

1 **NORTH OGDEN CITY EMPLOYEE COMPENSATION COMMITTEE**

2
3 February 7, 2013

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5 The North Ogden City Employee Compensation Committee convened in a meeting on February 7,
6 2013 at 6:50 pm in the North Ogden City Council Chambers at 505 East 2600 North. Notice of
7 time, place and agenda of the meeting was delivered to each member of the Employee Compensation
8 Committee, posted on the bulletin board at the municipal office and posted to the Utah State Website
9 on February 6, 2013.

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11 PRESENT: Neal Berube Committee Chair (arrived at 7:13pm)
12 Brett Forsberg Committee Member
13 Linda Boyer Committee Member
14 Kris Barker Committee Member
15 Brock Mortensen Committee Member

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17 STAFF PRESENT: Bryan Steele Finance Director
18 Annette Spendlove City Recorder/HR Director

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20 EXCUSED: Thayne Shaffer Committee Member

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23 Neal Berube welcomed and thanked everyone for coming. Linda Boyer offered the invocation and
24 led the audience in the Pledge of Allegiance.

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27 **CONSENT AGENDA**

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30 1. **CONSIDERATION TO APPROVE THE MINUTES OF THE DECEMBER 20, 2012**
31 **MEETING.**
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33 2. **CONSIDERATION TO APPROVE THE MINUTES OF THE DECEMBER 27, 2012**
34 **MEETING.**
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36 3. **CONSIDERATION TO APPROVE THE MINUTES OF THE JANUARY 3, 2013.**

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39 **Kris Barker moved to approve the consent agenda. Linda Boyer seconded the motion.**

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41 **Voting on the motion:**

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43 **Kris Barker aye**
44 **Brett Forsberg aye**
45 **Linda Boyer aye**
46 **Brock Mortensen aye**

48 **The motion passed unanimously.**

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50 **All voted aye.**

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52 **AGENDA**

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55 **1. REVIEW SALARY DATA**

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57 Brett Forsberg stated that he has completed all the statistics for the cities the same size in Utah. He
58 said he needs everyone to look at the jobs that they are familiar with and tell him what the pros and
59 cons are for them so they can speak to each one. He said some of the statistics are fine and some are
60 sadly lacking because there are not many to compare against. He said as he went through this there
61 are many things that came to his mind. One was that some of these cities they compare to are a lot
62 like North Ogden. For example, Eagle Mountain is similar, it is mostly residential, those types of
63 things. He said others are very different and sometimes that will make a big difference and
64 sometimes it will not. He said Police Officer or Utility Clerk may be similar but the Planner will be
65 very different because one may be doing so much commercial and one may be doing so much
66 residential. He said there are so many things to consider they almost need a specialist on each
67 position.

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69 Brock Mortensen suggested the Committee review Brett Forsberg data and go through it to
70 determine if changes are necessary.

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72 Linda Boyer asked if Brett Forsberg can put that report in a central location to allow the Committee
73 to review it before the next meeting. Brett Forsberg replied he will post it on the City's website.
74 Brock Mortensen asked if he would send it to their emails and not post it on the City's website.
75 Brett Forsberg stated he can do either. Annette Spendlove stated the best way is to email it. Brett
76 Forsberg said he would like a central depository, so if anyone makes changes they will know. Linda
77 Boyer suggested he make the document "read only" and if they have any changes he should make
78 those, that way they do not mess up any formulas.

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80 Brett Forsberg reviewed his documents. He said each job has a tab toward the bottom. He said if
81 there is any missing to let him know. He said the problem is the jobs are not in any particular order
82 and Technet website has a different order. He said he can put them into alphabetical order. Kris
83 Barker said she doesn't think that matters. She said the order that he has, the lowest salaries at the
84 top and the highest salaries at the bottom is fine. Brett Forsberg clarified that he is referring to the
85 tabs at the bottom of the document. He said he can sort all the jobs into whatever order once he is
86 finished. He said in some cases there will be a few positions that do not belong. At times there will
87 be a very high salary or a really low salary because some of those people are doing two jobs or they
88 are really only in the position as a clerk even though they have a high title. He said they may have a
89 low salary because they do not necessarily do that job, they may only help with it. He gave the
90 example of a position in Saratoga Springs. He said Median – middle.

91

92 Brock Forsberg asked what his formula in the first quartiles.

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94 **2. REVIEW REPORT ASSIGNMENTS**

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97 **3. OPEN DISCUSSION.**

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99 There was no discussion on this item.

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101 **4. ADJOURNMENT.**

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103 **Brock Mortensen moved to adjourn the meeting. Brett Forsberg seconded the motion.**

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105 **Voting on the motion:**

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107 **Neil Berube aye**

108 **Kris Barker aye**

109 **Brett Forsberg aye**

110 **Linda Boyer aye**

111 **Brock Mortensen aye**

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114 **The motion passed unanimously.**

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116 **All voted aye.**

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119 The meeting adjourned at 8:03 pm.

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Neal Berube, Chairman

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S. Annette Spendlove, MMC

127 City Recorder

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Date Approved

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NOT APPROVED

Methodology:

The committee understands the importance of being objective and independent in their assessment of salaries and benefits of the employees of North Ogden City. It also is aware of the limitations involved in accomplishing the assignments given by the Mayor based upon timeframes and resource availability. In an attempt to be efficient and effective in accomplishing their tasks, the committee requested North Ogden City staff to provide information regarding their job classification placement in the Technology Net Compensation Survey System ("System"). The committee used this information as their basis to determine proper classification of each respective employee in the System. Verification of placement involved comparing job audits to job description responsibilities, as provided by the city, for comparability and in some cases performing interviews with department heads to determine the accuracy of the respective job audits and responsibilities. After determining the accuracy of each employee's job responsibilities, committee members compared such responsibilities to job titles in the Technology Net Compensation Study Benchmark listing ("Benchmark") for proper placement in the System. The threshold for proper placement was based upon each employee's responsibilities, as described in the North Ogden City's job descriptions, matching 75% of those contained in the Benchmark. In some cases responsibilities did not match at the 75% level because some city employees have multiple responsibilities. In such cases the committee created a new job classification in the System that matched job responsibilities listed in several job classifications in the Benchmark. The committee believes this process provided independent verification and validated proper classification for each employee in the System, which was then used to determine appropriate salary ranges for city employees when compared to the public sector market ranges contained in the System.

As part of the committee's charter, a comparison to private sector salaries and benefits was also completed. Data for this comparison was obtained from several sources including studies performed by the Employer's Council, The Hay Group and First West Benefits. These studies were referenced after obtaining written permission from each author. The studies contained data acquired from over 200 employers in the State of Utah located in various geographic regions and varying in the number of individuals they employ. The committee believes the above referenced studies provided adequate data to determine appropriate salary ranges and benefit comparison for the private sector. It should be noted that many of North Ogden City's jobs do not have a comparable private sector job match. The determination of job classification for the private sector salary comparison, for those jobs that had a match, was based upon job descriptions and audits provided by the city and verified by the committee as described above.