

**Program # 72084B - Executive & Management Classification/Compensation Study** **Version 4/04/2007 s**

**Priority:** Accountability **Lead Agency:** County Management  
**Program Offer Type:** Existing Operating **Program Contact:** Travis Graves  
**Related Programs:**  
**Program Characteristics:** One-Time-Only Request

**Executive Summary**

This scaled offer requests funds for a classification and compensation study for Executive and Management positions to begin in January 2008. Purchase of this offer funds half of the study in FY08. If both 72084B and offer 72084C are purchased, then the entire study is funded in FY08.

Classification and Compensation studies provide County senior leaders, recruiters and hiring managers with essential up-to-date employment market information.

**Program Description**

The Executive and Management Classification/Compensation Study will provide essential information necessary for successful recruitment, retention and succession planning. There are 135 Executive position and 470 Management positions. This study is not intended to review all 605 positions. The Executive/Management Study provides:

- An analysis of current classification structure and realignment following human resource best practices
- A compensation analysis
- Establish criteria to distinguish Executive vs. Management service

**Program Justification**

The Executive and Management Classification/Compensation Study contributes to the Accountability strategies to attract and retain a diverse workforce at all levels of the organization and ensure continuity of County services through performance management and succession planning. The Program Manager Series Study and the Human Resources Series Study both from 2000, were the last countywide large studies conducted and only impacted a portion of the Executive/Management group. Review and update of other Executive and Management positions has often occurred in a piece-meal fashion, impacting one position at a time. This is inefficient and further skews positions not reviewed. Following the study, Executive and Management positions will be updated more systematically on a five to seven year cycle.

Well-defined job families and career ladders identify knowledge, skills and experience requirements necessary to attract qualified job applicants and clarify career progression for those in key positions to manage and lead the varied County business lines. Up-to-date compensation information informs senior leader decisions regarding strategic position in a competitive employment market. The County has continued to make market adjustment through studies for represented positions, but updates for executive/management services has not kept up.

**Performance Measures**

Measure Type	Primary Measure	Previous Year Actual (FY05-06)	Current Year Purchased (FY06-07)	Current Year Estimate (FY06-07)	Next Year Offer (FY07-08)
Output	Number of positions reviewed in study starting Jan 08.	0	0	0	70
Outcome	Percent of total of Exec/Mgmt positions reclassified, revised or updated.	0.0%	0.0%	0.0%	11.5%

**Performance Measure - Description**

There are 605 Executive/Management job positions potentially impacted by this study. The percentage of all positions reclassified, revised or updated as a result of classification or compensation review indicates County job positions better aligned to current competitive job market factors and information.

A second scaled offer 72084C also proposes an Executive and Management Classification/Compensation Study to review 70 positions. If both scaled offers are purchased, the total number of positions reviewed is 140 and the percentage of updated Exec/Mgmt positions is 23%

**Legal/Contractual Obligation****Revenue/Expense Detail**

	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>
<b>Program Expenses</b>	2007	2007	2008	2008
Contracts	\$0	\$0	\$150,000	\$0
Subtotal: Direct Exps:	<b>\$0</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$0</b>
Administration	\$0	\$0	\$0	\$0
Program Support	\$0	\$0	\$0	\$0
Subtotal: Other Exps:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Total GF/non-GF:	<b>\$0</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$0</b>
Program Total:	<b>\$0</b>		<b>\$150,000</b>	
Program FTE	0.00	0.00	0.00	0.00
<b>Program Revenues</b>				
Program Revenue for Admin	\$0	\$0	\$0	\$0
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues****Significant Program Changes**

Last year this program was: