

**MINUTES**  
**METROPOLITAN CIVIL SERVICE COMMISSION**

**Special Called Meeting**

**MAY 26,2005**

The Metropolitan Civil Service Commission met for special called meeting on May 26, 2005 in the Civil Service Conference Room, Suite163, 222 Building, Third Avenue North, Nashville, Tennessee, at approximately 8:35 a.m.

**Commission Members present:** Chairman William H. Farmer, Vice-Chairman Greg Rodriguez, R. Steve Corbitt, C. Michael Allen, and Ervina S. Jarrett.

**Other Members present:** Dorothy S. Berry, Interim Director of Human Resources, and Michael Safley, Metro Legal Department - Attorney.

**HUMAN RESOURCES**

The purpose of the Special Called Meeting is to consider the following item:

- (1: Presentation of Proposed Pay Plan for Metropolitan Government Employees

Chairman Farmer called the special called meeting to order and noted that each Commission member was given a pay plan booklet to review. Ms. Berry gave a summary presentation to the Commission explaining the proposal developed by Mercer and the Human Resources staff as follows:

**Section 1 Introduction and Background**

Section 12.03 of the Metro Charter specifies that:

*“The [Civil Service Commission] shall direct the director of Personnel to make or cause to be made:*

- a) a job description for every position in the classified service.*
- b) a classification plan which will assign each position by title to one class.*
- c) assign each classification to grades equitably related to each other on the basis of function, responsibility and non-wage benefits, with the percentage between the high and low salary for each grade. Upon the approval of the commission, any such assignments shall have the effect of law.*

The director of personnel shall, after the approval of the commission, recommend to the director of finance, the desirable salary ranges for each grade.”

In the Fall of 2003, under this chartered directive, the Metropolitan Government of Nashville and Davidson County contracted with William M. Mercer, Incorporated to develop a classification and pay system for employees of the Metropolitan Government.

• **Objective:**

Develop A Pay System That Would:

- Be market based with primary emphasis on external equity to ensure Metro’s ability to attract and retain the best talent available
- Motivate employees to develop their skills and competencies and reward them for contributing measurable value to the Metropolitan Government

- Refine the current titles and classification structure for purpose of enhancing consistency and accuracy
- Reward employees and recognize pay differentials based on differences in their levels of performance, knowledge, and skills

- **.Methodology:**

- In fall 2004 Human Resources contacted Mercer to discuss the planned methodology considering their April 2004 recommendation to review the need for a pay plan increase this year. They agreed that updating benchmark information would be best using our benchmark cities. Human Resources conducted a salary survey among benchmark cities used for the 2004 reclassification study to establish our current competitive market pay position, which Mercer defined as plus or minus 20% of the market median (50<sup>th</sup> percentile). The following city/county governments responded to the custom survey:

- ❖ Atlanta, Georgia
- ❖ Charlotte, North Carolina
- ❖ Cincinnati, Ohio
- ❖ Columbus, Ohio
- ❖ Fulton County, Georgia
- ❖ Hamilton County, Ohio (added to offset the loss of Tampa's participation)
- ❖ Indianapolis, Indiana
- ❖ Jacksonville, Florida
- ❖ Kansas City, Missouri
- ❖ Louisville, Kentucky
- ❖ Mecklenburg County, North Carolina
- ❖ Memphis, Tennessee
- ❖ Oklahoma City, Oklahoma
- ❖ Richmond, Virginia
- ❖ San Antonio, Texas
- ❖ Shelby County, Tennessee
- ❖ St. Louis, Missouri

- Update appropriate salary ranges around current market rates.
- Use benchmark jobs to slot non-benchmark jobs.

Human Resources contacted each department's management to identify other pay plan issues. Issues were studied and a solution was recommended by Human Resources. In most cases solutions generally lay in creating, modifying or deleting certain classifications. In other cases no change was recommended, and some changes were proposed to reflect organizational changes and more closely align Metro's pay programs with current best trends in the compensation industry.

- **Findings and Recommendations:**

- In 2004 Metro Government's pay plans were 99% of market and actual salaries were 1% above market.
- Mercer recommended that Metro consider increasing pay plans July 2005 to reflect pay structure movement.

