
1	Labor, Clerk,	25%	10%

How does it look in the Basic Salary?

- The ranges between the Max and above Min, provides Overlapping from 3% to 17%.
- The Mid Point design based on the 1st Quartile Salaries in the Market.
- The design provided a moderated percentage in the comparison between the YAG Mid Point and the Market 1st Quartile.
- The design also reached a good percentage in the Managerial and Supervisory Grads comparing with the Market Median Point.

Levels	Grades	Spread Range	Mid Diff	Overlapping %	Mid vs. Market First Qrtl	Mid vs. Market Median
16	Chief Executives	30%	45%	103%	110%	98%
15		30%	45%	103%	113%	95%
14	Directors	30%	30%	115%	119%	99%
13	Managers	30%	30%	115%	125%	108%
12		30%	30%	115%	117%	108%
11	Section Heads Supervisors	30%	35%	111%	113%	100%
10		30%	35%	111%	126%	110%
9		30%	35%	111%	109%	95%
8	Senior Specialist, Senior Technician, Entry Engineer	30%	35%	106%	119%	105%
7		25%	35%	104%	101%	86%
6		25%	35%	104%	116%	98%
5	Specialist, Technician	25%	20%	117%	103%	91%
4		25%	20%	117%	98%	92%
3		25%	20%	117%	96%	86%
2	Junior Technician	25%	10%		104%	88%
1	Labor, Clerk,	25%	10%			

How does it look in the Total Target Salary?

- The Spread Range provides 25% to 30% for more flexibility during allocating or raising an employee. *(Same as the Basic.)*
- The Midpoint gradation started with 20% in the down levels, and reached 40% at the executive one. *(The percentages changed here to be aligned with Market Total Salaries.)*

Levels	Grades	Spread Range	Mid Diff
16	Chief Executives	30%	40%
15		30%	40%
14	Directors	30%	30%
13	Managers	30%	30%
12		30%	30%
11	Section Heads Supervisors	30%	35%
10		30%	35%
9		30%	35%
8	Senior Specialist, Senior Technician, Entry Engineer	30%	35%
7		25%	35%
6		25%	35%
5	Specialist, Technician	25%	25%
4		25%	25%
3		25%	25%
2	Junior Technician	25%	20%
1	Labor, Clerk,	25%	20%

How does it look in the Total Target Salary?

- The Mid Point design based on the 1st Quartile Salaries in the Market. *Same as the Basic.*
- The design provided a moderated percentage in the comparison between the YAG Mid Point and the Market 1st Quartile. *Same as the Basic.*
- The design also reached a good percentage starting from Grad 5, comparing with the Market Median Point.

Levels	Grades	Spread Range	Mid Diff	Overlapping %	Mid vs. Market First Qrtl	Mid vs. Market Median
16	Chief Executives	30%	40%	115%	115%	106%
15		30%	40%	107%	107%	108%
14	Directors	30%	30%	115%	115%	120%
13	Managers	30%	30%	115%	115%	132%
12		30%	30%	119%	119%	118%
11	Section Heads Supervisors	30%	35%	115%	115%	120%
10		30%	35%	115%	115%	135%
9		30%	35%	115%	115%	118%
8	Senior Specialist, Senior Technician, Entry Engineer	30%	35%	115%	115%	125%
7		25%	35%	113%	113%	105%
6		25%	35%	104%	104%	119%
5	Specialist, Technician	25%	25%	113%	113%	102%
4		25%	25%	113%	113%	97%
3		25%	25%	108%	108%	87%
2	Junior Technician	25%	20%	113%	113%	89%
1	Labor, Clerk,	25%	20%	0.0%	0.0%	

