



# City of La Quinta

**CITY / SA/ HA/ FA MEETING DATE:** February 18, 2014

**ITEM TITLE:** CLASSIFICATION SYSTEM UPDATE

**AGENDA CATEGORY:**

**BUSINESS SESSION:**

**CONSENT CALENDAR:**

**STUDY SESSION:** 1

**PUBLIC HEARING:**

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## **RECOMMENDED ACTION:**

No action required; this is an informational item only.

## **EXECUTIVE SUMMARY:**

- The City's Classification and Compensation System (System) is being updated to reflect industry best practices and to address the City Council's vision to create a high performance organization.
- The new classification framework creates a more flexible, simplified structure with broadly defined job categories that place employees who perform similar bodies of work into the same group. The groups are then further refined, based on levels of responsibility.
- Fox Lawson & Associates is currently working on a compensation survey that includes both private and public sector markets to ensure the City's pay structure is equitably aligned.
- The current classification framework may be refined and modified once the compensation study data is examined and evaluated.
- This is the first phase in the development of the System. Once staff has integrated the classification and compensation portions together, the new structure will be brought back to Council for review and adoption.

## **FISCAL IMPACT:**

None at this time.

## **BACKGROUND/ANALYSIS:**

The City is currently working on a new System, which aligns with the City's vision and guiding principles to develop staff from within the organization as a proactive measure to meet the changing needs of the City. The framework of this new System will aid the City in strengthening employee talents and skills necessary to create a high performing organization.

The City contracted with Fox Lawson & Associates to conduct a classification and compensation study. The classification portion is complete (Attachment 1), and reduces the number of classifications from 47 to 15, placing all positions into one of five classification structures, which include:

- Administrative
- Code Administration
- Maintenance and Operations
- Management Administration
- Management

The major benefit of this new structure is that it places positions that perform similar bodies of work across the organization in the same classification and level, as opposed to isolating every single position based on the more specific duties of each job. This will create increased flexibility in resource allocation, opportunities for lateral and upward mobility and job depth throughout the organization. The new structure develops a proactive and portable system that will better accommodate future changes in the organization. Employees performing similar bodies of work will now be able to work across departments or with teams from separate departments to improve customer service.

During the development phase of the process, the Executive Team reviewed the classifications. Several meetings were conducted with employees in each classification to refine them based on employee feedback.

### **Next Steps**

1. Examine the compensation structure with data from both private and public sector markets to ensure the City's pay structure is equitably aligned.
2. Revise the City's performance evaluation tool to ensure it is aligned with the vision and guiding principles of the City, identifies individual development goals for every employee, and sets concise criteria for performance expectations.
3. Align the performance evaluation model with the new classification and compensation structure to ensure exceptional performance can be rewarded, high performing employees are retained, and new, high-performing talent is attracted.

Report prepared by: Terry Deeringer, Human Resources/General Services Manager  
Report approved for submission by: Frank Spevacek, City Manager

Attachment:           1.       Classification Worksheet

**City of La Quinta Classification Worksheet  
January 2014**

<b>Class</b>	<b>Salary</b>	<b>Current Working Title</b>	<b>Proposed Class Title</b>
<b>Structure</b>	<b>Level</b>		
Administrative	1	Office Assistant	Admin Assistant
Administrative	1	Exec Office Assistant	Admin Assistant
Administrative	2	Secretary	Admin Technician
Administrative	2	Senior Secretary	Admin Technician
Administrative	2	Executive Asst	Admin Technician
Code Administration	1	Permit Technician	Code Administration Technician
Code Administration	2	Animal Cont//Code Comp Off I	Code Administration Specialist
Code Administration	2	Public Works Inspector I	Code Administration Specialist
Code Administration	2	Building Inspector II	Code Administration Specialist
Code Administration	3	Animal Cont//Code Supervisor	Code Administration Supervisor
Code Administration	3	Plans Examiner/Inspection Spvsr	Code Administration Supervisor
Code Administration	4	Public Works Inspection Supv	Code Administration Coordinator
Maintenance & Ops	1	Facilities Maintenance Worker	M&O Worker
Maintenance & Ops	1	Maintenance Worker I	M&O Worker
Maintenance & Ops	1	Maintenance Worker II	M&O Worker
Maintenance & Ops	2	Traffic Signal Technician	M&O Technician
Maintenance & Ops	2	Facilities Maintenance Coord	M&O Technician
Maintenance & Ops	3	Maintenance Foreman	M&O Coordinator
Maintenance & Ops	3	Traffic Signal Maint Supervisor	M&O Coordinator
Mgmt Administration	1	Recreation Activities Coordinator	Management Assistant
Mgmt Administration	1	Senior Account Clerk	Management Assistant
Mgmt Administration	1	Account Technician	Management Assistant
Mgmt Administration	2	Recreation Supervisor	Management Coordinator
Mgmt Administration	2	Housing Coordinator	Management Coordinator
Mgmt Administration	2	Financial Svcs Asst	Management Coordinator
Mgmt Administration	2	Deputy City Clerk	Management Coordinator
Mgmt Administration	2	Information Services Analyst	Management Coordinator
Mgmt Administration	2	Assistant Planner	Management Coordinator

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<b>Class Structure</b>	<b>Salary Level</b>	<b>Current Working Title</b>	<b>Proposed Class Title</b>
Mgmt Administration	3	Asst Civil Engineer	Management Analyst
Mgmt Administration	3	Associate Planner	Management Analyst
Mgmt Administration	3	Business Analyst	Management Analyst
Mgmt Administration	3	Management Analyst	Management Analyst
Mgmt Administration	3	Principal Planner	Management Analyst
Management	1	Maintenance Manager	Manager
Management	1	Accounting Manager	Manager
Management	1	Asst to the City Manager	Manager
Management	1	Facilities & Parks Manager	Manager
Management	1	HR/General Services Manager	Manager
Management	1	Planning Manager	Manager
Management	1	Building Official/Emerg Mgr	Manager
Management	1	Principal Engineer	Manager
Management	2	City Clerk	Director
Management	2	Community Services Director	Director
Management	2	Community Develop Director	Director
Management	2	Public Works Director/City Engr	Director
Management	2	Finance Director/Treasurer	Director
Management	3	City Manager	City Manager