

Structural Committee Update

Outline

- Purpose of the Committee
- Committee Timeframes
- Where we are Now
- What are the Next Steps

Purpose of the Structural Committee

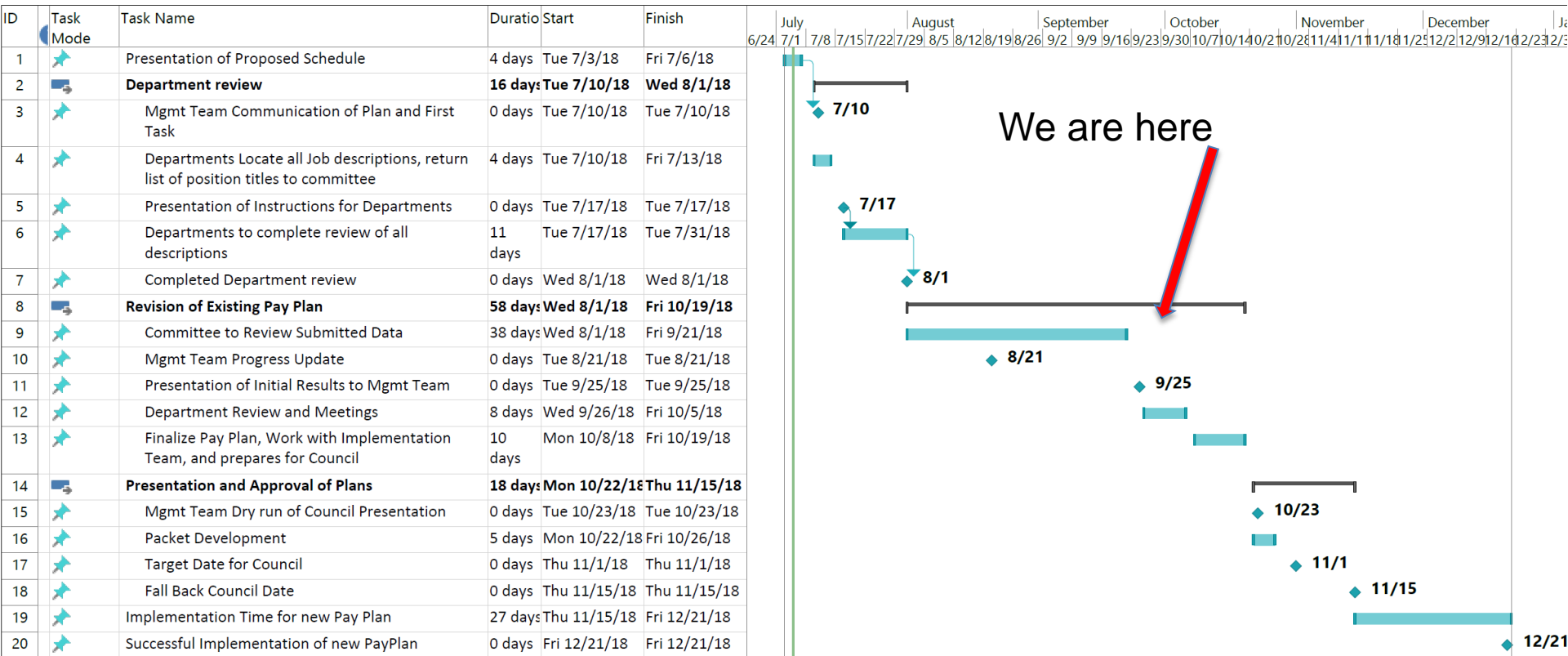
- Develop a process to refine and validate the existing data and to create a new Pay Plan.
- Develop a new Pay Plan that works with a general calendar developed by the Mayor, City Manager, and Council.
- Complete the processes within the presented timeframes.

The primary goal:

Create a new pay classification system for core general positions that is based upon validated information, by position description, that reflects job description data, comparator employers and private sector market data.

Primary Identified Issues:

- The previous 'SAFE' scores had perceived errors, and potentially inaccurate data.
- Market Data used during the previous study contained potential gaps and potential bad matches.



Project: Comp_Plan Date: Thu 7/5/18	Task		Inactive Task		Manual Summary Rollup		External Milestone	
	Split		Inactive Milestone		Manual Summary		Deadline	
	Milestone		Inactive Summary		Start-only		Progress	
	Summary		Manual Task		Finish-only		Manual Progress	
	Project Summary		Duration-only		External Tasks			



Work completed

- Developed a list of the weaknesses in the previous study's results.
- Developed a mechanism and process to capture Consistent job descriptions that are the solid foundation needed for the work ahead.
- Developed a tool to capture the evaluation of Positions, with no evaluation data available to the reviewer.

JD_Review_V1.xlsx - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Developer

Clipboard Font Alignment Number Styles Cells Editing

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Calculation Check Cell Explanatory ... Input

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Trades:

Manual – work requiring the use of basic physical skills in performing uncomplicated tasks.

Semiskilled – work requiring the use of specialized physical skills in performing routine to complicated tasks.

Skilled Trades – work requiring the use of specialized physical skills and heavy and specialized equipment in performing complicated tasks.

Administrative:

Administrative Support – work requiring the use of basic language, mathematical and social skills in the orderly reproduction, processing, recording and maintenance of informational and financial documents requiring word-processing, data entry and/or typing skills.

