



Employee Compensation & Classification Study

Finalist Presentation

May 2, 2022

Bolton

Benefits, Actuarial, Investment & Compensation Consulting



Introductions



Wytheville Evaluation Team

Bolton Project Team Representatives

Confirming Objectives



Review the classification and pay system; revise as needed.

Major program elements:

- Job documentation;
- Job classification system;
- Market total compensation alignment analysis;
- Base pay structure(s);
- Actual pay analysis;
- Total pay delivery; and
- Policies and administration.



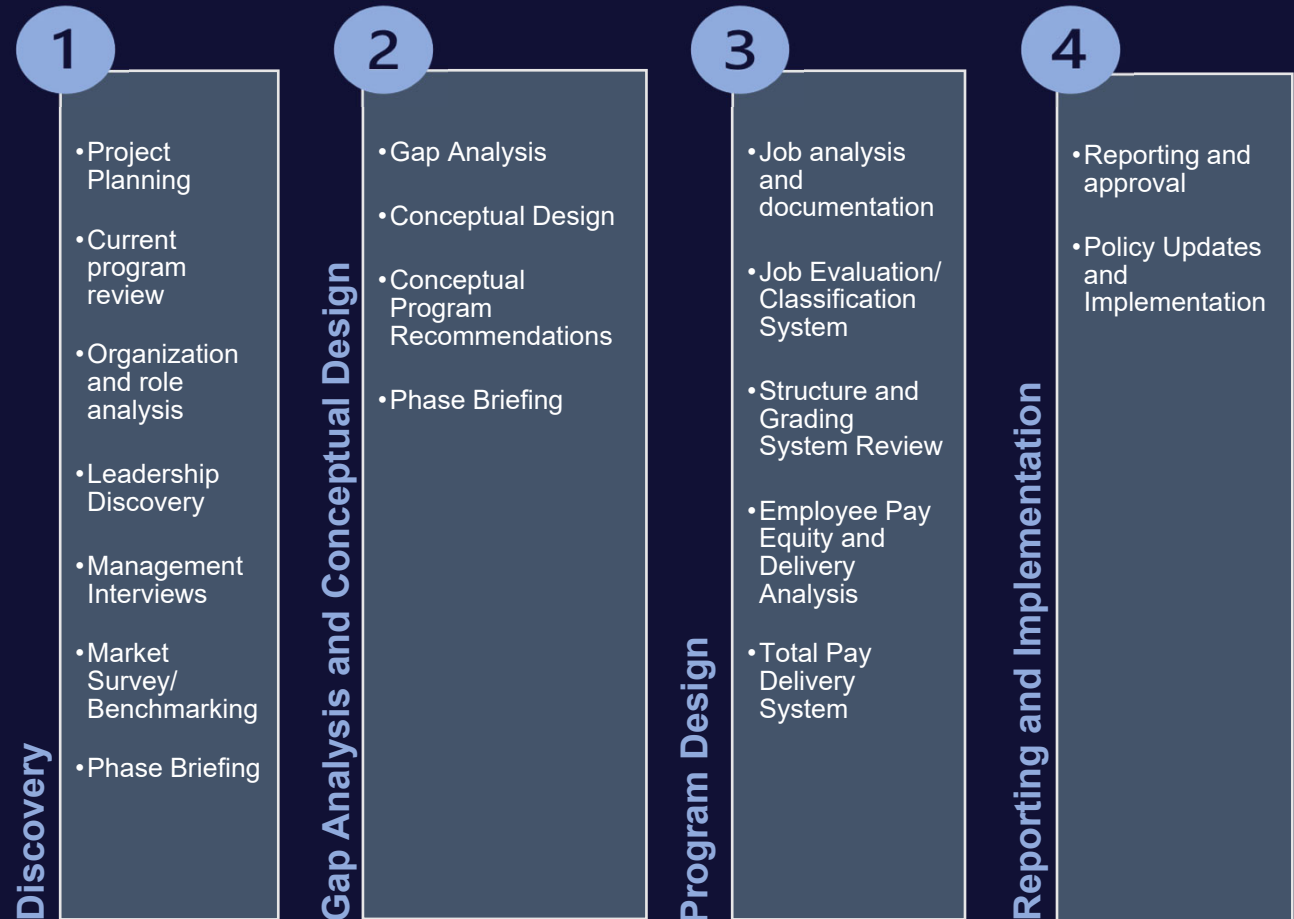
A Bit More About Bolton

Bolton is a full-service compensation, employee benefits, actuarial, and investment consulting firm with 40 years of experience providing consulting services to clients in the public and corporate sectors, nonprofit organizations. Headquartered in Maryland and maintain a staff compliment of over 100 professionals across the United States.

