



December 1, 2023

To: Mayor and Council

CC: N/A

From: Brandon Perkins, Town Manager

Re: Employee Compensation Study Summary and Recommendations

Council tasked staff with completing a compensation scale study during FY2024 to ascertain (1) how the Town's current pay scales compare to the local market and (2) where current employee compensation falls within the market average. The focus of this study was all non-police employees with the exception of Maj. Brock and Chief Mundy, who voluntarily opted out of the recent police pay study. The following is a summary of the study and its findings.

I. Pay Adjustment History

The Town recognized, before completing this study, that its employee compensation falls short of the South Metro local government job market and has been taking steps to address that in the form of frequent annual pay adjustments. Most recently, the Town has provided the following across the board:

- July 2021: 4% increase
- February 2022: 10% increase
- July 2022: 4% increase
- July 2023: 4% increase

As you will see in the following summary, these increases have been successful in narrowing the pay gap between the Town and its competitors.

II. Study Jurisdictions:

To accomplish this study, the Town reviewed pay scales from the following jurisdictions: Fayette County, Coweta County, Fayetteville, Peachtree City, Senoia, Newnan, Palmetto, Hapeville, South Fulton, Douglasville, College Park, East Point, Fairburn, Union City, and McDonough.

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These jurisdictions were chosen based on their geographical proximity to Tyrone, which makes them direct competitors with the Town in the local government job market. Population was not a factor in this study, so many larger jurisdictions are included which is advantageous to our employees.

Please note that we did have to include Clayton County and Fulton County in the studies for our Library employees in order to get more data points since many of the aforementioned jurisdictions do not operate Libraries.

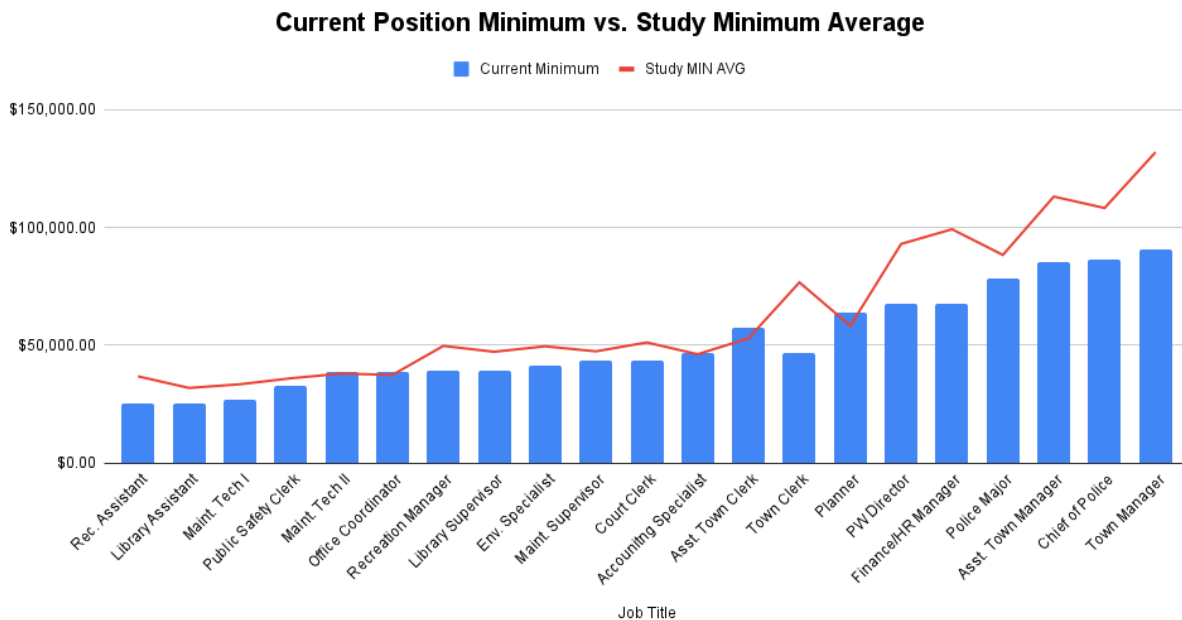
III. Study Positions

This study included the following positions: Recreation Assistant, Library Assistant, Maintenance Tech I & II, Public Safety Clerk, Office Coordinator, Recreation Manager, Library Supervisor, Environmental Specialist, Maintenance Supervisor, Court Clerk, Accounting Specialist, Asst. Town Clerk, Town Clerk, Police Major, Planner, PW Director, Chief of Police, Finance Director, Asst. Town Manager, and Town Manager.

