

2022 Salary Survey

The City conducted a comprehensive salary survey utilizing the services of Personnel Systems Inc.

Survey Methodology

- Review and update job descriptions
- Evaluate positions relative to organizational worth of work values
- Compare those positions pay ranges within a comparable labor market
- Compare “like” positions for consistency

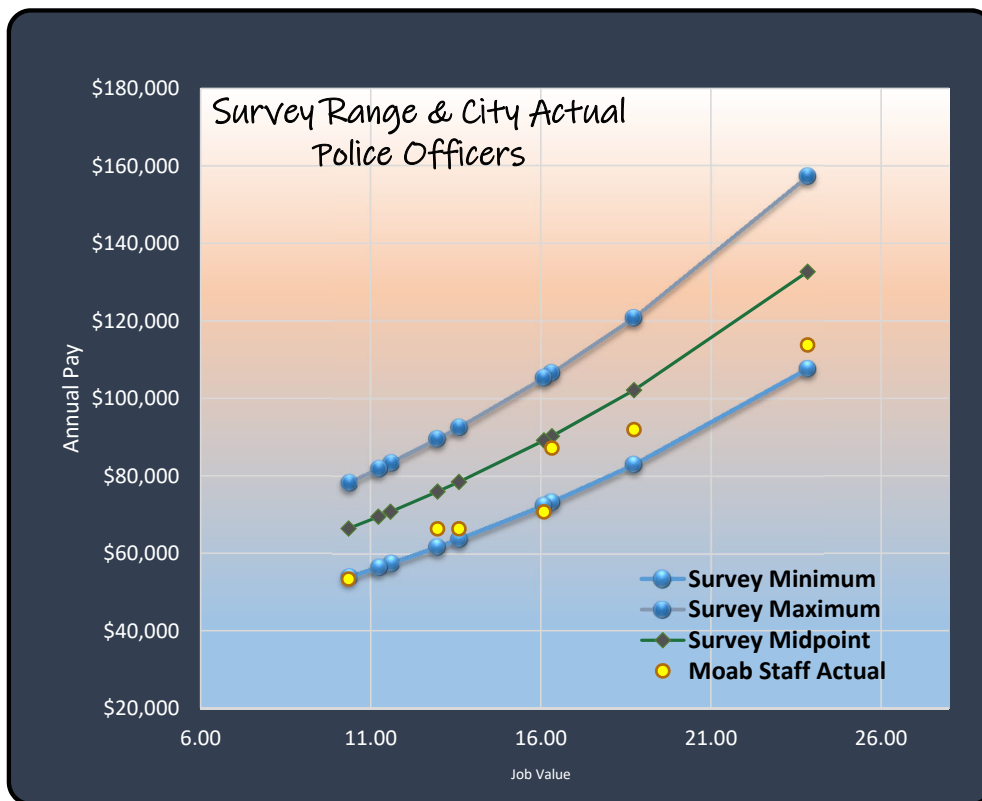
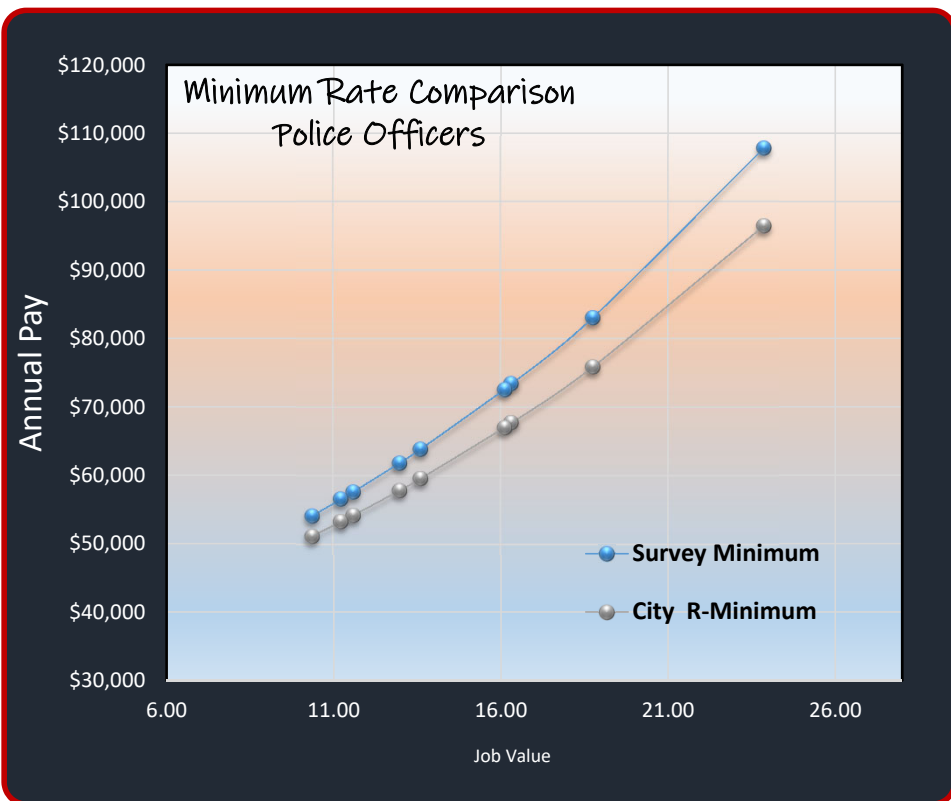
Process

The process began in July of 2021, with Department Heads revising and updating job descriptions. The revised job descriptions were sent to Personnel Systems Inc. for rating and ranking.

