



# City of San Antonio

## Agenda Memorandum

**File Number:**20-1131

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**Agenda Item Number:** 2.

**Agenda Date:** 1/15/2020

**In Control:** City Council B Session

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**DEPARTMENT:** Human Resources

**DEPARTMENT HEAD:** Lori Steward

**COUNCIL DISTRICTS IMPACTED:** City-wide

### **SUBJECT:**

Briefing regarding City Council Staff Compensation Review

### **SUMMARY:**

In September 2019, Human Resources began the facilitation of a classification and compensation review in coordination with the Mayor's appointed Ad Hoc Committee on City Council Staff Compensation and an outside compensation expert, Werling & Associates, Inc. Human Resources will provide a briefing regarding the results of the City Council Staff compensation review and overview of recommendations.

### **BACKGROUND INFORMATION:**

On August 9, 2019, a Council Consideration Request was submitted regarding City Council staff compensation. As part of the FY 2020 budget process, City Council approved an amendment related to the compensation of City Council staff. During the Governance Committee meeting on October 16, 2019, Mayor Nirenberg appointed an Ad Hoc Committee on City Council Staff Compensation, including Councilmember Rocha Garcia as Chair and consisting of Council members: Courage, Sandoval and Trevino. The Ad Hoc Committee has been meeting regularly with HR and the City Attorney's Office to monitor progress and provide feedback.

Human Resources facilitated a classification and compensation review through the gathering of detailed information on the duties and responsibilities of City Council staff through questionnaires and individual meetings. This is a standard process when evaluating compensation and classification of City positions and maintains internal pay structure consistency within the entire organization. Draft job descriptions were developed and reviewed by the Ad Hoc Committee on November 15, 2019. The Ad Hoc Committee members provided feedback to HR and also reviewed the draft job

descriptions with each member of City Council for additional input.

The information gathered through individual meetings with Council staff and revised draft job descriptions were provided to a compensation consultant, Werling & Associates, Inc. on November 22, 2019, for review and development of pay range recommendations. Dr. Werling presented his recommendations to the Ad Hoc Committee on December 20, 2019, with follow up items and HR alternative options reviewed on January 10, 2020. Options and recommendations will be presented during B Session on January 15, 2020, and then to City Council for consideration on January 30, 2020. Implementation of City Council approved changes is anticipated for February 1, 2020.

The City Council Ad Hoc Committee on Council Aide Compensation met on January 10, 2020 and reviewed an updated report from Dr. Werling, the outside compensation consultant. In addition, the committee reviewed and discussed an alternate pay range recommendation prepared by City staff. The final consultant report and the final alternate staff recommendations are posted for your review for discussion in the B session of January 15, 2020. Two briefing sessions for Council staff are being scheduled on Monday the 13th and Tuesday the 14th. (updated January 10, 2020)

**ISSUE:**

This item is for briefing purposes.

**ALTERNATIVES:**

This item is for briefing purposes.

**FISCAL IMPACT:**

This item is for briefing purposes.

**RECOMMENDATION:**

This item is for briefing purposes.