

**Item Title:** Amend Chapter 31 of the Wake County Ordinance and FY 2020 Personnel Authorization, Classification, and Compensation Ordinance

**Specific Action Requested:**  
**That the Board of Commissioners:**

- 1. Adopts proposed revisions to Wake County Code of Ordinances Personnel Policy chapter 31.05, Positions and the Position Classification Plan; and**
- 2. Amends the FY 2020 Personnel Authorization, Classification, and Compensation Ordinance; and**
- 3. Approves the compensation plan with an effective date of January 1, 2020**

**Item Summary:**

**Purpose:** Per state statute G.S. 153A-92 and the Wake County Code of Ordinances, chapter 31.05, the Board of Commissioners is charged with establishing the plan of compensation for all Wake County positions. This specific Board action authorizes a new classification and market pay structure.

**Background:** Wake County partnered with Mercer (US) Inc. to modernize its classification, compensation, and employee performance management systems. The recommended classification and pay plans will better enable Wake County to attract and retain a highly qualified workforce.

Mercer and County HR staff conducted a market study to establish market median values for 300 benchmark jobs. Mercer proposed preliminary salary structures and slotted all proposed job titles based on market data and/or career level relationships. To better meet the County's diverse needs, the new classification plan includes 740 job titles, categorizing jobs according to their essential functions, and assigning jobs to market-aligned ranges within the new salary structure.

**Board Goal:** This action implements Great Government initiative GC2.1: Identify and pursue programs, practices, technologies and other opportunities that enhance the innovation and creativity within the organization.

**Fiscal Impact:** \$2 million in funding for the proposed changes to the County's pay structure was included in the Salary and Benefits Reserve in the FY

2020 Adopted Budget. Identified salary adjustments will total over \$600,000 in FY 2020. Staff is analyzing the need for additional adjustments to address compression and other issues. Final funding recommendations will be presented in Winter 2020.

**Additional Information:**

The Personnel Ordinance chapter 31.05, Positions and the Position Classification Plan, was adopted by the Board of Commissioners in 1985 and last amended on July 17, 2007. This section outlines the responsibilities of the County Manager to administer and maintain a position classification plan. The amended ordinance delegates to the Human Resource Director the administration and maintenance of the position classification plan.

The current Wake County classification and compensation system was put in place in 2004 and Performance Management in 1999. These are now cumbersome, outdated and out of step with modern best Human Resources practices. The County issued a Request for Proposal in April 2018 seeking consulting services to address this need and expanded the scope to include employee performance management. Six companies submitted proposals which were reviewed by a committee that selected three finalists. The three finalists made presentations to representatives from County management and the selection committee. The panel selected Mercer for offering the best combination of credentials, experience, and services to meet the County's needs.

Mercer, Department leadership, and County Human Resources staff went through a "job cleanup" process that involved reviewing existing subtitles to more specifically describe work being performed. Job structure elements were developed to organize jobs and define career progression throughout the County. The new classification plan will include:

- Job Family: group of jobs that use a similar body of knowledge
- Sub Family: subgroups within a job family that describe more specific skills within each discipline
- Career Stream: career types characterized by unique responsibilities, created to offer alternatives for career progression
- Career Level: "placement" within the structure that recognizes incremental changes in job scope, complexity and responsibilities
- Job: building blocks for the career framework that include industry, market, and organization relevant titles

The County Manager delegates the administration and maintenance of the classification plan to the Human Resources Director. The Human Resources Department will maintain and amend the position classification plan, which includes the job family, sub family, career stream, career levels, job titles as needed to ensure proper placement within the market.

*Other Ordinance Changes:* The Personnel Authorization, Classification and Compensation Ordinance establishes the authorized full-time equivalent positions by

department and fund and is adopted with the annual budget. The amended ordinance establishes in Section 4: Salary Structures the salary minimums, midpoints and maximums, effective January 1, 2020.

The amended ordinance reflects the Board-approved increases to the FY 2020 FTE authorization, as well as staff administrative transfers of positions.

Additionally, the FY 2020 Adopted Ordinance included an error in the section addressing compensation for elected officials. The amended ordinance corrects the error by replacing "Elections" with "Education".

Section 7: ELECTED OFFICIALS COMPENSATION. Funding is provided for a 3.00% compensation adjustment for the members of the Board of Commissioners, the members of the Wake County Board of ~~Elections~~ Education, the Register of Deeds, and the Sheriff effective July 1, 2019.

**Attachments:**

1. Presentation
2. Resolution Amending the Wake County Code of Ordinances
3. Amended FY 2020 Personnel Authorization, Classification, Compensation Ordinance