

14,544(1)

Racial Profiling Report | Tier one

Agency Name: Hunt County Sheriff's Office
Reporting Date: 03/01/2017
TCOLE Agency Number: 231100
Chief Administrator: Troy R Meeks
Agency Contact Information:
Phone: 903-453-6800
Email: rmeeks@huntcounty.net
Mailing Address: 2801 Stuart Street
Greenville TX 75401

FILED FOR RECORD
at 12:30 o'clock P M

MAR 14 2017

JENNIFER LINDENZWEIG
County Clerk, Hunt County, TX
By *Jennifer Lindenzweig*

This Agency claims partial racial profiling report exemption because:

Our vehicles that conduct motor vehicle stops are equipped with video and audio equipment and we maintain videos for 90 days.

Certification to This Report 2.132 (Tier 1), Partial Exemption

Article 2.132(b) CCP Law Enforcement Policy on Racial Profiling

Hunt County Sheriff's Office has adopted a detailed written policy on racial profiling. Our policy:

- 1.) clearly defines acts constituting racial profiling;
- 2.) strictly prohibits peace officers employed by the Hunt County Sheriff's Office from engaging in racial profiling;
- 3.) implements a process by which an individual may file a complaint with the Hunt County Sheriff's Office if the individual believes that a peace officer employed by the Hunt County Sheriff's Office has engaged in racial profiling with respect to the individual;
- 4.) provides public education relating to the agency's complaint process;
- 5.) requires appropriate corrective action to be taken against a peace officer employed by the Hunt County Sheriff's Office who, after an investigation, is shown to have engaged in racial profiling in violation of the Hunt County Sheriff's Office's policy adopted under this article;
- 6.) require collection of information relating to motor vehicle stops in which a citation is issued and to arrests made as a result of those stops, including information relating to:

a.) the race or ethnicity of the individual detained;

b.) whether a search was conducted and, if so, whether the individual detained consented to the search; and

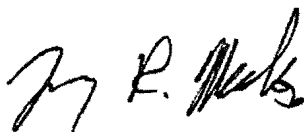
c.) whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual; and

7.) require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision(6) to:

a.) the Commission on Law Enforcement; and

b.) the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

Executed by: Troy R Meeks



Chief Administrator

Hunt County Sheriff's Office

Date: 03/01/2017

Hunt County Sheriff's Office Motor Vehicle Racial Profiling Information

Total stops: 468

Number of motor vehicle stops

Citation only: 359

Arrest only: 106

Both: 3

Race or ethnicity

African: 39

Asian: 2

Caucasian: 338

Hispanic: 89

Middle eastern: 0

Native american: 0

Was race known ethnicity known prior to stop?

Yes: 12

No: 456

Was a search conducted

Yes: 75

No: 393

Was search consented?

Yes: 39

No: 36

Submitted electronically to the



The Texas Commission on Law Enforcement

14,545

PROCLAMATION

*Poison Prevention Week
HUNT COUNTY, TEXAS
March 19-25, 2017*

FILED FOR RECORD
at 12:32 o'clock P M

MAR 14 2017

JENNIFER LINDENZWEIG
County Clerk, Hunt County, TX
By *J. Lindenzweig*

WHEREAS, our society has become increasingly dependent on household chemicals to perform labor and time-saving miracles, and on medicine to provide health-giving, and life-sustaining benefits; and,

WHEREAS, these products, when not used as intended or directed, may be hazardous, particularly if children gain access to them; and,

WHEREAS, over the past 55 years, the nation has been observing Poison Prevention Week to call attention to these hazards and how proper handling and disposal of these substances and proper use of safety of packaging can help eliminate them; and,

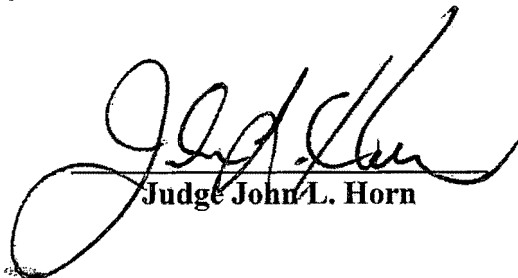
WHEREAS, the efforts of our community organizations, complimented by the efforts of the North Texas Poison Center, have reduced childhood poisonings in Hunt County; and,

WHEREAS, the North Texas Poison Center, a regional poison center, located at Parkland Health and Hospital System, provides the ultimate in human service programming, immediate and accessible emergency information to save lives of victims of poison-related emergencies; and,

WHEREAS, these programs must continue as long as even one child ingests a household product or medicine by mistake.

