



Salary & Longevity Committee

Presentation for Council

History of Pay Plan & Committee

- Council adopted Salary Schedule and Administration Policy as recommended by the Johanson Group on December 15, 2009
- Plan established a salary structure consisting of a minimum – midpoint – maximum
- 15 point job rating factor worksheet was used to rate each employee job title

Job Rating Worksheet

15 Factor Worksheet.pdf - Adobe Acrobat
File Edit View Window Help

Open Create

1 / 1 125%

Tools Fill & Sign Comment

Click on Tools, Sign, and Comment to access additional features.

DBCompensation Job Rating Worksheet

COMPANY: _____

JOB TITLE: _____

JOB CODE: _____

FACTOR	BASIS FOR RATING	DEGREE
1	Experience-General: Minimum time to become familiar with requirements of the job.	
2	Experience-Minimum time to become familiar with management requirements of the job.	
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 4B 4C
5	Mental Demand: Measure of degree of concentration and sensory alertness.	
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	
7	Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.	
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use.	
9	Responsibility for Accuracy: Opportunity for and probable effect of	

History of Pay Plan & Committee Continues...

- Pay grades were assigned to each title based on their rating. Those pay grades are associated with the minimum – midpoint – maximum pay range structure.
- Example follows.....

CITY OF JONESBORO - NEW STUDY

DBCMPENSATION EXHIBIT 6G: SUMMARY OF PAY RANGES AND PAY GRADES BY JOB TITLE FEBRUARY 2016

Classification / Job Title	Total Points	Point Range	Range Midpoint	Pay Grade	Proposed Pay Rate Range		
					40.63338	19,204.11	
					Min (80%)	Midpoint	Max (120%)
City Surveyor	717	701-750	725	116	\$38,931	\$48,663	\$58,396
Traffic Signal Tech II	703	701-750	725	116	\$38,931	\$48,663	\$58,396
Network Technician	654	651-700	675	115	\$37,305	\$46,632	\$55,958
Sr Code Enforcement Off	647	601-650	625	114	\$35,680	\$44,600	\$53,520
Assistant MPO Planner	641	601-650	625	114	\$35,680	\$44,600	\$53,520
Digital Media Specialist	636	601-650	625	114	\$35,680	\$44,600	\$53,520
Planner II	632	601-650	625	114	\$35,680	\$44,600	\$53,520
Driver/Engineer	627	601-650	625	114	\$35,680	\$44,600	\$53,520
Sr Construction Insp	612	601-650	625	114	\$35,680	\$44,600	\$53,520
Sr Computer Technician	609	601-650	625	114	\$35,680	\$44,600	\$53,520
Fleet Supervisor	577	551-600	575	113	\$34,055	\$42,568	\$51,082
Records Clerk Super	573	551-600	575	113	\$34,055	\$42,568	\$51,082
Grants Project Coord	569	551-600	575	113	\$34,055	\$42,568	\$51,082
Crime Analyst	565	551-600	575	113	\$34,055	\$42,568	\$51,082
HR Safety Tech	563	551-600	575	113	\$34,055	\$42,568	\$51,082
Office Manager - Mayor's	563	551-600	575	113	\$34,055	\$42,568	\$51,082
Office Manager - Parks	560	551-600	575	113	\$34,055	\$42,568	\$51,082
Office Manager	555	551-600	575	113	\$34,055	\$42,568	\$51,082
Office Manager - Str	555	551-600	575	113	\$34,055	\$42,568	\$51,082
Office Manager - Atty Office	554	551-600	575	113	\$34,055	\$42,568	\$51,082
Rehab Project Coord	551	551-600	575	113	\$34,055	\$42,568	\$51,082

Salary Committee

- Employees had concerns regarding competitive market salaries
- Minimum starting salary was raised as COLA increases were given, causing concern of new hires making what 2-8 year employees were making.

- Council Appointed Salary/Longevity Committee by RES-15:045 on April 21, 2015 to look into concerns
- Representatives from uniform and non-uniform served on the committee
- Committee asked Johanson to do a new market study and make recommendations

History of Pay Plan & Committee Continues....

