

Memorandum



CITY OF DALLAS

DATE December 27, 2019

TO Honorable Mayor and Members City Council

SUBJECT **Update on Compensation and Classification Study**

On August 28, 2019, the Mayor and City Council authorized a two-year contract that engaged a firm to assist the City of Dallas in developing a Compensation and Classification Study. The study will include a review of our compensation policies and processes, salary structure, and market competitiveness. The goal of the study is to allow us to better administer pay, align our salary structure with the current job market; and ultimately to attract and retain employees.

We have received a few salary adjustment requests and an inquiry relating to exempt and non-exempt positions in the Mayor and City Council Office outside the annual performance review cycle. To ensure an equitable and data-driven review is conducted, including consideration of years of service, education, exceptional qualifications, performance, growth and market competitiveness, any adjustments will be considered in conjunction with completion of the Compensation and Classification study and will include the support staff in both the Mayor and City Council Office and the City Manager's Office.

Should you have any questions or concerns, please contact me at 214.670.3302 or at k.bizortolbert@dallascityhall.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kimberly Bizer Tolbert'.

Kimberly Bizer Tolbert
Chief of Staff to the City Manager

c: T.C. Broadnax, City Manager
Chris Caso, City Attorney (Interim)
Mark Swann, City Auditor
Billerae Johnson, City Secretary
Preston Robinson, Administrative Judge
Majed A. Al-Ghafry, Assistant City Manager
Jon Fortune, Assistant City Manager

Joey Zapata, Assistant City Manager
Nadia Chandler Hardy, Assistant City Manager
Michael Mendoza, Chief of Economic Development and Neighborhood Services
M. Elizabeth Reich, Chief Financial Officer
Laila Alequresh, Chief Innovation Officer
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion
Directors and Assistant Directors