

Classification and Compensation Unit Update



Board of Supervisors Human Resources Committee

March 14, 2024

Current Practice for Receiving Classification and Base Wage Compensation Requests

- Departments and Unions can submit classification and base wage compensation studies at any point during the fiscal year (an individual employee does not have the ability to submit a request but can ask the department head or bargaining unit rep/union to request on their behalf).
- The Board of Supervisors through the County Administrative Officer can request a study.
- Per the County's Compensation Philosophy, "Priority consideration will be given to classifications for which the County has experienced significant recruitment and retention issues as identified by the Department Head and approved by the Human Resources Department."



Classification and Base Wage Studies Workflow (Department Request)

Preparer: Manager

Department Head

Assigned Departmental HR Analyst

HR Class and Comp Team



Classification and Base Wage Studies Workflow (Union Request)

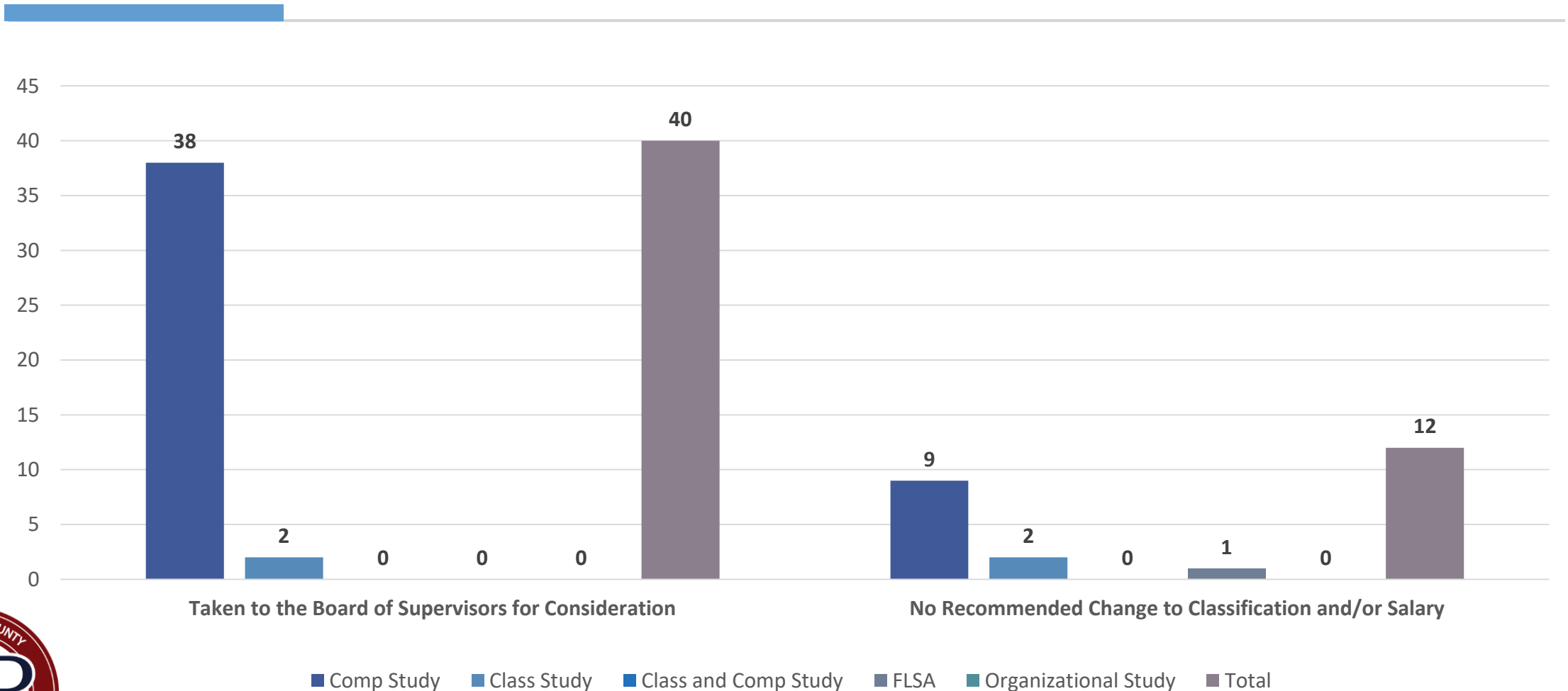
Preparer: Union

HR Class and Comp Team

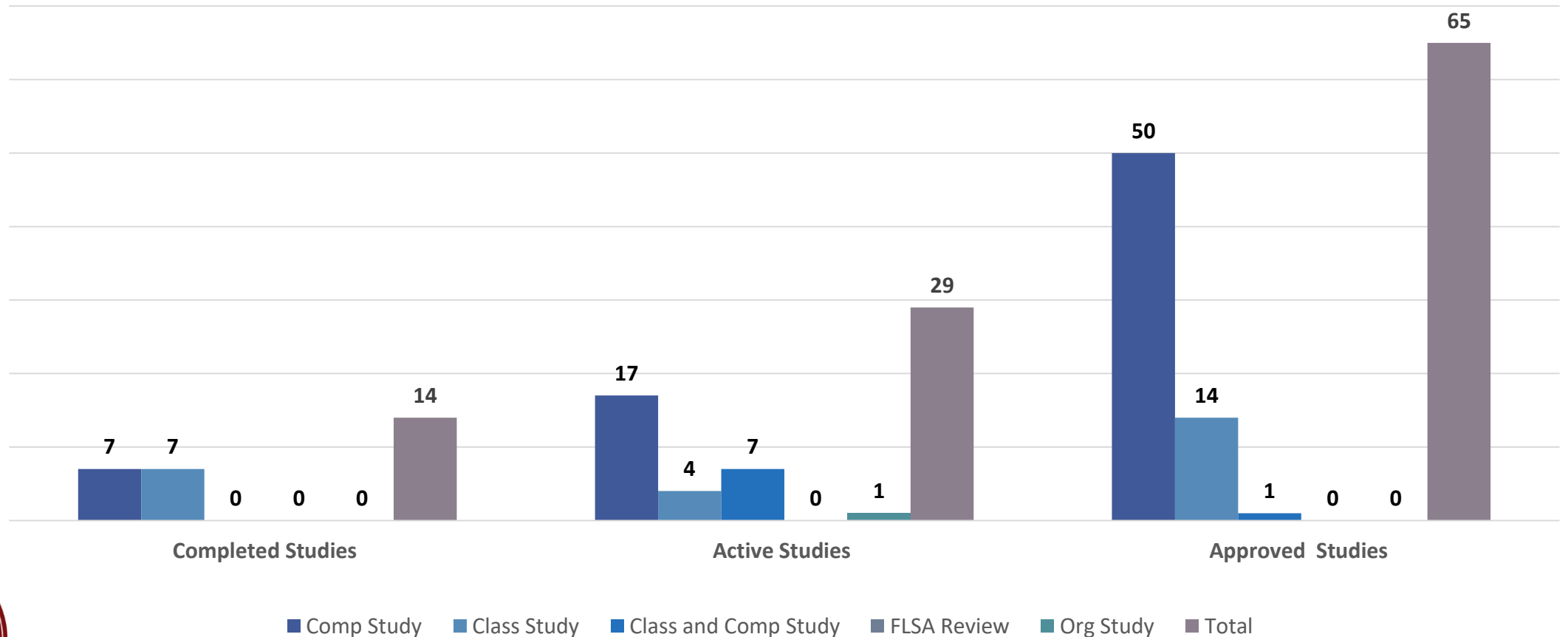
HR– Employee and Labor Relations
Team



Completed Countywide Class and Comp Studies Calendar Year 2023



Current Countywide Class and Comp Studies Calendar Year 2024



Request to Classify (RTC) Workflow

Preparer: Manager

Assigned Departmental HR Analyst

Departmental Finance Staff

Department Head

HR Class and Comp



Request to Classify (RTCs) Data Per Fiscal Years (2019-2025)

