



# Classification and Compensation Study

**Employee Briefings  
June 17-19, 2015**

**City of Ft. Worth, Texas**

**Presented by:**

**Ruth Ann Eledge, SPHR  
Vice President and Senior Consultant**

# Purpose of Today's Meeting

Provide update on status of the Study

- Review Key Phases of the Project
- Understand Project Methodology
- Review Next Steps

# Job Analysis

## A thorough review of all classifications is being completed

- Job Description Questionnaires (JDQs) collected to provide accurate and up-to-date job documentation
- Job Evaluation Manual (JEMs) completed by management to provide information on internal relationships between position
- Employee interviews and focus groups to clarify job requirements and responsibilities
- Feedback and meetings with department directors
- Clarification of job relationships and groupings
- Review of overtime status for all positions (Exempt vs. Non-exempt)

# Job Analysis

**A thorough review of all classifications is being completed**

- Updated classification system to be published in August
- Recommendations have been reviewed by department directors
- Job titles that reflect current duties
- Job descriptions are being written that reflect job requirements and scope of responsibilities with an expected completion date in early July

# Internal Equity Review through Point Factor Evaluations

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- A system that establishes the value of positions relative to one another
- Two systems used: Exempt jobs and Non-exempt jobs
- Use of key factors:
  - Formal Education
  - Experience
  - Management/Supervision
  - Human Collaboration
  - Freedom to Act
  - Technical Skills
  - Working Conditions
  - Fiscal Responsibility (for exempt positions only)

# Market Comparison

## Market Survey Benchmarks

City of Arlington, TX  
City of Austin, TX  
City of Carrollton, TX  
City of Charlotte, NC  
City of Dallas, TX  
City of Denver, CO  
City of El Paso, TX  
City of Garland, TX  
City of Grand Prairie, TX  
City of Irving, TX  
City of Kansas City, MO  
City of Las Vegas, NV  
City of Lubbock, TX  
City of Memphis, TN

City of Mesquite, TX  
City of Nashville, TN  
City of Oklahoma City, OK  
City of Plano, TX  
City of Portland, OR  
City of Richardson, TX  
City of San Antonio, TX  
City of San Jose, CA  
City of Seattle, WA  
City of Tucson, AZ  
City of Tulsa, OK  
City of Virginia Beach, VA  
Dallas County  
Tarrant County

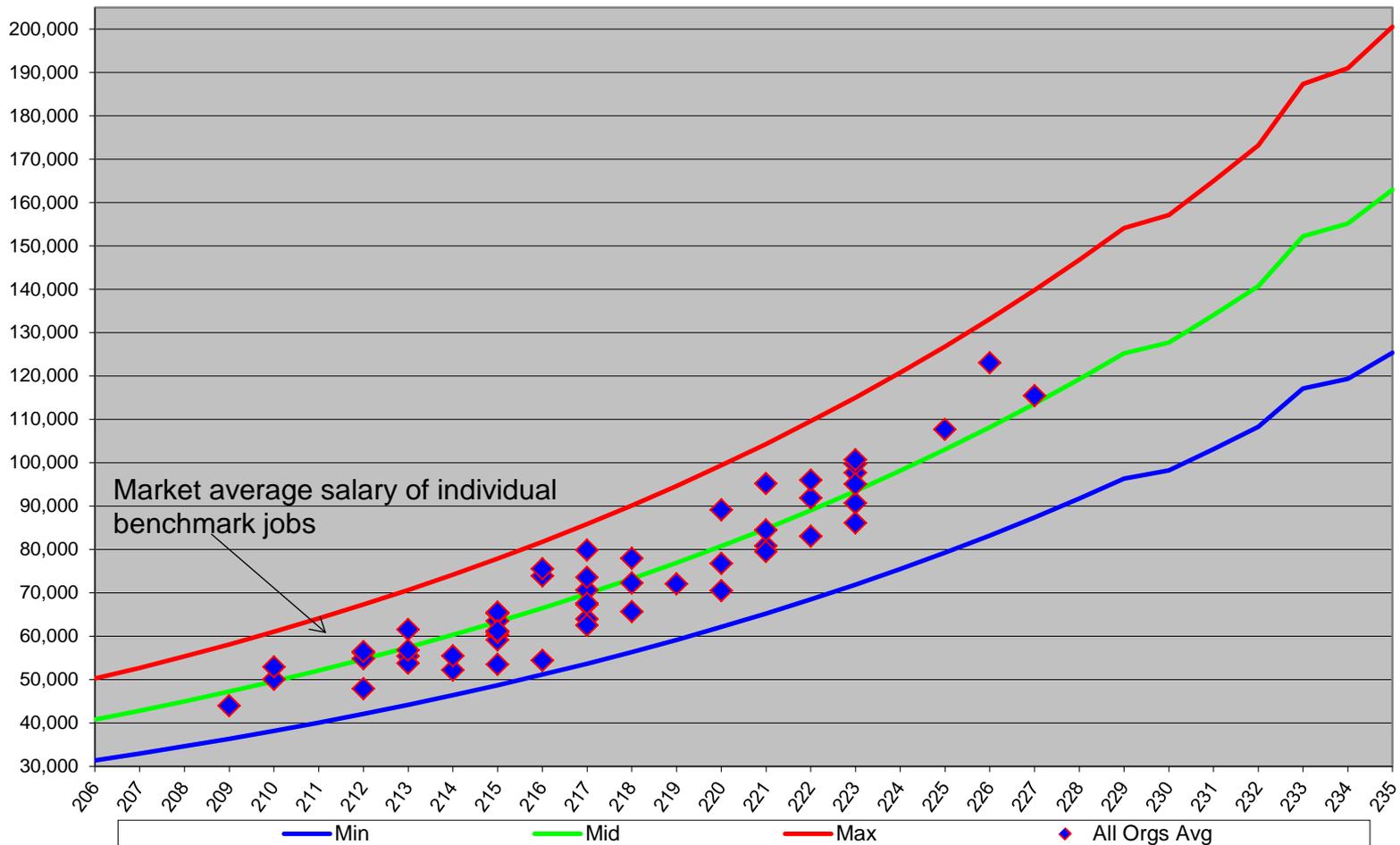
Published private sector data from multiple sources

