

## Legislation Text

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**File #:** 2018-2421, **Version:** 1

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### Presentation on Proposed Pay and Classification Plan

#### Background:

In response to the City Council's direction to staff to make adjustments to the Pay and Classification Plan established by Springsted in 2017, a team of employees was established. That team included Anita Dickey, Director of Human Resources, Brian Head, City Attorney, Steve Marsh, Chief Technology Officer, Mark Schaufler, Director of Water Utilities, Dena Mezger, Director of Public Works, Ryan Elam, Development Center Director, Daniel White, Chief Counsel of Management and Operations, and Jackie Heanue, Superintendent of Legal Services and Human Resources.

The structure team undertook an extensive analysis of all job descriptions in the organization and worked with Management Team to ensure accuracy and consistency. Next, those job descriptions were utilized to re-evaluate SAFE scores originally assessed during the Springsted process. The position evaluation system was modified by the City in order to ensure that qualifiers and measures which were important to the City were accurately scored.

Following the re-scoring, the structure team updated market data for the comparators to ensure accuracy, and from that data and its' comparison to SAFE scores, created a new pay structure which consists of families of jobs with wide banding as opposed to the current linear structure.

Following the work of the structure team, an implementation team, consisting of employees from across the organization, undertook the task of identifying a proposal to implement the structures and address pay and equity issues using the funds allocated by the City Council for core/general (unrepresented) employees. The results of that work include three components:

- Implement a 5% cost of living adjustment for all core/general (non-represented) employees hired on or before November 1, 2018;
- Provide an additional adjustment for individuals whose salary is still not at the minimum of their position's new pay range, bringing them to the minimum for the position; and
- Implement the remaining available funds in equal shares to employees based upon years of service to address compression.

This proposal will ensure that all employees are being compensated fairly and equitably within market. The new pay and classification plan will be implemented on January 26, 2018, subject to City Council approval of a funding plan presented by the City Manager.

Anita Dickey, Director of Human Resources  
Steve Marsh, Chief Technology Officer

Recommendation: Staff recommends approval