Bolton Rewards

- Bolton Rewards is the full-service compensation consulting and services practice of Bolton. Our team have provided compensation consulting services for over 30 years:
 - Total Reward Strategy
 - Organization Performance and Design
 - Classification and Base Pay Programs
 - Performance Management and Variable Pay
 - Surveys and Research
- Based in Virginia and Ohio

Project Phases and Steps



Example Market Comparison #1

Actual Base Salary Market Comparison by Department

EMPLOYEE	JOB TITLE	TENURE	BASE SALARY	MARKET BASE SALARY (\$)			AS % OF MARKET		
				25 P	50 P	75 P	25 P	50 P	75 P
DEPARTMENT: Finance									
	Recordation Specialist	5.89	37,485	46,520	50,958	70,882	80.6%	73.6%	52.9%
	Revenue Specialist	2.94	32,130	38,108	41,182	46,881	84.3%	78.0%	68.5%
	Accountant II	4.21	42,000	35,993	40,781	44,537	116.7%	103.0%	94.3%
	Accounting Specialist	2.90	38,750	35,993	40,781	44,537	102.1%	90.1%	82.5%
	Disbursement Coordinator	3.37	37,485	35,624	38,308	47,924	105.2%	97.9%	78.2%
	Department Averages:	6.4					92.8%	84.6%	72.5%
DEPARTMENT: Purchasing									
	Purchasing Agent	5.69	70,000	104,684	117,718	126,918	66.9%	59.5%	55.2%
	Purchasing Tech Associate	13.49	41,318	55,063	58,442	63,383	75.0%	70.7%	65.2%
	Purchasing Specialist	5.51	37,888	38,816	45,055	49,351	97.6%	84.1%	76.8%
	Department Averages:	8.2					79.8%	71.4%	65.7%
DEPARTMENT: Human Resources									
	Head of Human Resources	2.42	81,900	101,046	110,599	118,733	81.1%	74.1%	69.0%
	Human Resource Administrator	16.41	37,620	58,302	61,880	67,112	64.5%	60.8%	56.1%
	Human Resources Mgr II	19.81	62,118	54,967	58,171	57,649	113.0%	110.6%	107.8%
	HR Specialist	0.53	43,000	43,707	48,278	51,141	98.4%	89.1%	84.1%
	HR Specialist	9.00	40,169	43,707	48,278	51,141	91.9%	83.2%	78.5%
	HR Specialist	2.71	38,944	43,707	48,278	51,141	84.5%	76.5%	72.2%
	Department Averages:	8.5					88.9%	82.4%	77.9%
DEPARTMENT: Planning & Zoning									
	Head of Planning & Zoning	34.93	97,528	100,262	114,009	118,080	97.3%	85.5%	82.6%
	Deputy Director Plng & Zoning	15.32	84,947	89,930	95,067	98,368	94.5%	89.4%	88.2%
	Ch Techn Svcs&Envmt Planning	44.20	91,802	71,337	84,238	100,387	128.7%	109.0%	91.5%
	Zoning Administrator	25.92	69,388	67,310	71,337	78,728	103.1%	97.3%	88.1%

