



COUNCIL AGENDA REPORT

DATE: February 20, 2018

TO: CITY COUNCIL

FROM: TIMOTHY A. MILLER, CITY ADMINISTRATOR

SUBJECT: ACCEPTANCE OF COMPENSATION STUDY AND ADOPTION OF CLASSIFICATION STUDY

RECOMMENDATION:

That the City Council by motion accept the Total Compensation Study and the Classification Study Report and adopt the new Classification Descriptions

BACKGROUND:

During previous labor negotiations, the City agreed to complete a Compensation and Classification (Comp & Class) study for the Sonora Firefighters Association (SFFA), Sonora Employees' Association (SEA), and Sonora Management Employees' Association (SMEA). Koff and Associates (Koff) was selected through a competitive process to conduct these studies and prepare the associated reports.

The classification study included employee surveys and interviews; supervisor's reviews and comments; and, comparative industry analysis. Draft classification descriptions were prepared for management and employee review and revised as needed. The classification descriptions were revised to a consistent template and content; job descriptions were clarified; and, qualifications were updated as needed.

The compensation study surveyed eleven agencies for comparison of base salary, benefits and total compensation. Comparable positions were selected not only using job title, but duties and responsibilities based upon the classification specifications from the City. Koff completed an internal base salary relationship analysis and developed appropriate internal relationship guidelines based on the comparator agencies and benchmark positions within the City.

DISCUSSION:

The Classification study resulted in a title change recommendation for four positions and a reclassification for two positions (see page 15). The title changes were proposed to better reflect the level and scope of work being performed for those respective positions. The reclassifications were proposed for those positions that are working out of class given their current scope, level and responsibilities. Appendix I contains the Employee Allocation by position while Appendix II contains the new Classification Descriptions.

The Compensation study included seventeen classifications selected for comparison as benchmarks. Areas considered included base salary, retirement, deferred compensation, insurances, leaves, auto allowance, and other benefits. The report presents survey data by top monthly base salary, benefit details and total compensation (Appendix II). In addition, compensation recommendations were based on internal salary relations within the City that needed to be considered both laterally, i.e. positions with similar duties and/or responsibilities; and, vertically, i.e. based on required experience and/or supervisory level.

The compensation results by classification are summarized on pages 9 and 10 for both Base Salary and Total Compensation. Typically, a classification falling within five percent of the market median total monthly salary are considered competitive. However, the results indicate that the City's benefit package puts the City in a more competitive advantage. Range placement recommendations for all classifications are contained in Appendix IV, including the seven classifications that are more than 5% below the market median.

The recommendation is to accept both reports and adopt the new classification descriptions. Any salary adjustments will be accomplished through the Meet and Confer process with final approval by the City Council as part of a new Memorandum of Understanding the respective employee associations.