

# City of Phoenix

## Classification and Compensation Study

2021



# About Koff & Associates

- Founded in 1984
- Straightforward, interactive, all-inclusive methodology
- Provide premier public sector human resources services:
  - Classification and Job Analysis
  - Compensation and Plan Development
  - Organizational Effectiveness
  - Recruitment Services
- Partner with:
  - Cities, counties, special districts, and others



& Associates



# Why We are Here

- Classification and compensation study
  - Classification and compensation relationship
  - Snapshot in time
  - Organizational changes
- Stakeholder involvement
  - Employees
  - Management
  - Human Resources
  - City Council





# Expectations

- Not a performance evaluation process
- Not a staffing study
- Classifications are generalized
- Compensation study not a guarantee of salary increases



# Classification Study Overview

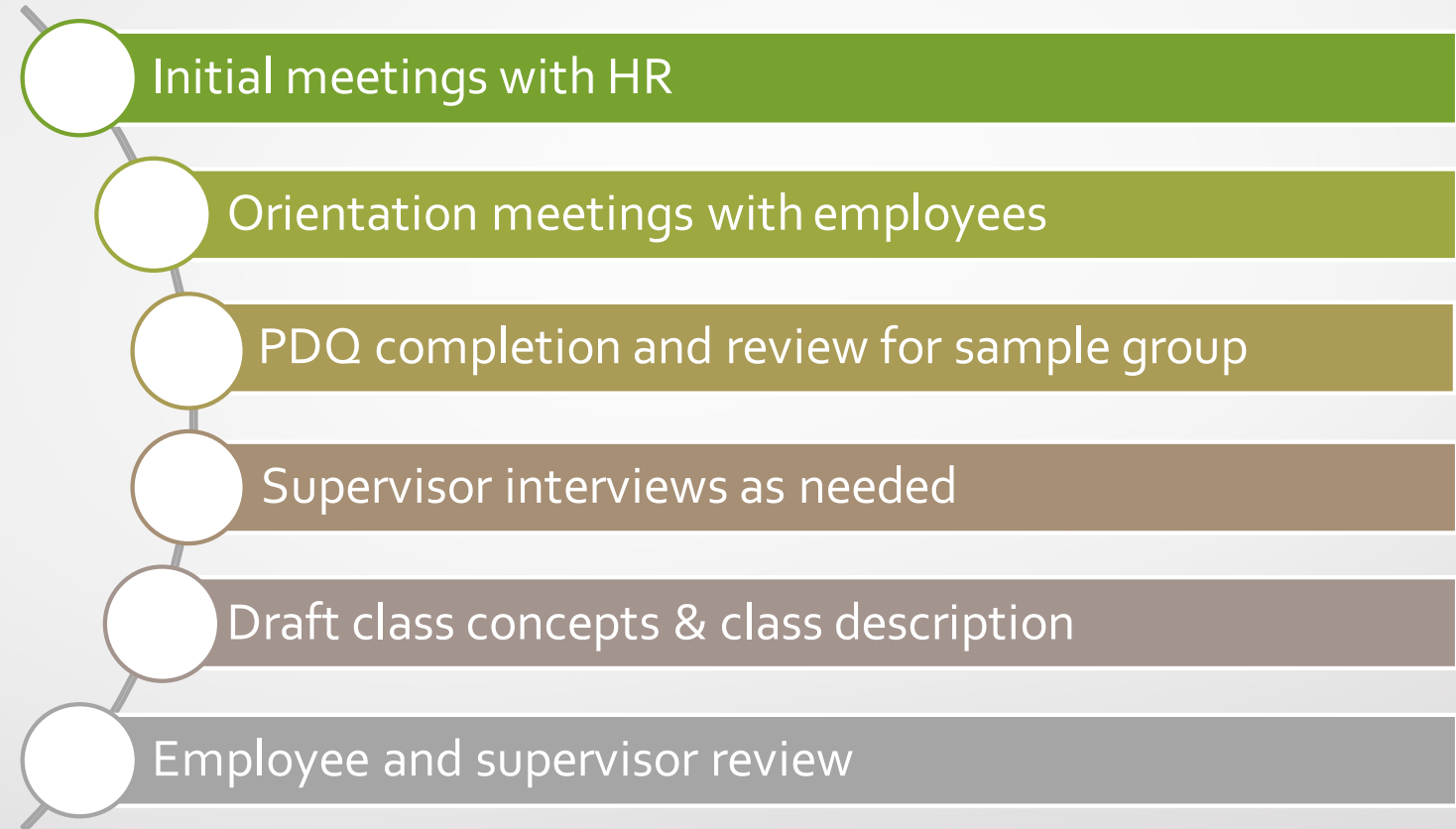


# Purpose

- Up-to-date & current class plan/descriptions
- Ensure legal compliance
  - Fair Labor Standards Act & Americans With Disabilities Act
- Enhance recruitment process
- Career paths
- Training opportunities
- Objective performance evaluations
- Equitable compensation system