Example Market Comparison #2

Benchmark Job Grading by Job Family

JOB FAMILY	CAREER LEVEL	JOB TITLE	MARKET BASE 50P	STRUCTURE AND GRADING			MARKET RATIO
				STRUCTURE	GRADE	TARGET	
Executive Management	Deputy Executive	Director of Administration	141,501	Main Structure	M45	131,000	-7.4%
Family Average:							-7.4%
Revenue/Tax	Management B	Chief Revenue Administrator	68,508	Main Structure	M39	70,800	3.1%
	Support/Ops C	Tax Coordinator	50,958	Main Structure	M34	43,900	-13.8%
		Recordation Specialist	50,958	Main Structure	M34	43,900	-13.8%
	Support/Ops B	Revenue Specialist	41,182	Main Structure	M33	39,900	-3.1%
Family Average:							-6.9%
General Accounting	Management B	Chief Accountant	82,333	Main Structure	M40	77,700	-5.6%
		Chief Disbursement Accountant	58,519	Main Structure	M40	77,700	32.8%
	Management A	Accountant (19)	55,345	Main Structure	M38	64,200	16.0%
		Accountant (18)	55,345	Main Structure	M38	64,200	16.0%
	Exempt Specialist C	Senior Accountant	71,795	Main Structure	M37	58,400	-18.7%
	Exempt Specialist A	Accountant III	55,345	Main Structure	M34	43,900	-20.7%
	Support/Ops C	Payroll Administrator	54,917	Main Structure	M34	43,900	-20.1%
	Support/Ops B	AP/AR Clerk	40,781	Main Structure	M33	39,900	-2.2%
		Disbursement Coordinator	38,306	Main Structure	M33	39,900	4.2%
		Payroll Specialist	40,781	Main Structure	M33	39,900	-2.2%
		Accounting Specialist	40,781	Main Structure	M33	39,900	-2.2%
		Accountant II	40,781	Main Structure	M33	39,900	-2.2%
		Family Average:					-0.4%

Example Market Comparison #3

Actual Employee Base Pay to Range Comparison

EMPLOYEE	TIME IN JOB	BASE PAY	POSITION TITLE	GRADE	BASE PAY RANGE (\$)					RANGE LOCATION	COMPAR- RATIO
					MINIMUM	MARKET RANGE			MAXIMUM		
			LOW MID	MID		HIGH MID					
DEPARTMENT: Executive Administration											
	1.8	120,000	Director of Administration	M45	104,800	122,300	131,000	139,800	157,200	Lower	91.6%
	3.8	40,583	Executive Office Associate	M36	44,300	50,200	53,100	56,100	62,000	Below	76.4%
	8.7	39,288	Executive Office Associate	M36	44,300	50,200	53,100	56,100	62,000	Below	74.0%
Averages:											80.7%
DEPARTMENT: Finance											
	1.6	104,200	Director Finance	M45	104,800	122,300	131,000	139,800	157,200	Below	79.5%
	1.5	70,000	Deputy Director Finance	M42	78,400	88,900	94,100	99,400	109,800	Below	74.4%
	2.1	64,000	Chief Accountant	M40	64,800	73,400	77,700	82,000	90,700	Below	82.4%
	2.9	58,905	Chief Disbursement Accountant	M40	64,800	73,400	77,700	82,000	90,700	Below	75.8%
	2.9	52,436	Chief Revenue Administrator	M39	58,800	66,600	70,600	74,400	82,300	Below	74.3%
	2.6	57,749	Senior Accountant	M37	48,700	55,200	58,400	61,700	68,200	Middle	98.9%
	0.8	48,500	Accountant III	M34	36,600	41,500	43,900	46,400	51,200	Upper	110.5%
	2.3	44,281	Tax Coordinator	M34	36,600	41,500	43,900	46,400	51,200	Middle	100.9%
	1.7	40,860	Recordation Specialist	M34	36,600	41,500	43,900	46,400	51,200	Lower	93.1%
	2.4	39,690	Payroll Administrator	M34	36,600	41,500	43,900	46,400	51,200	Lower	90.4%
	2.9	37,485	Recordation Specialist	M34	36,600	41,500	43,900	46,400	51,200	Lower	85.4%
	2.7	42,000	Accountant II	M33	33,300	37,700	39,900	42,100	46,600	Middle	105.3%
	2.9	37,485	Disbursement Coordinator	M33	33,300	37,700	39,900	42,100	46,600	Lower	93.9%
	2.8	36,750	Accounting Specialist	M33	33,300	37,700	39,900	42,100	46,600	Lower	92.1%
	2.9	32,130	Revenue Specialist	M33	33,300	37,700	39,900	42,100	46,600	Below	80.5%
Averages:											89.2%

Integrated Team Approach

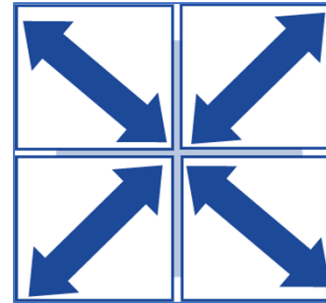


Council & Officials

- Strategic direction
- Compensation philosophy
- Issue understanding
- Review/approval

