

# MARSHALLTOWN

— I O W A —

Joel Greer, Mayor  
Joe Gaa, City Administrator  
24 North Center Street  
Marshalltown, IA 50158  
PH 641.754.5701 | FX 641.754.5717

**TO:** Mayor and City Council  
**FROM:** Joe Gaa, City Administrator  
**DATE:** October 23, 2023  
**RE:** Compensation Study

## Strategic Plan:

- Strategy 1: Expand and improve development in the community.
- Strategy 2: Enhance Marshalltown's public image.
- Strategy 3: Continually improve and sustain the City's infrastructure, organization, and services.
- Strategy 4: Partner with citizens, for-profit, non-profit, and others to improve quality of life.

**Plan Objective:** To update wage data and implementation of the GovHR Classification and Compensation Study.

**Recommendation:** Approve a resolution to implement the update salary scale and position classifications effective with the pay period beginning December 31, 2023.

**Budget Impact:** If implemented on 12-31-2023, the impact to the general fund will be \$82,000, with the additional dollars coming from the council-designated local option sales tax.

**Description/Background:** Earlier this year, GovHR completed a classification and compensation study of approximately 60 non-union positions. After completion of the study and review by staff and council, direction was given to draft a resolution to implement the study at the 65<sup>th</sup> percentile. On September 11, 2023, that resolution was presented and tabled. The reason for the tabling was to allow administrative staff additional time to review some potential issues. The City Administrator and Human Resources Director considered solutions to those issues, then met with each Department Head to determine impact on staff. As a result, a few changes have been proposed and worked into the implementation plan.

- Created half grades (.5) for grades 0-7 to allow for current and potential compression issues.
- Made step adjustment for staff with at least 5 years of service (1 step) and with at least 10 years of service (2 steps) in their current position.
- Adjusted positions that are similar and were on the same grade previously, but had been proposed at different grades.
- Simplified some titles and grades at the Library.

Once final approval is given, Human Resources Director will draft letters for each employee advising them of their new rate and placement on the scale.

## CITY COUNCIL

Al Hoop, Gabriel Isom, Barry Kell, Mike Ladehoff,  
Greg Nichols, Jeff Schneider, Gary Thompson

