

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
NOVEMBER 18, 2008 AGENDA**

Subject:	Type:	Submitted By:
CLASSIFICATION AND COMPENSATION STUDY	RESOLUTION ORDINANCE RECEIVE/FILE	RITA M. RAMIREZ ASSISTANT CITY ADMINISTRATOR

SYNOPSIS

The classification and compensation study has been completed and a timeline for implementation has been prepared. Council is being asked to accept the study by a simple motion.

FISCAL IMPACT

The FY 08/09 Budget contains funding for the salary recommendations in the classification and compensation study.

RECOMMENDATION

Acceptance.

BACKGROUND

Last year, as part of the annual strategic planning process, the Mayor and City Council identified implementing standards of excellence for the administration of city services as part of its vision and priority. One of the key objectives to achieving that goal was to assure the recruitment and retention of city staff through competitive compensation which is guided by the results of a wage and benefit survey.

Council awarded a contract to The Austin Peters Group to undertake a Classification and Compensation Study which would establish and maintain an equitable, comparable and non-discriminatory wage and salary structure for the City. All of the City's current positions were included in the study with the exception of the City Administrator, Management Exempt positions (Department Heads), and the positions represented by the Fraternal Order of Police.

Preliminary results of the study, which included data from internal equity comparisons and a market survey, were presented to Council in August, as well as recommendations for new salary ranges. One of the other recommendations in the study was a switch to Pay for Performance (PFP). It quickly became clear that this goal could not be achieved without reworking the City's performance evaluation instrument and spending time training supervisory staff regarding the PFP concept and the new evaluation tool.

Council included funding in the current budget for The Austin Peters Group to facilitate the process of assessing our current performance evaluation instrument, looking at the option of electronic evaluation systems, and training staff on the use of the new instrument. This process is currently underway.

As you know, the Public Works bargaining group has a memorandum of understanding with the City that calls for a 3% wage increase annually through 2010. If the Council and/or the bargaining group are unwilling to open this agreement to discuss implementation of the recommendations in the compensation study, the agreement would be honored through 2010 and the PFP concept and new salary ranges would be implemented October 1, 2010 for that group of employees.

We have established a timeline for implementation of the Classification and Compensation Study (attached). A draft of all necessary policy changes and administrative procedures will be presented to Council in February. We are currently reviewing the Pay for Performance policies of several cities in order to develop something that will provide the desired results for the City of La Vista. Some of these policies will tie very closely with the evaluation instrument and will be established in conjunction with the development of that instrument.

Our intent is to have everything in place to implement the recommendations included in the Classification and Compensation Study on April 12, 2009 (this is the beginning of a pay period). At that time any employee whose salary falls below the new proposed minimum range for their position would be moved to the minimum. Employees whose salary falls within the new range would remain at their current rate and any employee whose salary is currently higher than the proposed maximum range for their position would be frozen. (Policies will include a system for compensating those employees at the maximum of their range who are performing at a level that would justify an increase higher than the range adjustment for that year.)

Timeline for Implementation of Compensation Study

Proposed Ranges Given to Employees (Copy Attached) Employees given an opportunity to meet with Becky regarding their placement	October 9, 2008
Meeting with Department Heads Session to review, brainstorm, discuss, ask questions, address concerns, etc. Reviewed ICMA publication, "Pay for Performance: The Road to Success"	October 14, 2008
Meeting with Mid-Level Managers to Discuss Recommendations in Study	October 28, 2008
Meetings with Employees to Discuss Recommendations in Study	November 11 & 12, 2008
Implementation Plan Presented to City Council – (Accept Study)	November 18, 2008
Work with The Austin Peters Group on a New Performance Evaluation Instrument and Criteria to Include Training for Supervisory Staff	November 2008-January 2009
Discussion with Public Works Bargaining Group	Late January/Early February '09
Present Draft of New Policies regarding PFP to Council for Adoption	Late February/Early March '09
Meeting with Mid-Level Managers to Review the PFP Program, New Policies, etc.	March 2009
Implement Compensation Study Move all employees to new minimums Begin using new evaluation tool	April 12, 2009

The cost to bring employees up to the bottom of the pay range is as follows:

- **Funding:** It is recommended that pay adjustments be implemented as soon as practical. Any adjustments are to be made based on acceptable performance as determined by administration. The cost to bring employees to the range minimum totals \$63,616.80 as of November 2008.

