

**Tacoma Area Commission on Disabilities Committee Minutes**  
Hybrid Meeting, hosted virtually via Zoom and in person at  
Emergency Operations Center for Pierce County  
Friday April 14, 2023

- Call to Order** Chair Monteros called the meeting to order at 4:00 PM  
Staff Liaison Lucas Smiraldo helped facilitate the meeting.
- Commissioners Present:** Chair Krystal Monteros  
Luke Byram  
Tony Caldwell  
Aime Sidhu  
Kristy Willet  
Tony Hester  
Todd Holloway
- Commissioners Absent** Commissioners Parson, Willet, and Williams were absent.
- City Staff Present** Drena Sellers, Lucas Smiraldo, and Shelby Fritz
- Guests Present – Community** Haley Edick, Tara from the Rainbow Center, Ivan Tudela and Julian Wheeler
- Ice Breaker** The Spring is associated with many scents and fragrances including the scent of different foods and flowers.  
*What is your favorite scent, smell or fragrance associated with Spring?*
- Acceptance of Minutes** Commissioner Sidhu made a motion to adopt the March 10 minutes.  
Commissioner Halloway seconded the motion.  
The ayes have it and the March 10 Minutes were approved.
- Adoption of Agenda** Commissioner Hester made a motion to adopt the April 14 Agenda.  
Commissioner Sidhu seconded the motion.  
The ayes have it and minutes were adopted.
- Public Comment** Julian Wheeler had public comment: July ADA anniversary Oct Disability history month. Misses doing outreach due to moving out of State.

**Nominations for Chair and Vice Chair for 2023**

**Nominations for Chair:**

Commissioner Hester and pending nomination for Commissioner Byram.

Commissioner Holloway made a motion to nominate Commissioner Byram as a candidate for TACOD Chair

Commissioner Sidhu seconded the motion.

The ayes have it and Commissioner Byram is nominated as a candidate for the chair position.

**Nominations for Vice Chair:**

Chair Monteros and Commissioner Sidhu

Poll tool was used in Zoom to capture votes. Seven commissioners voted.

Commissioner Hester was voted to be the Chair of TACOD.

Commissioner Sidhu was voted to be the Vice Chair of TACOD.

**Class and Comp Update Presentation**

Presentation on the City of Tacoma Class & Compensation Study given by Shelby Fritz, Director Human Resources

Presentation attached in the PDF Version of the Minutes.

**Chair Reports**

- Krystal Monteros, Outgoing Chair  
Will possibly do training with the Fair Department on Equity will be working with Lawrence Garret who is a consultant
- Luke Byram, Outgoing Vice Chair  
Let incoming Chair & Vice Chair know that his door is always open if they need advice.
- Chair Hester, Incoming Chair  
Went to webinar accessibly trails on 4/12, ACAC meeting on 4/14 a workgroup meeting submitted for a retirement community.
- Vice Chair Sidhu, Incoming Vice Chair  
Thinking about Nero-Diversity month and bring awareness to it.

**Liaison Report – Office of Equity & Human Rights –**

Lucas Smiraldo

Taxi report update moving forward  
Upcoming TPD convening 4/26 meeting will be hybrid  
New internal committee to address internal digital accessibility for COT  
Celebration for Public Works 64<sup>th</sup> and Pacific sidewalk on May 25<sup>th</sup>,  
Commissioner Coldwell also shared about the event.  
Looking for nominations for City of Destiny Awards

**Emergency Management—**

Todd Holloway

Commissioner Holloway shared on emergency preparedness training and staffing on functional services team at the State level.

**Access and Functional Needs Pierce County —**

Ivan Tudela

Ivan Tudela shared update that the Pierce County Aging Disability Advisor Board is seeking new members, and information about the Senior Farmers Market program.

Lucas Smiraldo announced that Ivan Tudela is now with Pierce County Human Services.

**Invitation for Community Input**

Tara Deputy Director from Rainbow Center shared about the Rainbow Center  
Guest Hayley Edick shared, interested in applying for commission.

