



Lumpkin County, Georgia

Date: Jan. 29, 2016

Agenda Item: Classification and Compensation Study Provider

Item Description: Recommendation of provider for Compensation Study

Facts & Historical Information:

Classification and compensation studies are, by their nature, complicated and somewhat time consuming for all county employees who participate. Using a provider who specializes in this type of work makes for a much more efficient, professional, non-biased, and smoothly accomplished body of work.

A classification and compensation study was last done in 2007 and implementation occurred in 2008. Since that time only a few COLA's have occurred. Pay rates have not been maintained and pay has become compressed. Job descriptions have not been updated to include changes induced by changing technology, additional or combined responsibilities, newly created jobs, etc.

In order to insure a comprehensive approach is taken to the classification of jobs as well as to pay, a classification and compensation study was budgeted for 2016. An outside third party will be hired to insure neutrality and non-discrimination. A RFP was posted and staff have reviewed the proposals. Based on the proposals submitted as well as cost, staff recommend Evergreen Solutions, LLC as the study provider. \$30,000 was allocated in the 2016 budget, the negotiated cost for Evergreen's services is \$26,500. This study needs to be awarded and completed as soon as possible so that the recommendations are included in the 2017 budgeting process.

Potential Courses of Action:

- A. Choose to move forward with the study and approve the recommendation of Evergreen Solutions, LLC as the provider.
- B. Choose to delay the study until a later date.
- C. Choose not to pursue completion of a Classification and Compensation Study at all.

Compare and Contrast:

- A. Completing a classification and compensation study implies to the organization's employees that any deficiencies in the pay structure will be addressed to at least a minimum level. Choosing not to address those deficiencies after having employees participate in the study may be harmful to morale, engagement, and retention, so a strong commitment to addressing pay issues is recommended if this study is pursued.
- B. Choosing to delay pursuing the study may mean that the information for a realistic budget amount to implement pay improvements in the 2017 budget may not be available in time for the 2017 budgeting process.
- C. This option may mean that the county's pay scale continues to be compressed, making recruiting and retention difficult.

Budget Impact

- A. No budget impact as the proposed contract is less than the budgeted amount.
- B. Budget impact not known, delaying the pursuit of the study could mean a change in the proposed cost depending on when the study is actually done.
- C. No budget impact.

Staff Recommendation:

Course A.

Lumpkin County Board of Commissionrs
 Bid/Proposal Opening
 RFP#2016-001 Classification Compensation Study

Time: 3:00 PM
Date: 1/25/2016

<u>Company Name</u>	<u>Inclusive Hourly Rate</u>	<u>Estimate of Hours to complete</u>	<u>Total Proposal Calculation</u>	<u>Other Comments</u>
1 <u>Evergreen Solutions LLC</u>	<u>\$150.00</u>	<u>187</u>	<u>\$28,050.00</u>	
2 <u>Condrey & Associates</u>	<u>\$250.00</u>	<u>3 months</u>	<u>* 39500.00</u>	Enclosed letter stating the * fixed cost and a one year technical assistance at no additional charge.
3 <u>Springstead, Inc</u>	<u>\$185.00</u>	<u>190</u>	<u>\$35,150.00</u>	
4 <u>McGrath Consulting</u>				Please note this proposer did not meet the required guidelines for pricing submittal in the manner requested. The submittal included inclusive pricing but no time completion date.
5 <u>Management Advisory Group</u>	<u>\$160.00</u>	<u>150</u>	<u>\$24,000.00</u>	
Staff Present for Opening:				
1 <u>Abby Branan</u>				
2 <u>Wayne Seabolt</u>				
3 <u></u>				

Purchasing Agent: *Patty Hoelder*