

# **Classification and Compensation Study Summary Report**



**Town of Nantucket, MA**

**D.I. Jacobs Consulting  
Company**

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# AGENDA

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- **PURPOSE & OBJECTIVES OF THE WAGE STUDY**
- **SURVEY DATA COLLECTION**
- **THE PROCESS TO ESTABLISH GRADE LEVELS**
- **NON-UNION CLASSIFICATION EXAMPLE**
- **NEXT STEPS**

# GOAL OR PURPOSE OF THE STUDY

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**To establish a Classification and Compensation Plan in a fair (consistent) and equitable (competitive) manner (internally and externally) within the fiscal constraints of the Town of Nantucket.**

# COMPENSATION STUDY PRODUCT

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- Job descriptions have been updated consistent with what the Town requires an employee to do (essential functions) and the minimum qualifications (knowledge, ability and skills) required to carry out job duties.
- Classification plans have been recommended for each group of positions based the application of universal rating criteria and consistent with the organization structure of each department. (subject to bargaining where applicable)
- Compensation Plans have been developed that are competitive with the market place on a position by position basis.

# APPLICATION OF SALARY SURVEY DATA

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- Market studies have been conducted based on demographic and operational criteria
- Salary ranges have been developed based on market salary data where the market mean base salary for each grade level becomes the mid-point of each salary range
- The minimum and maximum of each salary range has been developed linked to the benchmark of each salary range.
- The competitiveness of current pay practices is based on a % of the benchmark of each salary range.

# SOURCES OF SURVEY DATA

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## Surveyed Towns:

- Barnstable
- Bourne
- Brewster
- Cambridge
- Chatham
- Dennis
- Duxbury
- Edgartown
- Hingham
- Falmouth
- Sandwich
- Provincetown
- Franklin
- Marlborough
- Shrewsbury
- Marshfield
- Vineyard Haven
- Yarmouth
- Mashpee
- Nursing Homes
- Planning Commissions:
  - Martha's Vineyard
  - Cape Cod
  - Merrimack Valley

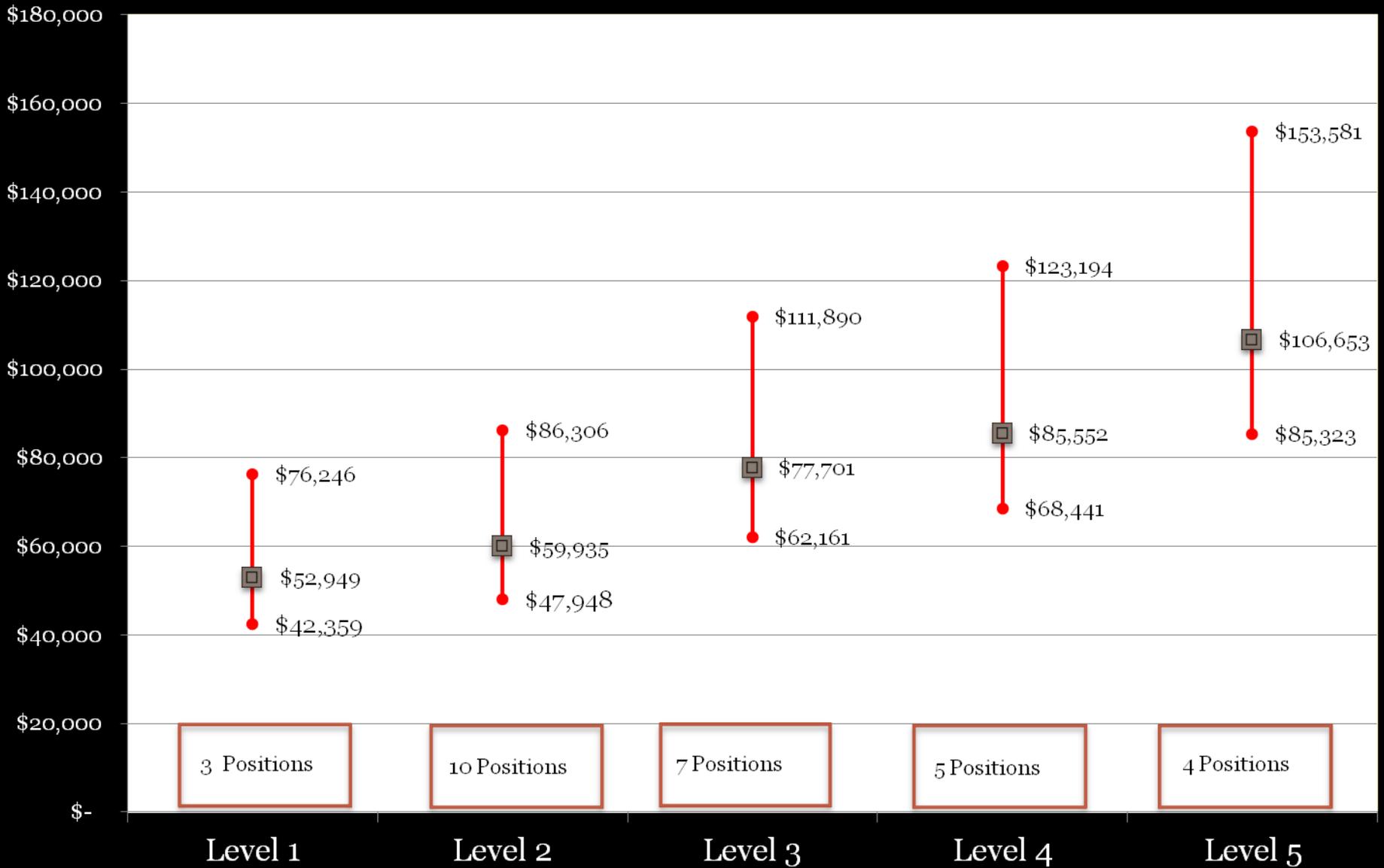
The above listed towns were selected based upon their demographic and operational structure. Only the departments and/or positions that had a direct correlation to the Town of Nantucket were used in the survey.

# GRADE LEVEL CLASSIFICATION PROCESS

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- 1. Construct grade levels based upon universal criteria in the organizational structure of each department.**
  - Each Union & Non-Union have separate grade level classifications
  - Level 1 classifications require the least amount of responsibility, while increased responsibility augments the positions grade level
- 2. Develop a Benchmark from the survey data**
  - The average salary mid-point for positions within each grade level from survey information
- 3. Create a competitive salary range based upon the establishment of a Benchmark and develop a salary range with a minimum and maximum**

# SAMPLE OF PROPOSED NON UNION GRADE LEVEL CLASSIFICATION



# NEXT STEPS

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- **Analysis of the proposed salary ranges to establish a consistent process to pay employees and positions in a fair (consistent) and equitable (competitive) manner.**
- **Develop final drafts of all Union and Non-Union job descriptions consistent the organizational structure of each department.**
- **Implementation strategies that establish a process to pay employees competitively with the marketplace.**