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DIRECT REFERRAL TO FINANCE AND PERSONNEL COMMITTEE

R. O. No. 44 - 22 - 23. By FINANCE DIRECTOR. July 25, 2022.

Submitting a report to the Finance and Personnel Committee regarding the progress of the Carlson-Dettmann Compensation Study.

BACKGROUND / ANALYSIS:

On June 27th, the Finance and Personnel Committee reviewed a report from the Finance Director requesting guidance on how to mitigate concerns/questions and complete the Carlson-Dettmann Compensation Study. As part of the discussion that day, it was requested by the Committee that a report be shared each meeting moving forward on the progress of various areas of concern. The following notes have been compiled in order to fulfill this request.

The below items were discussed and a brief status is listed below it:

- Human Resource professional involvement

The City will be receiving assistance from Sandra Matz for the review meetings with Patrick Glynn and Department Heads. Sandra was previously the Human Resources Director for the City of Appleton for 24 years where she has gone through a compensation study. She brings a wealth of knowledge and experience to this project.

- Request for a Finance and Personnel Committee meeting with a representative on-site from Carlson-Dettmann available to answer questions and address concerns

Carlson-Dettmann representative, Patrick Glynn, will be at the meeting on July 25th to answer questions and address concerns of the Committee. A reminder email was sent out to all Council members on July 22nd to make sure they are aware of the meeting.

- Communication of the process and results to Common Council and all affected staff

Staff will continue to communicate as necessary throughout the next steps of the process. A report will be given at every Finance & Personnel Committee meeting until study is completed.

- Need for understanding related to data and formulas used to classify positions

A short presentation is prepared to be presented July 25th to clarify plan components.

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- Explore if separate scales should be considered for different departments/areas

Update will be given during presentation July 25th to be discussed.

- Recognition of staff's seniority in the implementation plan

The Finance Director has prepared calculations to show the different costs for various implementation plans. These will be presented during the July 25th Finance and Personnel Committee for discussion.

- Possible verbal interviews by consultant with staff

Six Department Heads requested meetings with Carlson-Dettmann for review of various positions. These meetings will occur on July 25th. A report will be compiled for the August 8th Committee meeting to provide an update of the results of the review.

- Financial impact on the City's budget

No update at this time; additional information forthcoming based on requests and direction of Committee.

STAFF COMMENTS:

Staff will bring forward additional information at the August 8th Finance and Personnel meeting for discussion and possible action.

ACTION REQUESTED:

Staff requests the Committee file this report.

Finance Director