

Project Summary

Compensation and Classification Study for The Woodlands Township, TX



Presented by:
Evergreen Solutions



Evergreen Solutions, LLC

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Presentation Outline

- **Who We Are**
- **Evergreen Team**
- **Project Approach**
- **Market Survey Approach**
- **Projected Timeline**

Who We Are

- **National Public Sector Consulting Experience**
 - Work in 46 States
 - Extensive Experience Working with Local Governments
 - Over 1,000 Compensation and/or Classification Studies
 - Full-Service Human Resources Consulting Practice

- **Public Sector Expertise**
 - Local Governments
 - State Governments
 - Colleges and Universities
 - School Districts
 - Quasi-Governmental Organizations
 - Non-Profits

Evergreen Team

- The Evergreen team assigned to your project has led the majority of Evergreen's recent comp and class efforts within Texas and the greater Houston area
- The team has multiple members with MBA's, Juris Master's degrees, and Finance/Business/Economics backgrounds as well.
- The team combines for more than 20 years of compensation and classification experience and more than 40 years of general HR experience

Project Approach

- ▶ Introduce team members
- ▶ Finalize project planning
 - ▶ Finalize work plan
- ▶ Establish a communication schedule
 - ▶ Collect data

- ▶ Conduct employee orientation sessions and focus groups
 - ▶ Meet with department heads
 - ▶ Administer JATs and MITs
- ▶ Perform job analysis and analyze results
 - ▶ Review all class specifications
 - ▶ Review work performed by each classification
- ▶ Develop classification structure based on JAT scores
 - ▶ Evaluate and build projected classification plan
 - ▶ Develop internal job classification hierarchy

Step 1
Project Initiation

Step 2
Project Outreach
and Employee
Participation

Step 3
Job Classification
Analysis

Project Approach *(Continued)*

- ▶ Identify 80 benchmark positions and 15-20 peer organizations for the surveys
 - ▶ Conduct a labor market salary survey
 - ▶ Collect and analyze market salary data
 - ▶ Prepare draft summary of the City's market position

- ▶ Conduct compensation analysis
- ▶ Develop new/revised pay grades and ranges for review
 - ▶ Slot classifications into pay plans
 - ▶ Conduct solution analysis

- ▶ Develop draft and final reports to include cost analysis for implementing recommendations
 - ▶ Present the final report
 - ▶ Develop a plan for communicating results to employees
 - ▶ Develop recommendations for the continued administration of the recommended plans
 - ▶ Provide training to HR staff on *JobForce Manager*
 - ▶ Develop merit-based performance system

Step 4
Conduct Market
Salary Survey

Step 5
Solution Analysis
and Development

Step 6
Finalize Project

Market Survey Approach

- The Market Survey will consist of approximately 80 classifications and 15-20 peer organizations.
- Classifications will encompass positions throughout the organization at varying levels of responsibility.
- Peer organizations will consist of both comparators and competitors to the Township for quality employees.
- Primary survey will consist of other local government peers (competitors and comparators), but secondary data is available as well that can evaluate private-sector or industry-specific data as needed.

Projected Timeline

- **January – Internal Data collection with Township HR team**
- **January-February – Employee data collection (job survey and focus groups) & internal data analysis**
- **February-March – Market survey (external analysis)**
- **March-April – Draft recommendations and data analysis**
- **Late April/Early May – Final costs and recommendations**
- **Late April/Early May – Detailed recommendations and individual impact will be shared with Finance and HR**
- **May – Final Report detailing methodology and high-level findings for public consumption**

Thank You!

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