



# Classification and Compensation Study Update



# Comprehensive Classification and Compensation Study Update

In FY 2017-18 funds were set aside to review the County's classification and compensation plan. The last review occurred in 2014. Part of the study findings recommended systematic review of the overall classification and compensation plan every three to four years.

**The Request for Proposals was advertised in December 2017.**

- Received a proposal from one respondent
- The respondent was Management Advisory Group (MAG)
- Cost is \$149,500



## Firm Qualifications/Experience

- Management Advisory Group (MAG) has 25 years of in-depth management and human resources consulting services in more than 24 states.
- Services include counties, municipalities, school districts, utilities, EMS, law enforcement and fire organizations.
- Selected areas of expertise includes Classification and Compensation, Management Systems and Policies, Procedures and Training.



## Firm References

- Unified Government of Athens-Clarke County
- Sewage and Water Board of New Orleans
- Queen Anne's County, Maryland
- City of Jacksonville, Florida



## Project Scope (Classification)

- Review all existing job classifications and internal hierarchy and recommend a classification structure and methodology that aligns with current business needs and best practices.
- Perform an analysis of all positions and identify essential duties, including ADA requirements.
- Review the FLSA designations for all positions and make a recommendation for the appropriate FLSA designation.
- Identify career path for all related classifications within the County.
- Update and create job specifications to include essential duties, education, experience, licensing and certification requirements, job knowledge, skills and abilities.



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## Project Scope (Compensation)

- Assist County Administration and Board of County Commissioners with identifying an appropriate market.
- Conduct a customized compensation survey to determine whether current employees are compensated appropriately relative to the defined market for similar positions.
- Evaluate the current salary structure, comparing with other local government entities and make recommendations to ensure the salary structure is competitive.
- Review all existing job classifications and internal hierarchy and recommend a classification structure and methodology that aligns with current business needs and best practices.
- Perform an internal equity analysis of employee salaries and address compression issues.
- Review all other rewards that the County currently offers and recommend an overall compensation system that includes other pay incentives and perks.



# Study Approach/Methodology

1. Project Initiation
2. Development of Compensation Survey Instrument
3. Conduct Employee Orientation Sessions
4. Employees complete Position Questionnaire
5. Job Analysis and Classification Review
6. Analyze Compensation Study Survey Data
7. Develop Revised Pay Plan/Structure
8. Calculate Financial Impact which includes Internal Equity Review
9. Develop Draft Project Report
10. Discussion and Approval
11. Implementation Strategy



## Estimated Time Frame for Completion

The estimated time frame for completion of the Classification and Compensation study with recommendations and the financial impact is **April 2018.**

## Classification and Compensation Study

### PROJECT ACTIVITIES TIMELINE

	Activity
Week 1	Data Exchange between Durham County and MAG
Week 2	Meetings with County Management; finalize data exchange; Set up employee information sessions; start developing the salary survey
Week 3	Employees start completing the Job Analysis Questionnaire (JAQ); finalize salary survey and send to defined jurisdictions
Week 4	Employees continue to complete the JAQ; all JAQs must be completed by the end of the week; Supervisors will start the review process for staff who has completed Job Analysis Questionnaires
Week 5	Supervisors will review and finalize the JAQ completed by his/her staff. The review process for supervisors must be completed by the end of the week. Salary survey is due from defined jurisdictions.
Week 6	MAG staff will begin the evaluation process for all completed JAQs. MAG staff will start compiling survey results
Week 7	MAG staff will finalize survey results; MAG staff will continue with the evaluation of all completed JAQs
Week 8	MAG staff will continue with the evaluation of all completed JAQs
Week 9	Discuss preliminary findings, recommendations and financial impact
Week 10	Draft report due to HR
Week 11	Finalize Report and meet with County Officials