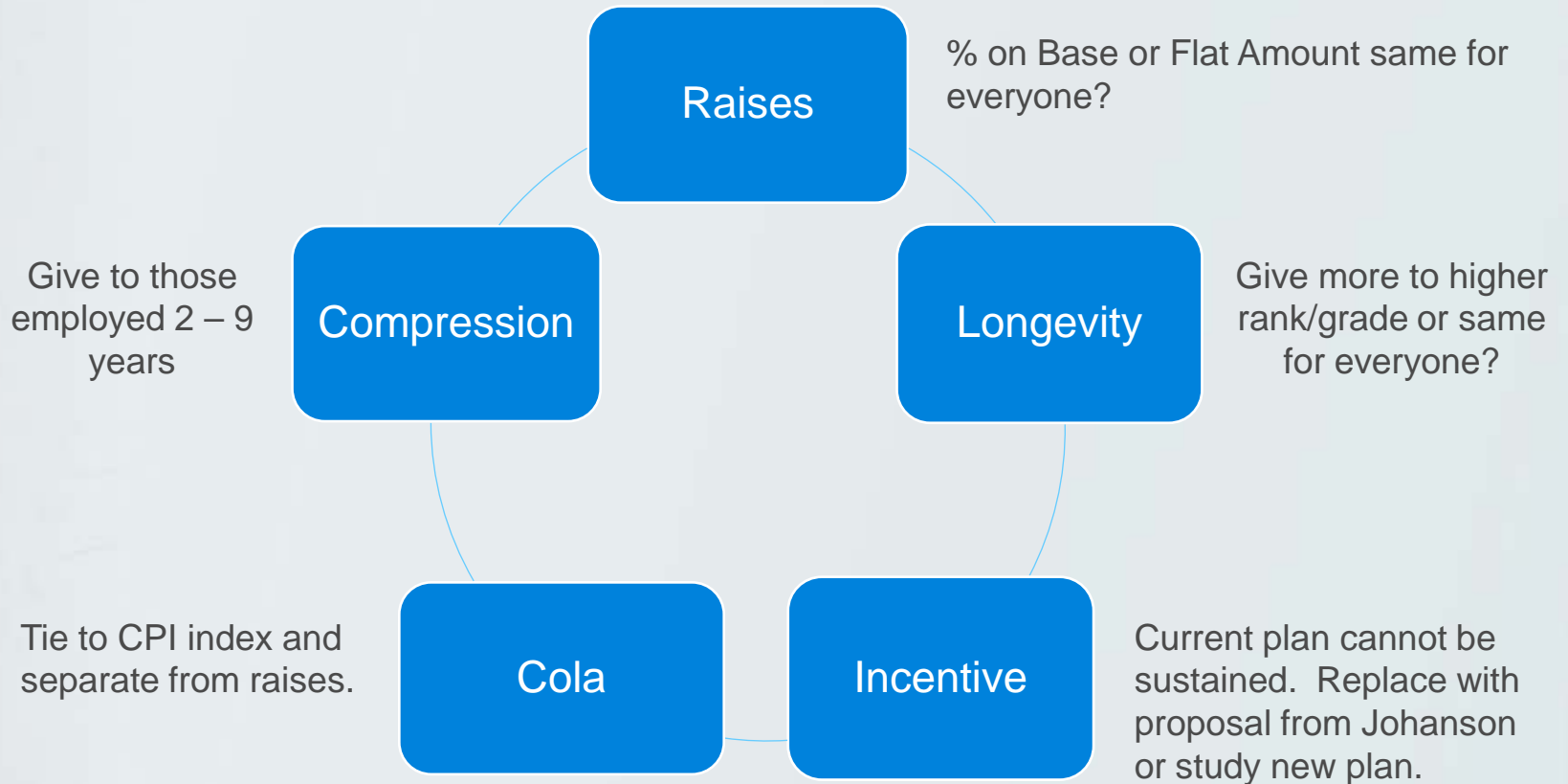
- Johanson presented the study on November 12, 2015
- Recommendations included:
 1. Base Salary Increase of \$510,100
 2. Longevity for all employees of \$352,000
 3. Education/Training of \$528,000
 4. Compression of \$31,000 (2-5 yrs)