# Market Comparison

- Use of Public and Private Sector Data
- Weighted 50% private sector/50% public sector to identify market average
- Market Data collected on 134 benchmark jobs
- Use of Geographic Differential (outside of Dallas Metroplex) to adjust for regional differences in cost of labor
- Aged data to 10/1/15
- Use of average salaries for comparison to midpoints of each structure
- Positions reviewed separately for Exempt, Non-Exempt, Exempt IT, and Executive jobs

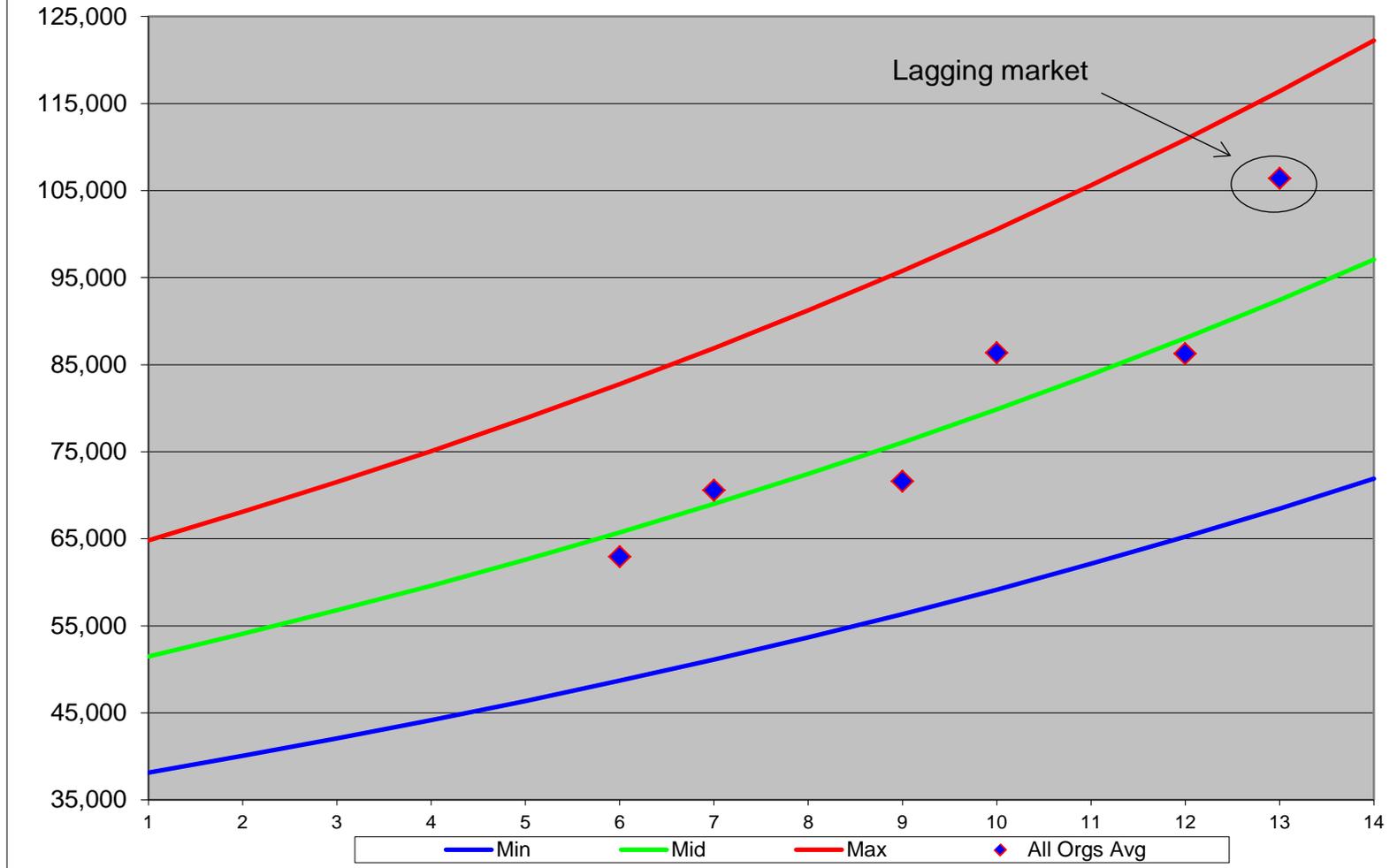
# Market Comparison

City of Fort Worth, TX  
Current Exempt Pay Structure  
With Market Geo Adjusted Average Base Salaries



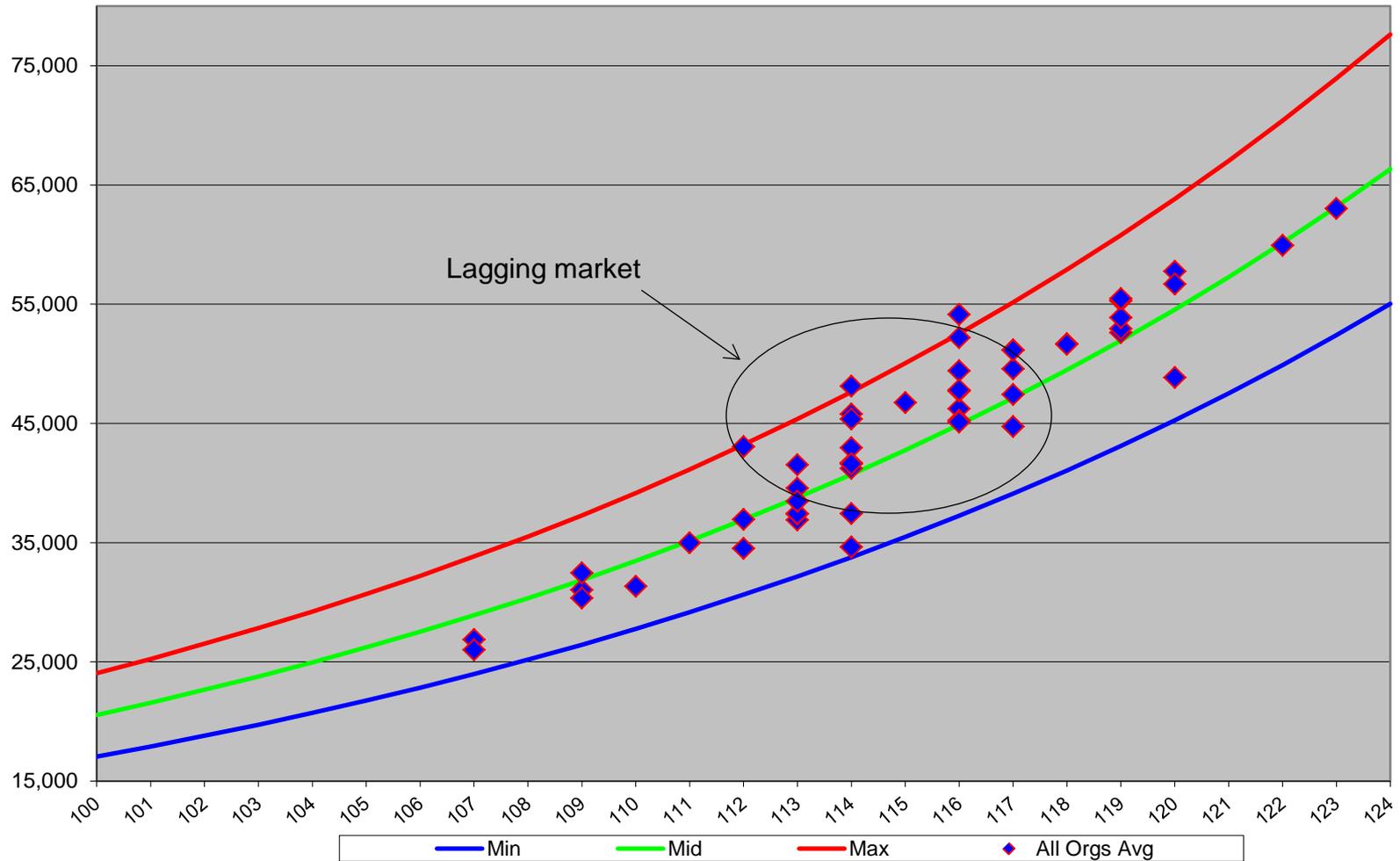
# Market Comparison

City of Fort Worth, TX  
Current Exempt IT Pay Structure  
With Market Geo Adjusted Average Base Salaries



# Market Comparison

City of Fort Worth, TX  
Current Non-Exempt Pay Structure  
With Market Geo Adjusted Average Base Salaries