# Methodology



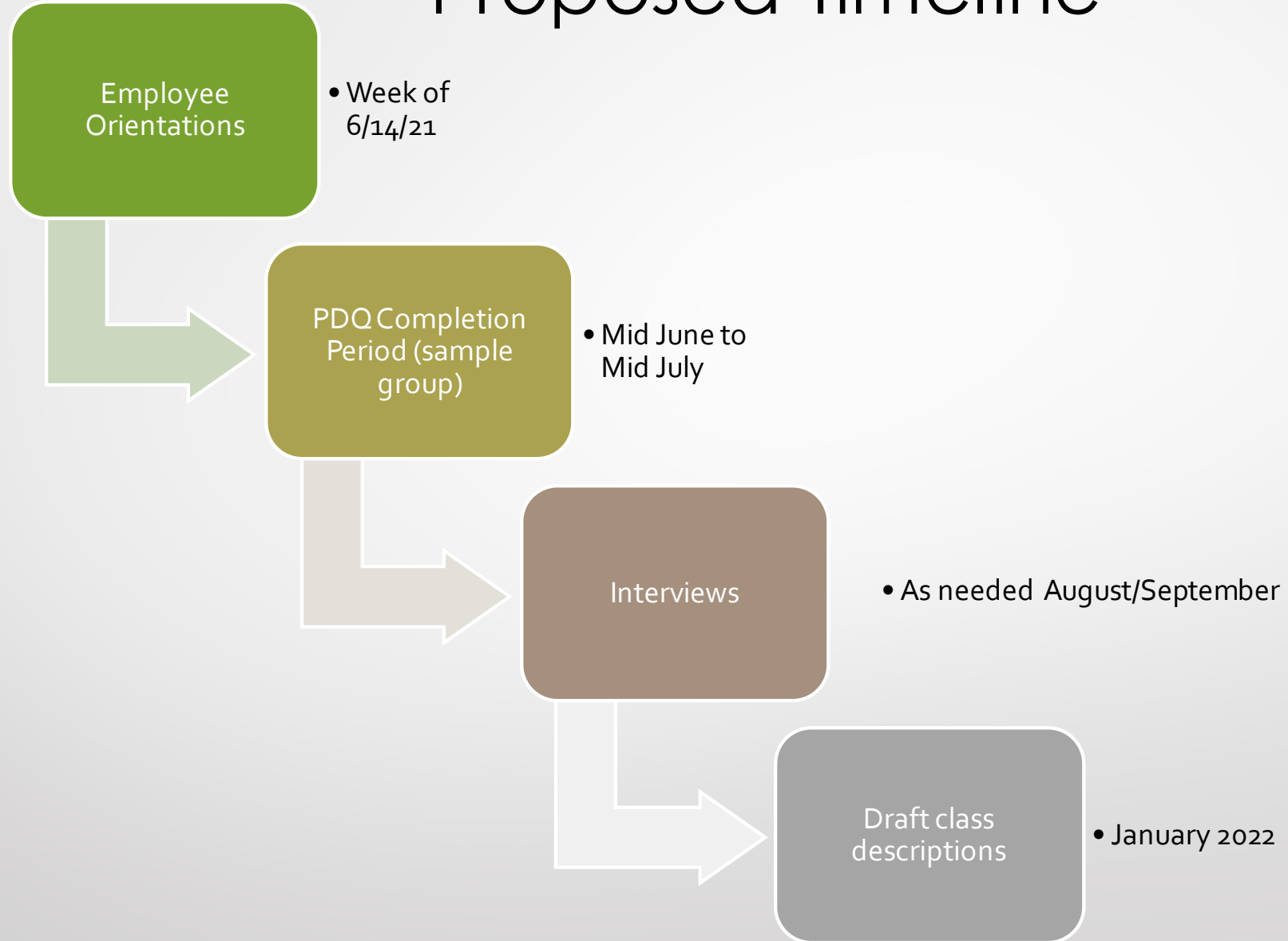


# Job Analysis Methodology

- Education, training, and certifications/licenses
- Experience
- Problem solving/ingenuity
- Independence of action
- Responsibility for resources
- Contacts with others-internal/external
- Supervision received and/or given to others
- Consequences of action/decisions made on the job/risk exposure
- Working conditions
- Physical/mental demands