TOTAL without benefits of \$1,421,100

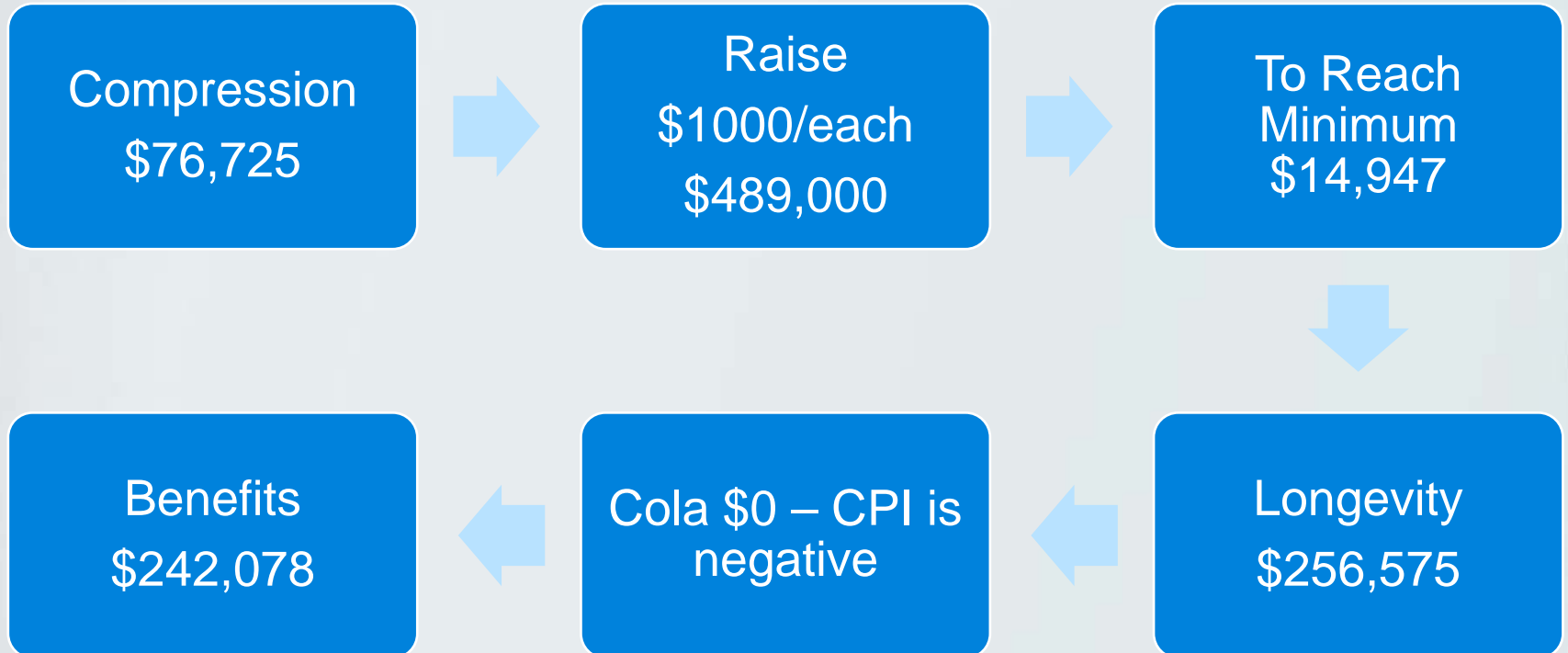
Points Committee Considered

- What is the cost of the salary plan
- Will sales tax revenue support salary plan
- What are the choices for the salary plan
- What does the city have in reserves
- What impact will salary plan have on city reserves

Salary Committee Discussed



Proposed Plan



**TOTAL COST = \$1,079,375 – MOVES
US 3% CLOSER TO MARKET**

More Work to DO!