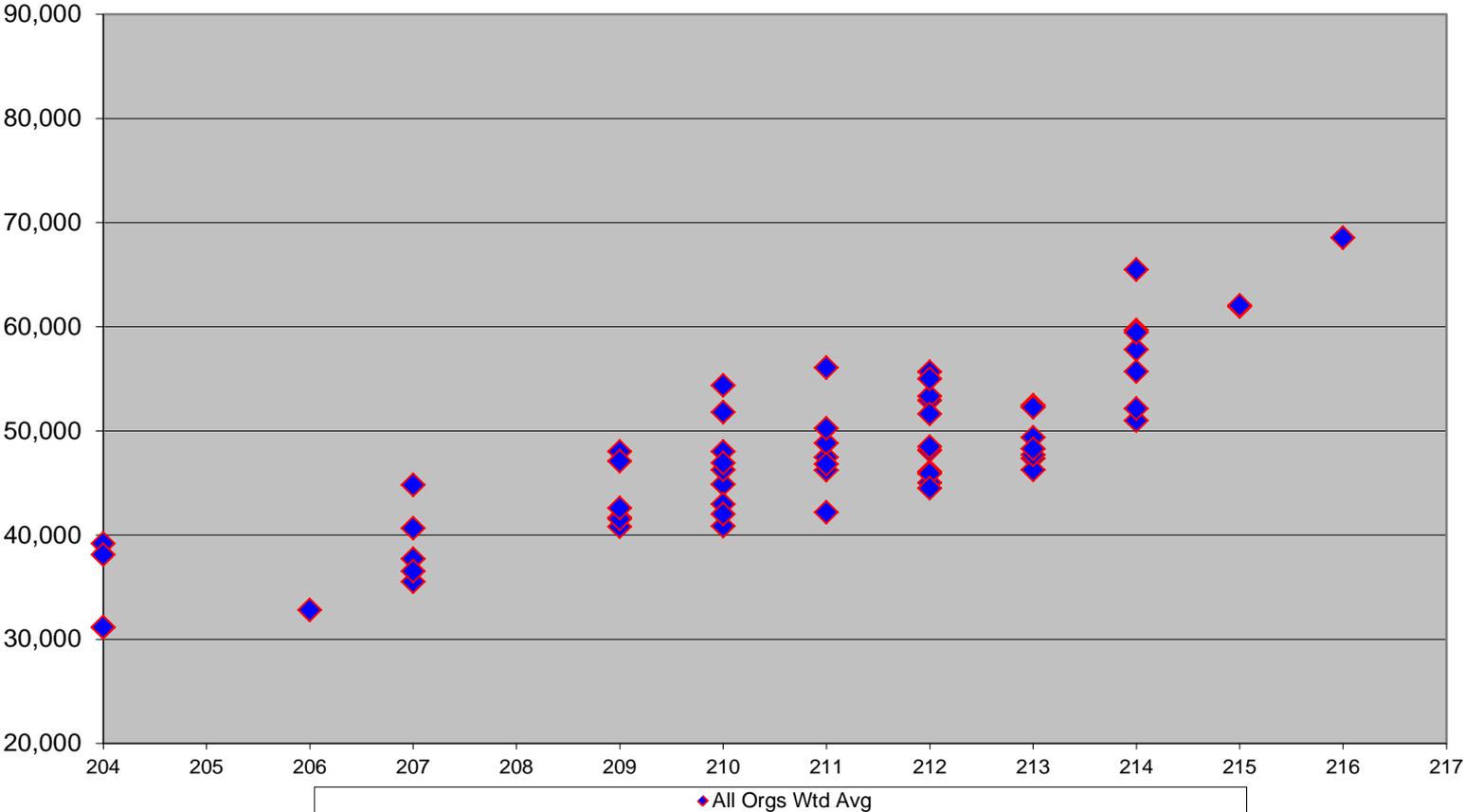
# Structure Development

## Customized Salary Structures

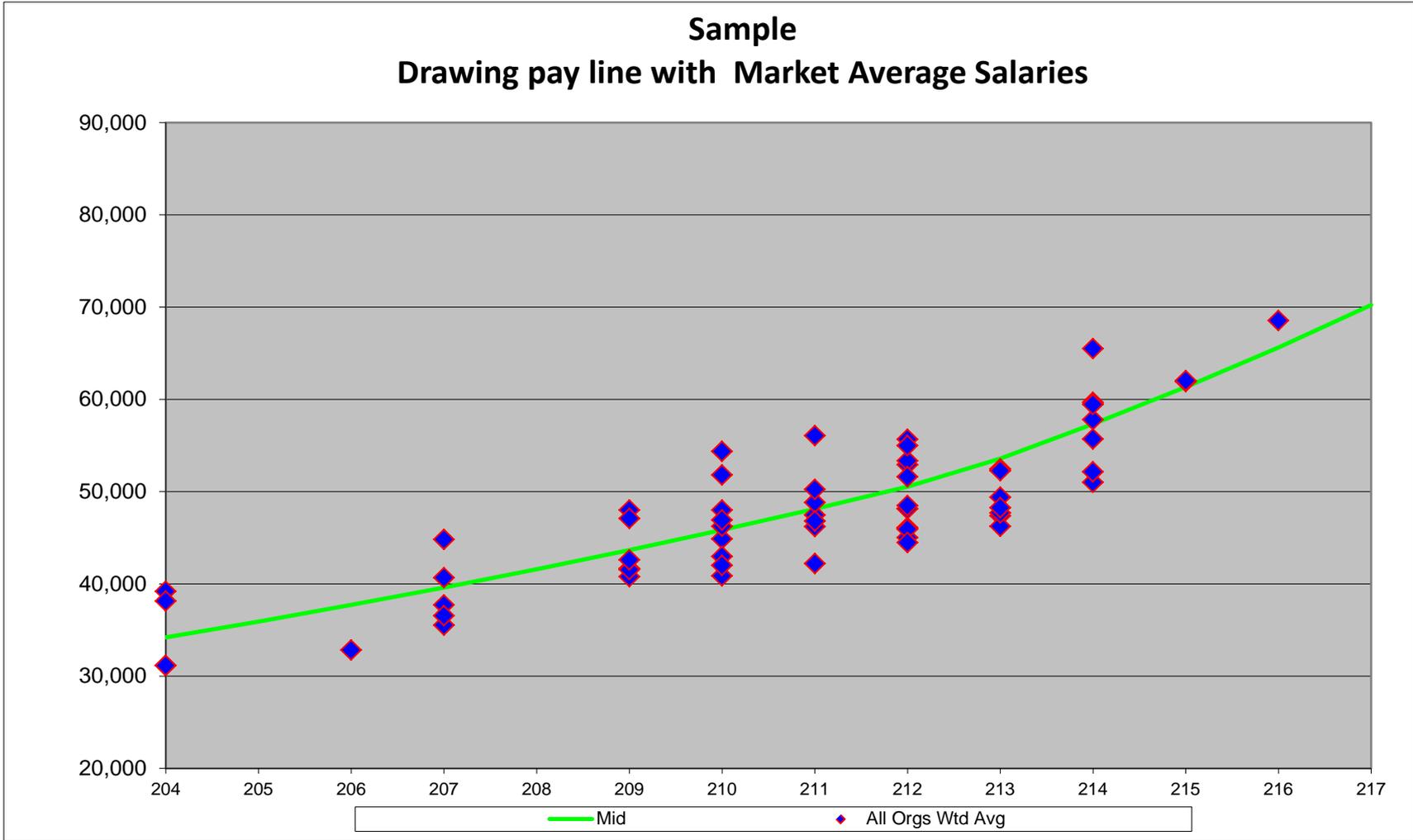
- Desired competitive position and City's ability to pay/compete
- Relationship of new structure with survey statistics targeted at market average