Managers and Supervisors

- Issue understanding
- Institutional data
- Role data
- Employee communication



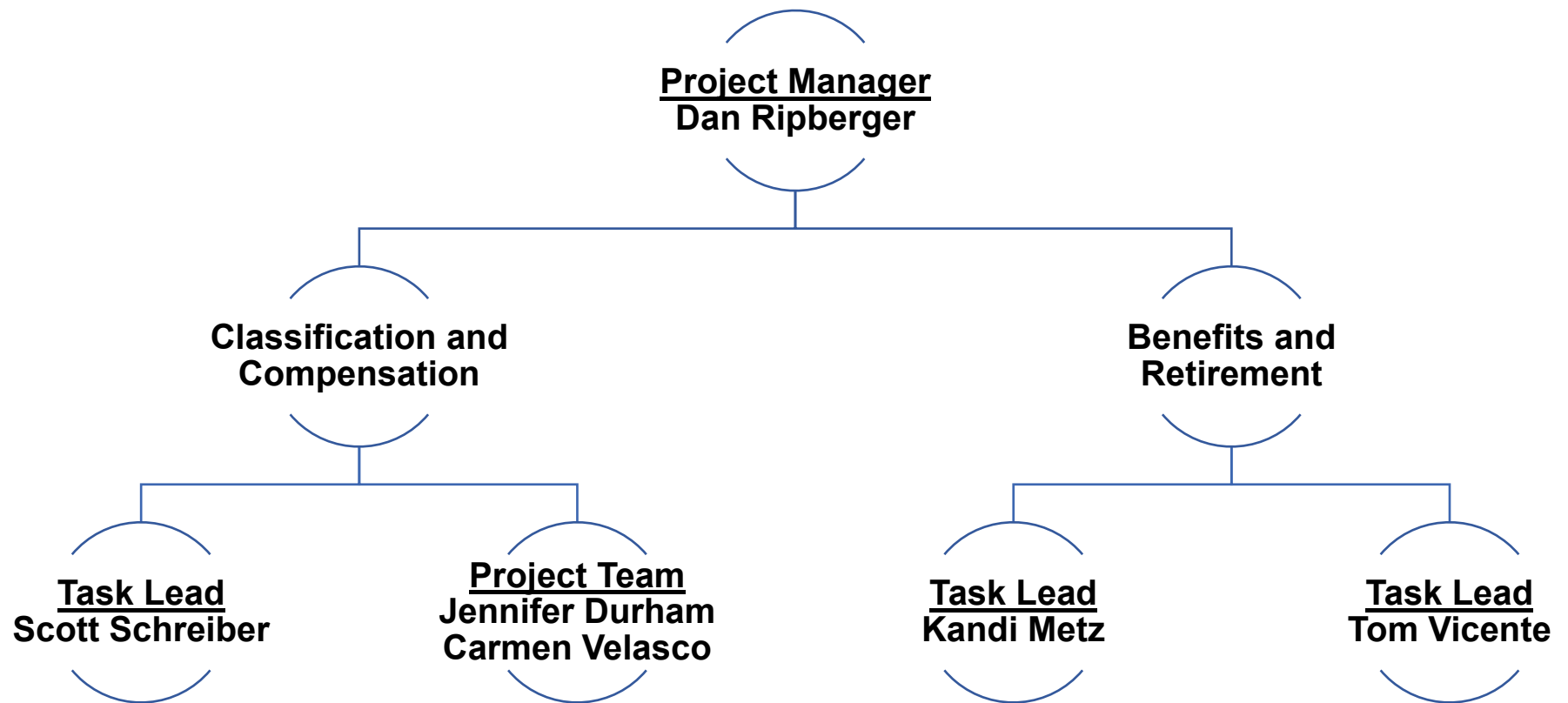
Town Project Team

- Project coordination
- Institutional expertise
- Role expertise
- Review
- Implementation
- Employee communication

