



Legislation Text

File #: 17-0318, Version: 1

OHR/CSA Request Template

Date Submitted: 03-07-17

Requesting Agency: Office of Human Resources
Division:

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Item Title & Description:

(Do not delete the following instructions)

*These appear on the Council meeting agenda. Initially, the requesting agency will enter a 2-3 sentence description. Upon bill filling, the City Attorney's Office should enter the title above the description (the title should be in **bold** font).*

*Both the title and description must be entered between the red "title" and "body" below. Do **not** at any time delete the red "title" or "body" markers from this template.*

A bill for an ordinance amending the classification and pay plan for employees in the Career Service and for certain employees not in the Career Service.

Creates and abolishes various Human Resource job titles and changes certain titles and/or pay grades for existing jobs per the recommendations of a study conducted by consultant Segal Waters. The Committee approved filing this bill by consent on 3-14-17.

Affected Council District(s) or citywide? Citywide

Executive Summary with Rationale and Impact:

Detailed description of the item and why we are doing it. This can be a separate attachment.

To attract and retain human resources talent across the city, the Office of Human Resources (OHR) contracted with a third-party consultant, Segal Waters, to conduct a comprehensive human resources study, beginning in the spring of 2016. Segal Waters is a national practice leader specializing in public sector HR consulting and have been engaged by the city for other HR-related projects, so they are familiar with our classification and pay plan.

The current classification structure is broad in nature and the classification titles do not specify areas of expertise. There were two main objectives of the study: 1) to ensure that the pay for the city's human resources classifications are competitive with the local and national markets and 2) to develop a human resources classification structure and series of classes that better describe the duties and

responsibilities performed by incumbents in human resources functional areas.

First, the consultants conducted stakeholder interviews with key project staff and we then held presentation meetings with the HR employees and the consultant that included instructional materials. All employees across the city who are performing human resources work were reviewed under this study which included OHR and independent agencies. Next, the consultants created and distributed a job description questionnaire that was completed by all employees performing human resources work and their direct supervisor. The consultants then reviewed completed questionnaires to determine the appropriate type and level of work for each employee. The consultants then created a classification structure that carved out new classification series and career paths based on human resources functional area or area of expertise. These career paths were vetted with human resources senior leadership who were provided an opportunity to comment and refine these results based on divisional needs.

Additionally, Segal conducted a pay analysis by collecting and analyzing market data on 25 classifications, to determine the appropriate pay grades for these classes by surveying the public and private sector HR organizations. The city will use 18 of the pay grades recommendations. In developing pay grade recommendations for those benchmarks internal equity was also reviewed. Segal's job classification structure recommendations should enable the city to more accurately market price its human resources job titles when conducting future classification and pay studies.

The final decision on the proposal to bring forward to the Career Services Board included Segal's study recommendations, feedback from senior human resources leadership, organizational structure, and internal equity. Segal's proposed job classification structure for human resources reflects an expansion of the current 18 titles into 43 titles, although Segal proposed 44 new or revised titles. Many of Segal's proposed titles more closely align with titles typically found in the marketplace.

Type (choose one: Classification; Pay; Benefits; Rule Change; Other):

Fiscal Impact: \$31,115

Contract Amount (if applicable):

Draft Bill Attached?