NOW, THEREFORE, BE IT PROCLAIMED BY THE COMMISSIONERS COURT OF THE COUNTY OF HUNT that the week of March 19-25, 2017, be hereby proclaimed as Poison Prevention Week in Hunt County, Texas, and we further direct the appropriate agencies in our local government to continue their cooperation with concerned citizens and community organizations, including our schools, to develop programs which will alert our citizens to the continued danger of misusing medications and household products, and to promote effective safeguards against accidental poisonings among young children.

ORDERED this 14th day of March, 2017.

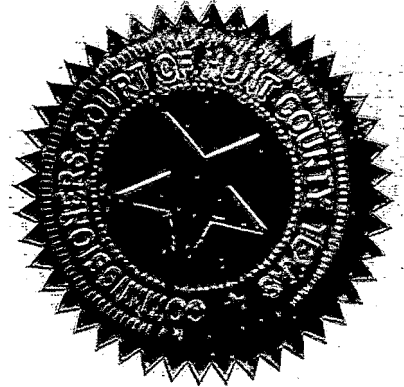

Judge John L. Horn

Ed A. Evans
Commissioner Evans

Tom Mc Mahan
Commissioner McMahan

Phillip A. Martin
Commissioner Martin

Jon Latham
Commissioner Latham



ATTEST *David Lindberg* County Clerk

#14,548

ESCROW TRUST AGREEMENT

FILED FOR RECORD
at 12:30 o'clock P M

MAR 14 2017

JENNIFER LINDENZWEIG
County Clerk, Hunt County, TX
By: *Jennifer Lindenzweig*

THE STATE OF TEXAS
COUNTY OF HUNT COUNTY

This contract and agreement made and entered into on this the 1st day of March 2017, by and between Hunt County Commissioner Tod McMahan, Precinct 2 and Erik Pietersma by hereinafter called "Purchaser".

WITNESSETH:

That said Purchaser has deposited into a fund labeled "County Road Improvement Fund" the amount of \$6,780.00 for the purpose of constructing a certain site improvement, to wit:

Upgrade approximately 880 feet on CR 2540 from dirt to rock

to be specifically used for the improvements of said road when adequate funding becomes available. The cost of said improvements shall be prepared by the Commissioner and agreed upon by the purchaser prior to the execution of this agreement. Upon receipt of payment, the County Treasurer shall forward a copy of the deposit warrant to the commissioner in charge of making said improvements. If for any reason the county has not completed said improvement within one hundred twenty (120) days from the date of execution of this agreement the escrowed road improvement funds shall, at the request of said purchaser, be returned to purchaser and this agreement shall than become void.

WHEREAS, said improvement is left to the sole discretion of the responsible commissioner.

IN TESTIMONY WHEREOF, the parties hereto have executed this contract and agreement on this the 1st day of March 2017.

Tod McMahan

Commissioner's Signature

Erik Pietersma

Purchaser signature
2405 Perdenales Dr.

(Address of purchaser)
Royse City, TX 75189
903-366-0315



14,549

FILED FOR RECORD
at 12:32 o'clock P M

MAR 14 2017

JENNIFER LINDENZWEIG
County Clerk, Hunt County, TX
By *Jennifer Lindenzweig*

February 20, 2017

Office of Hunt County Judge
The Honorable John Horn
Hunt County Courthouse
2507 Lee St. Room 107
Greenville, Texas 75401

Farmers Electric Cooperative Member: Stacy Whillock
Service Order Number: 1701003826

Dear Judge Horn,

Farmers Electric Cooperative, Inc. is requesting permission to construct electrical power distribution facilities across Hunt County Road 3101 which is located, 830' east of county road 3103 in Hunt County, Texas.

Site location map and construction sketches are enclosed. The construction sketch details the proposed work. All road crossing will have a minimum vertical clearance of 22 feet.

If you have any questions, please contact Cody Bland office, 903-453-1715 x. 4317.

