



# City Manager's Office

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## MEMORANDUM

**DATE:** April 8, 2022

**TO:** Mayor and City Council

**THROUGH:** Doug Thornley, City Manager

**FROM:** Norma Santoyo, Director of Human Resources

**SUBJECT:** City-Wide Classification and Compensation Study Timeline

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The City will be soliciting qualified firms to conduct a comprehensive, city-wide Classification and Compensation Study. The purpose of the Classification and Compensation Study is to assess the changes in City operations and staffing over the past decade, which may have affected the type, scope, and level of work being performed, and to provide recommendations.

The overarching objectives of a Classification and Compensation Study are to:

- Attract and retain highly-qualified employees;
- Ensure positions performing similar work with substantially similar levels of complexity, responsibility, knowledge, skills, and abilities are classified together;
- Provide salaries commensurate with assigned duties;
- Clearly outline promotional opportunities and provide recognizable compensation growth;
- Provide justifiable pay differential between individual classes; and
- Establish and maintain a competitive position with other comparable government entities and private employers, where possible, within the same geographic areas.

The timeline for the Classification and Compensation Study is anticipated as follows:

By May 1, 2022 the Request for Qualifications will be released.

By August 24, 2022, the proposed firm for selection will be brought forward for Council's consideration.

By September 30, 2022, informational meetings with City leadership, department heads, managers, supervisors, and employees will have been held and work will have begun.