- Strategic design of new structure- width of ranges and number of grades, number of structures
- Analysis of each employee's current pay in new structure

# Structure Development Methodology

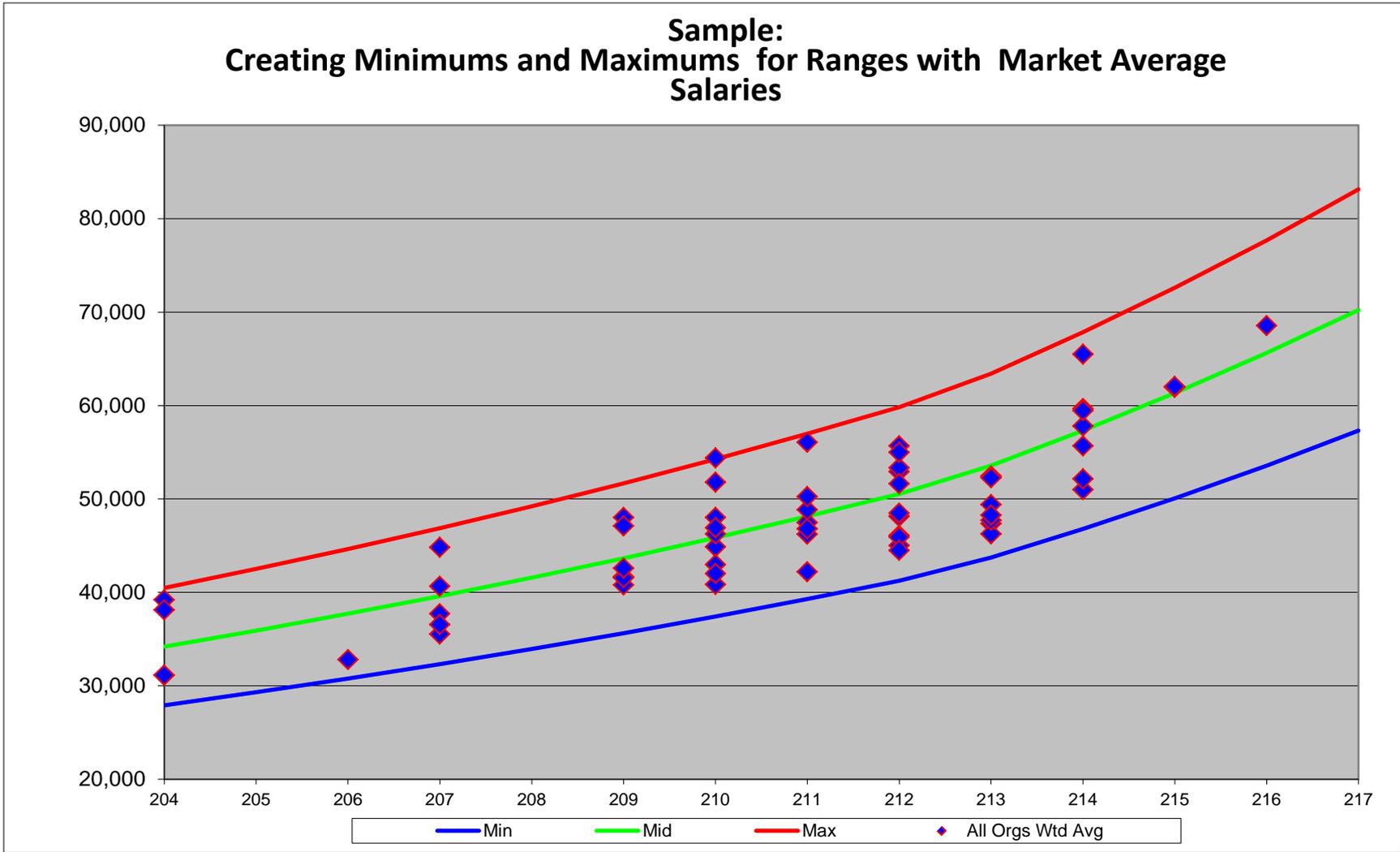
Sample:  
Plotting of Market Average Salaries



