

1 **NORTH OGDEN CITY EMPLOYEE COMPENSATION COMMITTEE**

2
3 February 28, 2013

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5 The North Ogden City Employee Compensation Committee convened in a meeting on February 28,
6 2013 at 6:37pm in the North Ogden City Council Chambers at 505 East 2600 North. Notice of time,
7 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 26, 2013.

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11 PRESENT: Neal Berube Committee Chair
12 Brett Forsberg Committee Member
13 Linda Boyer Committee Member
14 Kris Barker Committee Member
15 Brock Mortensen Committee Member
16 Thayne Shaffer Committee Member

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18 STAFF PRESENT: Bryan Steele Finance Director
19 Annette Spendlove City Recorder/HR Director
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22 Neal Berube welcomed and thanked everyone for coming. Brock Mortensen offered the invocation
23 and led the audience in the Pledge of Allegiance.
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25 **CONSENT AGENDA**

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27 1. **CONSIDERATION AND/OR ACTION TO APPROVE THE MINUTES OF**
28 **FEBRUARY 7, 2013 MEETING.**
29 2. **CONSIDERATION AND/OR ACTION TO APPROVE THE MINUTES OF**
30 **FEBRUARY 13, 2013 MEETING.**
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32 Committee Member Forsberg moved to table until the next meeting. Committee Member
33 Mortensen seconded the motion.
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35 **Voting on the motion:**

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37 Neil Berube aye
38 Kris Barker aye
39 Linda Boyer aye
40 Thayne Shaffer aye
41 Brett Forsberg aye
42 Brock Mortensen aye
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44 **The motion passed unanimously.**

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46 **All voted aye.**
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AGENDA

1. REVIEW BENEFITS SECTION OF REPORT

Linda Boyer reviewed the benefit section of the report with the Committee. The Committee discussed areas of concern, and how she arrived at her conclusion. Kris Barker will make grammatical changes in the report.

2. REVIEW SALARY COMPARISON SCHEDULES

Thayne Shaffer reviewed with the Committee the salary comparison schedules. He said he will email all changes to Kris Barker to complete the report

3. OPEN DISCUSSION

The Committee reviewed what they would send to Kris Barker to be included in the report. Kris Barker would review everything for grammatical errors and send to Thayne Shaffer to review. Thayne Shaffer will then send to Annette Spendlove a copy for the meeting with the City Council on March 7, 2013.

4. ADJOURNMENT

Brett Forsberg moved to adjourn the meeting. Thayne Shafer seconded the motion.

Voting on the motion:

Neil Berube	aye
Kris Barker	aye
Brett Forsberg	aye
Linda Boyer	aye
Brock Mortensen	aye
Thayne Shaffer	aye

The motion passed unanimously.

The meeting adjourned at 8:35pm.

Neal Berube, Chairman

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S. Annette Spendlove, MMC
City Recorder

Date Approved

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.