# Proposed Timeline





# Compensation Study Overview



COMPARATOR  
AGENCIES



BENCHMARK  
CLASSIFICATIONS

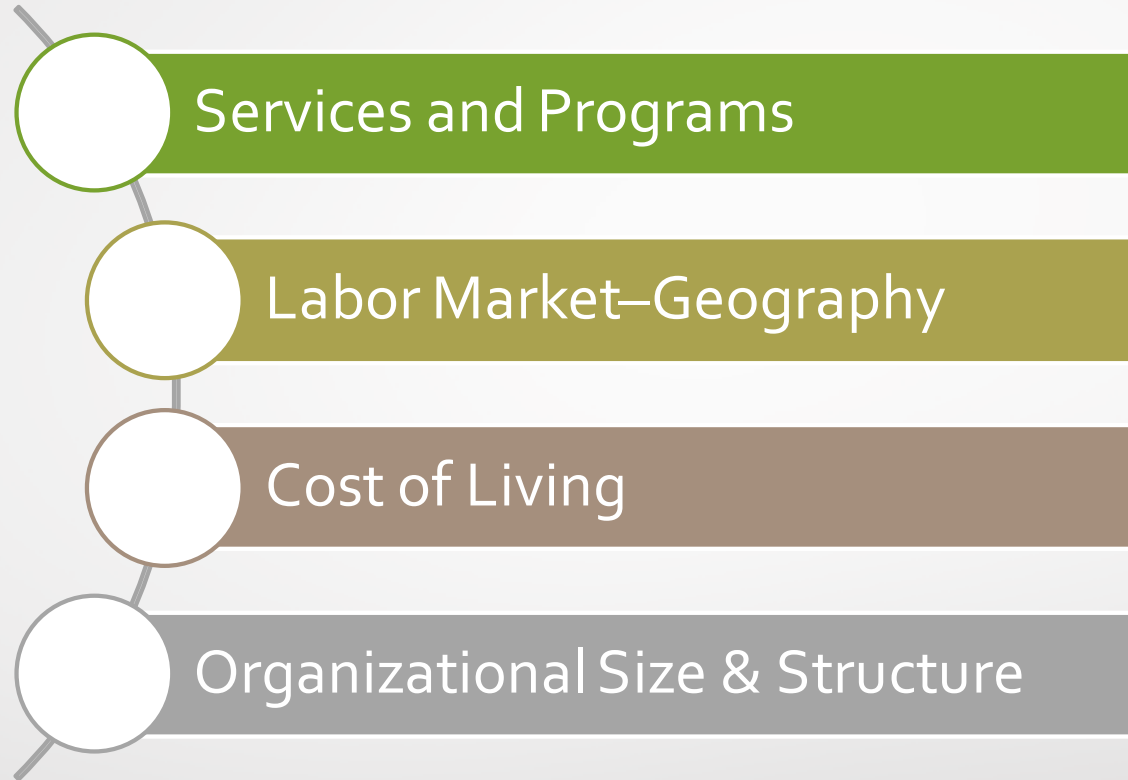


BASE SALARY  
DATA

Survey  
Elements



# Comparator Agency Criteria



Each factor analyzed, ranked

Determine similarity

# Benchmark Classes

- Classifications which we anticipate would be common to other agencies
- Benchmark classes are used to set salaries for non benchmark classes



# Data Collection

- Job/class descriptions
- MOUs
- Organizational charts
- Salary information
- Description-to-description
- 70% match
- Follow-up

All analyses completed in-house

No questionnaires



# Internal Relationships

- Surveyed classifications with lack of data
- Non-surveyed classifications
- Whole position analysis
  - Same class series
  - Scope of work
  - Organizational “worth”
  - Past internal relationships
- Implementation and strategy development
  - Plan development, potentially multi-year



# Stakeholder Touch Points

- Kick-off & orientations
- Supervisor/Management interviews
- Class description review
- Final classification issues
- Compensation study elements
- Compensation survey results
- Final compensation structure







# Questions and Comments

## Thank you!