

CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

AGENDA • FEBRUARY 28, 2017

City Commission Chamber

Work Session

6:00 PM

CITY HALL
1065 RIDGEWOOD AVENUE
HOLLY HILL, FL 32117

City Clerk's office: (386) 248-9441 - Fax: (386) 248-9448



City Commission Chamber
City Hall
1065 Ridgewood Avenue
Holly Hill, FL 32117

CITY COMMISSION MEMBERS

Mayor
John Penny

District 1 - Commissioner
Arthur J. Byrnes

District 3 - Commissioner
John C. Danio

District 2 - Commissioner
Penny Currie

District 4 - Commissioner
Chris Via

CITY MANAGER
Joseph Forte

CITY CLERK
Valerie Manning

1. **CALL TO ORDER**
 - A. Roll Call
2. **PAY & CLASSIFICATION STUDY**
 1. Pay and Classification Study
(Requested by Diane Cole, Human Resources)
3. **LISTING THE MARKET FOR SALE**
4. **CHARTER DISCUSSION**
5. **ADJOURNMENT**

Website Address – www.hollyhillfl.org (City Clerk)

NOTICE – If any person decides to appeal any decision of the City Commission at this meeting, he/she will need a record of the proceedings and, for that purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The City does not prepare or provide such a record.



For special accommodations, please notify the City Clerk's Office at least 72 hours in advance. (386) 248-9441



Help for the hearing impaired is available through the Assistive Listening System. Receivers can be obtained from the City Clerk's Office.

In accordance with the Americans with Disabilities Act (ADA), persons needing a special accommodation to participate in the Commission proceedings should contact the City Clerk's Office no later than three (3) days prior to the proceedings.

**City Commission**

1065 Ridgewood Ave
Holly Hill, FL 32117

SCHEDULED**WORKSHOP DISCUSSION (ID # 1606)**

Meeting: 02/28/17 06:00 PM
Department: Human Resources
Category: Workshop Item
Prepared By: Valerie Manning

Initiator: Diane Cole

Sponsors:

DOC ID: 1606

Pay and Classification Study

CLASSIFICATION AND COMPENSATION STUDY – SCOPE OF SERVICES

- Examination of all job descriptions to include a review of position FLSA designations; essential functions; minimum qualifications, license requirements, working conditions, etc.; provide recommended updates and/or changes
- Establish criterion for the selection of survey participants with City staff members; prepare/create survey, send to the agencies and prepare an analysis based on the results
- Conduct salary survey and analysis to include all 60 classifications which covers approximately 107 full-time employees and 5 members of the City Commission
- Comprehensive study and analysis to include the benefit package as it relates to vacation/personal/sick accruals, holidays and other types of paid time off, group insurance, tuition assistance, retirement, additional compensation (cell phone, auto allowances)
- Establish an equitable classification methodology and salary ranges to provide for the recruitment and retention of qualified staff; ensure equitable relationships of one job to another within the organization; ensure compression does not occur between pay grades and classifications
- Provide recommendations to classify/reclassify positions as appropriate
- Review department staffing and organizational structures and make recommendations/proposals
- Evaluate existing compensation policies and propose any recommended changes
- Develop and recommend a new or revised performance appraisal form and procedure which supports the classification and compensation plan
- Develop and recommend an implementation plan for adoption of the proposed classification plan and salary adjustments to include an estimated fiscal impact ; with options for a 3-year and a 5-year implementation
- Develop an ongoing internal maintenance of the plan
- Conduct interviews with employees from the various work areas and meetings with staff as needed
- Prepare and deliver presentations to the City Commission