Results of the 2005 survey revealed the market has advanced 3% since April 2004. Mercer concurs and compared these results with their database showing projected pay plan increases for 2005 to be 3.2% in the government sector and 3.5% nationally across all industries.

Additionally, Mercer has indicated that based the relatively stable increase patterns of the last few years, future annual increases of 2.5% for 2006 and 2007 would be realistic.

However, Metro Nashville Government's future resources and priorities would suggest that annual increases of 2% would be acceptable.

This report is the Human Resources Department recommendation for adoption and implementation of 3%, 2%, 2% pay plan increases for 2005, 2006 and 2007 respectively.

## **Section 2      *Summary of Recommendations***

### **• Pay Schedules**

The compensation plan will retain:

- Standard Range (SR) covering white collar employees
- Trades and Labor Schedule (TLS) covering employees in trades and labor positions
- Public Safety (PS) covering sworn police and uniformed fire positions
- Correctional Officer (CO) covering Correctional Officers, Sergeants and Lieutenants
- Department Director (DP) covering department heads
- Public Defender (PD) covering Assistant Public Defender, Associate Public Defender and Public Defender
- Judicial Services (JS), School Patrol (SP), Vice Mayor (VM), Metro Mayor (MM), Council Member (CM)
- Emergency Telecommunications (ET) pay scale covering Emergency Communication Center positions
- Board of Education (BE) covering Board of Education Members

The Open Range system will continue as is without steps. Increases are performance-based.

### **• Proposed Changes by Classification**

Attached is a listing of all proposed changes in Metro's classification system. This list is divided by proposed activity including deleted classifications, new classifications and title changes.

### **• Information Technology 2005 Classification Structure**

Due to the new Metro-wide responsibilities of the Information Technology Services Department brought on by the Information Technology Consolidation, the 2005 IS classifications will be expanded from one main (generic) series to (4) four different concentrated series each containing their own career ladder within that series. These new concentrated series will reflect the duties performed in the consolidated environment and will clarify the role, knowledge, skills, and abilities required for successful performance in each of the 4 areas within the IT department.

The new concentrated class series will be:

- Network/ Telecommunications
- Technical Operations (Helpdesk, E-mail, etc)
- Applications/ Web/ Project Management
- Multimedia

Each concentrated class series will be comprised of levels SR08- SR12 with the option of having Information Systems Managers (SR13) and an Information Systems Division Manager (SR14) within each division.

Included in the proposed classification structure revision is the Information Systems Director classification. With the IT Consolidation, completed in July 2004, the IT department is now able to implement standard security, business continuity, and disaster recovery processes throughout the government. With these new metro-wide responsibilities, this position has evolved from being a Director of an individual department to having enterprise-wide responsibilities for the information systems of the Metropolitan Government. A title change is proposed to better reflect the industry standard title of Chief Information Officer and an upgrade is proposed from salary grade DP02 to salary grade DP03 to ensure competitiveness with market and to better reflect the position's new responsibilities.

#### **Section 4      *Implementation Plan***

- *General Increase Rate Adjustments*
  - Effective July 1, 2005, the SR, TLS, PS, DP, CO, ET, JS and School Patrol charts will be adjusted upward 3%. Effective July 1, 2006 and July 1, 2007 the charts will be adjusted upward by 2% each year.

This recommendation is supported by Mercer

- **Slotting into the New Pay Schedules**
  - Employees on a step in the current pay plan will receive approximately 3% as a general increase to their salary as the pay rate of their step increases by that amount.
  - Open Range Employees will receive from 0 – 15% increases based on performance and available resources.
- *Increment Dates*

Increment dates will not change as a result of a pay plan increase.

- **New Classifications, Title Changes, Deleted Classifications**

Generally, these changes will have no impact on employees' salaries or increment dates. Newly created classifications will be filled by promotion, reclassification, or other means. Employees currently in classifications to be deleted will be reclassified into new or existing classifications. Title changes will automatically be assigned to all positions in the classification.

***ACTION:***      ***The information presented will be brought back on June 1, 2005 for further discussion.***

With nothing further, the meeting adjourned at 8:45 a.m.

**ATTEST:**

**APPROVED:**

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Ms. Dorothy S. Berry, Interim Director  
Human Resources Department

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William H. Farmer, Chairman  
Civil Service Commission