Sincerely,

Cody Bland

Cody Bland
Engineering Assistant

cbland@farmerselectric.coop
Phone 903-453-1715 x 4317

Submitted by Tricia Griffin
Field Engineering Coordinator

Enclosures



14,550

FILED FOR RECORD
at 12:30 o'clock P M
MAR 14 2017
JENNIFER LINDENZWEIG
County Clerk, Hunt County, TX
By *Jennifer Lindenzweig*

March 1, 2017

Office of Hunt County Judge
The Honorable John Horn
Hunt County Courthouse
2507 Lee St. Room 107
Greenville, Texas 75401

Farmers Electric Cooperative Member: Samir Gadelkarim
Service Order Number: 1511002765

Dear Judge Horn,

Farmers Electric Cooperative, Inc. is requesting permission to construct electrical power distribution facilities across Hunt County Road 3201 which is located 1076' south of I-30 service road in Hunt County, Texas.

Site location map and construction sketches are enclosed. The construction sketch details the proposed work. All road crossing will have a minimum vertical clearance of 22 feet.

If you have any questions, please contact Josh Eden office, 903-453-0784 ext 4114.

Sincerely,

Josh Eden

Josh Eden
Engineering Assistant

jeden@farmerselectric.coop
Phone 903-453-0784 ext 4114

Submitted by Tricia Griffin
Field Engineering Coordinator

Enclosures

FILED FOR RECORD
at 12:30 o'clock P M

MAR 14 2017

JENNIFER LINDENZWEIG
County Clerk, Hunt County, TX
By *Jennifer Lindenzweig*

RESOLUTION NO. #14,555

A RESOLUTION APPROVING AND AUTHORIZING THE COUNTY JUDGE TO EXECUTE AN AGREEMENT FOR MUTUAL AID LAW ENFORCEMENT WITH THE CITIES OF CADDO MILLS, CELESTE, COMMERCE, HAWK COVE, LONE OAK, QUINLAN, ROYSE CITY, WEST TAWAKONI AND WOLFE CITY, THE COUNTY OF HUNT, THE INDEPENDENT SCHOOL DISTRICTS OF GREENVILLE, COMMERCE, AND QUINLAN, AND TEXAS A&M UNIVERSITY-COMMERCE PURSUANT TO TEXAS GOVERNMENT CODE, CHAPTER 791; MAKING CERTAIN FINDINGS AND PROVISIONS RELATED TO THE SUBJECT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the problem of crime is no respecter of governmental boundaries; and,

WHEREAS, the Texas Legislature recognized the benefits of the area-wide nature of law enforcement through the enactment of Texas Government Code, Chapter 791, which authorizes a local government by resolution or order of its governing body to enter into an agreement with another local government for mutual aid law enforcement to cooperate in the investigation of criminal activity and enforcement of the laws of this State; and,

WHEREAS, the law enforcement agencies in Hunt County recognize that occasionally the need to share personnel and expertise may arise; and,

WHEREAS, it is the opinion of the Hunt County Commissioners Court that it is in the best interest of all area political subdivisions to promote effective law enforcement throughout the area by assisting one another in the investigation and suppression of crime, by assisting one another in any other fashion calculated to promote better crime prevention and detection in each respective city or county joining in an area wide agreement for law enforcement mutual aid; and,

WHEREAS, it is the opinion of the Hunt County Commissioners Court that the best interests as well as the general safety and welfare of the residents of the City of Greenville will be served by the execution of such a mutual aid agreement for law enforcement;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GREENVILLE:

SECTION 1. On behalf of Hunt County, the Hunt County Judge is hereby authorized to execute a mutual aid law enforcement agreement with the cities of Caddo Mills, Celeste, Commerce, Hawk Cove, Lone Oak, Quinlan, Royse City, West Tawakoni, Wolfe City and Greenville, the Independent School Districts of Greenville, Commerce, and Quinlan, and Texas A&M University-Commerce for the purpose of participating in an area-wide law enforcement mutual aid for the investigation and suppression of crime through the provision and receipt of assistance to and from the law enforcement agencies of said governmental units on an as requested basis provided that the requested personnel, equipment or facilities are not otherwise required

within the unincorporated portions of the County. Said agreement shall be accomplished pursuant to the terms and conditions of Texas Government Code, Chapter 791, with the officers of the Hunt County Sheriff's Office having the authority in the region encompassed by the incorporated portions of the County, participating ISDs and university campus to investigate suspected criminal activity and take the necessary law enforcement actions, including arrest, dictated by the particular situations addressed. Said agreement shall provide that each law enforcement agency concerned be responsible for its own expenses with no reimbursement to the assisting agency being required.