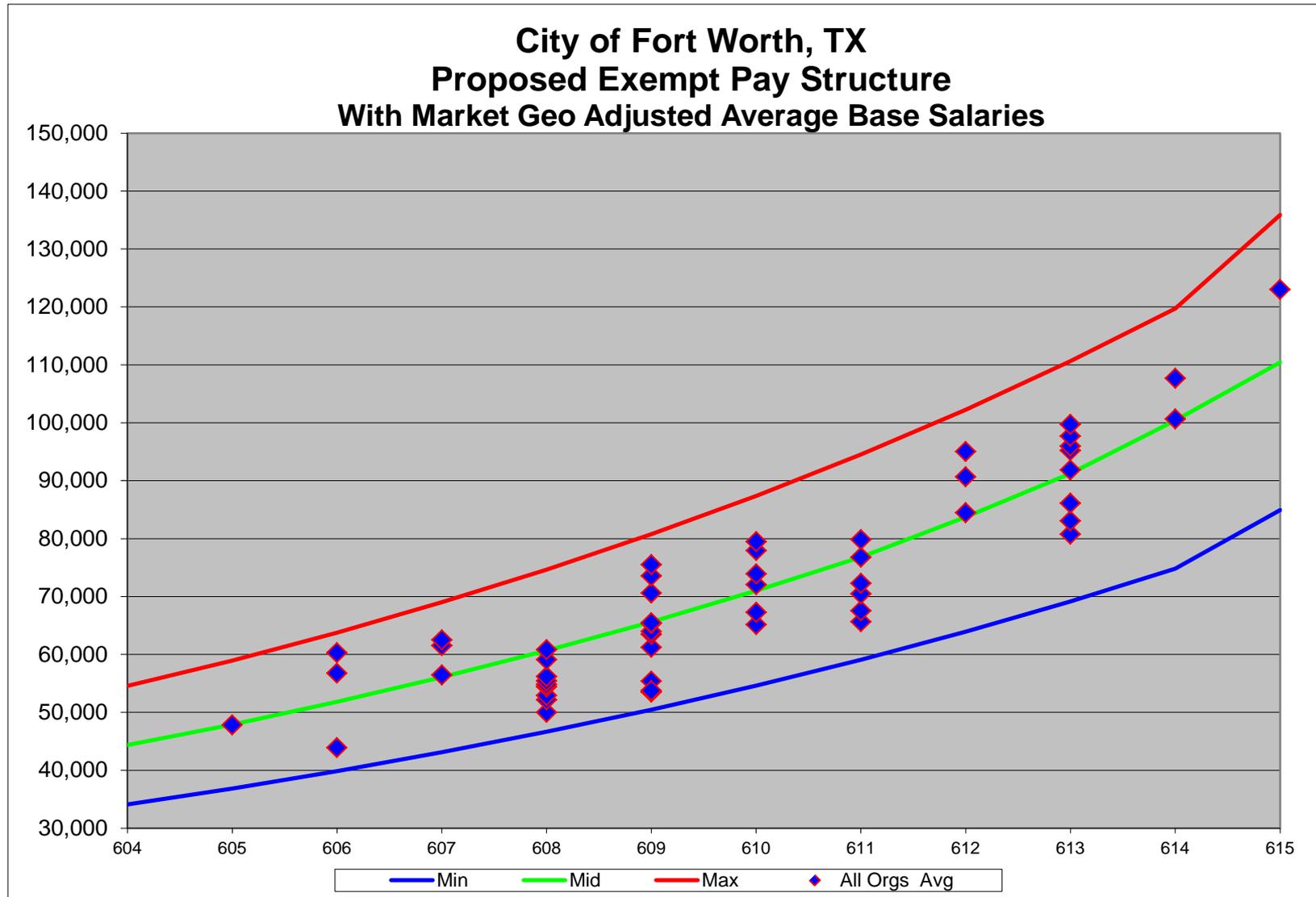
# Structure Development Methodology



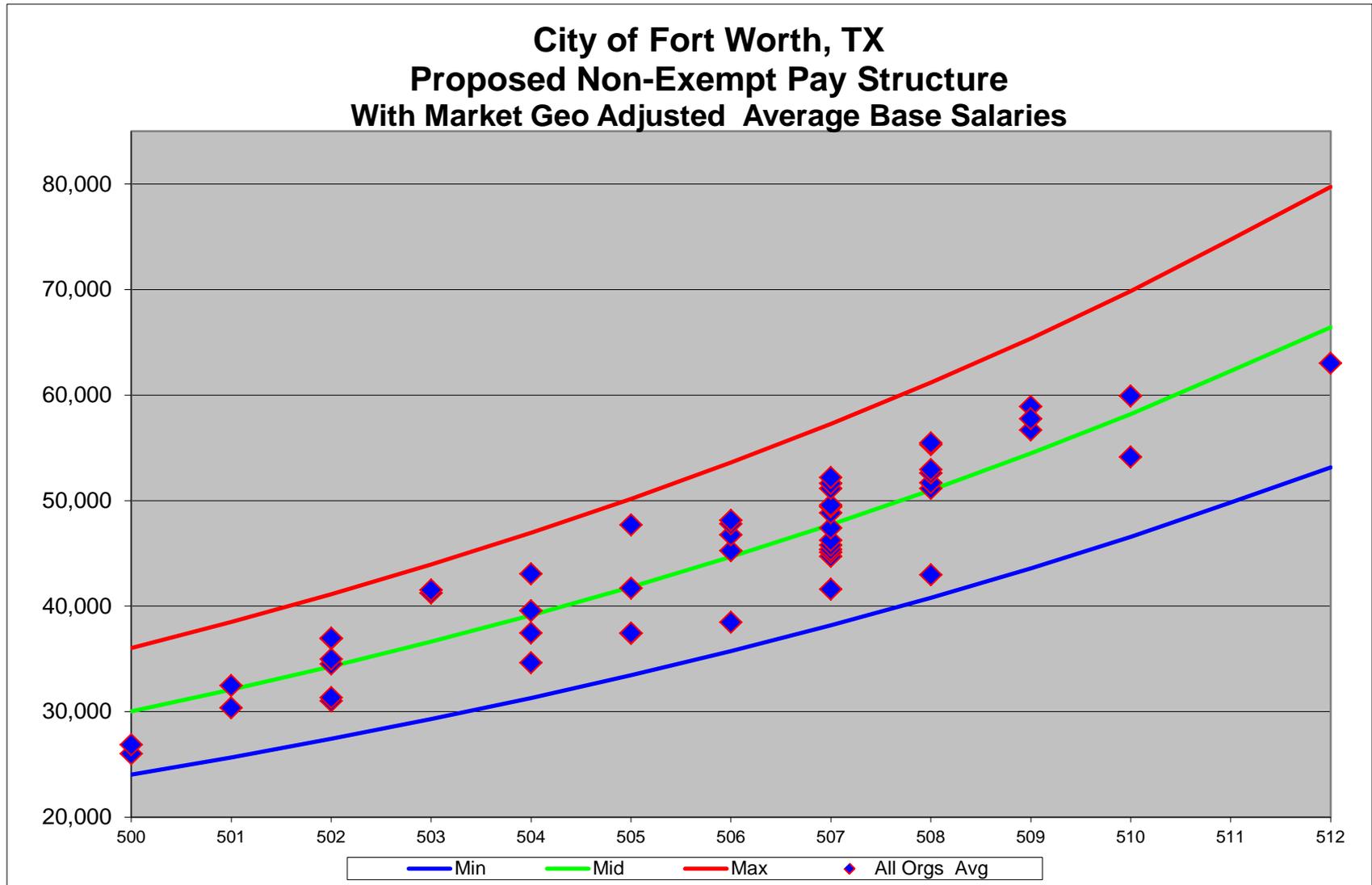
# Structure Development Methodology



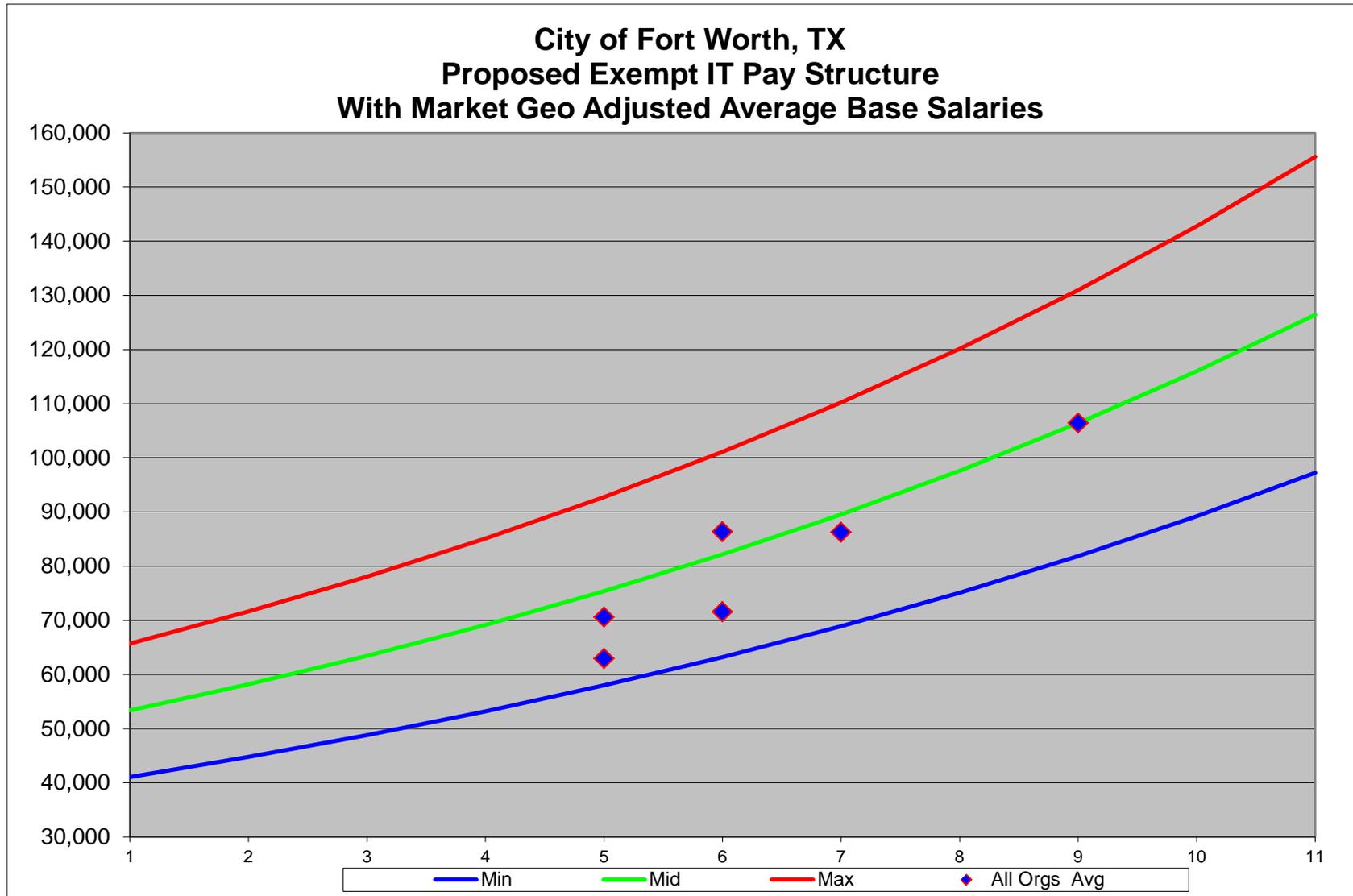
# Proposed Exempt Structure



# Proposed Non-Exempt Structure



# Proposed IT Exempt Structure



# Structure Comparison

## Current Structures

- Exempt:
  - 21 grades\*
  - 60% spreads
  - 5% differentials
- Non-exempt:
  - 20 grades\*
  - 41% spreads
  - 5% differentials
- IT Exempt:
  - 12 grades\*
  - 70% spreads
  - 5% differentials

\*currently in use

## Proposed Structures

- Exempt:
  - 13 grades
  - 60% spreads
  - 8-10% differentials
- Non-exempt:
  - 13 grades
  - 50% spreads
  - 7% differentials
- IT Exempt:
  - 9 grades
  - 60% spreads
  - 9% differentials

# Benefits of the Proposed Structures

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- Updated classification system with documentation of job duties and requirements
- Placement of jobs in grades based on sound, defensible methodology
- Ranges anchored to valid market data
- Review of employee pay progression in new ranges

# Next Steps

- Employee letters in late July/early August
- Implementation of the new job titles, pay grades, and salary structure in August
- There will be no loss in pay
- Appeals Process
  - Conducted in October
  - Criteria will be provided at a later date

## Further Questions

**Questions**

