



Classification and Total Compensation Study

Presented to:
City of Bell



Presented by:
David Morgan, Project Manager
Debbie Owen, Technical Advisor, Classification and Compensation
November 1, 2011

Agenda

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- Project Team
- Scope of Work
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- Project Roles
- City Council Policy Decisions
- Next Steps

About CPS HR Consulting

- 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

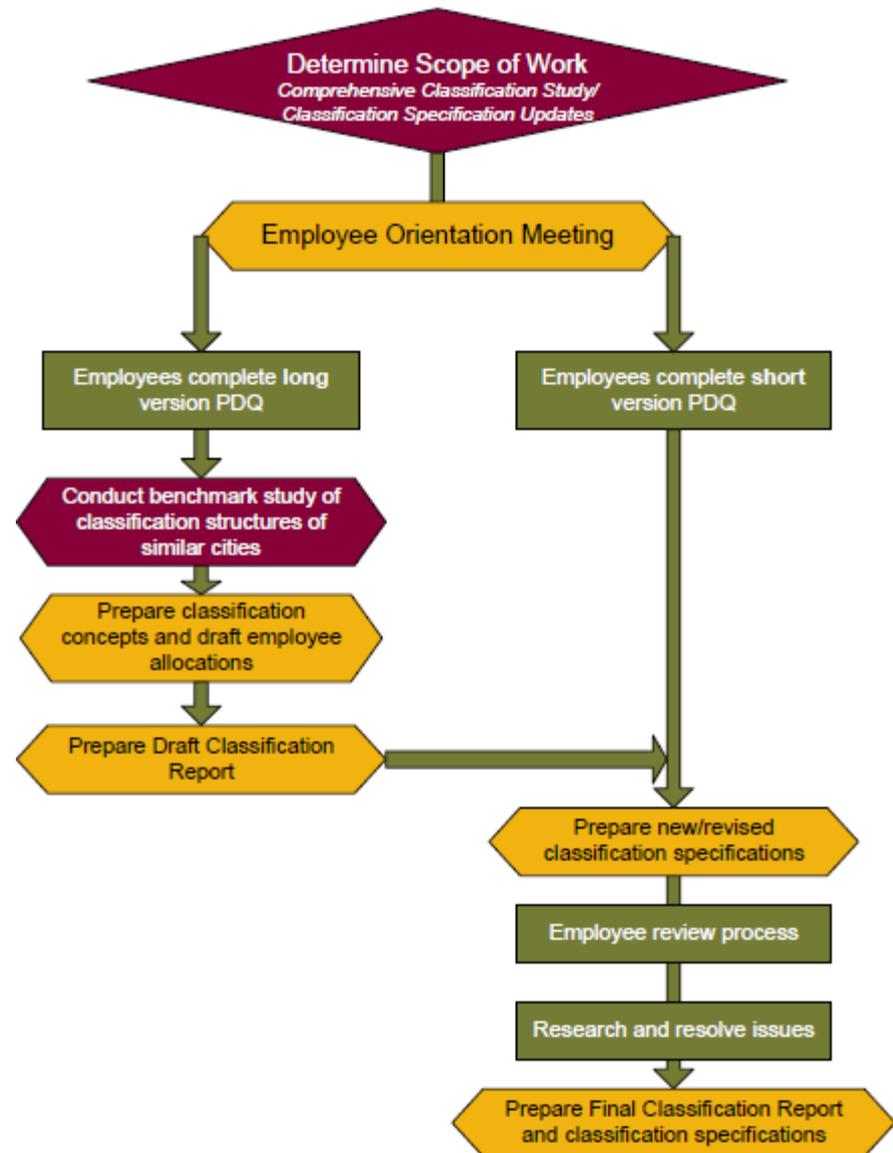
Project Team

- 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

Scope of Work - Classification

- 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



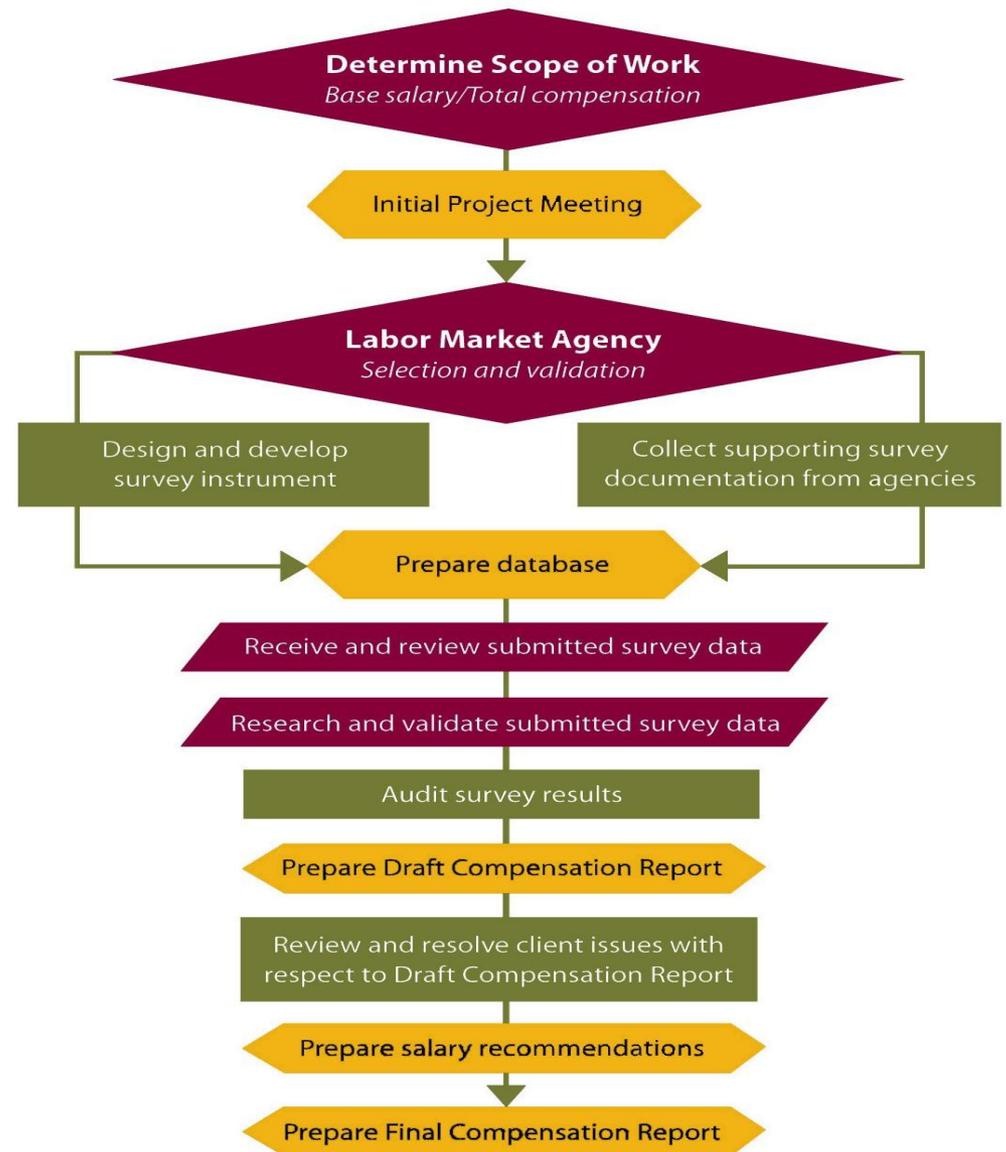
Scope of Work – Classification

- 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



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