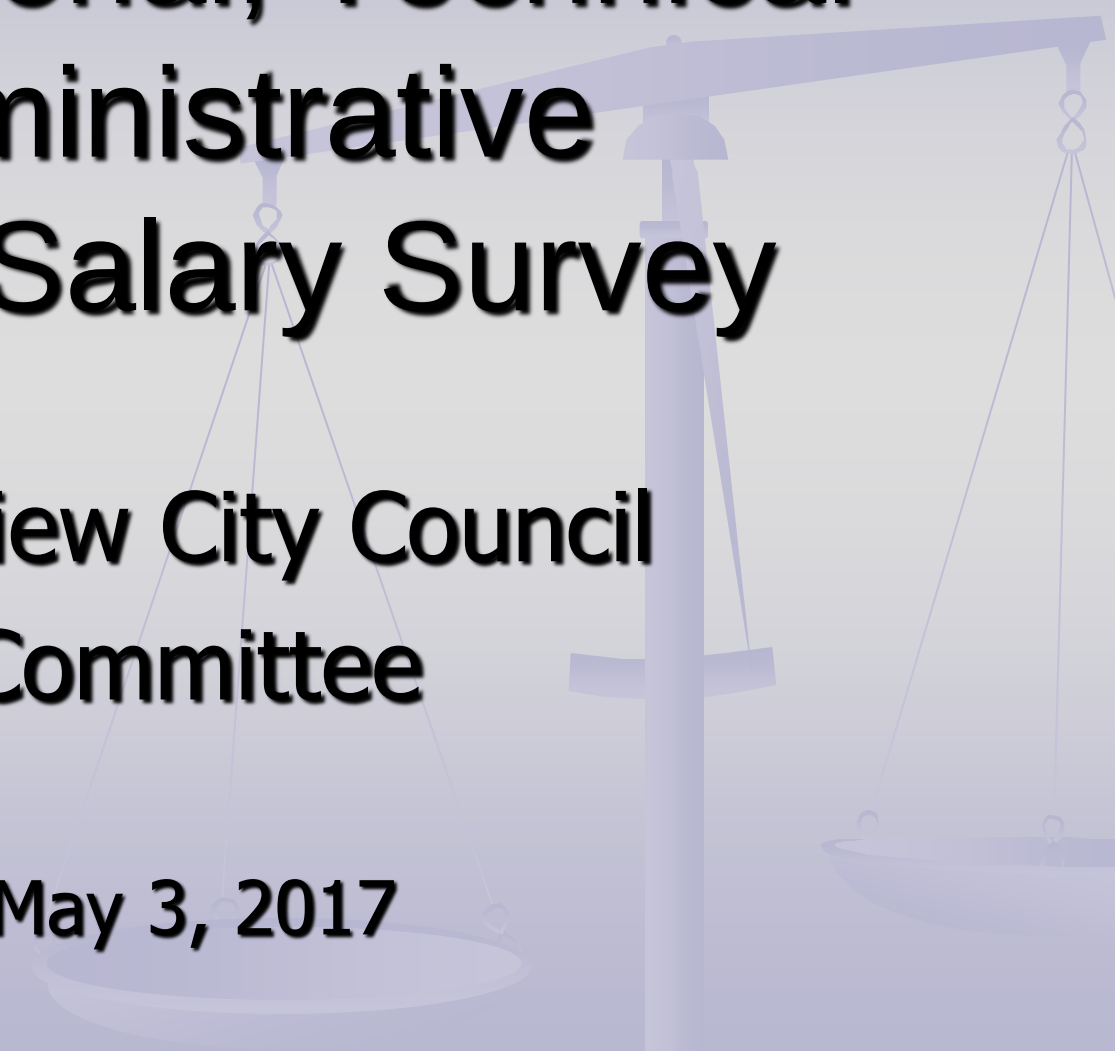




City of Longview Professional, Technical Administrative (PTA) Salary Survey

**Longview City Council
Committee**

May 3, 2017

Purpose and Philosophy

The purpose of the City of Longview's classification and compensation system are to support the recruitment, success, and retention of qualified and productive employees, and to encourage and recognize activities that promote the City's vision, mission and values.

To that end, the City desires to recruit and retain individuals who are customer and community oriented, demonstrate initiative, are team players, and accept responsibility, authority and accountability for work performance.

Generally we strive to provide wages and benefits at approximately the average or median of the appropriate labor market, but we consider internal salary relationships as well; in other words we try to balance market competitiveness and internal equity. We also implement the compensation program within the constraints of the City's financial capabilities.

Background

The City engaged in a comprehensive classification and compensation study in 2008. The classification phase of the study was completed and achieved the following objectives:

- Development and implementation of more broadly defined classifications that reflect the essential duties and responsibilities within each classification.
- Provision of opportunity for career advancement by creating clearly defined job levels that are legally defensible.
- Determination of appropriate FLSA status within each classification and position.
- Development and implementation of a process and criteria for requesting reclassification of positions.
- Development and implementation of a process and criteria for the creation of new job classifications

Background (cont.)

