

Temple City Unified School District
PERSONNEL COMMISSION

DISTRICT OFFICE
Board Room
9700 E. Las Tunas Drive
Temple City, California

Unapproved Minutes – Special Meeting of July 27, 2021

The special meeting was called to order at 4:33 p.m. by Maria Garner

Call to Order

Personnel Commission Members present:

Gina Aparicio
Maria Garner

Administrative Officers Present:

Hannah Geddy, Interim Assistant Superintendent Personnel

Staff Members Present:

Lucy Lin, Personnel Technician II
Lily Marquez, Personnel Technician I
Isaac Salazar, Personnel Technician I

None

**Individuals Wishing to
Address the
Commission**

Suzanne Ansari, Senior HR Consultant from CPS, will be presenting the Classified Compensation Study presentation.

**Business Matters
3a.**

CPS HR is a human resources consulting firm that has worked with the public sector and non-profit clients for over 37 years. We have had over 1200 clients nationwide.

Scope of Work: Classified, Classified Management, Unrepresented and non-certificated classifications; Base Salary (not including benefits), 32 benchmark classifications, 12 labor market agencies, salary range recommendations for all classifications, internal pay equity analysis,

The goal of the study is to ensure equitable pay for TCUSD employees based on job duties and responsibilities.

Presenter Ansari:

Explains the process of the study, the methodology of the base salary study and define study parameters. She also explained the benchmark selection criteria. Criteria for selection was based on several criteria including: enrollment, geographic proximity, cost of living etc. An effort was made to include merit districts in the study. There are 32 benchmark classifications that were surveyed.

Benchmark Classification are jobs with a clear and consistent definition in the relevant labor market.

The Salary Survey Summary shows how TCUSD benchmark classifications compared with the labor market. A positive market variance means that the labor market salaries are higher than your district salaries. A negative market variance means your district's salaries are higher than the labor market. If a position is between 5% above or below the job market, CPS recommend no change to the salary.

Overall, TCUSD's benchmark positions are highly competitive based on current salaries as compared to other districts within the identified labor market except for a few management classifications that were found to be under the labor market.

What this study found is that TCUSD's current base compensation structure is aligned with recruiting developing rewarding and retaining employees and that's a good thing and you should be proud of that. Most of your benchmarks are at or above market, meaning that you are very competitive with your base salary. Salary may not be the whole picture. You may want to look at your benefits package to see how those compare with the market later on.

We recommend that the district conduct a review of the overall classification structure and update classification specifications on a regular basis, every five years. In addition, a comprehensive salary survey should be conducted every three to five years.

Member Aparicio: Were there any positions out of the 32 studied that needed change?

3b.

Presenter Ansari: There are only two that are under market and recommended for change, both in management. One is a benchmark and the other is not but they are related and similar in scope and responsibilities.

Member Garner: It is good to hear that we are competitive in compensating our staff.

Member Aparicio: The study is very well documented and very detailed. Thank you.

Interim Assistant Superintendent:

The two positions that are discovered from the study as under market is the Director of Personnel and Director of Fiscal Services. Those are the two that are recommended for change to bring them up to market.

On a motion of Member Aparicio, seconded by Member Garner on a 2-0 vote, the Personnel Commission approved the recommendation of the Compensation Study.

On motion of Member Aparicio, seconded by Member Garner and on a 2-0 vote, the Personnel Commission adjourned to closed session at 5:01 p.m.

Adjournment to Closed Session

On motion of Member Aparicio, seconded by Member Garner and on a 2-0 vote, the Personnel Commission reconvened to open session at 5:28 p.m. There was no action taken in closed session.

Reconvene to Open Session

On a motion of Member Garner, seconded by Member Aparicio, and on a 2-0 vote, the Personnel Commission adjourned the meeting at 5:28 pm.

Adjournment

Ann Seitz

Gina Aparicio

Maria Garner