



Agenda Item No: 1.c

PLACENTIA CITY COUNCIL AGENDA REPORT

Meeting Date: October 7, 2025

Submitted by: Alice Burnett

From: Human Resources

Subject:

Receive and File the Citywide Classification Specification and Compensation Study and Adopt a Resolution Approving the Classification Plan.

Financial Impact:

Fiscal Impact:

There is no fiscal impact to receive and file the report or adopt the classification plan.

Summary:

The last comprehensive Classification Specification and Compensation Study for the City was completed in 2008. Since then, there have been significant changes in the labor market, job responsibilities, and compensation trends. To ensure that the City's compensation and classification structures remain competitive and equitable, a new study was completed this year.

The City engaged MGT of America Consulting, LLC (MGT) to conduct a comprehensive Classification and Compensation Study for all City positions. The study reviewed current job data, duties, and minimum qualifications to ensure classifications accurately reflect the work performed. The study included market salary surveys, recommendations for job titles and updated job descriptions, as well as recommendations for revised salary ranges reflecting results of external and internal relationship analysis. An overall written report with recommendations and best practice guidance for policies and procedures for developing and maintaining a position allocation and compensation plan is attached for your review.

Recommendation:

Recommended Action: It is recommended that the City Council:

1. Receive and file the findings of the Citywide Classification and Compensation Study conducted by MGT of America Consulting, LLC (MGT); and
2. Approve Resolution No. R-2025-51, adopting the updated Classification Plan in accordance with Personnel Rules and Regulations, Rule III, Section 2 – Classification: Adoption, Amendment, and Revision of the Plan.

Strategic Plan Statement:

This item is consistent with the City Council approved Five Year Strategic Plan, Goal 7: Enhance Employee Development, specifically Objective 7.4: Initiate class and comp study.

Discussion:

On June 4, 2024, the City entered into a professional services agreement with MGT for a citywide classification and compensation study. As part of the study, compensation and benefits data were collected from eight (8) peer entities for City and Police personnel and from twelve (12) peer entities for sworn Fire personnel. In total, 131 job classifications were reviewed and updated. Of these classifications, fifty percent (50%) were compared to the peer compensation market. Findings indicate that five (5) job classifications are above the market median, thirteen (13) are at the median, and forty-six (46) are below the median. Two (2) classifications had insufficient comparable matches for analysis.

Personnel Rules and Regulations, Rule III, Section 2 – Classification: Adoption, Amendment, and Revision of the Plan provides:

"The classification plan shall be adopted and may be amended from time to time by resolution of the City Council".

The complete full-time Classification Plan is attached. Once adopted, any subsequent amendments to the plan must also be submitted to the City Council for review and approval.

While the study included compensation recommendations, the City does not currently have sufficient funding to implement comprehensive compensation adjustments. However, the compensation analysis was considered during the meet-and confer process with labor groups for the 2025-2027 budget years.

Several positions were addressed and adjusted during the last quarter of the 2024-25 budget and through the adoption of the FY 2025-26 budget. Additional proposed adjustments are included in the First Quarter Fiscal Year Report being presented to City Council on this same date.

A classification plan and salary recommendations for part-time, non-benefitted positions are not included in this action. Part-time classifications will be presented to the City Council in November for adoption in connection with the 2026 Minimum wage increase.

Fiscal Impact Summary:

There is no fiscal impact to receive and file the report or adopt the classification plan.

Attachments

[City of Placentia Final Report 09.23.2025.pdf](#)

[Resolution No. R-2025-51.docx](#)

[Exhibit A - Classification Plan - Class Specs.pdf](#)