Bolton

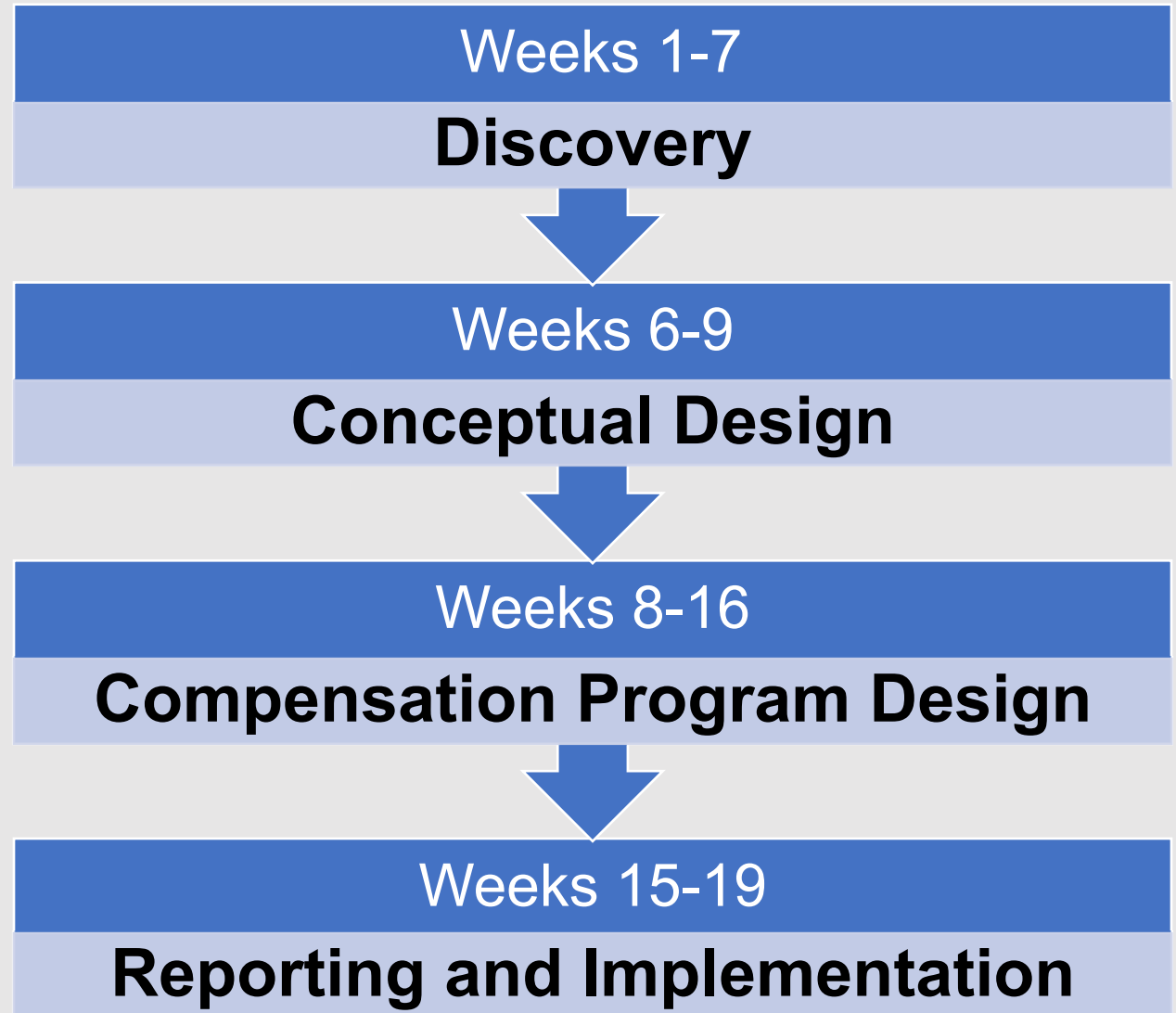
- Project planning
- Project management
- Content expertise
- Analysis/design
- Presentation
- Implementation

Our Project Team





Project Phases and Timing



Our Pricing Commitment

Flat fee of \$45,700 to meet all objectives.



Major Pricing Assumptions

- Two town council meetings and four meetings with Town Administration and other leadership.
- One consulting day for discovery with department management.
- Content (PDQs and/or job descriptions) reviewed and analyzed for all Town jobs. If needed, cost to draft original job descriptions will be \$150 per job.
- 10 group or individual desk audits conducted in person or on-line. Audits in excess of 10 will be \$125 per audit.
- Market survey will cover pay, pay practices and benefits using Bolton's TRDx for as many jobs as possible reported by up to 20 survey invitees.



At Our First Meeting

- 1 Confirm what we want to accomplish and discuss desired outcomes
- 2 Create major steps of project plans to be detailed by Bolton
- 3 Determine who our project teams will interact with, as well as when and how it should occur
- 4 Specify tools and interim deliverables (questionnaires, communications, etc.)
- 5 Establish schedule for launch – executive briefings, manager/employee meetings, etc.

Closing and Questions



Are there any outstanding questions we can answer that will help you decide to choose Bolton?



Thank You!