



human resources



**Class Comp Study Overview
2023**

Agenda

- ✓ Goal of Class Comp Study
- ✓ Study Outcome
- ✓ Timeline
- ✓ Communication Plan
- ✓ Talking Points

Classification and Compensation Study



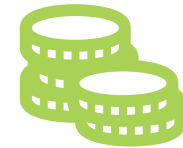
First comprehensive study in 10+ yrs. Final recommendations and report by end of 2023.



Over 800 job descriptions will be updated.



Market compensation will be reviewed for every position in the City.



Project cost - \$300,000

Goals of a Class Comp Study

- Modernize Job Titles
- Modernize Job Descriptions/Update Minimum Qualifications
- Review of Jobs Shared Across Various Departments
- Build Job Profiles for Development Plans
- Develop Compensation Strategies and Policy Review
- Compare City Salaries to Private and Public Sector

of Position Description Questionnaires (PDQs): 1647

Class Comp Study Overview

Employees completed PDQs

Consultant compared

- PDQs to peers and industry best practices
- Salary ranges to 11 new peer cities
- Salary ranges to private sector

Consultant provided

recommendations based on survey results for 125 benchmark positions

Class Comp met with

Department Directors

- Job title and compensation recommendations

Class Comp Study Overview

Participating Peer Cities

- Allen TX
- Atlanta
- Broken Arrow
- Dallas
- Denver
- Edmond
- Louisville
- Nashville
- Reno
- Salt Lake City
- San Antonio

Private Sector

- CompAnalyst
- PayFactors
- ERI

Selected cities differ from annually benchmarked peer cities.

Allowed the City to review new metro, regional, and national data.

Class Comp Study Takeaways

185 changes were made over the last 2.5 years:

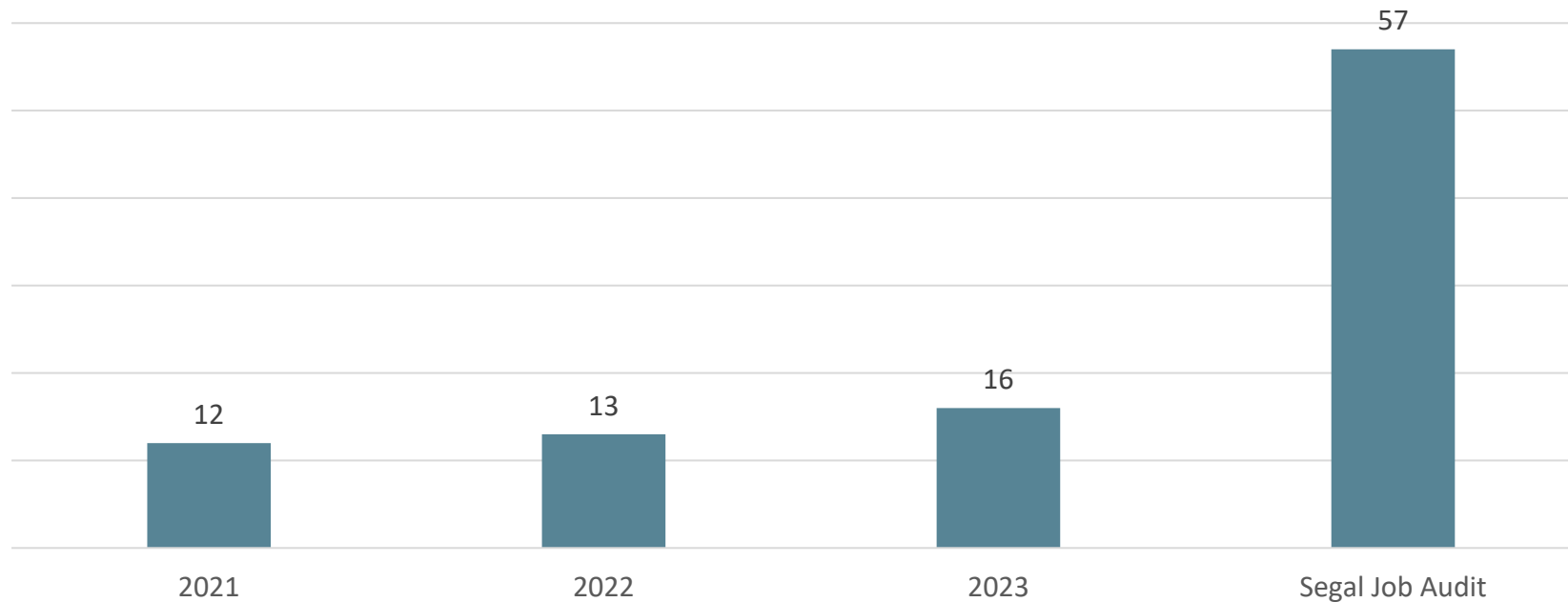
- Affected employees: **330**
- Classifications increased in pay (Segal and Class Comp): **98**
- New jobs: **87**
- Classifications recommended to decrease: **71**
- Wage investment: **\$61 million**

