


DATE SUBMITTED 4-12-2018
 SUBMITTED BY HUMAN RESOURCES DIRECTOR
 DATE ACTION REQUIRED 4-18-2018

COUNCIL ACTION (x)
 PUBLIC HEARING REQUIRED ()
 RESOLUTION ()
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()
 CITY CLERK'S INITIALS 

**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION:
 APPROVE THE AGREEMENT BETWEEN CITY OF IMPERIAL AND EWING CONSULTING FOR THE CLASSIFICATION AND COMPENSATION STUDY

DEPARTMENT INVOLVED: CITY MANAGER AND HUMAN RESOURCES

BACKGROUND/SUMMARY:

City of Imperial is conducting a classification and compensation study with the assistance of Ewing Consulting. The objective of the study is to align job descriptions with the current roles and responsibilities of city employees and to conduct a market analysis of compensation in similar or like jobs in other cities. The overall goal of the City is to update our current job descriptions, compete with comparable cities and places of employment, offer fair payment for services, and recruit/train/retain and support a motivated, capable and diverse workforce.

Due to the cost involved with the conducting a full study, it was determined that the first phase would address the City Manager's Office (Finance and Human Resources), Community Services and Community Development. The cost of the first phase was \$9,800 and is currently in the classification stage.

It is the desire of the City to combine the existing departments and job classifications into one complete study. The proposal attached is the scope of services and cost of the second phase which will include Public Services and Police Department and the rest of the job classifications. The following are specific objectives for the study:

- ✓ Conduct a thorough job analysis of all city positions.
- ✓ Develop and/or update class specifications for all classifications.
- ✓ Conduct a compensation salary survey of comparable cities.

Staff is respectfully recommending that the following action be approved by Council:

- 1) Authorize the second phase of the Classification and Compensation Study; and
- 2) Approve the Proposal/Agreement between Ewing Consulting and City of Imperial.

FISCAL IMPACT: \$ 15,700 (General Fund) ASD INITIALS: _____

STAFF RECOMMENDATION:

1. Authorize the final phase of the Classification and Compensation Study; and
2. Approve the Proposal/Agreement between Ewing Consulting and City of Imperial.

MANAGER'S RECOMMENDATION: MANAGER'S INITIALS

MOTION:

SECONDED: APPROVED () REJECTED ()
 AYES: DISAPPROVED () DEFERRED ()
 NAYES:
 ABSENT: REFERRED TO:



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Sacramento, CA 95834
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bjewing@cpshr.us

April 9, 2018

Stefan Chatwin, City Manager
City of Imperial
420 S. Imperial Avenue
Imperial, CA 92251

Dear Mr. Chatwin:

Ewing Consulting/CPSHR Consulting appreciates the City staff and Council's satisfaction with Phase I of the Classification and Compensation study performed by our firm. We are now eager and ready to begin Phase II of the Classification and Compensation study for the City of Imperial.

The study will encompass the review of 26 additional classifications. Phase II of our study will employ the same phases and milestones that were utilized during Phase I of the study, including a classification review/revision and base compensation study.

In addition to the classification and compensation review, we will also assist in the development of the City's Personnel Policies and Procedures manual.

Our fees for this additional work will be \$15,700.

Please respond as soon as possible and we can begin the contract/initiation of the next phase of this very important study. Should you have any questions, please do not hesitate to contact me directly at bjewing@cpshr.us or by phone at (657) 204-4003.

The proposal for the study described herein is a firm and irrevocable offer, good for ninety (90) days. The signer below is authorized to bind Ewing Consulting, a Division of CPS HR Consulting, contractually to provide the described services.

Best regards,

BJ Ewing
Project Manager
