



# CITY OF HARRISONBURG HUMAN RESOURCES

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TO: Ande Banks, Interim City Manager  
FROM: Angela K. Clem, Director of Human Resources  
DATE: August 4, 2022  
RE: **Agenda Item Addition – Classification & Compensation Presentation by Brenda Turner, Manager, Baker Tilly, US, LLP**

**Summary:** Brenda Turner, Manager with Baker Tilly, will be providing a presentation to City Council pertaining to the contract the City has engaged them in to complete a comprehensive classification and compensation study. Classification and compensation studies are a routine organizational activity that help City leadership determine external competitiveness and internal equity. Ms. Turner will be reviewing with City Council an introduction to the Baker Tilly Firm, an introduction to the compensation consulting project team, a project overview (data collection, market assessment, position review, pay plan development, and project completion), project timeline, and an explanation about compensation philosophy.

**Background:** At the beginning of the year, Administration and Human Resources convened a group of executive leadership team members to review proposals from professional consulting firms who specialize in compensation consulting. After intensive review and interviews, the team chose Baker Tilly for their expertise in the area of creating classification systems and compensation benchmarking in local government. In the beginning of June, a contract was signed with Baker Tilly and their team got to work on the scope of the project. They began with an onsite visit mid-July to meet with the organization leaders and hosted multiple employee forums to ensure that everyone had the opportunity to understand the process of the study; this included instructions on how employees can contribute to the process. One of the main priorities of the scope of services is for Baker Tilly to assess the feedback provided by organization leadership and to create a compensation philosophy to be utilized in years to come.

Baker Tilly is currently in the data collection phase.

**Key Issues:** N/A

**Environmental Impact:** None

**Fiscal Impact:** TBD

**Prior Actions:** Approval of Classification & Compensation Study in the Fiscal Year 2023 Budget

**Alternatives:** N/A

**Community Engagement:** Internal Process;N/A

**Recommendation:** Recommendation for City Council to receive this presentation as an information item.

**Attachments:** Presentation by Baker Tilly (Brenda Turner, MBA, CCP, GRP)

**Review:**

*The initiating Department Director will place in Legistar, in sequence of transmittal, the names of each department that must initial their review in order for this item to be placed on the City Council agenda. The completion of review only addresses the readiness of the issue for Council consideration. This does not address the recommendation for approval or denial of the issue.*