

**Carson City
Agenda Report**

Date Submitted: 1-7-14

Agenda Date Requested: 1-16-14

Time Requested: 15 minutes

To: The Board of Supervisors

From: Melanie Bruketta, HR Director

Subject Title: For Possible Action: To adopt the City's Compensation Philosophy.

Staff Summary: The Board of Supervisors entered into a contract with Pontifex Consulting Group, LLC to complete a classification and compensation study. The last study was completed in 1999. As indicated in the Pontifex report, the City's compensation philosophy, in the past, has been to pay jobs at market competitive compensation levels.

Type of Action Requested: (check one)

☐ Resolution

☐ Ordinance

☒ Formal Action/Motion

☐ Other

Does this Action Require a Business Impact Statement: ☐ Yes ☒ No

Recommended Board Action: I move to adopt the City's Compensation Philosophy.

Explanation for Recommended Board Action: The Board of Supervisors entered into a contract with Pontifex Consulting Group, LLC to conduct a classification and compensation study. The last study was completed by Ralph Andersen in 1999. The competitive labor market for most City jobs exists in other Northern Nevada local governments and the State of Nevada. The attached Compensation Philosophy was developed following the completion of the Classification and Compensation study.

Applicable Statute, Code, Policy, Rule or Regulation: N/A

Fiscal Impact: There is no fiscal impact at this time, as salaries must be negotiated with labor unions and/or approved by the Board of Supervisors.

Explanation of Impact: N/A

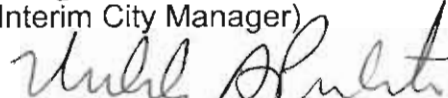
Supporting Material: Proposed Compensation Philosophy

Prepared By: Melanie Bruketta, HR Director *MB*

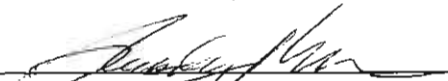
Reviewed By:


(Interim City Manager)

Date: 1-7-14


(Finance Director)

Date: 1/7/14


(District Attorney)

Date: 1/7/14

Board Action Taken:

Motion(s): _____ 1) _____ Aye/Nays
2) _____

(Vote Recorded By)

Compensation Philosophy

Mission Statement

To preserve and enhance the quality of life and heritage of Carson City for present and future generations of residents, workers and visitors.

Vision Statement

A leader among cities as an inviting, prosperous community where people live, work and play!

We recognize that accomplishment of the City's mission and vision are at the center of all that we do and that high standards and high expectations of all employees is essential to service excellence for all. Effective employees are essential for the City to fulfill its mission and we commit to having and supporting the highest quality staff, which means our employees are recognized and rewarded appropriately for their contributions. In order to support the City's top priorities, employee compensation must be externally competitive and internally equitable within the boundaries of financial feasibility and responsibility.

To ensure that our resources are used efficiently and effectively, we support a compensation system that is equitable, competitive and fiscally responsible:

Equitable

- Salaries for new employees should be established at levels that recognize the individual's skills and experience while considering the salary levels of current employees within the same job title.
- We will balance internal equity while recognizing the need for market competitiveness.
- We must ensure internal equity by paying employees similarly for comparable work within the parameters of discipline, function, and individual effectiveness.

Competitive

- In order to support the strategic plan, the City must maintain a compensation program aimed at attracting, retaining and rewarding a highly qualified and diverse workforce.
- We must strive to maintain a competitive position in the job market by setting salaries and benefits at levels competitive with other comparable positions in the region.
- The City may occasionally exceed established total compensation in order to attract and maintain quality staff in areas of need.
- In order to continue attracting and retaining highly skilled and effective employees, we must provide opportunities for growth and career development.

Fiscally responsible

- The services provided to the City's residents and visitors require financial resources; therefore, the City must consider market variations, its fiscal status and the core beliefs of the Board of Supervisors when determining employee compensation and the City's position in labor negotiations.
- We strive to provide employees with a competitive total compensation package. That includes salary and benefits fiscally responsible for the City and in compliance with all applicable rules and laws, incorporating market variations, relevant labor markets, pay and benefits.

The City will review the total compensation plan periodically to assess market competitiveness and effectiveness.