TO: CITY COMMISSION

FROM: Robin I. Gomez, City Manager

DATE: January 22, 2025

RE: **HR, Classification, & Compensation Plans Study Agreement Update**

Background

The City of Madeira Beach last performed a comprehensive employee job classifications and compensation study in 2019. On July 10, 2024, the City Commission approved an agreement for an HR, Classification, & Compensation Plans study with the RSC Insurance Brokerage, Inc., dba Risk Strategies Company (Gehring Group). A representative from the listed firm will provide a more detailed update on the study.

Review/Discuss

The study shall evaluate the present salary structure as compared to the specific job market for comparable positions in the public sectors as well as:

a) Review and evaluate Human Resources/Personnel processes relative to all City job classifications and compensation.
b) Review and evaluate all current job classifications to ensure compliance with federal, state, and local laws and regulations including the Fair Labor Standards Act, exempt/non-exempt classifications, and all other applicable personnel provisions.
c) Review all current job classifications, confirm, and recommend changes to hierarchical order of jobs using your evaluation system.
d) Establish appropriate benchmarking standards and conduct salary surveys as needed for similar positions as required (prefer to assess duplicate benchmarks – both municipalities as well as local employers).
e) Identify potential pay compression issues and provide potential solutions.
f) Analyze and recommend changes to the present compensation matrix and/or structure to meet the market analysis. This recommendation may include recommendations for individual positions as well.

- Qualifications, staffing, reputation
- Understanding of the scope of services/work
- Demonstrated ability to meet requirements
- Experience and expertise
- Client/end user satisfaction
- Quality Assurance Control Program/Policy

The consultant has obtained a City employee position analysis questionnaire/job assessment completed by 27 employees, obtained a comparison of job classifications and compensation with other comparable cities, and continues to evaluate the City's HR and labor policies, a