**New Business or Good of the Order**

No new business.

**Adjournment**

Vice Chair Sidhu moved to adjourned, and the motion was seconded by Commissioner Hester. Meeting adjourned 6:05 pm

Attachment:  
Class & Compensation Study Presentation  
By Shelby Fritz

# Class & Comp

Tacoma Area Commission on Disabilities

April 14, 2023

**NON-REPRESENTED**  
Classification &  
Compensation Study





# Agenda

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- Purpose/Goals of the Study
- Proposed New Classification & Compensation System
- Timeline for Implementation

## WHY THE STUDY WAS CONDUCTED

- At the request of the City Council, the City Manager and Human Resources Director initiated the study
- Council's interest was focused on executive pay, but the scope was expanded to incorporate all non-represented employees
- The last study was conducted in 2009
- Update classification structure, job descriptions, and ensure compensation is in alignment with market

# STUDY RECOMMENDATIONS

- A new classification system was created. The study identified the needs for more job classifications to properly identify the work being performed at the City.
- Classification titles reflect more standard and consistent titling, creating a more meaningful connection to the body of work being performed and creating consistency across the organization.
  - ✓ More consistent titling also allows the City to match jobs more easily to other comparator organizations, resulting in better job matches.
- A market analysis/refresh was updated with 2022 data and then aged to January 1, 2023, to ensure the competitiveness of the salary structure pay ranges.

# NEW SALARY STRUCTURE

- The new structure consists of nine (9) steps while our old structure consisted of six (6) steps, or 21 quarter steps.
- The percentage difference between steps in a pay range in the new structure is 5%, which is the same as the old pay ranges. However, in the new salary structure with the expansion of the number of steps the last two steps taper down and have a percent difference of 2.5% between steps 7 and 8 and steps 8 and 9.
- The current structure consists of individual pay ranges for each classification (235), whereas the new salary structure has been simplified to 22 pay grades that are assigned to classifications with a 7.5% difference between pay grades.
- This is a new salary structure design that has been developed, so a step in the old structure is not equal to a step in the new structure.