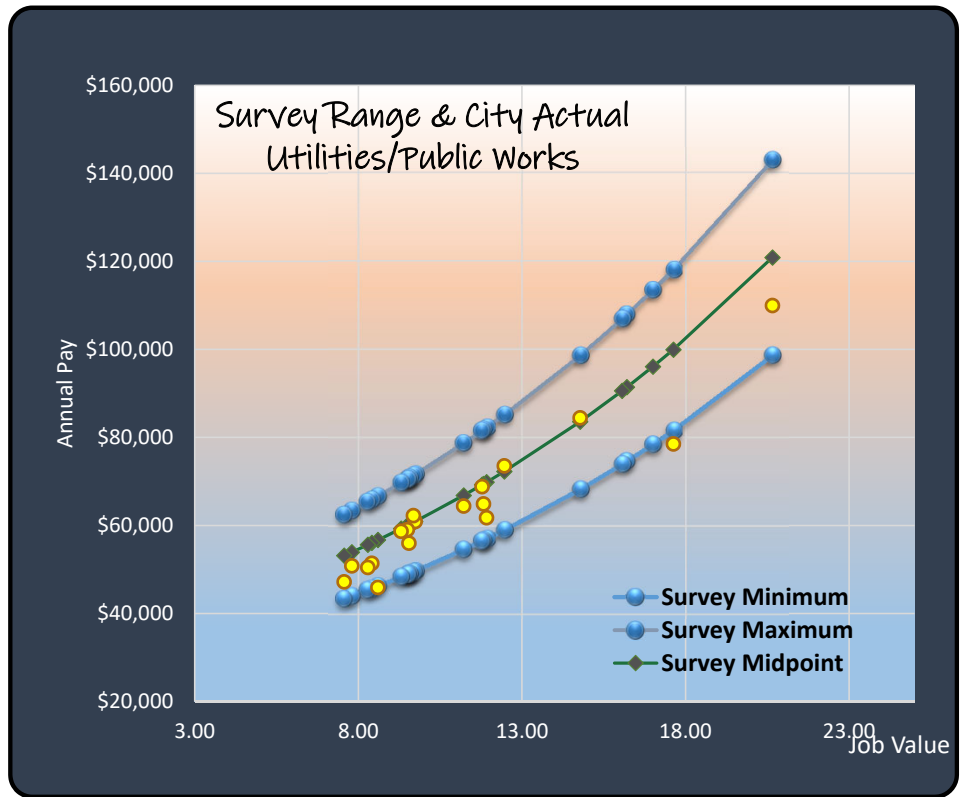
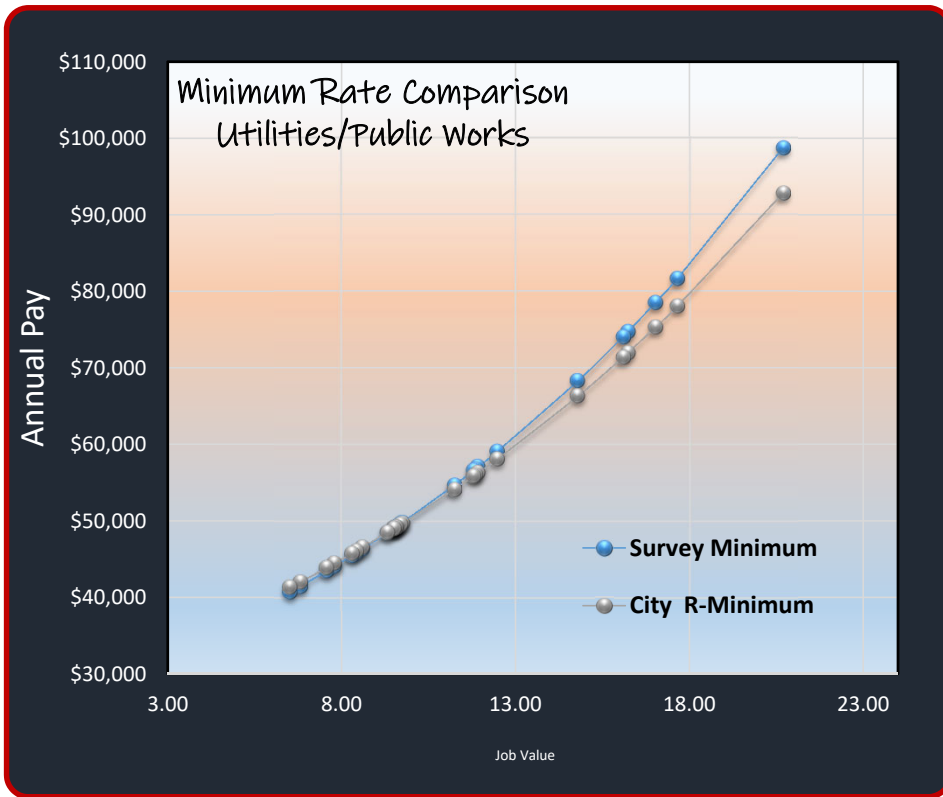
We formed a salary survey committee to review the results from Personnel Systems Inc. During the review process, the committee compared the job descriptions and the job values. During this review, the committee found some discrepancies in “like” positions and worked with the Department Heads to correct.

During the survey review the decision was made to use “silos” for the Utilities/Public Works and the Police Officers. This was done for transparency.

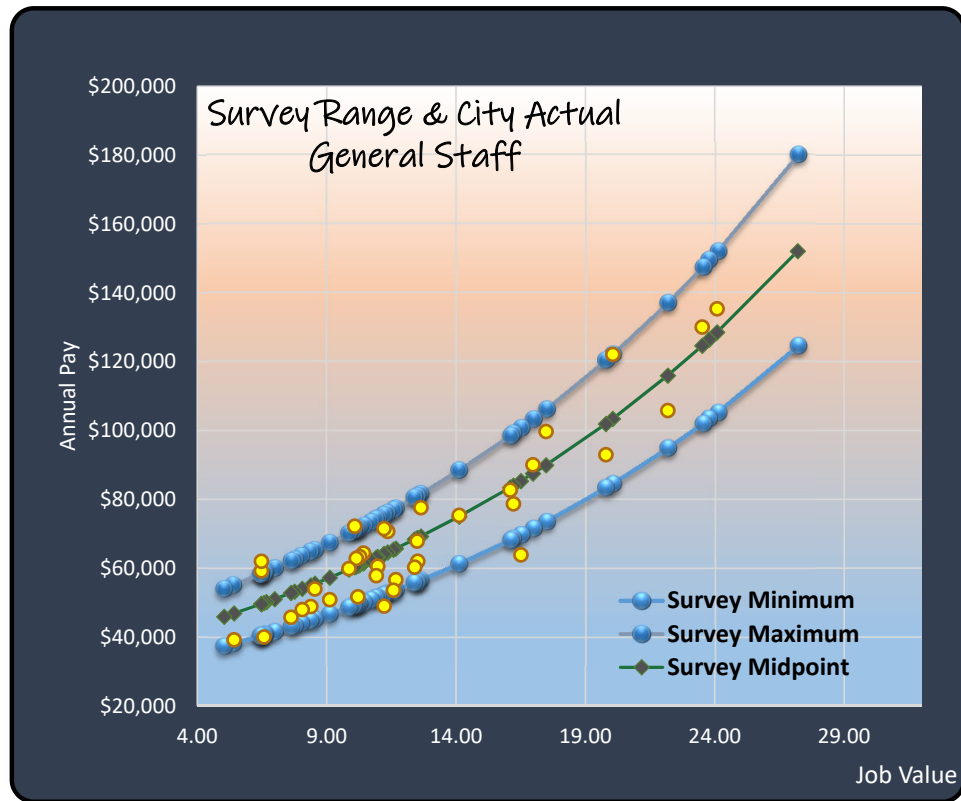
I have included a Minimum Range Comparison and a Survey Range & Actual Comparison for the 3 silos. The new pay plans will be presented with the budget in a future meeting.



Comment: Examining the average formal range minimum of the survey participants in comparison to the city formal range minimum shows the city pay minimums trailing the market on average **-7.8%**.



Comment: Examining the average formal range minimum of the survey participants in comparison to the city formal range minimum shows the city pay minimums trailing the market on average **-1.1%**.



Comment: Examining the average formal range minimum of the survey participants in comparison to the city formal range minimum shows the city pay minimums leading the market on average **1.8%**.

Conclusion

The Range & Staff Actual illustration is the most revealing. The expectation prior to the analysis was that the average current pay of city employees would likely fall somewhere within the survey range. This expectation was generally validated.

The trend indicates that current city pay is consistent with market prevailing pay practices in terms of formal pay structure and career income earning opportunities.

Most pay progression strategies promote advancing employees to the midpoint within a time frame that mirrors the learning curve for the job and it is generally expected that employees that have 5-7 years of experience in the position would have progressed to the midpoint if performance meets expectations.

Those markers falling below the pay range minimum trend line identify positions that would be eligible for a pay adjustment.

The Least Cost Option will move any position that is below the range to the minimum.

Annual Fiscal Impact – Salaries & Benefits Least Cost Option

Police Department:	\$17,619
Utilities/Public Works:	\$ 9,862
General Staff:	<u>\$20,278</u>
TOTAL:	\$47,759