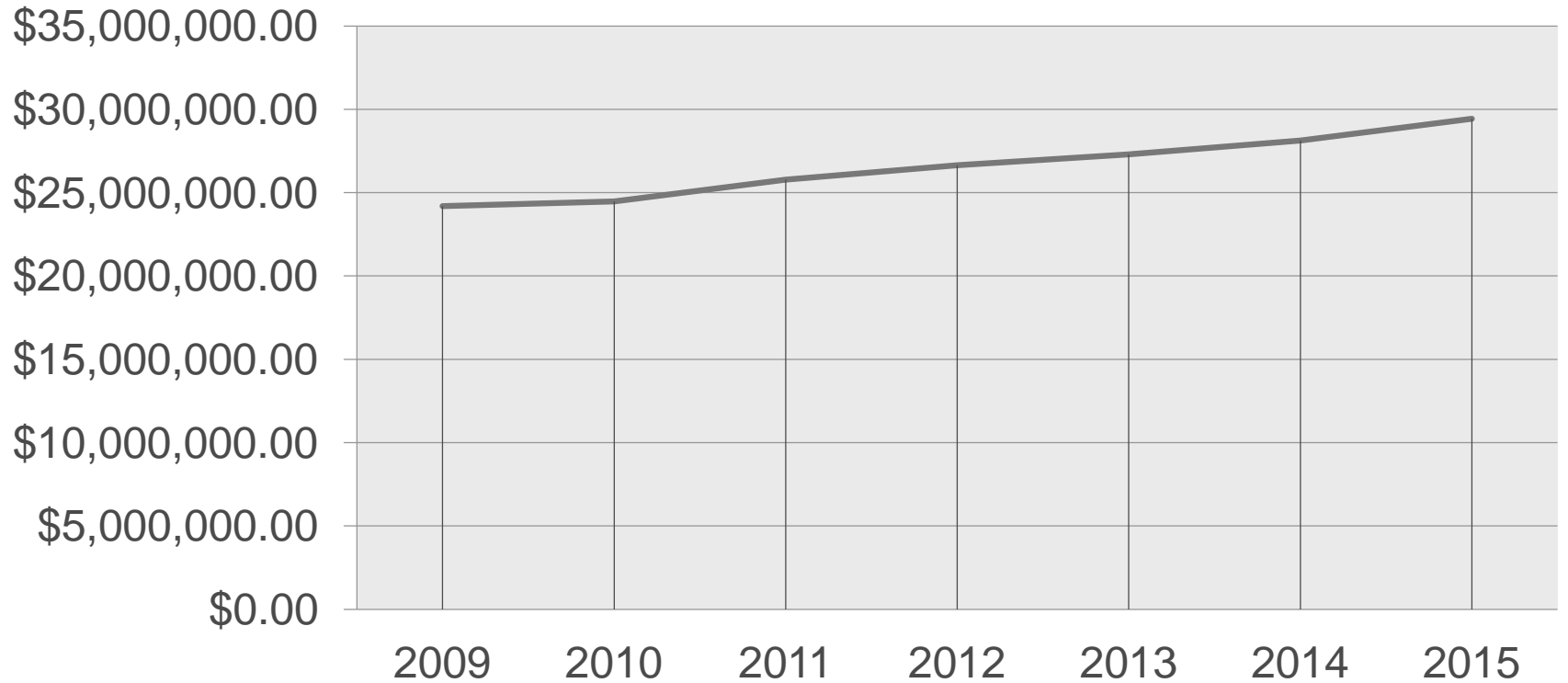
- Keep in mind the proposal does not include incentive plans. Committee will continue to work on. Cost of salary plan does not include incentive plan.
- Committee will also be re-looking at job positions to ensure duties have not changed to cause pay grades to shift



Keep moving.....

- Salary plan will be funded through sales tax growth and reserves
- Committee will be formed to make recommendations for the amount the City should hold in reserves

General Sales Tax Revenue



AVERAGE GROWTH \$873,428

Major Changes in Plan Compression

- **Pay Compression:** All identified employees, except department heads, that have served in their current position over 2 years and less than 9 years will receive a \$75 increase per year in their base pay up to a maximum of \$600.

Longevity

Longevity Pay Plan: The City will implement a longevity pay plan for all City employees based on years of employment. The longevity pay plan will consist of \$75 for every year of service to the City beginning with year 2 and cap at year 30.

Incentive

Incentive Pay Plans: Incentive pay plans will be defined and outlined in separate City ordinances which will be reviewed and considered for approval by the Mayor and City Council.

Thank you!

