



# STEERING COMMITTEE

## Agenda Report

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**File #:** 2022-2371

**Agenda Date:** 6/22/2022

**Agenda Item No:** 4.

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**FROM:** James D. Herberg, General Manager  
Originator: Celia Chandler, Director of Human Resources

**SUBJECT:**

### **CLASSIFICATION & COMPENSATION STUDIES FINAL RESULTS**

#### **GENERAL MANAGER'S RECOMMENDATION**

RECOMMENDATION: Recommend to the Board of Directors to:

Receive and file the June 2022 Classification Study Final Report and Total Compensation Study Final Report.

#### **BACKGROUND**

The Orange County Sanitation District (OC San) initiated its comprehensive Classification and Compensation (C&C) Studies in July 2021 for the purpose of updating its job classification specifications (job descriptions) to accurately reflect the work performed and benchmarking against other organizations' job structures and compensation systems. Classification and compensation studies are conducted periodically by OC San to support effective operations and labor relations and obtain information on how other agencies structure their positions and compensate employees in similar positions.

Classification and compensation systems provide necessary tools for organizations to make administrative, fiscal, and human resources decisions. Accurate, current, and legally compliant job descriptions provide fundamental and essential building blocks for successfully administering recruitment, performance management, compensation, training and development, succession planning, and other human resources processes. A competitive and equitable compensation program allows OC San to attract and retain a qualified workforce.

Katie Kaneko, Managing Director with Koff & Associates, will present the findings and final reports of the C&C Studies.

#### **RELEVANT STANDARDS**

- Offer competitive compensation and benefits
- Negotiate fair and equitable labor agreements
- Maintain positive employer-employee relations
- Comply with Government Codes (Fair Labor Standards Act, Americans with Disabilities Act, Equal Pay Act)

## **PROBLEM**

As part of the General Manager's Work Plan for FY 2021-2022, OC San was to conduct an agencywide study and provide a presentation to the Board of Directors on the findings.

## **PROPOSED SOLUTION**

Receive and file the final reports for OC San's Classification and Compensation Studies.

## **TIMING CONCERNS**

Board approval will facilitate meeting the General Manager's Work Plan goal for the current Fiscal Year ending on June 30, 2022.

## **RAMIFICATIONS OF NOT TAKING ACTION**

N/A

## **PRIOR COMMITTEE/BOARD ACTIONS**

June 2021 - Board of Directors awarded a Professional Consultant Services Agreement to Gallagher Benefit Services, Inc. (previously Kaneko and Krammer Corp. dba Koff & Associates) to provide Classification and Compensation Services.

October 2020 - Steering Committee received an overview presentation on Classification and Compensation in preparation for the upcoming agency-wide study.

## **ADDITIONAL INFORMATION**

N/A

## **CEQA**

N/A

## **FINANCIAL CONSIDERATIONS**

This request complies with authority levels of OC San's Purchasing Ordinance. This item has been budgeted.

## **ATTACHMENT**

*The following attachment(s) may be viewed on-line at the OC San website ([www.ocsan.gov](http://www.ocsan.gov)) with the complete agenda package:*

- Classification Study Final Report
- Total Compensation Study Final Report
- Presentation