

## II

### DIRECT REFERRAL TO FINANCE AND PERSONNEL COMMITTEE

R. O. No. 26 - 22 - 23. By FINANCE DIRECTOR. June 27, 2022.

Submitting a report in response to a request for direction from the Finance and Personnel Committee on the steps moving forward to complete the compensation study and wage scale adoption.

#### BACKGROUND / ANALYSIS:

In April 2021, the City contracted with the consulting firm, Carlson-Dettmann, to conduct a full classification and compensation study for all non-represented positions. This study's purpose was to determine the comparability of the City's wage rates with that of other municipalities and, to the extent possible, the private sector for the purposes of developing a new pay plan for the City. The result of this study was a proposed wage schedule that was presented to Department Heads, Finance and Personnel Committee and Common Council.

On Monday, June 20th, the Common Council considered R.C. No. 33-23-23, which would have adopted the updated wage classifications and steps as part of the 2022 City compensation program. It was voted to be referred back to this Committee for additional evaluation and review to gain the confidence of both Council and staff.

The below items have been communicated for staff to address:

- Human Resource professional involvement
- Request for a Council meeting with a representative on-site from Carlson-Dettmann available to answer questions and address concerns
- Communication of the process and results to Common Council and all affected staff
- Need for understanding related to data and formulas used to classify positions
- Explore if separate scales should be considered for different departments/areas
- Recognition of staff's seniority in the implementation plan
- Possible verbal interviews by consultant with staff
- Financial impact on the City's budget

#### STAFF COMMENTS:

To successfully move forward in this process, it is imperative to receive clear expectations and direction from Council members to alleviate any concerns surrounding the process or the results. Though the above listing has been compiled, the Finance and Personnel Committee may need to elaborate on all or some items to define minimum requirements needing to be met in order for confidence to be gained.

F+P

**ACTION REQUESTED:**

Staff is requesting well-defined direction from the Finance and Personnel Committee on the requirements to complete this study and come to an agreeable compensation plan.

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Finance Director