



## TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTOR STAFF REPORT

**AGENDA TITLE:** 2021 Employee Classification And Compensation Study – Recommendations And Next Steps.

**MEETING DATE:** December 1, 2021

**PREPARED BY:** Kevin Smith, General Manager

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**RECOMMENDATION:** Review the 2021 Employee Classification and Compensation Plan provided by Bryce Consulting and consider plan recommendations and provide direction to Staff.

**DISCUSSION:** Bryce Consulting recently completed the 2021 Employee Classification and Compensation Plan. Previous studies were completed 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).

The 2021 Classification and Compensation Plan provides the following information:

- Review of current position descriptions to assure they are in line with current changes and requirements in the law, updating as needed to assure compliance with the ADA and ADAAA and FLSA.
- Position evaluation recommendations assisting with internal alignment and equity between departments.
- Recommendations related to current compensation policy and planning.
- A Total compensation/benefit survey to assist the District in determining pay equity based on comparable industry and region labor markets.

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

Attached to this Report is the *Truckee Tahoe Airport District Classification & compensation Plan – October 2021 Report* for Board, employee, and public review. The Executive Committee has reviewed the plan and met with the General Manager to discuss plan recommendations and findings. Total Cash Survey results show salaries are generally commensurate with market. Page 31 shows most positions based on cash compensation meet market conditions with a few exceptions. The Executive Committee recommends the General Manager consider adjustments to positions that are noticeably under the labor market. These adjustments can be made within or close to the current budgeted funds in the 2022 Budget.

Total Compensation which includes salaries plus benefits (page 33) show the District slightly behind market based on the consultant analysis. A portion of this lag is due to the fact that many of the organizations surveyed participate in Social Security which affects the benefit portion of the Study. This year the District is instituting a 457-retirement match program that will provide additional benefit to employees bridging some of this social security benefit gap.

**PLAN RECOMMENDATIONS:** The Plan recommends various modifications and adjustments to the current employee classification and compensation program. These are summarized as follows:

1. The Plan recommends reclassifying the Pilot and Passenger Outreach Coordinator from Exempt to non-Exempt. All other classifications are recommended to continue as classified.
2. Accept updated job description for all District positions as edited by Bryce Consulting. These are available upon request.
3. O&M III be removed and replaced with O&M Specialist. The Specialist Range will remain the same as the current O&M III range. O&M Specialist position requires special skills such as mechanic or machinist trades to be considered eligible for this position.
4. Staff Accountant position be removed and replaced with an Accountant I/II position. The Accountant I range will remain the same as the current Staff Accountant range. The Accountant II position's wage range will be set 10% higher than the Accountant I position and will be added to the District's wage range.
5. Accounting Clerk receive a title change to Accounting Technician. Administrative Clerk should receive a title change to Administrative Assistant.
6. All Department Director positions will be grouped into the same classification. In the past the Director of Operation and Maintenance had a different pay range then the Directors of Aviation and Community Services and Finance and Administration. The Director of Operations and Maintenance's range should set this classification.

7. Seasonal/Temporary Positions should be added to the lowest pay grade and recruited at that new range.
8. Based off the Compensation Study, Bryce Consulting prepared salary range recommendations located in appendix D, providing a recommended market adjustment to District salary ranges. This Plan recommendation does not change any current District employee salaries. This recommendation suggests an adjustment to the position salary ranges to account for market conditions as determined and recommended by Bryce consulting. For Reference purposes the current District Salary and Wage Table has been provided in Attachment B.

**NEXT STEPS:** Staff recommends implementing the Classification and Compensation Plan recommendations as provided in this Staff Report. Most of these changes can be easily implemented and are primarily procedural/housekeeping changes. As mentioned above, the General Manager and Board Executive Committee agree that a few salary adjustments to positions noticeably under the labor market are warranted and within the purview of the General Managers authority to adjust. This can be completed within the budgeted funds already included in the District's 2021 Budget. The Board may also want to discuss Plan recommendation #8 regarding Appendix D and provide direction to staff concerning any adjustments if warranted to the District Salary and Wage Range Table.

**SAMPLE MOTION:** I move to (approve, continue, deny) the modifications and changes to the District classification and compensation program as outlined in this staff report (see items 1 through 8 above) and the Classification and Compensation Study with the following modifications and changes (if any).

**ATTACHMENTS:**

Attachment A – 2021 TTAD Classification and Compensation Plan

Attachment B – Current TTAD District Salary and Wage Range Table