



Kent Taylor Civic Hall
200 NE Second Street
McMinnville, OR 97128

City Council Work Session Agenda
Wednesday, October 21 2020
6:00 p.m. – Work Session

*Welcome! The public is welcome to attend, however if you are not feeling well, please stay home and take care of yourself. In accordance with Governor Kate Brown's Executive Order we are limiting the amount of people at Civic Hall and if we meet capacity we may ask you to leave. **With new face covering mandate all who wish to attend public meetings must wear a face mask or some kind of face covering is required.***

*You can live broadcasts the City Council Meeting on cable channels Xfinity 11 and 331,
Frontier 29 or webstream here:*

www.mcm11.org/live

You may join online via Zoom Meeting:

<https://mcminnvilleoregon.zoom.us/j/93606112997?pwd=c21RaGZMM1FRNG9VdTB0d3VxdTZVUT09>

Zoom ID: 936-0611-2997

Zoom Password: 650486

Or you can call in and listen via zoom: 1-253- 215- 8782

ID: 936-0611-2997

1. CALL TO ORDER
2. PRESENTATION/DISCUSSION –Classification and Compensation Analysis Consultant Recommendations
3. ADJOURNMENT

Kent Taylor Civic Hall is accessible to persons with disabilities. A request for an interpreter for the having impaired or for other accommodations for persons with disabilities should be made a least 48 hours before the meeting to the Claudia Cisneros, City Recorder (503) 435-5702.



City of McMinnville
Human Resources
230 NE Second Street
McMinnville, OR 97128
(503) 435-7405
www.mcminnvilleoregon.gov

STAFF REPORT

DATE: October 21, 2020
TO: Mayor and City Councilors
FROM: Kylie Bayer, Human Resources Manager
SUBJECT: Classification and Compensation Analysis Consultant Recommendations
STRATEGIC PRIORITY & GOAL:



CITY GOVERNMENT CAPACITY

Strengthen the City's ability to prioritize & deliver municipal services with discipline and focus.

OBJECTIVE/S: Invest in the City's workforce

Background:

The City of McMinnville is in the final stages of its classification and compensation study with consultant, Gallagher Benefits Services Inc. (GBS). The goal of this project is to ensure the structure of the City's job classifications is based on objective information and that the respective compensation is competitive with the market.

Working with GBS, City staff completed Position Description Questionnaires that described the decisions they make in their jobs and their essential job functions, among other details about the nature of their work. Staff also provided more nuanced job information about their work with GBS through a series of panel interviews. GBS applied their proprietary Decision Band Methodology to each classification along with secondary factors like supervision responsibilities and job complexity and developed their recommended classification structure.

The City Council recommended the data used in the compensation portion of the project focus on the public sector. GBS analyzed market salary data from published surveys for public sector positions and, with guidance from the HR Manager, a small number of private sector positions that are found in both sectors (predominantly jobs in human resources, finance, and information technology). The City is analyzing the recommendations in both the classification system and the proposed compensation adjustments to ensure compliance with the Oregon Equal Pay Act. Any changes required to come in to compliance with the Oregon Equal Pay Act will be presented in the City's final recommendation to the Council.

GBS will present their recommendations in two different implementation plans during the Council presentation on October 21, 2020.

Fiscal Impact:

The recommendations from GBS vary in cost from approximately \$95,000 in year 1 of implementation to \$688,000 in year 3 of implementation. These costs are approximate and will be further refined as the City evaluates the recommendations through the lens of our core service discussion and the upcoming budget cycle.

Recommended Action:

As this presentation is informational in nature, there are no recommendations at this time.