

# **CSC RECOMMENDATION**

**CLASSIFICATION AND  
COMPENSATION STUDY**

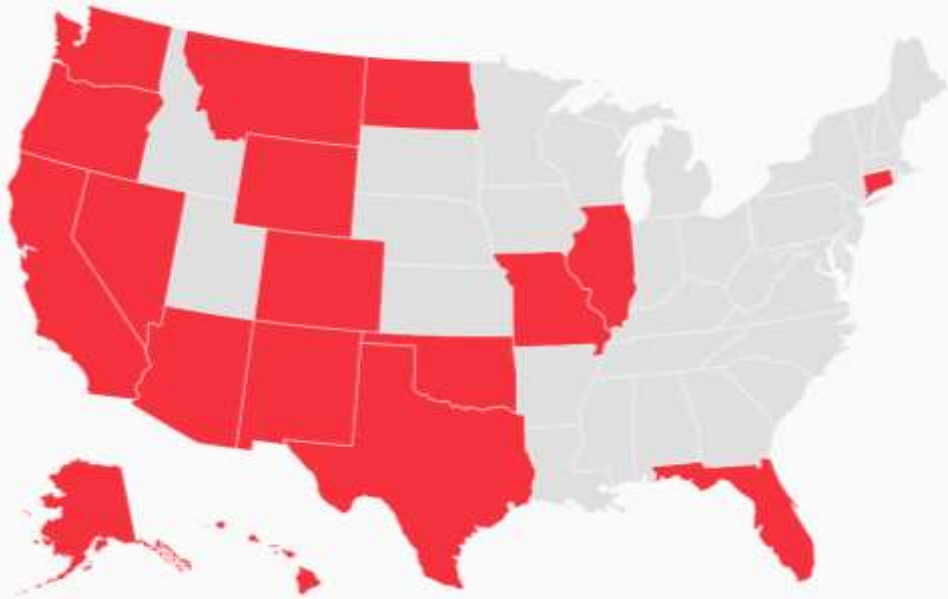


## SECTION 5.7 - PERSONNEL SYSTEMS: CIVIL SERVICE COMMISSION.

C. *Personnel Rules.* The Civil Service Commission shall prepare personnel rules. When concurred by the City Manager, the rules shall be proposed to the Board of Commissioners, and the Board of Commissioners may by Ordinance adopt them with or without amendment. These rules shall include, but are not limited to:

1. The classification of all classified City positions, based upon the duties, authority and responsibility of each position, with adequate provisions for classification of any position whenever warranted by circumstances;
2. A pay plan for all classified City positions;...





**Public Sector Personnel Consultants** conducted the FY 2019 Compensation Plan for City of Madeira Beach.

[www.pspc.us](http://www.pspc.us)

1. The organization is primarily a West Coast company.
2. It has three clients listed for Florida: City of Clearwater, Greater Orlando Aviation Authority, and Sarasota Airport Authority.

The following items are key take aways from the FY 2019 study.



A. Summary of Finding (Page 2 of 47 of the 2019 MB Compensation Study):

1. The City has approximately 51 unique job descriptions for providing City services; while **PCSP was not contracted to make classification changes**, we proposed minor title modifications... These are normal suggestions as **we were not afforded the opportunity to conduct a full study**.
2. The City's current **salary ranges are competitive ... for 43% of the benchmark sample job classifications** [(within 5% of prevailing rates)]...
3. The City's **current salary ranges are not competitive... for 57% of the benchmark sample job classifications** [(-5% or more below prevailing rates)]...



## 2. Position Analysis and Classification (Page 3 of 47 of MB Compensation Study):

### A. Principle Steps in the Classification Process

**Without conducting a full classification study, the information on the following pages are loose recommendations.**





Summary of Findings (Page 5 of 47 of the 2019 MB Compensation Study):

- Only 23% of the 51 job titles “loosely” fit into Comparable scales of other cities (that is seven positions).
- More importantly, 77% of the job titles were below or above the Comparable range (with 57% being below and 20% above).
- Only 30 of the 51 positions were analyzed.
- 22 of the current 51 positions have no direct connection to the 2019 Study.
- None of the Fire Department positions were analyzed except the Chief.

Relationship to Prevailing Rates	Benchmark Job Classes	% of Sample
Below	17	57%
Comparable	7	23%
Above	6	20%

1. The Gehring Group study will provide a comprehensive analysis of job descriptions, which will be classified in a comparison to the Federal [Standardized Occupational Codes](#).
2. Gehring Group is expected to provide tools that ease the process of adjusting for market fluctuations as well as the cost of living.
3. Gehring Group will assist the CSC in providing a compensation and classification study that sets a relevant, current standard for the City's job descriptions to include establishing classifications that are correctly matched to the market.



## The Cost of NOT Conducting a Compensation and Classification Study

- Attract and retain high quality employees
- The cost of dealing with staff turnover (e.g., screenings)
- Need to be competitive to fill vacant positions
- For two years MB was not fully staffed because salaries were below market

Future benefit analysis may be necessary. The CSC is finalizing the Personnel Policy in the coming months. There will be some changes recommended and if adopted by the BOC, a benefit analysis may need to occur.

For now, HR will contact local Cities to conduct a comparison of MB offerings to the local market.



# *DO YOU HAVE QUESTIONS?*

Civil Service Commission

Chair...