Keeping Employees Informed

KEY THINGS TO KNOW—APRIL 1, 2019

Thank you for attending the 2019 Wage Review Employee Information Sessions held last week! If you haven’t already, please download the Job Description Questionnaire from CR@Work and begin reviewing the questions and outlining your responses (if you need a refresher, a video of the Information Sessions is available on CR@Work).

Submit the questionnaire to your direct supervisor by April 11

PURPOSE OF QUESTIONNAIRE

Receiving information directly from our non-bargaining employees helps ensure that:

- Job titles and descriptions accurately reflect work being performed
- Employees are in the correct job titles
- Compensation is market competitive
- We can continue to attract and retain a highly qualified workforce

TIPS FOR COMPLETING THE QUESTIONNAIRE

- Think about your current responsibilities, which can differ from the job description
- Focus on your major duties and responsibilities
- Categorize your tasks into main themes or overarching descriptions
- Identify the skills and abilities needed to do your work
- Give yourself plenty of time—do not wait until the day before it’s due
- Leadership Team: Please make sure to complete the questionnaire for vacant positions, and to assist new employees as they fill it out

Remember... the study is about the position, not the person

This is not about...

- How well people are doing in their work (job performance)
- How long people have been in their job
- How many people are required to do a particular job (staffing levels)
Frequently Asked Questions

CURRENT & ONGOING

Below are frequently asked questions we’ve received regarding the Wage Review. We are still in the process of collecting and responding to various FAQs following the information sessions held last week; we will continue to add to this ongoing list.

Why is the City undertaking this study?
A study like this is critical for the City for several reasons:

- A study of the current labor market will provide information to determine if our pay structure is appropriate and competitive.
- The study will provide insight and recommendations as to whether our current compensation policies and practices are effective or in need of adjustment.
- The study will provide insight as to whether our classification structure is effective.
- It allows us to ensure our job descriptions are current and able to effectively be used for talent management practices, including recruitment, development and performance appraisals.

What is this study evaluating?
The purpose of the study is to clarify and finalize the City’s compensation philosophy. This includes reviewing current position descriptions to ensure they most accurately reflect the work our non-bargaining employees do, giving employees the opportunity to describe what their current job duties entail, and asking the management and director team to review job descriptions and job duties.

What information will result from this study?
The study will result in a better understanding of our job descriptions and classifications. Specifically:

- The study will include a Job Description Questionnaire for employees to complete and managers to review.
- The study will result in a recommendation of a job classification structure and individual position assignments to those classifications.
- The study will include Fair Labor Standards Act (FLSA) analysis (overtime eligibility).
- The study will provide updated job descriptions.
- The study will provide a total compensation market assessment and recommended salary structure.

PROJECT TIMELINE

March 27 - 28, 2019
Employee Information Sessions

DEADLINE Thursday, April 11, 2019
Employees complete Questionnaires and submit to direct supervisors

DEADLINE Thursday, April 25, 2019
Leadership team reviews Questionnaires and submits to Human Resources

Thursday, May 2, 2019
Human Resources reviews all Questionnaires, submits to Consultant

Late May, 2019
Follow-up interviews with employees

May – September, 2019
Consultant continues data collection & analysis / prepares recommendations

Fall 2019
Communicating Back to Employees

At the end of the study, employees will be notified regarding: classification changes, pay implications, and timing of changes.

VIDEOS ONLINE: CR@WORK

Videos of both the Employee and Leadership Information Sessions are available online
FAQ’S CONTINUED

What staff will be evaluated as part of this study?
Only non-bargaining positions are included in this study. Positions not included in this study: Union, Temporary or Seasonal positions, Airport positions.

Will the city be doing a compensation study for bargaining employees?
Bargaining positions are not included in this study. The City utilizes a different process through negotiations to determine appropriate wages for bargaining employees.

Will my compensation go down as a result of this study?
While positions, job descriptions, and job duties may change as a result of the review, individuals will not have their current pay decreased as a result of the study.

Will the study impact across-the-board adjustments or scheduled step increases for this year and moving forward?
The overall compensation structure will be reviewed as a part of the study. Once completed, the impact on these wage adjustments will be reflected in the results of the study. Scheduled adjustments prior to implementation of the study recommendations will not be affected.

What firm is doing this review and why were they selected?
The City has selected Segal Waters to complete the compensation and classification study. Segal Waters provides substantial expertise in the field of public sector compensation and classification, and provided the most thorough response to the City’s RFP. They will guide us through a review of our classification structure, a review of our salary ranges relative to the current labor market, and a detailed implementation plan of their recommendations. In addition, they have outlined a regular and thorough employee communication plan so our employees can stay engaged in the process.

How much is the consultant being paid?
City Council approved a contract for an amount not to exceed $192,500

What is the timeline of this review?
The consultant was approved by Council in January 2019. The study is expected to wrap up sometime late summer/early fall.

How will the consultant determine what the adjusted pay scale will be?
Segal Waters will conduct a total compensation market study. This will include a survey targeted to the City’s public sector peer employers, as well as published sources to represent private sector pay data. Custom surveys provide the most currently available data and allow the City to target specific geographic markets, employers, competitors, and jobs. Published sources are the only method of gathering private sector data, which is relevant to many of our non-bargaining positions.

Will the recommendations from the study will be presented and approved by City Council, or have opportunity for public comment?
The study is evaluating an internal process and therefore recommendations from the study will be presented to the authorities responsible for job classification and compensation, which is the City Manager and the Boards/Commissions of the Library, Civil Rights, and Veterans Memorial, respectively. The City Council will be advised of the work throughout the process and the public would have an opportunity to learn about it through those interactions and provide public comment at those public meetings.

Will individual salaries be published to the public?
City employee salaries are considered public record and the City will provide them when requested following the Freedom of Information Act. We do not expect to publish salaries outside of that process.