

Classification and Compensation Review Town of Winthrop

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What is a classification and compensation study?

- A review of current position descriptions, classification grades, compensation schedules and policies.
- A review of the internal equity of positions.
- A survey to evaluate the Town's wages relative to its labor market.
- The development of accurate and legally compliant position descriptions.
- A recommendation for an equitable compensation system.

Benefits of a Classification and Compensation Study

- Accurate position descriptions for recruitment.
- Pay determinations are objectively made
- Addresses equity in classification and compensation
- Objective review ensures fairness
- Compliance with laws and regulations, including the Americans with Disabilities Act, Pay Equity and various employment laws.

A classification and compensation study is NOT:

- A **RE**-classification or an “upgrade” study
- A performance evaluation
- About the individual holding the position
- A staffing level study
- An evaluation of how many hours a position should be assigned

METHODOLOGY

Position Descriptions

- Orientations
- Position Questionnaires
- Interviews
- Draft Position Descriptions
- Edits and comments by employees and supervisors
- Final position descriptions

METHODOLOGY

Position Evaluation and Classification

- Review existing Structure
- Position Rating System based on point factors
- Evaluates key characteristics including:
 - Supervision Received & Exercised
 - Education & Experience
 - Judgement & Complexity
 - Nature of Personal Contacts & Confidentiality
 - Work Environment & Physical Skills
- Groups positions into a classification or “grade”

METHODOLOGY

Creation of Compensation Schedule

- Analyze Collected salary data
 - Use hourly wages so comparisons are accurate
 - Evaluate Average and Median rates to compare to Town rates
- Determining minimum and maximum recommended rates of a range
 - Evaluate the survey data for those positions classified into the same grade
- Creation of Recommended Salary Schedule
 - Coalesce all the data, the current rates, the survey and the groupings to create a pay range; the Town requested a step system

REPORT DELIVERABLES

- Approximately 80 Accurate and Legally Compliant Position Descriptions
- A Classification plan with six grades encompassing all non-school and non-uniformed public safety employees
- A Fifteen-step Recommended Salary Schedule



Questions?