Levels	Levels		Min	Mid	Max	Spread Range	Mid Diff	Overlapping %	Mid vs. Market First Qrtl	Mid vs. Market Median	10th Percentile	1st Quartile	Median	3rd Quartile	90th Percentile
16	Chief Executives		68,532	78,812	110,336	30%	40%	115%	106%	86%	53,083	74,030	91,267	100,576	105,540
15			48,951	56,294	78,812	30%	40%	107%	108%	91%	48,402	52,220	62,175	72,073	79,537
14	Directors		34,965	40,210	52,273	30%	30%	115%	120%	101%	27,783	33,487	39,910	48,880	56,018
13			25,896	30,931	40,210	30%	30%	115%	132%	113%	20,403	23,470	27,326	33,497	41,265
12	Managers		20,689	23,793	30,931	30%	30%	119%	118%	108%	18,000	20,081	22,464	24,301	28,400
11			15,915	18,302	24,708	30%	35%	115%	120%	103%	13,444	15,199	17,705	21,177	22,991
10			11,789	13,557	18,302	30%	35%	115%	135%	109%	8,884	10,056	12,464	15,796	19,378
9	Section Heads Supervisors		7,732	10,042	13,557	30%	35%	115%	118%	98%	7,758	8,480	10,289	13,146	16,625
8			5,469	7,439	10,042	30%	35%	115%	125%	102%	5,371	5,970	7,300	9,367	11,465
7	Senior Specialist, Senior Technician, Entry Engineer		4,898	5,510	7,439	25%	35%	113%	105%	92%	4,651	5,251	6,021	8,052	9,760
6			3,628	4,082	5,510	25%	35%	104%	119%	97%	2,925	3,418	4,208	5,277	6,398
5	Specialist, Technician		3,688	3,023	3,779	25%	25%	113%	102%	88%	2,613	2,973	3,443	4,192	4,951
4			2,150	2,419	3,023	25%	25%	113%	97%	87%	2,272	2,492	2,777	3,343	3,851
3			1,720	1,935	2,419	25%	25%	108%	87%	78%	2,043	2,217	2,468	2,858	3,187
2	Junior Technician		1,376	1,548	1,858	25%	20%	113%	89%	77%	1,549	1,742	2,012	2,275	2,407
1	Labor, Clerk,		1,147	1,290	1,548	25%	20%	0.0%							

Job Families

- A Job Family describes levels of contribution in an area of work where the ***nature of work*** is broadly similar. It considers how many ***levels of work*** there are and describes the key factors which differentiate one level from the next.



