Classification and Total Compensation Study

Presented to:
City of Bell

Presented by:
David Morgan, Project Manager
Debbie Owen, Technical Advisor, Classification and Compensation
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Agenda

- About CPS HR Consulting
- Project Team
- Scope of Work
  - Classification Study Process/Deliverables
  - Total Compensation Study Process/Deliverables
- Study Timeline
- Project Roles
- City Council Policy Decisions
- Next Steps
Established as a Joint Powers Authority in 1985
By charter, CPS HR serves only public sector and non-profit agencies
CPS HR is a self-sustaining mission-driven organization
Our twelve-member Board of Directors represents diverse public sector organizations across the country
Our mission is to transform human resource management in the public sector
Our vision is enabling people to realize the promise of public service
Project Team

- David Morgan – Project Manager
- Debbie Owen – Technical Advisor/Classification and Compensation
- Lynn Huson – Project Consultant/Classification and Compensation
- Monica Garrison-Reusch – Project Consultant/Classification and Compensation
All non-sworn regular full time positions will complete a Position Description Questionnaire to document job content and work environment related data.

Classification specifications will be developed for all regular full time employees including sworn staff.

Classifications for part-time recreation staff will be developed based on industry standards.

Classification/staffing benchmarking survey with 6 similar types of cities in California.
CLASSIFICATION STUDY PROCESS
Scope of Work – Classification

- Classification Study Deliverables
  - Findings from classification and staffing benchmark study
  - Classification concepts
  - Classification plan structure
  - Classification specifications
  - Position allocation for regular full time employees [with exception of sworn employees]
  - Draft and final reports
Scope of Work – Total Compensation

- Study includes all City job classifications, including sworn and part-time recreation positions
- Data will be collected from 10 labor market agencies, as determined through a selection process
- 33 benchmarks are to be measured in the market to ensure coverage for all City functional areas
- Base salary and elements of total compensation will be measured in the market
COMPENSATION STUDY PROCESS

1. Initial Project Meeting
2. Labor Market Agency (Selection and validation)
   - Design and develop survey instrument
   - Collect supporting survey documentation from agencies
3. Prepare database
4. Receive and review submitted survey data
5. Research and validate submitted survey data
6. Audit survey results
7. Prepare Draft Compensation Report
8. Review and resolve client issues with respect to Draft Compensation Report
9. Prepare salary recommendations
10. Prepare Final Compensation Report
Scope of Work – Total Compensation

- Total Compensation Study Deliverables
  - Compensation policy memorandum
  - Salary and benefits data for all benchmarks
  - Salary recommendations for all City classifications
  - Salary range structure/schedule
  - Draft and final reports
Study Timeline

- Twelve week timeline for all study deliverables
  - Front end compensation study for POA negotiations
- Orientation sessions with employees November 2
Project Roles

- City Council – Strategic Direction
  - Policy related decisions
  - Ensure alignment of policy with the City’s mission and vision
  - Acceptance of draft and final study deliverables

- Human Resources Program Representative - Implementation
  - Primary resource for consultants on the City’s goals and objectives, processes and culture
  - Single point of contact on all study issues for City staff and consultants
Project Roles

- Human Resources Program Representative - Implementation
  - Work with consultants to ensure study results are aligned with City Council’s directives and the City’s goals and objectives
  - Work with consultants and key stakeholders on project activities
  - Coordinate internal review of draft and final project deliverables
Project Roles

- Consultant - Project Management/Service Delivery
  - Workshop/meeting facilitation with City Council, and key stakeholders
  - Conduct briefing/debriefing sessions with all key stakeholders and employees
  - Conduct necessary research to facilitate decision making
  - Provide all deliverables within the scope of work
  - Prepare and present draft and final reports documenting study findings and recommendations
City Council Policy Decisions

- Decisions needed prior to data collection are:
  - Labor market agency selection
    - What agencies should the City compare against?
    - Selection criteria:
      - Geographic location
      - Agency size
      - Services provided
    - If needed, CPS HR will conduct an Economic Research Institute analysis to ensure cost of living/cost of wages do not impact results
City Council Policy Decisions

- Compensation data sources
  - Public sector only
  - Private sector/published surveys

- Labor market position – where does the City want to set salaries?
  - Considerations are
    - What does the City need to pay to attract and retain quality staff
    - What can the City afford on a sustainable basis
City Council Policy Decisions

- What should the City’s total compensation system comprise?
  - Base salary
  - Variable pay
  - Bonus pay
  - Incentive pay
  - Benefits
Next Steps