

Brunswick County

Classification and Total Compensation Study Overview



November 15, 2021

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Cape Fear Council of Governments Partnering with Piedmont Triad Regional Council

Cape Fear Council of Governments will serve in advisory role ensuring the County receives the anticipated work product. The Piedmont Triad Regional Council (PTRC) will manage and produce the Classification and Total Compensation Study. Councils of Government in North Carolina have pledged to work closely together to deliver seamless services to our members, and, through this partnership with PTRC, the CFCOG is able to offer high quality and cost-effective personnel services.

Focus of the Classification and Total Compensation Study

- Market Competitiveness
- Employee Recruitment
- Employee Retention
- Total Compensation Analysis

To Respond to Changing Market Conditions and Support the County's Efforts to Attract Qualified Candidates and Retain Quality Employees.

Preliminary List of Comparative Market

Buncombe Co	Harnett Co	Orange Co	ONWASA	Wilmington
Cabarrus Co	Henderson Co	Pender Co	OWASA	Myrtle Beach
Catawba Co	Iredell Co	Pitt Co	Cape Fear PUA	N. Myrtle Beach
Columbus Co	Johnston Co	Union Co	GSWA	NC Dept Public Safety
Craven Co	New Hanover Co	Horry Co	Greenville PU	
Dare Co	Onslow Co	Cape Fear PU		Private Sector

ONWASA: Onslow County Water and Sewer Authority

OWASA: Orange County Water and Sewer Authority

GSWA: Grand Strand Water Authority

Employee Engagement

- Employees Attend “kick off” Orientation Sessions this Week.
- Employees Complete Position Description Questionnaire (PDQ), a Twelve Page Questionnaire Designed to Capture each Employee’s full Scope of Duties, Responsibilities and Authorities. Also contains required ADA Questions to identify physical demands and environmental conditions as well as questions designed to help determine the FLSA designation of each classification. Two Weeks to Complete.
- PDQs are Reviewed by Supervisors and Department Directors Before Submittal to Human Resources then to PTRC for review.
- Follow Up On-Site Employee Interviews Conducted to Further Assist PTRC staff in the Full Understanding of the Unique Features of each Classification.

Methodology Overview

- Employee “kick-off” Sessions will be Conducted this Week
- Meet with Department Directors this Week to Discuss Organization of Department, Positions, etc.
- Collect Salary and Benefits Data from Brunswick County
- Collect Comparative Salary and Benefits Data from the Identified Comparative Market
- Conduct Salary and Benefits Comparative Analysis
- Develop Initial Assumptions
- Meet with Management Team to Discuss Preliminary Findings and Recommendations
- Continue to Develop and Refine the Comparative Analysis, Findings and Recommendations
- Present Findings and Recommendations to Manager and County Commissioners

Thank You Very Much
I Look Forward to Answering Your Questions