While the classification phase of the study was developed and implemented, the compensation component was not. This was due primarily to the downturn in the economy.

To that end, in an effort to ensure the recruitment and retention of our highly competent employees, I would like to initiate the compensation phase for the Professional, Technical and Administrative (PTA) positions within the City. This phase will consist of:

- Development of a salary survey that will reflect both internal equity and external competitiveness by:
 - Determining the competitive markets and benchmarking positions
 - Focusing on jurisdictions of similar population size and assessed value as Longview and similar breadth of municipal services
 - Aligning internal equity within the City
 - Developing a strategy for prioritization and implementation of the compensation phase

PTA Survey Methodology

- Completed an analysis of 59 positions using 2016 Association of Washington Cities (AWC) Salary Survey
- Per Council direction, comparable cities were determined using 50% above and 50% below in both population and assessed valuation

• Bonney Lake	• Bremerton
• Camas	• Des Moines
• Kenmore	• Lake Stevens
• Maple Valley	• Mount Vernon
• Mountlake Terrace	• Mukilteo
• Oak Harbor	• Tumwater
• University Place	

PTA Salary Survey Results

- Survey using updated comparable criteria are as follows:
 - **Executive/Department Heads:** Average of **-9.11%** below the comparable cities
 - **Managers:** Average of **-4.09%** below the comparable cities
 - **Supervisors:** Average of **-8.73%** below the comparable cities
 - **Professional/Technical:** Average of **-2.71%** below the comparable cities
 - **Office/Clerical:** Average of **-4.60%** below the comparable cities
- All PTA positions combined average **-5.85%** below the average of the comparables

Proposed Path Forward

- Develop one additional pay grade in the PTA Salary Schedule
 - Allows the ability to adjust salaries while maintaining salary schedule integrity
- Affects 26 of the 59 positions analyzed
- First year (2017) salary adjustment:
 - To address those positions that fall below the comparables by 10% or greater and move them into new salary range effective June 1st.
- Second year (2018) salary adjustment:
 - To address those positions that fall below the comparables between 5% and 10% and move them into the new salary range effective on their 2018 salary anniversary date

Results After Adjustment

- Results of proposed salary adjustments:
 - **Executive/Department Heads:** Average of **-1.54%** below the comparable cities
 - **Managers:** Average of **0.53%** above the comparable cities
 - **Supervisors:** Average of **-3.15%** below the comparable cities
 - **Professional/Technical:** Average of **0.23%** above the comparable cities
 - **Office/Clerical:** Average of **-1.12%** below the comparable cities
- **All PTA positions combined average **-1.04%** below the average of the comparables**

Annual Benefits Comparison of Represented vs. Non-Represented (for FY-2016)

Benefit	Non-Represented (82)	Police (54)	Fire (44)
Employee EE Cost Medical/Dental/Vision Insurance	(73) Per Employee – (\$871) Total – (\$-63,553)	\$0	\$0
Longevity Pay	\$0	(28) Per Employee - \$2,482 Total - \$69,488	(27) Per Employee - \$3,396 Total - \$91,678
Education Pay (BA/BS Degree)	\$0	(24) Per Employee - \$3,090 Total - \$74,160	(13) Per Employee - \$1,421 Total - \$18,472
Deferred Compensation	\$0	\$0	(44) Per Employee - \$2,530 Total - \$111,331
Medical Expense Reimbursement Program (Fire Only)	<u>\$0</u>	<u>\$0</u>	(41) Per Employee - \$450 Total - \$18,450
TOTAL	(\$-63,553)	\$143,648	\$239,931

Other Annual Specialty Pay for Represented Employees (for FY 2016)

Specialty Pay	Police (54)
	(12)
Field Training Officer	Per Employee - \$512
	Total - \$6,144
	(12)
Officer in Charge	Per Employee - \$512
	Total - \$6,144
	(54)
Clothing Allowance	Per Employee - \$319
	Total - \$17,200
Total	\$29,488

Specialty Pay	Fire (44)
	(27)
Special Operations	Per Employee - \$2,673
	Total - \$72,182
	(6)
Fire Investigations	Per Employee - \$1,538
	Total - \$9,230
	(3)
Shift Training Specialist	Per Employee - \$1,528
	Total - \$4,583
	(4)
Ongoing Training Evaluation Program	Per Employee - \$1,101
	Total - \$4,405
	(2)
PM Specialist	Per Employee - \$1,528
	Total - \$3,055
Total	\$93,455

Grand Total **Cost/Benefits** Comparison of Represented vs. Non-Represented (for FY-2016)

	Non-Represented (82)	Police (54)	Fire (44)
Total Benefits	(\$63,553)	\$143,648	\$239,931
Total Specialty Pay	<u>\$0</u>	<u>\$29,488</u>	<u>\$93,455</u>
Grand Total	(\$63,553)	\$173,136	\$333,386
Average Cost/Benefit Per Employee	(\$775)	\$3,206	\$7,577

Questions, Discussion, Next Steps



Thank You!