



Town Council Agenda Report

Date: June 25, 2019 Item No. 12

To: Honorable Mayor and Town Council

Subject: CLASSIFICATION AND COMPENSATION STUDY FINDINGS AND RECOMMENDATIONS

From: Douglas Robertson, Town Manager

Submitted by: Douglas Robertson, Town Manager

Budgeted Item: Yes No N/A

RECOMMENDED ACTION:

That the Town Council approve the recommended findings from the 2019 Classification and Compensation Study Presentation in conjunction with the 2019-2020 Budget adoption.

SUMMARY:

The findings of the Classification and Compensation Study indicate that 94% of the Town's positions are appropriately classified and 6% (5 positions) are recommended for reclassification to a job class that better fits the type and/or complexity of work being performed. Furthermore, the findings also recommend nineteen (19) title changes to better communicate the work being performed.

BACKGROUND:

In January of 2019, the Human Resources Department selected Public Sector Personnel Consultants to begin a Classification and Compensation Study to review all full-time non-director level positions within the Town as well as an overall benefits package comparison of current market data.

FISCAL IMPACT:

Cost to implement market competitive salary grades and adjust employee salaries to the minimum or next step is approximately \$46,000.

**Town of Apple Valley
FY 2019 Classification and Compensation Study
Executive Summary of Proposed Changes**

Summary of Recommended Title Changes

Eight jobs are proposed to be retitled to a more descriptive title:

Current Title	Recommended Title
Administrative Secretary	Administrative Assistant, Senior
Animal Health Assistant	Animal Services Assistant, Senior
Animal Services Specialist, Senior	Rescue Coordinator
Animal Shelter Supervisor	Animal Health Supervisor/Registered Veterinary Technician
Executive Assistant	Executive Assistant to the Town Manager
Executive Secretary	Executive Assistant
Grounds Services Worker III	Grounds Services Worker, Senior
Secretary	Administrative Assistant

Merged and Deleted Titles (same job, different title)

Ten job classes titles have similar enough duties to combine with another title:

Current Title	Merge with this title:
Account Clerk II/ Business License	Account Clerk II
Custodian- Town Hall	Custodian
Director of Government Services	Town Clerk/Director of Government Services
Interim Public Works Supervisor	Public Works Supervisor
Maintenance Worker I - Facilities	Maintenance Worker I
Maintenance Worker I - Streets	Maintenance Worker I
Maintenance Worker I - Wastewater	Maintenance Worker I
Maintenance Worker II - Streets	Maintenance Worker II
Maintenance Worker II - Wastewater	Maintenance Worker II
Public Works Supervisor Streets	Public Works Supervisor

Obsolete (Deleted) Titles

Thirty-seven job titles no longer used:

Accountant, Senior	Emergency Services Officer
Accounting Technician	Environmental & Transit Services Manager
Animal Control Officer II	Equipment Operator
Animal Control Officer, Senior	Finance Manager
Animal Control Technician	Housing Programs Supervisor
Animal Services Attendant	Human Resources Assistant
Animal Services Manager	Human Resources Coordinator
Assistant Director of Energy & Environmental Services	Human Resources Manager
Assistant Director of Finance	Manager of Legislative Affairs and Grants
Code Enforcement District Supervisor	Planner, Principal
Customer Service Representative	Program Assistant
Director of Communications	Public Services Assistant
Director of Human Resources and Risk Management	Public Services Manager
Director of Marketing & Quality of Life	Public Services Technician
Director of Stakeholder Engagement & Communication	Public Works Inspector
Economic Development Assistant	Recreation Coordinator
Economic Development Manager	Registered Veterinarian Technician
Economic Development Specialist I	Special Projects Manager
Economic Development Specialist II	

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Recommended Position Reclassifications

Five employees whose position duties better fit a different job classification:

Department	Current Classification	Recommended Classification
Animal Services	Office Assistant	Animal Services Assistant
Human Resources	Administrative Analyst I	Human Resources Analyst
Planning	Planner, Associate	Planner, Senior
Town Clerk	Records Technician	Deputy Town Clerk
Town Clerk	Office Assistant, Senior	Administrative Assistant

Proposed Salary Grade Changes Based on Market Data

Six job classes are proposed for a different salary grade based on the Market data:

Current Title	Proposed Title	Current Grade	Market Variance at Midpoint	Proposed Grade	% Change at Midpoint
Accountant I	No change	46	-7.72%	48	5.06%
Deputy Town Clerk	No change	49	+10.84%	44	*Reduce to market
Grounds Services Worker I	No change	25	-13.33%	29	10.39%
Grounds Services Worker II	No change	29		33	10.39%
Grounds Services Worker III	Grounds Services Worker, Senior	33		37	10.39%
Information Systems Tech	No change	42	-8.50%	45	7.69%

*Salary grade reduced to match Market. No change to the employees' salaries.

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Estimated Fiscal Impact of Proposed FY 2019/20 Salary Plan

Should the Town adopt the proposed new salary grades:

	Current Structure	
Number of Employees	74	
Total Payroll	\$3,966,434	
Number of Employees Below Minimum Step	9	
As % of total employees	12.16%	
Total \$ below Minimum Step	\$26,889	
As % of total payroll	0.68%	
Average amount below Minimum Step	\$2,988	
Number of Employees Below Nearest Step, Above Min. Step	17	
As % of total employees	22.97%	
Total \$ below Nearest Step	\$19,122	
As % of total payroll	0.48%	
Average amount below Nearest Step	\$1,125	
Total Initial Implementation Cost	\$46,012	
As % of Current Base Payroll	1.16%	
Number of Employees Above Maximum Step	10	*
As % of total employees	13.51%	
Total \$ over Maximum Step	\$1,813	
As % of total payroll	0.05%	
Average amount over Maximum Step	\$181	*
* Over Max due to round-off error in annual salary.		