



Legislation Details (With Text)

File #: 17-646 **Version:** 1 **Name:**
Type: Information/Discussion Item **Status:** Agenda Ready
File created: 12/5/2016 **In control:** City Council
On agenda: 2/7/2017 **Final action:**
Title: Presentation of City of Northfield Job Classification and Compensation Study.
Sponsors:
Indexes:
Code sections:
Attachments: 1. Final Executive Report-Public (3) 2-1-2017

Date	Ver.	Action By	Action	Result
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City Council Meeting Date: February 7, 2017

To: Mayor and City Council
Ben Martig, City Administrator

From: Michelle Mahowald, Communications & Human Resources Manager

Presentation of City of Northfield Job Classification and Compensation Study.

Action Requested:

The Northfield City Council will receive a presentation on the Job Classification and Compensation Study from Dr. Victoria McGrath, McGrath Human Resources Group.

No Action.

Summary Report:

- The Northfield City Council approved a contract with McGrath Human Resources Group to conduct a Job Classification and Compensation Study on July 5, 2016.
- City staff was asked to complete Position Description Questionnaires (PDQ) August 8 - August 22, 2016. PDQ's and job descriptions are the tools used by McGrath to point and determine job complexity based on McGrath's point factoring system.
- McGrath's office contacted comparable municipalities for salary data and recommended a pay plan.
- Dr. McGrath held a first site visit on September 13-14, 2016. She met with union groups and non-union employees to discuss mechanics of the job classification and compensation study process, how components of the process will be accomplished, and answered employee questions.

- A second site visit was held on November 8-9. Dr. McGrath met with City leadership to go over questions and propose her initial recommendations.
- On December 13-14, 2016 City staff and Labor Attorney Brandon Fitzsimmons held “Meet and Confer” meetings with non-union and union groups. The purpose of Meet & Confer meetings is to explain State of Minnesota requirements of municipality’s job classification and compensation system, give an update on the timeline of the study, and answer questions.

Alternative Options:

Not applicable.

Financial Impacts:

Not applicable.