IV. Findings

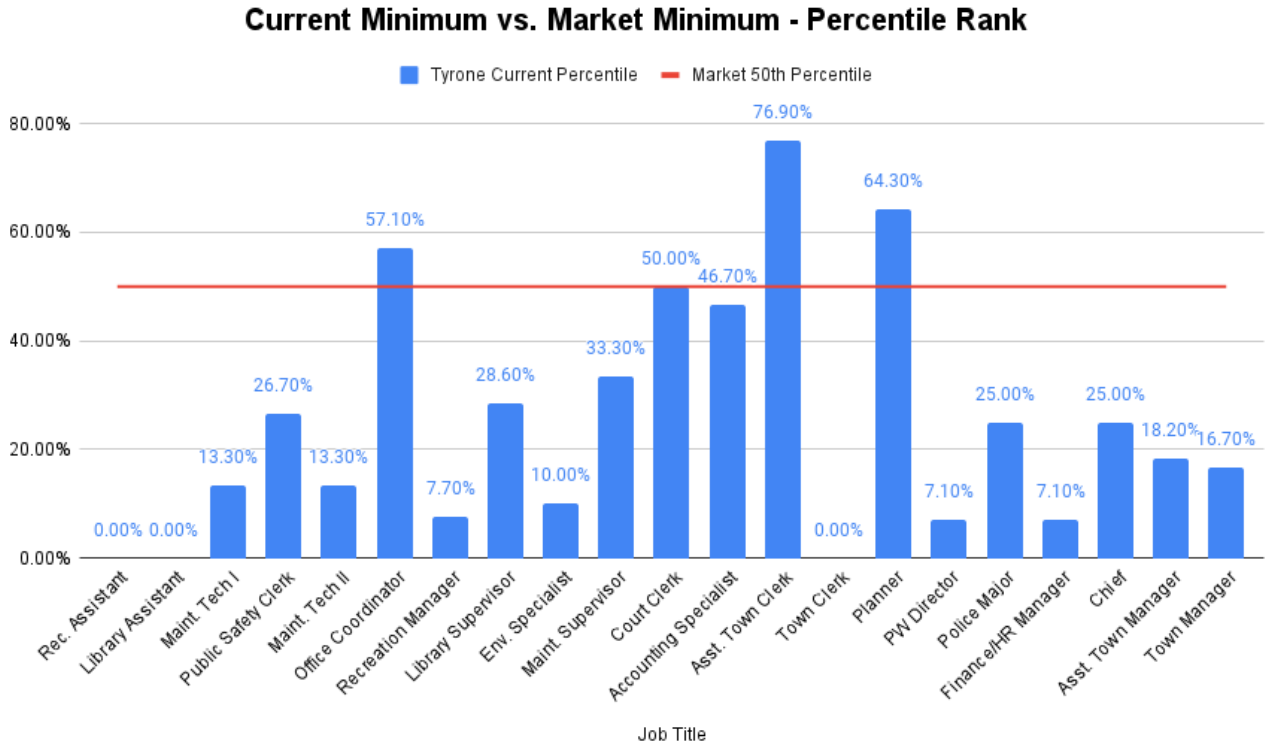
A. How do the Town's current pay scales compare to competitor jurisdictions?

1. The vast majority of the Town's current pay scales for the study positions were well below the market average. As depicted in the chart below, only two positions currently have starting minimums that are above the market average.





2. A few of the Town's position's minimum scales fall into the 0 percentile of the market average and most were below the 50th percentile, or median. In fact, only three positions have a starting pay that is above the market median:



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3. The study indicated that Tyrone's average pay scale width was 32.36% while the market average was 55.64%. As a result of its "narrow" pay scales, several of the Town's current employees' salaries are off the scale, meaning that their actual pay is higher than the maximum of the current scale for their position. Pay scales should be wide enough to make this a rare occurrence.

