



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

AGENDA TITLE: Approval of the Total Classification and Compensation Study
MEETING DATE: September 25, 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 the District’s Total Classification and Compensation Study performed by Bryce Consulting.

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. At the April 24, 2024, Board meeting, the Board of Directors approved staff’s recommendation of Bryce Consulting to conduct the District’s Total Classification and Compensation Study.

The 2024 Total Classification and Compensation Study 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.

Attached to this Report is the *Truckee Tahoe Airport District Classification & Compensation Plan – September 2024 Report* for Board, employees, and public to review. Total Compensation Survey results, which include salaries plus benefits, show the District is generally at or above market with the exception of a few positions. Over the past several years the District has made a concerted effort to bridge the total compensation gap noted in previous studies by instituting a 457b employer match program (currently: the District will match up to 7% of an employees annual salary) as well as providing 100% employer paid health benefit premiums for employees and their dependents.

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 Property Manager and Public Relations Manager from Exempt to non-Exempt Coordinators. All other classifications are recommended to continue as classified.
2. Accept updated job descriptions for all District positions as edited by Bryce Consulting. These are available upon request.
3. Accept new position job descriptions and salary ranges for a Deputy General Manager and Deputy Operations and Maintenance Director positions.
4. Breaking up the Manager employee group and setting those positions to their individual compensation markets. The Airport Safety and Security Manager position had insufficient compensation data and therefore needed to be linked to a manager salary pay range. It was decided to link the position to the Facility Maintenance Manager proposed pay range.

Based off the Compensation Study, Bryce Consulting prepared salary range recommendations located in appendix D, providing a recommended market adjustment to those specific District salary ranges. This Plan recommendation does not change any current individual District

employee salaries, only position salary ranges. For Reference purposes the current District Salary and Wage Table (July COLA 2024) has been provided in Attachment B.

NEXT STEPS: Staff recommend implementing the Classification and Compensation Plan's recommendations. All changes will take effect in the next scheduled pay period.

SAMPLE MOTION(S): I move to (approve, continue, deny) the 2024 Total Classification and Compensation Plan and its recommendations.

ATTACHMENTS:

- Attachment A – 2024 TTAD Classification and Compensation Plan
- Attachment B – Current TTAD District Wage Range Table (2024 JULY COLA)