

# City of West Allis Classification & Compensation Study

The Common Council retained Carlson Dettmann Consulting, LLC to conduct a classification and compensation assessment for non-protective service Departments. Charles Carlson, a partner in the firm with over 45 years experience in Wisconsin municipal human resources management, will be the Project Director for the City's study.

## Why Is The City Doing This?

Best practice indicates a classification and compensation study is performed periodically to ensure an organization's ability to hire and retain qualified employees and that internal relationships are equitable. The last time a classification and compensation study was undertaken for our City was in 1980 wherein the Hay System of job evaluation was instituted for non-represented positions. The goals of this undertaking will be to:

- Simplify the City's salary structure
- Ensure job classifications and compensation are internally equitable and competitive in external markets, both public and private
- Classify positions in accordance with the Fair Labor Standards Act provisions
- Assess the competitiveness of the City's benefits program, particularly regarding health benefits, retirement, and paid time off
- Address recruitment and retention needs

## Your Participation Is Critical

The key factor in a classification and compensation study is developing accurate job documentation – that is, documenting the responsibilities, duties, skills, knowledge and abilities of each position. You and your supervisor will play a critical role in compiling this information. It is vital to understand that the focus of the evaluation is on the content of a job NOT on an individual's qualifications, performance, or longevity.

## Orientation Sessions And Locations

In order to better understand the purpose and process of this undertaking and what your role will be, orientation sessions for all affected staff will be conducted on June 22 and 24; a recording will also be available via the intranet.

### Kick-Off Meeting For Department/Division Heads, Tuesday, June 21

- 10 am to 11 am, Mayor's Department Meeting

### Sessions open to all employees (including supervisory personnel)

#### Wednesday, June 22

- 10 am to 11 am, City Hall, Council Chambers
- 11 am to 12 noon, City Hall, Council Chambers
- 1 pm to 2 pm, PW Municipal Yard, Cafeteria
- 2 pm to 3 pm, PW Municipal Yard, Cafeteria

#### Friday, June 24

- 9 am to 10 am, PW Municipal Yard, Cafeteria
- 10:30 am to 11:30 am, Library, Constitution Room



**JOB DESCRIPTION**

Thank you for your attention to this important project.