



# EXECUTIVE SUMMARY

## Human Resources

763-512-2345 / 763-512-2344 (fax)

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### Golden Valley City Council Meeting

March 6, 2024

#### Agenda Item

**3E.** Adopt Resolution No. 24-021 Approving Amendment to Compensation and Classification Tables

#### Prepared By

Kirsten Santelices, Deputy City Manager/Human Resources Director

#### Summary

To exemplify transparency with the community, each year the City Council reviews and adopts the City's compensation grid and classification table. To ensure consistency within its compensation and classification structure, the City continues to engage its consultant David Drown and Associates (DDA) to review each new position and grade them accordingly. Between January and March 2024 the City updated several positions to ensure appropriate departmental delineation of roles and responsibilities, thereby increasing operational effectiveness. The position changes include:

- Accounting Manager (formerly Accounting Supervisor); Grade 14 to Grade 15
- Accountant; Grade 11 to Grade 12
- Payroll and Benefits Specialist (formerly Payroll Accountant); Grade 11 to Grade 10

The City also updated a few job titles to more accurately reflect the job duties and align with the external market.

- Assistant Community Development Director (former Planning Manager)
- Permit Technician (former Inspections Administrative Specialist)
- Curling and Lawn Bowling Assistants (clerical error, missing from Comp and Class table)

#### Financial or Budget Considerations

All compensation grid adjustments are absorbed within the approved the 2024 budget.

#### Legal Considerations

The City contracts with DDA to grade all of the positions and ensure compliance with applicable Minnesota Local Government Pay Equity laws.

#### Equity Considerations

One of the City's equity pillars is providing economic opportunities for all, which includes employment opportunities, and paying fair and equitable wages. By contracting with DDA the City maintains a consistent practice of grading positions and market considerations. The City will continue evaluating its compensation grid and pay practices for equity considerations.

**Recommended Action**

Motion to adopt Resolution No. 24-021 approving amendment to compensation and classification tables.

**Supporting Documents**

- [Resolution No. 24-021 - Compensation Study and Classification Grid Amendment](#)