

## BOARD BRIEF

Date: October 30, 2020

**BOARD INFORMATION:**   X  

**MEETING PREPARATION:**       

**FROM:** Stephen M. Wilkins, Ed.D., SHRM-SCP, IPMA-HR-SCP, Chief of Staff  
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**THROUGH:** Gregory C. Hutchings, Jr., Ed.D., Superintendent of Schools

**TO:** The Honorable Cindy Anderson, Chair, and  
Members of the Alexandria City School Board

**TOPIC:** School Division Compensation Study (Phase 2 of 2 - List of Job Titles)

**ACPS 2025 STRATEGIC PLAN GOAL:**

Goal 4: Strategic Resource Allocation

**SY 2020-2021 FOCUS AREA:**

Focus Area: Strategic Plan Implementation

**FY 2021 BUDGET PRIORITY:**

Human Resources

**SUMMARY:**

In November 2019, the division engaged in a two-part compensation study to ensure the market competitiveness of employee salary and benefit programs. The first phase was completed by January 2020. This brief informs of the second phase which is scheduled to complete in January 2021.

**BACKGROUND:**

Alexandria City is part of a vibrant and diverse metropolitan area. Although impacted by the pandemic, Alexandria remains poised for economic growth and its job market remains highly competitive. Even in this time of uncertainty, ACPS must ensure that its human resources programs continue to attract, retain, and reward highly-skilled staff that the city's residents expect and rely on to educate the next generation.

Each year, ACPS reviews the Annual Washington Area of Boards of Education (WABE) Guide to assess the market value of the three job titles of teacher, instructional assistant and bus driver (across ten northern Virginia school divisions). The Annual WABE Guide, however, only covers these three positions and does not account for the many other positions in a school division. Therefore, the division began a two-year compensation study for other identified employee groups to review the respective market competitiveness and internal pay equity for these groups. The desired goals of this compensation study include the following:

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- Quantify the market competitiveness of ACPS's total compensation offerings (pay and benefits) within both public sector and private sector markets.
- Identify effective short-term and long-term strategies for maintaining market competitiveness and internal equity among all employee groups in an economically sustainable manner.
- Develop innovative and cost-effective approaches to improve recruitment and retention of employees in particularly high-turnover or hard-to-fill job categories.

The consultant for this study is Segal ([www.segalco.com](http://www.segalco.com)). The first phase of the study reviewed 22 job titles and was completed in January 2020. The second phase will review 26 job titles and is projected to be completed in January 2021. The results of the study and impact on potential salary and benefits programs will be considered in the division budget process.

### **RECOMMENDATION:**

The Superintendent recommends the School Board review the information about Phase 2 of the Compensation Study.

### **IMPACT:**

The results of the compensation study and any derivative impacts on salaries and benefits programs will be considered in the budget process.

### **ATTACHMENTS:**

Attachment 1: List of Job Group and Titles for ACPS Compensation Study 2019 and 2020

### **REFERENCES:**

[Board Presentation, January 16, 2020: Segal Waters Consulting Compensation Study](#)

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