SECTION 2. The Hunt County Commissioners Court hereby approves this agreement, a copy of which is attached hereto and made a part hereof

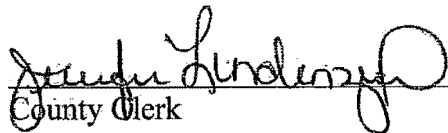
SECTION 3. The agreement authorized by this Resolution shall become effective as to the other parties only upon the adoption by the governing body of the other parties to the agreement of a like ordinance or resolution authorizing said agreement.

SECTION 4. That this Resolution shall be and become effective from and after its adoption.

PASSED AND APPROVED this the 14 day of March, 2017.


County Judge

ATTEST:


County Clerk



MUTUAL AID LAW ENFORCEMENT AGREEMENT

STATE OF TEXAS }
 }
COUNTY OF HUNT }

THIS AGREEMENT is made and entered into by, among and between Hunt County, the Cities of Caddo Mills, Celeste, Commerce, Greenville, Hawk Cove, Lone Oak, Quinlan, Royse City, West Tawakoni and Wolfe City, the Independent School Districts of Greenville, Commerce, and Quinlan, and Texas A&M University-Commerce, all parties being "Local Governments" or "Political Subdivisions" as defined in Texas Government Code Chapter 791, and duly organized and existing under the laws of the State of Texas, acting herein by and through their respective Mayors, City Managers, County Judges, Superintendents, or Presidents duly authorized to so act by ordinance or resolution duly passed by said Cities, Counties, Independent School Districts, and University.

WITNESSETH:

WHEREAS, Texas Government Code, Chapter 791, authorizes a "Local Governments" and "Political Subdivisions" by order of their governing bodies to enter into an agreement with any neighboring municipality or contiguous county for the provision of law enforcement mutual aid to cooperate in the investigation of criminal activity and enforcement of the laws of this State; and

WHEREAS, the Cities of Caddo Mills, Celeste, Commerce, Greenville, Hawk Cove, Lone Oak, Quinlan, Royse City, West Tawakoni and Wolfe City, the County of Hunt, the Independent School Districts of Greenville, Commerce, and Quinlan, and Texas A&M University-Commerce desire to enter such a mutual aid agreement for law enforcement wherein the specialized equipment, facilities and trained personnel of each police department or law enforcement agency is available to the other members of this Agreement on an as requested basis;

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS: That in consideration of the mutual covenants, agreements and benefits to all parties, it is **AGREED** as follows:

I.

During the term of this agreement, the parties agree to provide upon request of one party (requesting party) to the others (providing parties) such law enforcement personnel and to make available such equipment or facilities as may be requested for the investigation or suppression of crime within the jurisdictional areas of the parties; provided that the personnel, equipment or facilities requested are not otherwise required within the Local Government or Political Subdivision providing same as determined by the Chief of Police or Sheriff or Chief Law Enforcement Officer of the providing party. Requests for mutual aid made pursuant to this Agreement shall be made by and to the respective Chiefs of Police or Sheriff or Chief Law Enforcement Officer or their designated representatives.

II.

While any law enforcement officer regularly employed by the providing party is in the service of a requesting party pursuant to this Agreement, he shall be a peace officer of such requesting party and be under the command of the law enforcement officer therein who is in charge in that Local Government or Political Subdivision (requesting party), with all the powers of a regular law enforcement officer in such other Local Government or Political Subdivision as fully as though he were within the jurisdiction where he is regularly employed and his qualification, respectively, for office where regularly employed shall constitute his qualification for office in such other Local Government or Political Subdivision, and no other oath, bond, or compensation need be made.

III.

A law enforcement officer employed by a providing party covered by this Agreement may make arrests outside the jurisdiction in which he is employed, but within the area covered by the Agreement; provided, however, that the law enforcement agency within the requesting jurisdiction shall be notified of such arrest without delay. The notified agency shall make available the notice of such arrest in the same manner as if said arrest were made by a member of the law enforcement agency of said requesting jurisdiction.

