



Adjusting Four CVPDC Positions to Different Pay Bands

The PDC's personnel policies are set so that changes to the Commission's Pay and Classification plan are made by the Commission, and not administratively.

Chapter 4, Section C: Maintenance of the Classification Plan

The Position Classification Plan is normally reviewed annually. The Executive Director shall confer with the Department Directors during these reviews and forward any proposed revisions to the Commission for action.

We created our pay bands in 2014 and have not made any changes since then. We now find that for some positions, the market has exceeded our starting pay which reduces our ability to recruit at the beginning levels of the pay band.

This winter we asked Margaret Schmitt, now with the Berkley Group and formerly with the City of Lynchburg, to look at the market and see which positions may need to fit into a different pay band. Margaret gave us three options:

1. Take no action and adjust on a single position basis as recruitment becomes difficult.
2. Adjust positions within pay bands to at least 85% of the market average.
3. Adjust positions within pay bands to at least 95% of the market average.

This is not raises for individuals. Adjusting a position to a different pay band would impact an employee's salary if they were making less than the minimum of the new pay band. None of the four positions we ask you to consider moving to a different pay band would impact the incumbent's salary.

Staff is ready to move forward with three Workforce Board and one PDC positions whose starting pay is below market. We propose using option 3 to get closest to the market average. We'll bring the Services Authority positions and one position in the Workforce Board at a later time.

Again, none of individuals in these positions will get a raise simply by making this pay band adjustment. It does allow us to hire at a more market level when we need to, as in the case of the Workforce Development Director.

Recommended Action:

Motion to move the listed position from the current pay band to the new pay band as listed below.

POSITION	CURRENT BAND	STARTING SALARY	PROPOSED BAND	STARTING SALARY
WORKFORCE INVESTMENT BOARD				
Workforce Development Operations Coordinator	111	\$44,863	112	\$48,003
Business Engagement and Outreach Coordinator	111	\$44,863	112	\$48,003
Workforce Development Director	116	\$65,203	117	\$71,072
PLANNING DISTRICT COMMISSION				
Planning and Development Director	114	\$57,033	115	\$65,203