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COUNTY DEPARTMENT AGENDA REQUEST

Department/Division: BOARD OF COMMISSIONERS

Department Head: CAROL CHANDLER

Presenter, if needed: JACK KRAKEEL

Preferred Meeting Date: Thursday, February 14, 2008

Wording for the Agenda:

Further consideration of the proposed job classification and compensation study performed by the University of Georgia.

Background/History/Details:

Fayette County contracted with the University of Georgia Institute of Government last year to perform an independent study of the County's job classifications and pay plan.

The Study was presented to the Board of Commissioners on January 10. The presentation included information about the fiscal impact of implementing the results of the Study as well as options for doing so.

What action are you seeking from the Board of Commissioners?

Further discussion and possible approval of the Study for implementation.

If this item requires funding, please describe:

The total cost will depend on the option chosen for implementing the Study, should the Board vote to approve it.

Has this issue come before the Commissioners in the past? Yes

If so, when? Thursday, January 10, 2008

Do you need audio-visual for the presentation? No

Back-up Material Submitted? Yes

STAFF USE ONLY

- ○ Finance Review Complete
- ◉ Purchasing Review Complete
- ◉ Legal Review Complete
- ◉ Administrative Staff Review Complete

Administrator's Approval Yes

Confirmed Meeting Date Thursday, February 14, 2008

- ○ Recognition/ Presentation
- ○ Public Hearing
- ◉ Old Business
- ○ New Business
- ○ Consent
- ○ Report
- ○ Other

OLD BUSINESS:

B. **COUNTY JOB CLASSIFICATION AND COMPENSATION STUDY:** Mr. Mark Knowles of the University of Georgia Institute of Government will present the results of the County's job classification and compensation study.

Assistant Director of Human Resources Lewis Patterson remarked that the County entered into a contract with the University of Georgia in March of 2007 to conduct a full compensation and classification study for Fayette County and actually got under way in August of 2007. He said there were two representatives present tonight from the Carl Vincent Institute of Government at U.G.A. who would present their findings and recommendations to the Board for consideration.

Mark Knowles and Carl McCoy of the University of Georgia Institute of Government presented the results of the county's job classification and compensation study for Fayette County. Mr. McCoy said the objectives of the study were (1) to review and update the current position classification and pay plan; (2) to collect relevant labor market data and produce a recommended pay plan based on job analysis, job evaluation and salary survey information; and (3) to develop new job descriptions for the County. He noted that each County employee completed a survey regarding their job duties and was interviewed for verification and clarification of the information that was gathered. He said with this information they had developed three different pay plans.

Chairman Smith asked if the results of the study were typical of what Mr. McCoy and Mr. Knowles see when they do a salary study or was Fayette County below or above the normal change required to bring Fayette County in line.

Mr. Knowles replied that Fayette County's classification change for Plan C would put the County a little behind but noted that a study had not been done for seven years. Mr. McCoy said the figures that were being reviewed tonight would be considered average.

Chairman Smith asked if lower, middle, or higher positions would see the most change and Mr. McCoy felt the greatest salary changes would be from grade 12 and lower and was this probably was the largest part of the County's labor force.

Chairman Smith asked what policies and procedures the County could implement as an organization to prevent getting into the position of five years from now that the County was faced with another 10% change. Mr. Knowles replied that the first step would be to make sure that the County's pay plan itself stayed with the labor market and stayed competitive. Mr. Knowles remarked that there would also have to be a merit-based system that would help retain the best employees and move them up higher in the plan. Mr. McCoy interjected that when some of their clients made annual adjustments to their pay scales, they used the Consumer Price Index as an indicator for inflation.

Chairman Smith asked if there were any further questions. Hearing none, he thanked Mr. Knowles and Mr. McCoy for their presentation.