

COUNTY STAFF PRESENTATION TO THE BOARD OF SUPERVISORS



Budget Workshop

***SEGAL COMPENSATION AND JOB CLASS
STUDY***

March 8, 2008

Compensation and Job Class Review Project

- The review will include how we evaluate classes in the market, the types of market surveys that we participate in each year, the number of classes that we review each year, and how often we review classes.
- A project team is working with The Segal Company, a consulting firm with experience in reviewing government job classifications.
 - Some of their recent local clients included the District of Columbia and Arlington County Government and Public Schools as well as Washington Metropolitan Area Transportation Authority and Washington Area Sanitation Authority.
 - In addition, an advisory group of employees, including representatives from the Employee Advisory Council, has been formed to provide input on the project as needed.
- Lastly, a communications plan, including ongoing Courier articles and an infoweb site, has been developed to keep county employees informed about the project. Segal will spend several months gathering input from employees and managers.

Study Timeline

- *Contract Award* Summer 2007
- *Compensation Practices Review* Spring 2008
- *Classification Review* Summer 2008
- *Custom Market Survey/Pay Plan Design and Market Process Review/Class Valuation Review* Fall 2008
- *Final Recommendations and Implementation Plan* Winter 2009

Specific tasks include...

- Review the County's processes for gathering market data to ensure that they are effective, efficient, and consistent with the County's pay philosophy.
- Gather additional market data from regional government employers/private employers as appropriate through a custom survey for benchmark classes.
- Review the County's pay plans, along with market data, to ensure that they are consistent with the County's pay philosophy.
- Establish a process to support the County's consideration of internal equity in its classification process.

Specific tasks (continued)

- Develop a new/revised job evaluation methodology for the County.
- Assess linkages between classes and how these linkages can be incorporated into a market based compensation approach.
- Review the County's systems for classifying positions to ensure that it is current, accurate, and supportive of the County's business needs.
- Perform a focused review on classes that require more thorough analysis including employee questionnaires as appropriate.
- High-level review of the County's overall approach to compensation and identify areas for improvement.
- Review of Compensation Study report findings, recommendations and implementation processes for fine tuning purposes only.