

# Classification and Compensation Study Kick-Off

---



**CITY OF PORT LAVACA**  
TEXAS



# Introduction to Public Sector Personnel Consultants (PSPC)

---

- We specialize in classification and compensation for public employers
- Over 1,400 public employers served by members of our firm
- Over 500+ municipal employers served, 100+ TX employers served
- Other current / recently completed studies include cities of Victoria, Sugar Land, Tyler, Waco, Longview, Lewisville, Allen, McKinney, Coppell

# Why Cities do Class and Comp Studies

---

- Recruit and Retain quality staff
  - Classification ensures experienced candidates can find your job posting
  - Compensation ensures you know the market going rate for the work performed
- Most organizations do a study every 4 to 6 years
- Class and Comp is a management tool for budgeting and planning
- Studies show where we might be out of alignment on compensation

# Historical / Last Survey Comparisons

---

Angleton

Aransas Pass

Bay City

Beeville

Calhoun County

Cuero

Edna

El Campo

Freeport

Ingleside

Portland

Rockport

Sinton

State of Texas

Victoria

Wharton

Are there factors that the City wishes to consider such as services, size, budget, turnover?

# Four Main Project Phases

## Kick off & Communication

- Partner with HR to plan employee briefings
- Conduct briefing(s) to introduce project to all employees
- Distribute position analysis questionnaires (PAQs) to all employees
- Set proper expectations among all employees and stakeholders about possible project outcomes

## Position Classification

- Provide employees the option of electronic or paper PAQs
- Review all PAQs, org charts, and job descriptions
- Update titling protocol w/ job families, groups, FLSA designations
- Quality Assurance reviews with HR and department heads
- Update job descriptions to reflect current work performed

## Compensation Survey

- Identify “market” comparators
- Where do you lose people to?
- Where do you recruit people from?
- Request salary structure, org charts and job descriptions from all organizations
- Input data into custom worksheets unique to Lewisville
- Position the city to answer the question where are we compared to others?

## Findings Implementation

- Where do we want to be?
- Provide all files necessary to link the new salary table, new job titles, existing employees, and all changes
- Give multiple options with costing identified down to the employee level
- Present to project stakeholders and assist in communication with employees
- Over 98% implementation success

# Questions?

---