



**City of Waukesha**  
201 Delafield St. Waukesha, WI 53188  
Tel: 262.542.3700  
waukesha-wi.gov

<b>Committee:</b> HR Committee	<b>Date:</b> 7/14/2023
<b>Common Council Item Number:</b> ID#23-7229	<b>Date:</b> 7/19/2023
<b>Submitted By:</b> Marquise Vasquez, HR Director	<b>City Administrator Approval:</b> June 2023
<b>Finance Department Review:</b> July 2023	<b>City Attorney's Office Review:</b> HR will request review upon receipt of the actual contract
<b>Subject:</b> Review, consider, and approve the proposal from Segal to conduct a market analysis and compensation study for City of Waukesha.	

**Details:**

It has become increasingly difficult for us to recruit and retain talent because of the everchanging conditions in the job market and the increased salary demands of applicants. An up-to-date market analysis and compensation study will help establish the market value of City of Waukesha jobs, benchmark our salary ranges, and determine competitiveness in the labor market for which we compete for talent.

In 2022, following several referrals we received, the former City Administrator and I reached out to various companies to request proposals for a comprehensive market analysis and compensation study. After meeting with each company, we felt that Segal was the best option based on their experience and client list.

The industry recommends that organizations conduct compensation studies every three years. The last study done for the City of Waukesha was completed in 2016. Therefore, the ask is for the committee to discuss and approve the proposal for the compensation study to begin in 2023.

**Options & Alternatives:**

If we do not proceed, our current pay structure will remain in place, and the City may continue to lose employees and qualified external job applicants. If we select another agency, we may not have as robust of an analysis based on their limited experience with the industry (government/municipalities).

**Financial Remarks:**

Since this is a one-time cost for the project with no ongoing fees, \$85,000 would come from vacancy savings from the City Administrator's position and \$65,000 could be used from the Finance Department's vacancy savings.

**Executive Recommendation:** Approve the compensation study to help the City administer pay in a fair, equitable, and competitive manner.