*Example: General and Management Pay Plans increased **17% over 3 years.***

Reclassification Requests

There has been a steady increase in reclassification requests in the last 2.5 years.

Note: During the audit only critical needs were addressed.



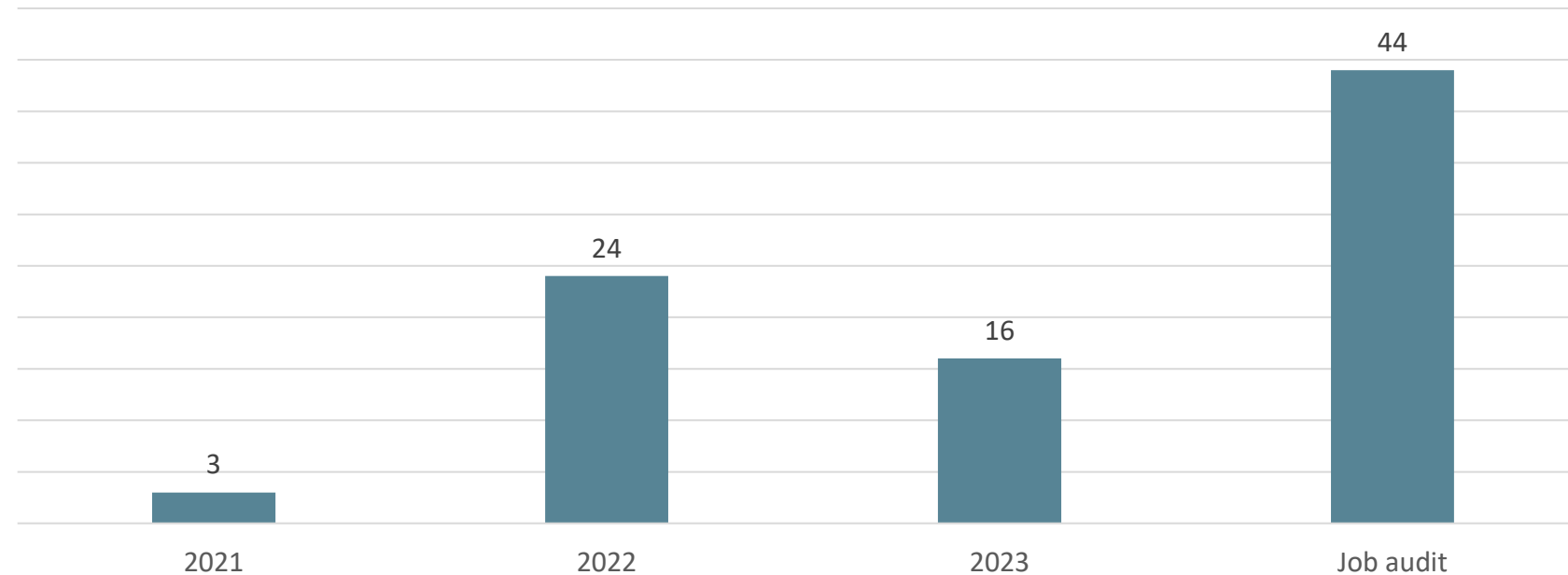
Last 2.5 years

- 41 internal reclassifications
- 57 Segal recommendations
- 98 total

Title modifications and new job descriptions

87 new titles have been added in the last 2.5 years.
28% of internal additions were related to public safety.

Note: During the audit only critical needs were addressed.



Last 2.5 years

- 43 internal new job titles
- Consultant recommended 44 more
- 87 total

Class Comp Study Takeaways

- **Over 75% of City wage ranges are at or above market.**

Consultant used a scoring system to evaluate classifications.

Recommendation was to increase classifications that scored below the 95th percentile.

