

From: [Kelly Murtaugh](#)
Sent: Thursday, February 24, 2022 1:04 PM
To: [All City](#)
Subject: Comp & Class, Vol. 1
Attachments: [Hay Methodolgy.pdf](#)

To All City Employees –

As you know, the Compensation & Classification Study process has begun. On Friday, February 18, the Management Team met with Abdo Solutions consultants to kick-off the “Comp & Class” Study.

Overview of Comp & Class Process

Building on the information provided in the February 10 email, here is a high-level look at the upcoming process:

1. Review of job description by employee, supervisor, and HR.
2. Review of job description by Abdo; ensure Fair Labor Standards Act and Americans with Disabilities Act compliance.
3. Position “pointing” job evaluation by Abdo using the *Hay Methodology* (see attached document).
4. Review of pointing by City.
5. Development of compensation system (step and grade tables) by Abdo.
6. Market compensation data analysis by Abdo.
7. Analysis of cost and impact of implementation by Abdo.
8. Presentation to City Staff, City Council by Abdo.

You are Invited to Update Your Job Description

We are at the first step in the process. Please work with your supervisor to review your job description by March 11. The Comp & Class process looks at the job description, so it needs to be an accurate representation of the responsibilities of the position, specifically the Know-How, Problem Solving, Accountability, and Special Conditions. Review the *Hay Methodology* (attached) for more detail on these factors. The process does not look at the number of tasks nor the individual who currently holds the position. If the job description has not been reviewed in a long time, you may want to use the *Job Analysis Questionnaire* to guide the review. This questionnaire is available from your supervisor or S:\Comp & Class Study.

Commitment to Communication

The Comp & Class Study will take several months to complete. During this time, there will be regular communication to employees about how things are progressing. Please ask questions if you have any—this process is new for many of us. Your feedback is welcome at any stage in the process—reach out to your supervisor, Kelly Murtaugh, or myself.

Thank you for your commitment to the City and your work!

Kelly
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- C**ommunication
- O**ptimal Service
- R**espect for Resources
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