



Request for City Council Committee Action from the Department of Human Resources

Date: May 17, 2006

To: Mayor R. T. Rybak and the Executive Committee

Referral to: Ways and Means Committee

Subject: Request for exception from the Appointed Pay Plan for Assistant City Coordinator, Convention Center.

Recommendations:

1. Approve an annual salary schedule for the position in exception to the adopted appointed employee's compensation plan, effective June 16, 2006, as shown below.

Assistant City Coordinator, Convention Center	Step A	Step B	Step C	Step D
Appointed Pay Plan- Predicted Salary	\$102,822	\$108,234	\$111,481	\$113,645
Previous Approved Exception (Current Salary rate for position)	\$112,547	\$118,471	\$122,025	\$124,394
Market Exception Request	\$20,453	\$21,529	\$22,175	\$22,606
Total Pay with new 2006 Market Exception	\$133,000	\$140,000	\$144,200*	\$147,000*

***Note that at steps C and D, the 2006 salary is limited by the Governor's Salary Cap Waiver amount of \$143,958.**

Previous Directives: None.

Prepared or Submitted by: Timothy Giles, Director of Employee Services; 673-3341

Approved by: _____
Pam French
Director of Human Resources

Steven Bosacker
City Coordinator

Permanent Review Committee (PRC) - Not Applicable
Policy Review Group (PRG) - Not Applicable

Presenters in Committee: Pam French, Director of Human Resources 673-2139

Financial Impact (Check those that apply)

- No financial impact
- Action requires an appropriation increase.
- Action provides increased revenue for appropriation increase.
- Action requires use of contingency or reserves.
- Business Plan: Action is within the plan. Action requires a change to plan.
- Other financial impact (Explain):
- Request provided to department's finance contact when provided to the Committee Coordinator.

Dear Mayor Rybak:

Background and Supporting Information: The Assistant City Coordinator, Convention Center is an existing position in the city structure. It has been evaluated at 738 points, grade 16, and has an existing salary exception from the appointed pay plan with a range of \$112,547 to \$124,394, as shown in row two of the above chart. If the existing salary exception did not exist, a job with 738 points would have a pay range as shown in row one of the above chart, in accordance with the council-approved appointed employees compensation plan.

A recent market study conducted by Employer's Association, Inc. has determined that the existing salary range may not be enough to attract a leader to the city for this important and highly competitive position. To be competitive and successful in recruitment for this position, the consultant is recommending an additional sum be added to each step, as shown in row three of the above chart. The new salary schedule for the position effective June 16, 2006, is shown in row four.

A summary of their findings and the explanation for their recommendation regarding the competitive salary rate required is outlined below.

Market Analysis Sources

A phone survey was conducted by Employers Association which included the following ten convention centers: Austin, Baltimore, Denver, Detroit, Fort Worth, Kansas City, Nashville, Phoenix, Portland, and Rosemont, Illinois (near O'Hare). Nine of the ten cities had comparable jobs. The Colorado Convention Center was excluded from the analysis because the job responsibilities encompassed a much broader scope (e.g., had city-wide responsibilities for IT, purchasing and general maintenance functions).

Additionally, the City of Minneapolis provided a confidential salary survey from the Washington Convention Center Authority which encompassed data from ten major convention centers in the country.

Market Analysis Findings

The average incumbent salary from the Employers Association survey is approximately \$140,000 and the median is \$135,000.

The average incumbent salary from the Washington Convention Center Authority is \$180,000 and the median is \$166,100.

It is our opinion that the market data from the phone survey is a more relevant point of comparison as the information encompasses relatively similar size facilities from markets that are not predominantly high or low wage metropolitan areas. The Washington Convention Center Authority information represents a mix that includes a number of larger convention facilities. It also tends to include predominantly high wage areas on the east and west coast.

Recommendations

Based on the market information, our recommendation on a competitive range for an incumbent would be in the \$133,000 to \$147,000 range, with \$140,000 as a competitive market rate. For the Minneapolis Appointed Pay Plan, the market rate is the step B rate.

Cc: Anthony Lopez, Convention Center
Brett McNeal, HR
Mike Anderson, Central Payroll
Betty Stanifer, Classifications
Barbara Payton, HRIS
Pam Nelms, Compensation
File