



DATE: October 19, 2015
TO: Alameda County Waste Management Authority Board
FROM: Gary Wolff, Executive Director
BY: Pat Cabrera, Administrative Services Director
SUBJECT: Total Compensation Study

BACKGROUND

At the October 8, 2015 Programs and Administration (P&A) Committee meeting, staff discussed options related to the Agency's salary adjustment plan (referred to as Attachment A of the Human Resources Manual). The memo that discusses these options in detail can be found at: [P&A-Comp-Study-Review-10-8-15.pdf](#).

DISCUSSION

As part of the Agency's salary adjustment plan a compensation study is conducted every three years (with implementation requiring Board approval). Pursuant to this schedule a compensation study would be conducted this year for possible implementation in FY2016/2017. As such, staff prepared a Request for Proposal (RFP) for P&A input. In addition, staff prepared an alternate proposal from the incoming Executive Director, Wendy Sommer. Ms. Sommer preferred postponing the compensation study as she would like more time in her new role to evaluate current classifications and assignments, some possible new classifications or reclassifications, and to work with the Executive Team and staff regarding any possible changes. However, Ms. Sommer did concur that conducting an analysis to evaluate the cost of having recycling ordinance inspectors directly employed by the Authority (as opposed to continuing with contractors) prior to the development of the FY16/17 budget was reasonable.

As discussed with the Committee, by postponing the compensation survey, section XVII of Attachment A of the Human Resources Manual will need to be modified since the results of the study will not be available in time to use them in the FY16/17 budget, as currently described in the Manual. Under the alternate schedule, and consistent with the last two years, the most current CPI would be used during the budget development process to adjust FY16/17 salaries (subject to Board approval). These changes are reflected in the revised language on the following page.

The P&A committee recommended by a vote of 10-0 (Carson and Turner absent) that the WMA postpone the RFP until the late Spring/early Summer of 2016, but initiate the analysis regarding the cost of in-house inspectors compared to contractors immediately.

RECOMMENDATION

Approve the following changes to Section XVII of Attachment A of the Human Resources Manual as follows:

XVII. **Unless otherwise approved by the Board, ~~T~~the** Agency will conduct a total compensation survey every three years to enable the Board to assess whether compensation remains competitive with the market. The Programs and Administration Committee will be consulted in the survey development process to help determine salary range placements and other pertinent criteria. In the ~~two~~ years between the surveys, salary ranges will be adjusted by the most currently available Consumer Price Index (CPI) - All Urban Consumers (San Francisco – Oakland- San Jose Area) as determined by the US Bureau of Labor Statistics (BLS), or a lesser amount if necessary to conform to the findings of the most recent total compensation survey. However, salary increases for employees will not be automatic even for cost of living adjustments (COLA). The Board will be asked to approve the salary ranges every year as part of the budget process. **The ~~A new next~~ total compensation survey is expected to be conducted in the late Spring or early summer of 2016.**