



Class & Compensation Study

City of Tacoma | Human Resources Department

City Council/Public Utility Board Study Session
March 3, 2020



AGENDA



- Background
- Actions To-Date
- Happening Now
- Project Timeline
- 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 focused primarily on Non-Represented classifications
 - Gallagher Benefit Services was selected as the consultant with engagement starting in March 2019

3

ACTIONS TO-DATE



- Class and Compensation Study Kick-Off Meetings Held (April 2019)
- Communication Strategy Developed and Implemented (April 2019)
- Position Description Questionnaire (PDQ) Process Completed (May 2019)
- On-Site Occupational Panel Interviews Completed (June 2019)
- City's Compensation Philosophy Adopted By City Council (December 2019)

4

HAPPENING NOW



New Classification Structure

- Under review

Compensation Structure Development

- Reviewing and validating data received for benchmark classifications from:
 - custom survey of comparable cities/organizations
 - published survey sources
- Performing statistical analysis to develop new recommended compensation structure(s) for all non-represented classifications

5

Project Timeline



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

Areas outlined in red have been moved forward slightly, past their original estimated dates of completion.

6



NEXT STEPS



- Consultant to conduct a Pay Practices and Benefits Analysis (April)
- Prepare Draft Report of Study Findings (April)
- Presentation to City Council & Public Utility Board (Late April / May)
- Presentation to the Library Board (Late April / May)
- Meetings with Managers and Employees (Late April / May following presentation to City Council)

7



Class & Compensation Study

City of Tacoma | Human Resources Department

**City Council/Public Utility Board Study Session
March 3, 2020**