Skilled Administrative Support – work requiring the use of highly developed language, mathematical, social and specialized skills in the orderly production, processing, recording and maintenance of informational and financial documents and requiring word-processing, data entry and/or spreadsheet skills.

Human Physical Support:

Human Support – work requiring the use of basic social and physical skills in aiding in the care, comfort, and well-being of human beings.

Skilled Human Support – work requiring the use of specialized social and physical skills in aiding in the care, comfort, and well-being of human beings.

Technical:

Technical – work requiring the use and application of basic technical procedures and techniques in performing and responding to routine tasks, situations or problems. Work may also require specialized physical skills.

Skilled Technical – work requiring the use and skilled application of detailed technical procedures and techniques to recurring situations or problems. Work may also require specialized physical skills.

Advanced Technical – work requiring the use and application of highly developed and detailed technical procedures and techniques to a variety of situations or problems. Work may also require specialized physical skills.

Protective services:

Protective Services – work requiring the use of basic and specialized social and physical skills and the application of specialized knowledge in the protection of life and property from criminal, negligent or natural acts in accordance with federal, state and local laws, regulations and

Advanced Protective Services – work requiring the use of highly developed and specialized social and physical skills and the application of specialized knowledge in the protection of life and property from criminal, negligent or natural acts in accordance with federal, state and local laws, regulations and

SkillLevel EducationTraining Experience LevelOfWork CommunicationInteraction PhysicalDemands ConditionsHazards IOA Impact Supervision



Who completed the review

- The job descriptions were reviewed by Department managers, and/or section supervisors.
- They were looking for components that do not line up with evaluation criteria and making corrections.
- After the job descriptions were reviewed, the evaluation tool was used to capture the base requirements of the position.

Important Points About the Process.

- It's NOT an evaluation of staff experience, it is an analysis of the position.
- The Pay Plan is a market representation of the value of the requirements of a position, not the qualifications of a staff person.
- The Pay Plan will be designed to represent the minimum requirements of a position, as reflected in the Job Descriptions, and Market Value based on comparator analysis.

Validation and Correction

- The collected job description based data was evaluated by the Committee for consistency.
- Comparator market and private sector data is being reviewed for positions previously identified as market matches.
- Positions will be evaluated for internal equity based on a number of factors, including positions in the same job families across the city.

Police	Communications Specialist	11	33,261.42	43,572.46	54,961.17
Development Services	Community Standards Officer	11	33,261.42	43,572.46	54,961.17
Municipal Court	Court Security Officer	11	33,261.42	43,572.46	54,961.17
Administration	Deputy City Clerk	11	33,261.42	43,572.46	54,961.17
Finance	EMS Billing Specialist	11	33,261.42	43,572.46	54,961.17
Administration	Executive Assistant	11	33,261.42	43,572.46	54,961.17
Law	Executive Assistant PTR	11	33,261.42	43,572.46	54,961.17
All	Facilities Maintenance Worker	11	33,261.42	43,572.46	54,961.17
Administration	Human Resources Assistant	11	33,261.42	43,572.46	54,961.17
ITS	ITS Help Desk Support Spec.	11	33,261.42	43,572.46	54,961.17
Police	Lead Detention Officer	11	33,261.42	43,572.46	54,961.17
Law	Legal Assistant	11	33,261.42	43,572.46	54,961.17
Development Services	Neighborhood Services Officer	11	33,261.42	43,572.46	54,961.17
Police	Purchasing and Supply Officer	11	33,261.42	43,572.46	54,961.17
ITS	System Support Analyst	11	33,261.42	43,572.46	54,961.17
Finance	Accountant	12	36,149.53	46,240.43	57,457.95
Finance	Accounts Payable Supervisor	12	36,149.53	46,240.43	57,457.95
Public Works Operations	Administrative Coordinator	12	36,149.53	46,240.43	57,457.95
Water	Administrative Supervisor	12	36,149.53	46,240.43	57,457.95
Administration	Benefits Specialist	12	36,149.53	46,240.43	57,457.95
Law	Contract Compliance Coord/Para	12	36,149.53	46,240.43	57,457.95
Water	Customer Service Supervisor	12	36,149.53	46,240.43	57,457.95
Water	Operations Technician	12	36,149.53	46,240.43	57,457.95
Development Services	Development Technician	12	36,149.53	46,240.43	57,457.95
Public Works Engineering	Engineering Technician	12	36,149.53	46,240.43	57,457.95



Job Families and Bands

Row Labels
1
Executive
2
Asst Director/Division Head
3
Management and Supervision
4
Professional Nonmangement
5
Advanced Technical
6
General Administrative
7
Operational Supervision
8
Skilled Technical
9
Protective Services
10
Technical
11
Administrative Specialists

Row Labels
1
Executive
2
Asst Director/Division Head
3
Management and Supervision
4
Professional Nonmangement
PN-1
PN-2
PN-4
PN-5
5
Advanced Technical
AT-1
AT-2
AT-3
AT-4
6
General Administrative
GA-1
GA-2
GA-3
7
Operational Supervision
OS-1
OS-2
OS-3
OS-5

Next Steps

- Completion of market data analysis.
- Assignment of position ranges.
- Validating with data from additional market sources