



**TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTOR STAFF REPORT**

AGENDA TITLE: Request to Solicit Proposals for the 2021 Classification and Compensation Study

MEETING DATE: February 24, 2021

**PREPARED BY: Lauren Tapia, HR Manager/District Clerk
Kevin Smith, General Manager**

RECOMMENDED ACTION: Staff requests Board approval to seek proposals to conduct the 2021 Classification and Compensation study which is currently a flagged item in the FY 2021 Budget.

DISCUSSION: As part of the Fiscal Year 2021 Budget, the Board of Directors flagged funding for a total Classification and Compensation study for the District. Previous studies of this kind was conducted by the District in 2010 and 2016. The California Special Districts Association (CSDA) recommends that Special Districts conduct this type of study at least once every 5 years. In addition, this is also one of the suggested requirements as part of our District Transparency Certificate of Excellence issued by the Special District Leadership Foundation (an arm of CSDA).

A typical Classification and Compensation study would provide the following information:

- Review of current position descriptions to determine that they are in line with current changes and requirements in the law, updating as needed in order to comply with the ADA and ADAAA and FLSA.
- Position evaluation to ensure internal alignment and equity between departments.
- Review of current compensation policy and plan design to determine if adjusting pay structure horizontally and/or vertically would provide better equity as well as flexibility and mobility.
- Total compensation/benefit survey to determine pay equity based on comparable industry and region labor markets.

- Review, update, and standardize District job descriptions to assure relativity, compliance, and efficiency.

The estimated timeline to complete this study (if approved) is as follows:

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|----------------------|--|
| Early Spring of 2021 | Advertisement of Classification & Compensation RFP |
| Spring of 2021 | Deadline for Submission of Proposals |
| Spring of 2021 | Interviews (if necessary) |
| Late Spring of 2021 | Award of Contract |
| Early Summer of 2021 | Commencement of Services |
| Fall of 2021 | Targeted Completion Date for the Study |

In 2016 the Board chose to form an Ad Hoc Committee of two (2) Board Members to work with the General Manager and HR Manager to help facilitate the Study. If there is desire by the Board, an ad hoc committee could be formed for this study should it be approved by the Board.

NEXT STEPS: If the Board chooses to approve the 2021 Classification and Compensation study, staff will return at the regular March meeting with an RFP for Board Approval and advertise the approved RFP by March 26, 2021. If the Board chooses to form an Ad Hoc Committee, those committee members and staff representatives will meet in the spring to review proposals. A recommendation will then be made to the Board for Award of Contract at a future Spring Board meeting. The Ad Hoc Committee along with staff will then work on the language and final Scope with the selected vendor. Monthly updates will be made to the Board as the project progresses.

FISCAL IMPACT: The FY 2021 Budget has allocated \$40,000 for the Classification and Compensation Study.

SAMPLE MOTION(S): I move to authorize staff to formulate a Request for Proposal (RFP) for the 2021 District Classification and Compensation Study.

(Optional) I move to appoint Board Members _____ and _____ to serve on the Classification and Compensation Ad Hoc Committee.

ATTACHMENTS:

- 2016 Classification and Compensation Study
- SLDF District Transparency Certificate of Excellence Check List