



# Class & Compensation Study

City of Tacoma | Human Resources Department

City Council/Public Utility Board Study Session  
October 22, 2019



## AGENDA



- Background
- Actions To-Date
- Happening Now
- Project Timeline
- Overview of Recommended Philosophy
- Next Steps

## BACKGROUND



- City Manager's 2018-2019 performance goals included request by City Council to conduct a classification and compensation study
- City recognized need to modernize/adjust the current compensation system to attract/retain employees
  - 10 years since last comprehensive study completed
- Request for Proposal (RFP) for Class and Comp Study issued
- **Update of compensation philosophy part of RFP scope of work**

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## ACTIONS TO-DATE



- Class and Compensation Study Kick-Off Meetings Held
- Communication Strategy Developed and Implemented
- Position Description Questionnaire (PDQ) Process Completed
- On-Site Occupational Panel Interviews Completed

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## HAPPENING NOW



### Classification Structure Development:

- Consultant utilizing input from prior actions (PDQs, Occupational Panel Interviews, organizational charts, etc.)
- Consultant developing recommended changes to the City's classification structure
- Estimated Completion: November, 2019

### Finalize the Compensation Philosophy

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## Project Timeline



PHASE	DESCRIPTION	MONTH					
		Mar-May	Jun-Jul	Aug-Sep	Oct-Nov	Dec-Jan	Feb-Mar
I	Study Initiation and Administration						
II	Classification Study						
III	Compensation Study						
IV	Submit Final Report						

## COMPENSATION PHILOSOPHY REVIEW



### What is a Compensation Philosophy?

- Formal statement documenting an Agency's position on employee compensation.
- Explains the "why" behind employee pay and creates a framework for consistency.
- Employers use a compensation philosophy to attract, retain and motivate employees.

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## OVERVIEW OF RECOMMENDED PHILOSOPHY



- Utilization of contemporary terminology and concepts
- A broader look at compensation that captures the total value of an individual's employment relationship with our organization
- Clarification of the difference between "Total Compensation" and "Total Rewards"
- Incorporation of equity, which supports a more diverse, inclusive and equitable organizational culture
- Addition of a section on "Classifying Work"
- Addition of a "Sustainability" section, ensuring Classification and Compensation system is regularly assessed

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## ● ● ● KEY CHANGES FROM EXISTING PHILOSOPHY



- Addition of Vision Statement – Page 1
- Focus on Equity – Pages 1-3
- Job Classification Section – Page 2
- Sustainability Section – Page 3

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## ● ● ● NEXT STEPS



- Presentation of philosophy at City Council meeting for adoption by resolution Nov. 5th
- City-wide email communication regarding finalization of the new philosophy Nov. 6th
- Upload newly-adopted philosophy to Class & Comp Study intranet site Nov. 6th

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