



# BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

**AB23-017**  
**February 13, 2023**  
**Committee Report**

## AGENDA BILL INFORMATION

<b>TITLE:</b>	AB23-017: Classification and Compensation Study of Teamsters and M&P Positions	<input checked="" type="checkbox"/> Discussion Only
<b>PROPOSED ACTION:</b>	Discussion only; budget and implementation analysis will be presented at a future City Council meeting.	<input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>REVIEW:</b>	Department Director/Peer	Choose an item.	Click or tap to enter a date.
	Finance	Jen Ferguson	2/1/2023
	Legal	n/a	Click or tap to enter a date.
	City Administrator	Mike Sauerwein	2/1/2023

<b>DEPARTMENT:</b>	Human Resources		
<b>STAFF:</b>	Jen Ferguson, Finance and HR Director Carson Hornsby, Management Analyst		
<b>COMMITTEE:</b>	Finance & Administration	<b>COMMITTEE DATE:</b> February 7, 2023	
<b>MEMBERS:</b>	Bryan Holloway	James Mayhew	Rob Wotton
<b>EXHIBITS:</b>	1. Classification and Compensation Study – Final Report		

**AMOUNT OF EXPENDITURE** \$ n/a

**AMOUNT BUDGETED** \$ n/a

**APPROPRIATION REQUESTED** \$ n/a

## SUMMARY

### INTRODUCTION

The City worked with the consulting firm GovHR USA to complete a classification and compensation study of Teamsters and M&P positions in 2022. The study was completed in early January 2023.

### BACKGROUND

Classification and compensation studies are periodically completed by cities to ensure they offer competitive salary and benefit programs for employees. A properly developed and administered classification and compensation plan forms the foundation of a successful organization; it helps to ensure the City recruits and retains the best and brightest employees and maintain a high level of service for residents and community stakeholders. By retaining qualified and experienced employees, the City avoids the costs of re-recruitments and lost productivity, while maximizing the benefits of the investments made in employees and the institutional knowledge acquired over their tenures. Hiring and retaining employees has proven to be a significant challenge for the City in recent years. The City has seen a turnover rate of 30% and has hired over 30 staff in 2022. This has caused significant increase in over-time expenditures and is fiscally unsustainable.

Additionally, as part of the last negotiations with the Teamsters Union in 2022, the City agreed to complete a classification and compensation study to inform the negotiations process for 2023. M&P staff were also included in the study as it has been several years since the last study was conducted for both employee groups. The City publicly released a Request for Proposal (RFP) in mid-2022 and received five (5) proposals. After careful review of the proposals by the Administration, GovHR USA was selected to complete the study.

The scope of work of the classification and compensation study includes:

- Job Evaluation Analysis and Job Classification System
  - Study preparation and project meetings with the Administration
  - Completion of Job Analysis Questionnaires (JAQs) by staff and review by supervisors and GovHR
  - Determination of nineteen (19) comparable communities for the salary and benefits survey
  - Job evaluation analysis, employee interviews, and establishment of a classification plan
- Salary and benefits survey
  - Analysis of compensation data obtained from comparable communities.
  - Develop and recommend new salary schedules and new job titles for some positions.
  - Analyze and summarize benefits data obtained from comparable communities.
- Draft and Final Report Preparation
  - Preliminary analysis and draft report shared with the City.
  - Presentations of preliminary findings and recommendations
  - Submission of the final report

#### **ANALYSIS**

Proposed implementation scenarios to be presented at a future City Council meeting.

#### **BUDGET IMPACTS**

Proposed implementation scenarios and the financial impacts to be presented at a future City Council meeting.

#### **NEXT STEPS**

Staff is in the process of preparing budget and implementation analysis to be presented at a future City Council meeting.

### **PROPOSED ACTION**

Discussion only; budget and implementation analysis will be presented at a future City Council meeting.