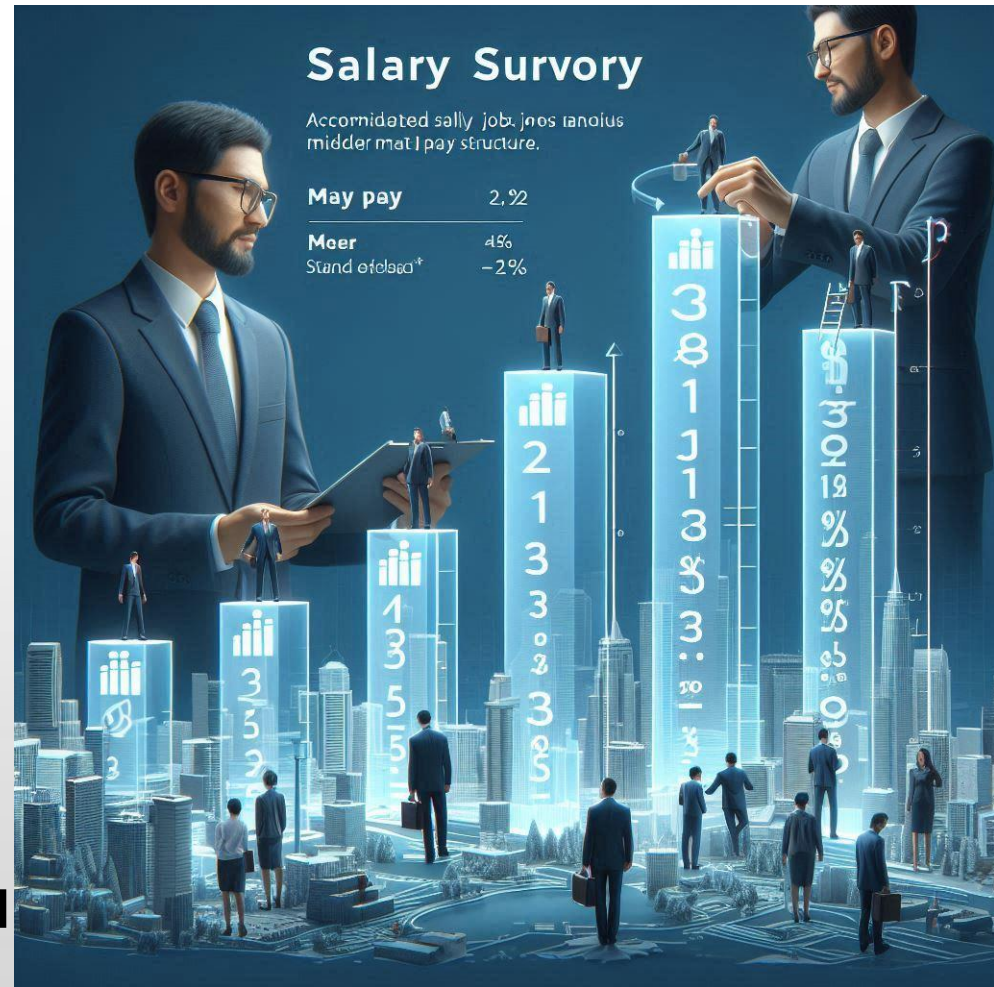
Our Job Families

1. **Operations;**
 - A. **Production**
 - B. **Engineering & Maintenance**
 - C. **Quality Assurance**
 - D. **Services**
2. **Human Resources;**
3. **Administration;**
4. **Finance;**
5. **Business Technology;**
6. **Logistics;**
7. **Commercial**



Salary Survey 2010

- We used the Salary Surveys' Reports for Year 2024.
- Accommodated the Salary Survey Jobs and their Median Market Pay to our Mid Point Pay of our Pay Structure.
- The Pay Scale successfully accommodated all jobs median pay points with minimal standard deviation (+/-) 2%.



Grade	Rank	Level	Min	Mid	Max	Commercial Job Family 2011
A	Executive Manager, Chief Officer, Directors	A1	62,901			Commercial Director; Sales Director
		A2	55,473			Business Development Director; Marketing Director;
		A3	46,228			
B	General Manager	B1	38,026			
		B2	31,688			Marketing Manager; Sales Manager
		B3	26,407			Business Development Manager; Group Brand / Product Manager; Regional Sales Manager
C	Manager	C1	21,706			Wholesales Manager; Distribution Manager
		C2	18,089			Brand / Product Manager; Product Line Manager; Export Manager; Key Account Manager
		C3	15,074			Corporate Sales Manager
D	Section Head	D1	12,381			Business Development Supervisor; Fleet Manager
		D2	10,318			Marketing Supervisor
						Business Development Senior; Market Research Supervisor; Area Show Room Manager; Senior Sales Executive (Corporate); District / Territory Sales Manager;
		D3	8,598			Showroom Manager

Grade	Rank	Level	Min	Mid	Max	Commercial Job Family 2011
E	Supervisor, Engineer	E1	7,056			Export Supervisor
		E2	5,880			Business Development Specialist; Marketing Specialist; Key Account Supervisor; Sales Executive / Rep (Corporate); Sales Supervisor (Showroom)
		E3	4,900			Market Research Analyst; Sales Supervisor
F	Senior Specialist, Senior Technician, Entry Engineer	F1	4,018			Sales Administrator; Senior Sales Executive
		F2	3,348			Preseales Specialist; Key Account Executive / Rep; Medical Representative -Team Leader
		F3	2,790			Marketing Coordinator
G	Specialist, Technician	G1	2,285			Export Specialist; Sales Representative (Showroom); Senior Sales Executive (Showroom)
		G2	1,904			Medical Representative
		G3	1,587			Medical Representative (Pharma)
H	Labor, Clerk, Junior Technician	H1	1,273			
		H2	1,107			Sales Driver (Retail)
		H3	963			Sales Executive / Rep.

Who Is Who?

Best
practices
are to do:

Job
Analysis;

Job
Description;

Job
Evaluation



How will we identify our people?

Job Analysis
Questionnaire
(Easy-To-Fill);

Job Profile
(Summarized
Job Description)

What is after mapping?

Performance Appraisal:

- Design;
- Training;
- Implementation;
- Analysis;
- Reporting;
- Recommendations

What is after mapping?



Employees Evaluation
vs. Job Evaluation

The outcome? RP³



Action Plan

#	Action	Date	Status
1	Salary Survey	1 st week of the month	
2	Grade & Pay Structure	2 nd week of the month	
3	Introduction To HR & Job Analysis	3 rd Week of next month	
4	Job Analysis Process	3 rd and 4 th Week of next month	
5	Accommodating staffs to Grades	1 st Week of next month	
5	Performance Appraisal Training	2 nd Week of next month	
7	Performance Appraisal Process	3 rd and 4 th Week of next month	
8	Projecting Benefits Scheme Cost	1 st Week of next month	



Y u s r e

C o n s u l t a n c y

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