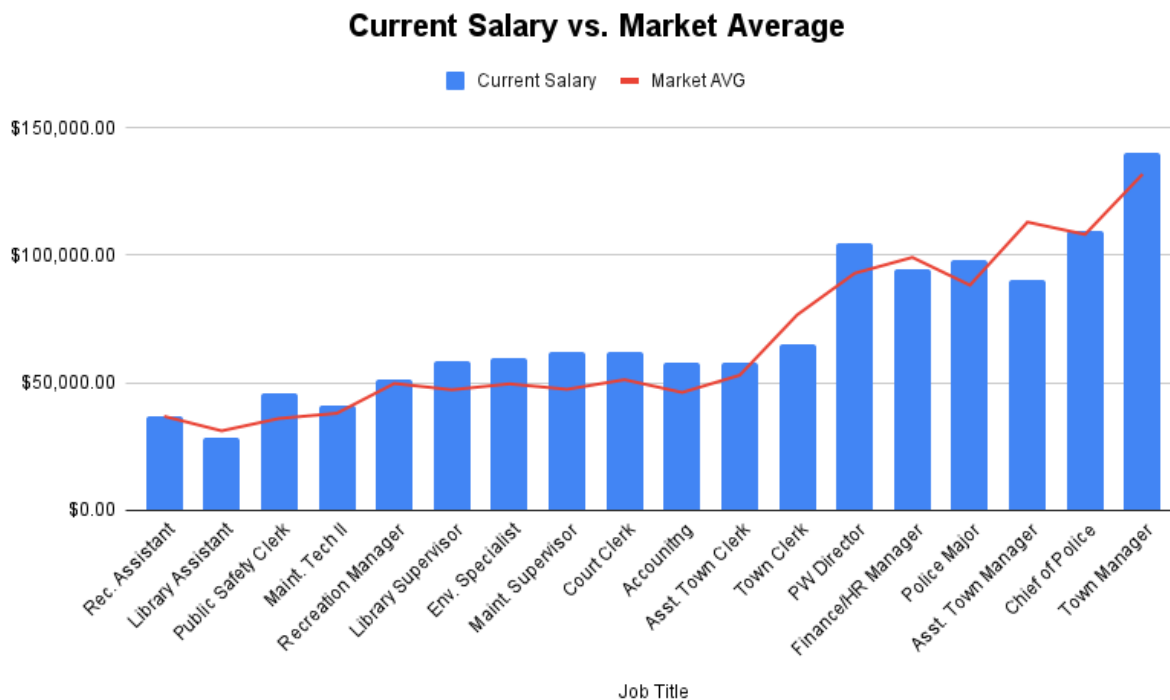
TOWN OF TYRONE
FY 2024 COMPENSATION STUDY
CURRENT vs. STUDY AVG PAY RANGES

Job Title	CURRENT PAY RANGE			Width	Study MIN AVG	Study MID AVG	Study MAX AVG	Width
	MIN	MID	MAX					
Rec. Assistant	\$25,563.20	\$29,296.80	\$33,550.40	31.24%	\$36,834.50	\$47,011.48	\$57,407.39	55.85%
Library Assistant	\$25,563.20	\$29,296.80	\$33,550.40	31.24%	\$31,906.37	\$43,463.84	\$55,092.62	72.67%
Maint. Tech I	\$26,998.40	\$30,919.20	\$35,464.00	31.36%	\$33,457.51	\$42,032.96	\$50,744.52	51.67%
Public Safety Clerk	\$32,614.40	\$37,336.00	\$42,764.80	31.12%	\$35,991.80	\$45,324.18	\$54,826.55	52.33%
Maint. Tech II	\$38,792.00	\$44,439.20	\$50,897.60	31.21%	\$38,008.05	\$47,668.13	\$57,560.62	51.44%
Office Coordinator	\$38,792.00	\$44,439.20	\$50,897.60	31.21%	\$37,427.80	\$47,384.97	\$57,548.60	53.76%
Recreation Manager	\$39,270.40	\$44,980.00	\$51,521.60	31.20%	\$49,727.39	\$63,189.31	\$77,154.30	55.15%
Library Supervisor	\$39,270.40	\$44,980.00	\$51,521.60	31.20%	\$47,248.63	\$63,005.88	\$78,867.12	66.92%
Env. Specialist	\$41,620.80	\$47,684.00	\$54,600.00	31.18%	\$49,567.58	\$63,117.85	\$77,226.84	55.80%
Maint. Supervisor	\$43,700.80	\$50,076.00	\$57,345.60	31.22%	\$47,430.36	\$59,945.50	\$72,716.67	53.31%
Court Clerk	\$43,700.80	\$50,076.00	\$57,345.60	31.22%	\$51,202.75	\$64,602.07	\$78,449.63	53.21%
Accounting Specialist	\$46,737.60	\$53,560.00	\$61,339.20	31.24%	\$46,207.70	\$58,427.83	\$70,923.85	53.49%
Asst. Town Clerk	\$57,636.80	\$73,486.92	\$89,337.04	55.00%	\$52,954.96	\$67,717.68	\$82,840.38	56.44%
Town Clerk	\$46,800.00	\$53,622.40	\$61,422.40	31.24%	\$76,676.29	\$97,756.22	\$119,281.55	55.57%
Planner	\$63,814.40	\$73,143.20	\$83,782.40	31.29%	\$58,272.69	\$74,173.83	\$90,396.43	55.13%
PW Director	\$67,787.20	\$77,667.20	\$88,961.60	31.24%	\$92,990.13	\$118,055.93	\$143,738.81	54.57%
Finance/HR Manager	\$67,787.20	\$77,667.20	\$88,961.60	31.24%	\$99,206.66	\$126,560.53	\$154,717.23	55.95%
Police Major	\$78,300.00	\$90,521.50	\$102,743.00	31.22%	\$88,313.64	\$110,747.12	\$133,575.60	51.25%
Asst. Town Manager	\$85,009.60	\$97,385.60	\$111,571.20	31.25%	\$113,056.07	\$144,158.37	\$176,513.47	56.13%
Chief of Police	\$86,133.00	\$99,580.00	\$113,027.00	31.22%	\$108,221.64	\$135,931.42	\$163,871.72	51.42%
Town Manager	\$90,854.40	\$104,104.00	\$119,246.40	31.25%	\$131,893.32	\$165,580.09	\$206,119.09	56.28%
Tyrone AVG Range Width				32.36%	Study AVG Range Width			55.64%

