



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

AGENDA TITLE: Approval of Selection of Consultant for the Total Classification and Compensation Study

MEETING DATE: April 24, 2024

PREPARED BY: Robb Etnyre, General Manager & Lauren Tapia, Human Resources Manager/District Clerk

STRATEGIC PLAN: Focus Area 2: Operational Efficiency: *Effectively and Safely Operate the District*, Goal 2.C.: Invest in talent and the teams, Strategy 2.C.4: Conduct Salary Surveys every three years, or as needed to maintain competitive wage structures.

RECOMMENDED ACTION: Approve Bryce Consulting to conduct the District’s Total Classification and Compensation Study.

DISCUSSION: A Classification and Compensation Study is not merely a procedural exercise but an important tool that allows the District to uphold fairness and equity within our salary structures, fosters talent retention and acquisition, ensures compliance with legal mandates, enhances operational efficiency, and facilitates strategic workforce planning. For these precise reasons, it is a strategy delineated in Goal 2.C. "Invest in talent and teams" under Focus Area 2: Operational Efficiency – *Effectively and Safely Operate the District* of the Airport District’s Strategic Plan. This plan was officially approved by the Board of Directors on August 23, 2023.

On March 18, 2024, the District issued a Request for Proposal (RFP) for a comprehensive Total Classification and Compensation study. Subsequently, proposals were solicited from reputable firms including Bolton USA, Bryce Consulting, Compensation Futures, JER HR Group, Ralph Anderson, Transformance Consulting, and unCOMPLICATE HR. Each proposal underwent thorough evaluation, culminating in a unanimous decision to endorse Bryce Consulting for Board approval to undertake the Total Classification and Compensation Study.

This recommendation is predicated on several key factors. Primarily, Bryce Consulting's established rapport with the District, the proposed methodology outlined in their submission, coupled with their astute comprehension of our unique local labor market dynamics and robust references, bolstered their candidacy as the preferred consultant for conducting the study.

Both the General Manager and Human Resources Manager are prepared to address any questions or concerns pertaining to this recommendation during the Board Meeting.

WHAT'S NEXT: Pending approval of the Board, the General Manager and Human Resources manager will meet with Bryce Consulting to finalize the Scope of Work and the final contract.

FISCAL IMPACT: Bryce Consulting's fees for professional services for the Classification and Compensation study is a total of \$29,160. The current budget has \$40,000 allocated for the study. None of these funds have been expended.

PUBLIC COMMUNICATIONS: Once the Study is complete, the District will post this information to the District's website.

SAMPLE MOTION(S): I move to select Bryce Consulting to conduct the Classification and Compensation Study for the Truckee Tahoe Airport District. I move to authorize the General Manager and Human Resources Manager to finalize the Scope of Work and Contract with Bryce Consulting and authorize the General Manager to sign final contracts.

ATTACHMENTS:

- 2021 Classification and Compensation Study (for reference purposes)