



Staff Report

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TO: Mayor and City Council
THROUGH: Keith Stahley, City Manager
FROM: Krishna Namburi, Deputy City Manager
Michele Bennett, Human Resources Division Manager

SUBJECT:

Compensation adjustments for the classifications of Crime Analyst, Environmental Compliance Tech, and 911 Communications Shift Supervisor.

Ward(s): All Wards
Councilor(s): All Councilors
Neighborhood(s): All Neighborhoods
Result Area(s): Good Governance.

SUMMARY:

Human Resources completed compensation reviews for the job classifications of Crime Analyst, Environmental Compliance Tech, and 911 Communications Shift Supervisor following the guidance of the City’s Compensation Philosophy. Two of the classifications are significantly behind market, and the third classification has pay compression with the represented classifications it supervises. Pay grade adjustments are recommended for the Crime Analyst and Environmental Compliance Tech classifications to bring compensation more aligned to the market. A pay range adjustment is recommended for the 911 Communications Shift Supervisor to address pay compression.

ISSUE:

Shall City Council approve pay grade adjustments for the job classifications of Crime Analyst and Environmental Compliance Tech, and a pay range adjustment for the 911 Communications Shift Supervisor effective July 1, 2023?

RECOMMENDATION:

Approve the pay grade adjustments for the job classification of Crime Analyst and Environmental Compliance Tech, and a pay range adjustment for the 911 Communications Shift Supervisor effective July 1, 2023.

FACTS AND FINDINGS:

As part of the 5-year classification review cycle following the City's process for AFSCME represented and non-represented jobs, the classifications of Crime Analyst, Environmental Compliance Tech, and 911 Communications Shift Supervisor were reviewed. The review is to assess the market rate in relation to the City's comparators and its local competitors, and address pay compression issues due to changes in compensation between represented and supervisory classifications.

The findings of this review identified two represented classifications are behind market more than 5% based on minimum and maximum hourly pay. Additionally, the Crime Analyst classification has experienced significant recruitment challenges over the past year when attempting to fill a position vacancy as it is a highly specialized classification in skills and technical experience.

The non-represented 911 Communications Shift Supervisor has pay compression with the represented 911 Communications Specialists when factoring in compensation changes the represented classifications received due to the new collective bargaining agreement as of July 1, 2023.

Crime Analyst and Environmental Compliance Tech - Currently, the Crime Analyst classification is 15% to 18% behind at pay grade A23 (\$30.41-\$37.20/hour), and Environmental Compliance Tech is 13% to 16% behind market at pay grade A19 (\$26.00-\$31.61/hour). By adjusting the pay grade for the Crime Analyst to A26 (\$35.33-\$43.33/hour) and Environmental Compliance Tech to pay grade A21 (\$28.92-\$35.33/hour), this will improve the market competitiveness of these classifications and brings the compensation of both to be within +/-5% market of our comparators following the guidance of the City's Compensation Philosophy. If this recommendation is approved, Human Resources will initiate a memorandum of understanding (MOU) with the union for the Crime Analyst and Environmental Compliance Tech classifications to change pay grades effective July 1, 2023.

911 Communications Shift Supervisor - Pay compression of 2% exists between the 911 Communications Shift Supervisor classification and their subordinate direct report classifications when comparing the new compensation level including incentive pay per the collective bargaining agreement as of July 1, 2023. A pay range adjustment for the 911 Communications Shift Supervisors is recommended to increase the first step of the grade by 2%, then re-range the remaining steps to maintain a 3% spread between steps to eliminate this pay compression. If approved by City Council, the pay range for 911 Communications Shift Supervisor classification will then change from \$8,612-\$9,694/month to \$8,774-\$9,874/month effective July 1, 2023.

The fiscal impact for these recommended compensation adjustments are anticipated to be available in the departments FY 2024 budgets. The estimated costs are as follows:

1. \$36,174 - Crime Analyst, Police Department
2. \$7,818 - Environmental Compliance Tech, Public Works Department
3. \$25,183 - 911 Communications Shift Supervisor, Fire Department - WVCC

BACKGROUND:

The current collective bargaining agreement between the City of Salem and American Federation of State, County, and Municipal Employees (AFSCME) for FY 2021/22 - FY 2023/2024 did not include a pay grade adjustment for the classifications of Crime Analyst or Environmental Compliance Tech. As part of the five-year classification and compensation review, Human Resources identified other classifications and implemented recommendation for pay grade adjustments as part of the current budget process for FY 2024. However, at the time of budget development, the Crime Analyst and Environmental Compliance Tech classifications had not yet been identified as one of the classifications significantly behind market. Additionally, the City was in bargaining with the 911 PCEA union during the budget development process and therefore the range adjustment necessary to address pay compression between the represented and non-represented 911 Communication Shift Supervisors classification was not yet determined.

Allison Pavelek
Sr. Human Resources Analyst

Attachments:

1. None.