- **The City's salary midpoint is 111% of the market.**
- **The City is reviewing options to look at our job and pay structures in real time as opposed to periodic studies.**

Class Comp Study Takeaways

Output of the Study:

- 57 positions will have a change.
- 330 employees will have a change.

No employee pay will be decreased.

Communication Timeline

- Dec. 21:** Assistant City Manager Overview
- Jan. 10:** Department Director Overview
- Jan. 23:** Townhall
- Jan. 30:** Appointed Positions and Class Comp
Recommendations to Council
Post Summary to InsideOKC
- Jan. 31:** Supervisors to communicate changes
- Feb. 1:** Effective Date
- Ongoing:** New Job Descriptions



Leadership Reminder

“I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel.”

— Maya Angelou



Ongoing

Job Descriptions and Job Profiles are in progress

- Employees will receive via Oracle Journeys

Once job descriptions are complete:

- No changes will be made
- Employees will be exempt from new minimum qualifications

In the future:

- Purchasing software for in-house analysis

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Appendix





FINAL RECOMMENDATIONS

Current Job Title	Dept Recommendation	Department	Current	Recommended
911 Call Taker		Police	412	414
911 Dispatcher I		Police	415	416
911 Dispatcher II		Police	417	418
911 Dispatcher Trainee		Police	411	412
Action Center Representative		PIM	507	509
Airfield Painter		Airports	413	414
Airport Airside Operations Manager		Airports	518	520
Airport Operations Officer		Airports	511	512
Arborist II		Parks	414	415
Associate Planner		Planning	513	514
Aviation Fuel Sys Technician		Airports	413	414
Building Heat and Air Mechanic		Gen Serv	415	416
Building Inspector I		Dev Serv	416	417
Building Inspector II		Dev Serv	419	420
Unit Operations Leader	Title change to Administrative Spec	Utilities	512	513
Refuse Equipment Operator III	Title change to Crew Chief	Utilities	412	413
Classification and Compensation Analyst		HR	513	515
Classification and Compensation Specialist		HR	517	518
Collection & Distribution Trainee		Utilities	409	411
Collection & Distribution Trainee - Meter Maintenance		Utilities	409	411
Construction Equipment Operator II		Airports, PW, Utilities	413	414
Crime Scene Investigator		Police	511	512
Electrical Inspector II		Dev Serv	419	420
Electrician		Gen Serv	416	417
Elevator Inspector I		Dev Serv	416	417
Elevator Inspector II		Dev Serv	419	420
Environmental Technician		PW	509	510
General Aviation Manager		Airports	518	520
GIS Analyst		Parks, PW, Police	512	516
Grounds Maintenance Operator II		Parks, Airports	412	414



FINAL RECOMMENDATIONS

Current Job Title	Dept Recommendation	Department	Current	Recommended
HRIS Analyst II		HR	516	518
HRIS Assistant		HR	509	510
HRIS Specialist		HR	518	520
Human Resources Specialist (Benefits)		HR	517	520
Irrigation Technician		Airports, Parks	413	414
Latent Print Laboratory Supervisor		Police	517	518
Mechanical Inspector II		Dev Serv	419	420
Municipal Court Clerk		Courts	410	414
Office Coordinator	Reclass to Admin Coordinator	Courts Administration	506	509
Planning Supervisor		Transit	517	518
Plumber		Airports, Gen Serv	415	416
Plumbing Inspector II		Dev Serv	419	420
Polygraph Examiner		Police	512	513
Property Crimes Specialist		Police	509	511
Quality Assurance Officer		Utilities	514	515
Records Control Technician		Utilities, Fin, Dev Serv, City Clerk	507	509
Refuse Collector I		Utilities	408	410
Refuse Collector I Non-CDL		Utilities	408	410
Refuse Collector II		Utilities	409	411
Refuse Collector III		Utilities	411	412
Refuse Collector Trainee		Utilities	407	409
Senior Municipal Court Clerk		Courts	412	416
Talent Acquisition & Development Manager		HR	520	521
Talent Acquisition Specialist		HR	517	518
Traffic Signal Technician II		PW	511	512
Unit Operations Supervisor	new title created - Animal Welfare UOS	Dev Serv, Transit	516	517
Unit Operations Supervisor	new title created - Parking Services Manager	Transit	516	518
Veterinarian	new title created - Chief Veterinarian	Dev Serv	520	521