

City of Sebastopol

2024

Classification and
Compensation Study

Scope of Project

- Conduct a classification study of all positions
- Conduct a compensation study including:
 - Research and recommend survey agencies
 - Select benchmark classifications
 - Collect and analyze salary and benefit data
 - Develop recommendations based on data
 - Any implementation is based on Council direction, what the City can afford and negotiations

Classification Recommendations

- No major classification issues
- Revised/new job descriptions for each classification
- Title changes

Survey Agencies

- Cloverdale
- Corte Madera
- Cotati
- Healdsburg
- Mill Valley
- Rohnert Park
- Sausalito
- St. Helena
- Sonoma
- Sonoma County

Data Elements

- Calculated labor market median for:
 - Maximum base salary (no incentives included)
 - Total cash
 - Maximum base salary
 - Employee's share of retirement paid by employer
 - Deferred compensation
 - Longevity pay at year 10
 - Education/certification pay
 - Total compensation
 - Elements of total cash plus
 - Paid insurances (cafeteria, health, dental, vision, life, long term disability)
 - Retiree Health Savings
 - Employer's cost to Social Security
 - Minus the employee's share of employer obligated cost to retirement

Data Elements

- Miscellaneous benefits (summarized)
 - Cost of living increase
 - Retirement practices
 - Retiree health benefits
 - Paid leave
 - Leave cash out
 - Short term disability and EAP policies

Findings

On average, the City is:

- 6.91% below market for base salary
- 3.30% below market for total cash
- 2.81% below the market for total compensation

Above market

- 0% - 5% - 3 classes
- 5% - 10% - 1 class
- 10% + = 4 classes

Below Market

- 0% - 5% - 2 classes
- 5% - 10% - 7 classes
- 10% + - 4 classes

Q & A