Table 1: Department	Title	Current Range Minimum 10/1/08	Current Range Maximum 10/1/08	Proposed Range Minimum	Proposed Range Maximum
Part Time Positions					
Public Works - PT	Shop			\$8.69	\$11.29
Bldg & Grounds - PT	Custodian			\$8.69	\$11.29
Library - PT	Circulation Clerk I			\$8.69	\$11.29
Recreation - PT	Recreation Supervisor			\$8.69	\$11.29
Full Time Positions					
Police	Data Entry Clerk	\$11.88	\$15.15	\$12.34	\$16.03
Administration	Secretary/Receptionist	\$11.47	\$14.64	\$12.34	\$16.03
Bldg & Grounds	Maintenance Worker I - B&G	\$11.92	\$15.24	\$13.28	\$17.25
Community Dev.	Secretary II	\$13.01	\$16.59	\$13.28	\$17.25
Police	Administrative Assistant	\$14.10	\$17.97	\$13.74	\$17.84
Fire	Administrative Assistant	\$14.10	\$17.97	\$13.74	\$17.84
Recreation	Administrative Assistant	\$11.47	\$14.64	\$13.74	\$17.84
Public Works	Administrative Assistant	\$14.10	\$17.97	\$13.74	\$17.84
Community Dev.	Code Enforcement Officer	\$14.10	\$17.97	\$13.74	\$17.84
Administration	Accounting Clerk	\$13.01	\$16.59	\$13.74	\$17.84
Police	Evidence Technician (PT)	\$11.47	\$14.64	\$13.74	\$17.84
Public Works	Maintenance Worker I - Parks	\$11.98	\$15.30	\$13.74	\$17.84
Public Works	Maintenance Worker I - Sewer	\$11.98	\$15.30	\$13.74	\$17.84
Public Works	Maintenance Worker I - Streets	\$11.98	\$15.30	\$13.74	\$17.84
Library	Librarian I	\$13.01	\$16.59	\$15.03	\$19.52
Administration	Executive Assistant	\$15.53	\$19.82	\$15.03	\$19.52
Golf Course	Asst. Golf Superintendent	\$9.88	\$12.37	\$15.03	\$19.52
Public Works	Maintenance Worker II - Parks	\$14.79	\$19.79	\$15.03	\$19.52
Public Works	Maintenance Worker II - Sewer	\$14.79	\$19.79	\$15.03	\$19.52
Public Works	Maintenance Worker II - Streets	\$14.79	\$19.79	\$15.03	\$19.52
Community Dev.	Building Inspector I	\$16.18	\$21.69	\$15.03	\$19.52
Public Works	Mechanic	\$16.17	\$21.63	\$15.03	\$19.52
Administration	Accountant (PT)	\$16.18	\$21.69	\$15.83	\$20.56
Recreation	Program Coordinator	\$11.87	\$15.15	\$18.24	\$23.69
Bldg & Grounds	Foreman - B&G	\$14.79	\$18.84	\$18.24	\$23.69
Community Dev.	Building Inspector II	\$18.67	\$23.83	\$18.24	\$23.69
Library	Librarian II	\$14.10	\$17.97	\$18.24	\$23.69
Administration	Deputy City Clerk/Office Mgr.	\$16.72	\$22.57	\$19.43	\$25.24
Administration	Human Resource Generalist	\$14.09	\$17.97	\$19.43	\$25.24