# HOW WILL EMPLOYEE PAY BE DETERMINED WITH IMPLEMENTATION OF THE STUDY RESULTS?

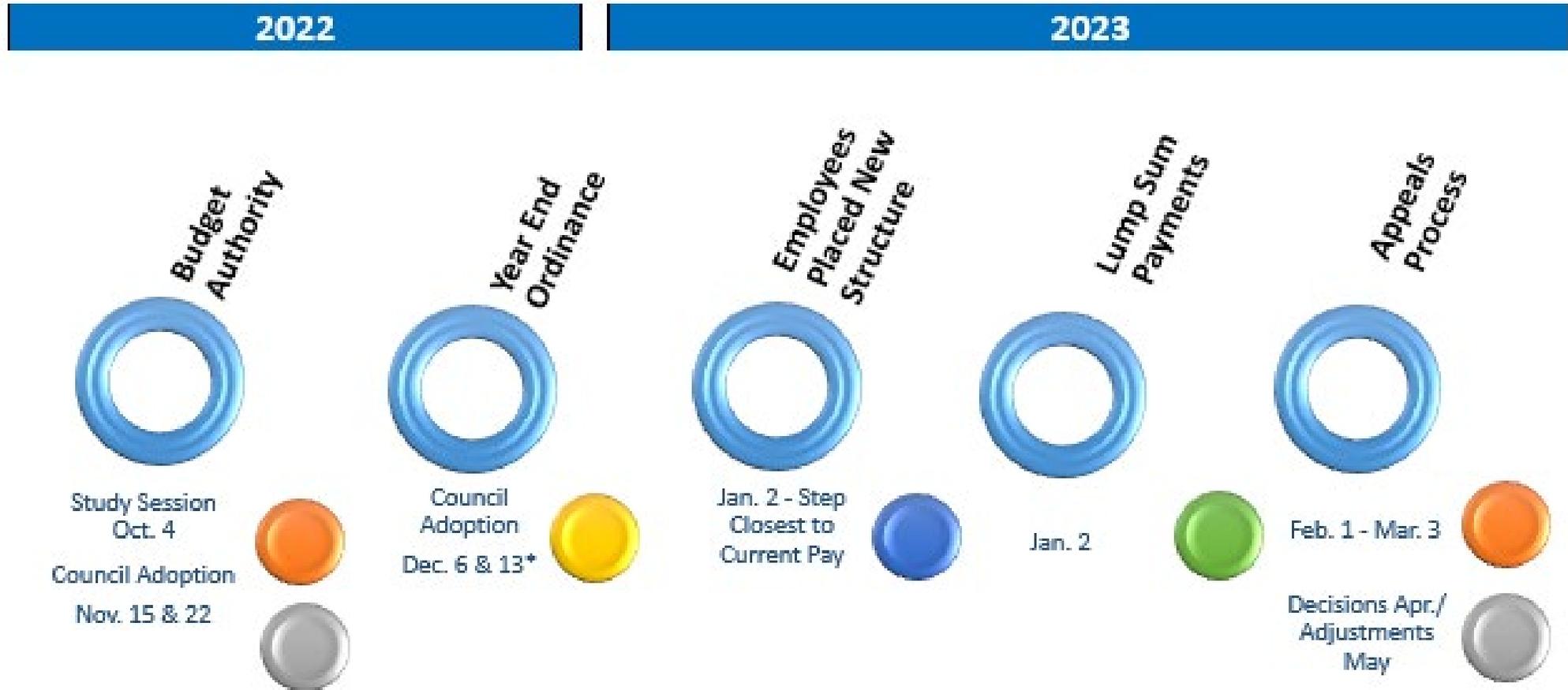
- Effective January 2, 2023, non-represented employees were placed into their salary range in the newly developed pay structure at the step closest, but higher than their current rate of pay.
- Eligible appointive, permanent, project, and temporary employees whose initial placement in the revised pay structure provides for a wage increase of less than 5 percent, received a one-time, lump sum payment up to an amount that represents the difference between the annual salary in their initial placement and the value of a 5 percent annual wage increase.
- Non-represented employees who had a current rate of pay already above the maximum of their pay range in the newly developed pay structure will have their pay frozen at their current rate and be eligible for annual lump sum payments up to an amount that represents the general wage adjustment percentage provided in that year to other non-represented employees.
  - ✓ These employees were eligible for a 5 percent lump sum payment in January 2023

# CHANGES WITH HOW EMPLOYEES MOVE WITHIN THE SALARY STRUCTURE

- All non-represented classifications now receive automatic step increases annually. \*
- The hiring authority will continue to have the ability to place new hires or employees who are promoted higher in the pay range due to exceptional skills/qualifications and for hard to fill positions, with the additional approval from the Human Resources Director.
- The current provision for six-month step increases for new hires or promotions ended December 31, 2022. However, new hires and promotions that took place in the last six months of 2022 will still be provided a six-month step increase in 2023. \*
- Non-represented employees who have salaries above the maximum of their new salary range had their pay frozen at their current rate of pay. They are eligible for annual lump sum payments.
- All non-represented employees maintained their current step anniversary dates in the system and therefore will be eligible for an annual step increase in 2023 (unless they are placed at the top step in the pay range of the newly developed salary structure or frozen above the top step of the new pay range for their classification).

*\*Note: the appointing authority can withhold a step increase for performance concerns.*

# CLASS & COMPENSATION STUDY IMPLEMENTATION TIMELINE



- Employees hired/promoted June – December 2022 will receive a 6 month step increase in 2023
- Step increases will take place at current step anniversary date
- Lump sum increase paid as differential if raise with placement into the new pay structure is less than 5%

\*Dates could change to 12/13 & 12/20/22