- B. How do the Town's current employee salaries compare to the study averages?



While the Town's current pay scales were below the study averages for nearly all positions, current employee pay was actually above average in most cases, which is a result of the aforementioned regular annual pay adjustments over the last several years.



C. What adjustments, if any, need to be made to the Town's pay scales and salaries to remain or become more competitive in recruiting and retention?

Meetings were held with each elected official to individually discuss the study data and explore options for benchmarking. Each elected official was presented with the full study data as well as charts depicting what the Town's pay scales would look like at various levels. Ultimately, the consensus was that the Town should seek to ensure that its pay rates are within the top third (66% or higher) of the market and a 70th percentile benchmark was selected.

To accomplish the goal of increasing the Town's competitive position in the local market, staff recommends the following:

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1. Adopt a new compensation plan for all of the included positions that reflects the 70th percentile minimum salary benchmark and a 55% range width; and
2. Provide market adjustments for the eight (8) employees who are not currently at or above their newly adopted range.

The Town's new pay scales, if adopted, would be as follows:

**TOWN OF TYRONE
FY 2024 COMPENSATION STUDY
70TH PERCENTILE PAY SCALES**

Job Title	New MIN	New MID	New MAX	New Width
Library Assistant	\$33,030.40	\$42,099.20	\$51,604.80	56.23%
Maint. Tech I	\$36,899.20	\$47,049.60	\$57,179.20	54.96%
Rec. Assistant	\$38,292.80	\$48,817.60	\$59,342.40	54.97%
Public Safety Clerk	\$38,334.40	\$48,880.00	\$59,425.60	55.02%
Maint. Tech II	\$39,707.20	\$50,627.20	\$61,547.20	55.00%
Office Coordinator	\$39,894.40	\$50,856.00	\$61,838.40	55.01%
Accounting Specialist	\$48,235.20	\$61,505.60	\$74,776.00	55.02%
Maintenance Supervisor	\$50,502.40	\$64,396.80	\$78,270.40	54.98%
Recreation Manager	\$51,272.00	\$65,374.40	\$79,456.00	54.97%
Environmental Specialist	\$51,875.20	\$66,144.00	\$80,412.80	55.01%
Court Clerk	\$52,374.40	\$66,768.00	\$81,182.40	55.00%
Library Supervisor	\$54,350.40	\$69,305.60	\$84,260.80	55.03%
Asst. Town Clerk	\$55,286.40	\$70,470.40	\$85,675.20	54.97%
Planner	\$67,620.80	\$86,216.00	\$104,811.20	55.00%
Town Clerk	\$83,761.60	\$106,808.00	\$129,833.60	55.00%
Police Major	\$96,510.70	\$123,030.70	\$149,572.80	54.98%
PW Director	\$104,857.71	\$133,693.58	\$162,529.45	55.00%
Finance/HR Manager	\$110,746.28	\$141,201.51	\$171,656.74	55.00%
Chief	\$116,695.25	\$148,786.44	\$180,877.64	55.00%
Asst. Town Manager	\$128,735.17	\$164,137.34	\$199,539.51	55.00%
Town Manager	\$151,683.00	\$193,395.83	\$235,108.65	55.00%

AVG Width 55.06%

The above image is a simplified visual of the newly proposed scales. The actual compensation plan that you are being asked to adopt is attached. That document includes police positions at their current rates, which were adopted in the last FY.



If adopted, these proposed changes would be effective January 1, 2024 and would cost \$102,992.38, which includes required adjustments to the affected employee's benefits. The cost of this adjustment will be covered by general fund surplus.

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