

June 10, 2021

MEMO TO: MINOT CIVIL SERVICE COMMISSION  
Connie Stauffer  
Pam Karpenko  
Laurie Davis

FROM: LISA JUNDT, CLERK OF COMMISSION

RE: AGENDA FOR Monday, June 14, 2021 AT 10:00 AM –  
Council Chambers – 2<sup>nd</sup> Floor City Hall

1. Presentation of the Proposed 2022 Annual Pay and Classification Plan for the City of Minot

Included is a copy of the proposed 2022 Compensation Plan for the City of Minot. The next step in the Annual Plan process is for the Commission to conduct a public meeting on the plan and to take final action on it, within 60 days of its receipt, with or without modification. The Plan is then to be forwarded to the City Council for confirmation as submitted, or for modification and confirmation as part of the Annual Budget process.

As part the plan preparation process, information has been gathered to survey the market area for any changes in salaries for the benchmark positions by extracting salary survey data on specific benchmark job classes from municipalities and counties in the designated North Central portion of the United States.

Based on the information provided in the various markets, and internal statistical information regarding recruitment and retention, the proposed plan recommends changes in range for various positions and recommendations regarding its annual maintenance and implementation.

Highlights of the plan will be reviewed at this meeting. The Commission will take public comment on the Plan at the next meeting.