



CITY OF GERMANTOWN TENNESSEE

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Personnel Advisory Commission

Thursday, March 30, 2017 - 5:30 p.m.

Administrative Conference Room

1930 S. Germantown Road

MEMBERS PRESENT: Claire Shapiro, Chairman; Mark Holland; Ronald Pokrandt; Mike Stavropoulos; Steve Wilensky, HR Director

MEMBERS ABSENT: Mark Devine; David Jackson; Sammy Jobe; Alderman Dean Massey

PRESENT NON MEMBERS: Sharon Hailey, Mary Milam, Ola Terrell-Jordan, Steve Thompson

Call to Order

Claire Shapiro called the meeting to order at 5:39 p.m.

Establishment of a quorum

4 of 7 members were present.

Consideration of the Minutes

Minutes from the February 23 meeting were accepted as presented.

Introduction of guests

HR Director, Steve Wilensky, introduced members of the Human Resources Department, Ola Terrell-Jordan, HR Generalist II, and Mary Milam, Compensation Administrator. He also welcomed and turned the floor over to Steve Thompson of Burris, Thompson & Associates in Nashville, who conducted a compensation and classification study for the City which began last August.

Compensation & Classification Update

Steve Thompson provided a compensation study update handout along with some background information on himself and the HR Consulting Firm Burris, Thompson & Associates and gave a summary of the compensation study and their recommendations. Their collaborative approach includes input from employees, department heads and management. New pay ranges were set up with the midpoint values matching market values, which were determined by data from the public and private sector. Public Sector benchmarks were identified from a list of participants that participated in the bi-annual

survey conducted by the firm. These benchmarks were identified as either direct market competitors or comparable municipalities in size, demographics, etc. Data from the public sector was collected from the business industry in the Memphis area. The job market rates used equal an average of the 75th percentile in the public sector (where 75% are below and 25% are above; approximately 11-12% above average) and the 50th percentile of the public sector (about average). Based on these job market rates, City of Germantown salaries overall are at 97%. The expectation, depending on tenure is 90-100%. With Germantown's median tenure of 10.8 years, the results indicate that pay has been well-managed to date.

A new pay structure was created with 17 distinctive pay grades with min/mid/max. Mr. Thompson noted that they have found that having significant differences between the pay grades helps to avoid constant upgrade requests. Approximately 20 employee salaries were identified as below proposed minimums. After the proposed 3% increase, only 14 will still remain below the proposed minimums for a total cost of about \$20,000. There is potential for an additional cost change, but it would be minimal. This would result from the current project still in process to develop a competency based classification scheme for lower paid positions such as administrative assistant and other operator/labor trades. These are being established to give employees in these positions opportunity to move and grow.

Police & Fire will remain on their current career development plan, based on years of service and certifications. This plan has proven to keep the City as leaders or competitive in the current market, which was identified as nearby municipalities.

All those present voted in favor of forwarding Steve Thompson's recommendation to the Board of Mayor and Aldermen for approval. This recommendation includes a city wide "market adjustment" of 3%, with an additional adjustment for employees identified as below range minimum for a total approximate cost of 3.2%. This salary increase equals approximately \$497,000 total. The proposed market adjustment would be in lieu of any merit based increases this year.

Updates

Steve Wilensky distributed the on-boarding information provided to new hires for commission members to review. Members were informed that policy updates are still being finalized and staff is planning to meet with employees to introduce changes prior to implementation. Ethics training has been scheduled for mid-May. Steve attended a workshop with Memphis Business Group on Health learning about prescription consulting firms and their goals to mitigate risks with case management of prescription drugs and dosages. Next week, Public Health week, employees will have the opportunity to get a free wellness screening offered as part of a research project with the Shelby County Health Department. The application for the 2017 CEO Culture of Health has been completed and submitted. City staff is in the process of viewing demonstrations of Wellness software packages to help promote wellness to employees.

Adjourn

Next meeting was confirmed for Thursday, April 27, 2017. The meeting was adjourned at 7:00 p.m.