Recreation	Golf Course Services Mgr.	\$11.87	\$15.15	\$19.43	\$25.24
Public Works	Foreman - Parks	\$16.33	\$21.84	\$19.43	\$25.24
Public Works	Foreman - Sewer	\$16.33	\$21.84	\$19.43	\$25.24
Public Works	Foreman - Streets	\$16.33	\$21.84	\$19.43	\$25.24
Public Works	Foreman - Shop	\$17.12	\$22.93	\$19.43	\$25.24
Community Dev.	Planner	\$22.92	\$29.24	\$22.90	\$29.74
Library	Librarian III	\$16.43	\$20.97	\$22.90	\$29.74
Golf Course	Golf Course Superintendent	\$15.22	\$19.43	\$22.90	\$29.74
Recreation	Assistant Director	\$16.43	\$20.97	\$22.90	\$29.74
Community Dev.	Chief Bldg. Official	\$22.92	\$29.24	\$22.90	\$29.74
Public Works	Superintendent - Parks	\$22.92	\$29.24	\$25.38	\$32.96
Public Works	Superintendent - Streets	\$22.92	\$29.24	\$25.38	\$32.96
Police	Captain	\$26.64	\$33.97	\$31.36	\$40.74

Department	Title	Cost Impact
Administration	Secretary/Receptionist	
Administration	Accounting Clerk	
Administration	Executive Assistant	
Administration	Accountant	
Administration	Human Resources Asst.	\$3,036.80
Administration	Deputy City Clerk/Office Mgr.	
Bldg & Grounds	Maintenance Worker I	\$1,643.20
Bldg & Grounds	Maintenance Asst.	\$603.20
Community Dev.	Secretary II	
Community Dev.	Code Enforcement Officer	
Community Dev.	Bldg. Inspector II	
Community Dev.	Bldg. Inspector II	
Community Dev.	Chief Bldg. Official	
Community Dev.	Planner	
Fire	Administrative Secretary	
Library	Librarian I	
Library	Librarian II	
Library	Librarian II	\$561.60
Library	Librarian III	\$9,942.40
Police	Records Clerk	\$956.80
Police	Records Clerk	
Police	Records Clerk	
Police	Administrative Assistant	
Police	Evidence Technician	\$1,112.80
Police	Lieutenant	
Police	Lieutenant	
Public Works	Maintenance Worker I - Streets	\$1,144.00
Public Works	Maintenance Worker I - Streets	
Public Works	Maintenance Worker I - Streets	
Public Works	Maintenance Worker I - Parks	\$2,412.80
Public Works	Maintenance Worker I - Parks	\$3,660.80
Public Works	Maintenance Worker I - Parks	\$1,144.00
Public Works	Maintenance Worker I - Sewer	\$1,144.00
Public Works	Maintenance Worker I - Parks	\$1,144.00
Public Works	Administrative Asst.	
Public Works	Maintenance Worker II - Parks	\$499.20
Public Works	Maintenance Worker II - Sewer	\$499.20
Public Works	Maintenance Worker II - Streets	\$499.20
Public Works	Maintenance Worker II - Streets	
Public Works	Maintenance Worker II - Streets	
Public Works	Maintenance Worker II - Streets	
Public Works	Maintenance Worker II - Streets	
Public Works	Maintenance Worker II - Parks	
Public Works	Maintenance Worker II - Parks	
Public Works	Maintenance Worker II - Sewer	
Public Works	Maintenance Worker II - Sewer	
Public Works	Maintenance Worker II - Sewer	
Public Works	Asst. Mechanic	
Public Works	Asst. Mechanic	
Public Works	Asst. Golf Superintendent	\$5,532.80
Public Works	Foreman - Streets	
Public Works	Foreman - Streets	
Public Works	Foreman - Parks	
Public Works	Foreman - Parks	\$3,016.00
Public Works	Foreman - Sewer	

Public Works	Shop Foreman	
Public Works	Golf Course Superintendent	\$1,289.60
Public Works	Superintendent - Streets	
Public Works	Superintendent - Parks	
Recreation	Secretary/Receptionist	
Recreation	Program Coordinator	\$12,064.00
Recreation	Program Director	
Recreation	Golf Course Services Mgr.	\$8,902.40
Recreation	Asst. Director	\$2,808.00
Total		\$63,616.80