IV.

Peace officers employed by the parties to this Agreement shall have such investigative or other law enforcement authority in the jurisdictional area encompassed by this Agreement as is reasonable and proper to accomplish the purpose for which a request for mutual aid assistance is made.

V.

Each party to this Agreement shall be responsible for its own costs and expenses, and all costs and expenses are to be paid from the current revenue available to the paying party.

VI.

The term of this Agreement shall be indefinite with any party having the right to terminate said Agreement upon thirty (30) days' notice to all other parties. The addition or deletion of parties to this Agreement shall not affect the Agreement as to the remaining parties except as may be specifically provided by amendment to this Agreement. This Agreement may be renewed annually.

VII.

The parties shall observe and comply with all Federal, State, County and City laws, rules, ordinances and regulations in any manner affecting the conduct of the services herein provided and performance of all obligations undertaken by this Agreement.

FOR THE CITY OF CADDO MILLS

Mayor
Date: _____

Attest: _____
City Secretary
Date: _____

FOR THE CITY OF CELESTE

Mayor
Date: _____

Attest: _____
City Secretary
Date: _____

FOR THE CITY OF COMMERCE

Mayor
Date: _____

Attest: _____
City Secretary
Date: _____

FOR THE CITY OF GREENVILLE

Mayor
Date: _____

Attest: _____
City Secretary
Date: _____

FOR THE CITY OF HAWK COVE

Mayor
Date: _____

Attest: _____
City Secretary
Date: _____

FOR THE CITY OF LONE OAK

Mayor
Date: _____

Attest: _____
City Secretary
Date: _____

FOR THE CITY OF QUINLAN

Mayor
Date: _____

Attest: _____
City Secretary
Date: _____

FOR THE CITY OF ROYSE CITY

Mayor
Date: _____

Attest: _____
City Secretary
Date: _____

FOR THE CITY OF WEST TAWAKONI

Mayor
Date: _____

Attest: _____
City Secretary
Date: _____

FOR THE CITY OF WOLFE CITY

Mayor
Date: _____

Attest: _____
City Secretary
Date: _____

FOR THE COUNTY OF HUNT

County Judge
Date: _____

Attest: _____
County Clerk
Date: _____

FOR INDEPENDENT SCHOOL DISTRICT OF GREENVILLE

Superintendent
Date: _____

Attest: _____

Date: _____

FOR INDEPENDENT SCHOOL DISTRICT OF COMMERCE

Superintendent
Date: _____

Attest: _____

Date: _____

FOR INDEPENDENT SCHOOL DISTRICT OF QUINLAN

Superintendent
Date: _____

Attest: _____

Date: _____

FOR TEXAS A&M UNIVERSITY - COMMERCE

President
Date: _____

Attest: _____

Date: _____

FILED FOR RECORD
at 12:32 o'clock P M

MAR 14 2017

JENNIFER LINDENZWEIG
County Clerk, Hunt County, TX
By *[Signature]*

RESOLUTION NO. #14,555

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WHEREAS, the problem of crime is no respecter of governmental boundaries; and,

WHEREAS, the Texas Legislature recognized the benefits of the area-wide nature of law enforcement through the enactment of Texas Government Code, Chapter 791, which authorizes a local government by resolution or order of its governing body to enter into an agreement with another local government for mutual aid law enforcement to cooperate in the investigation of criminal activity and enforcement of the laws of this State; and,

WHEREAS, the law enforcement agencies in Hunt County recognize that occasionally the need to share personnel and expertise may arise; and,

WHEREAS, it is the opinion of the Hunt County Commissioners Court that it is in the best interest of all area political subdivisions to promote effective law enforcement throughout the area by assisting one another in the investigation and suppression of crime, by assisting one another in any other fashion calculated to promote better crime prevention and detection in each respective city or county joining in an area wide agreement for law enforcement mutual aid; and,

WHEREAS, it is the opinion of the Hunt County Commissioners Court that the best interests as well as the general safety and welfare of the residents of the City of Greenville will be served by the execution of such a mutual aid agreement for law enforcement;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GREENVILLE:

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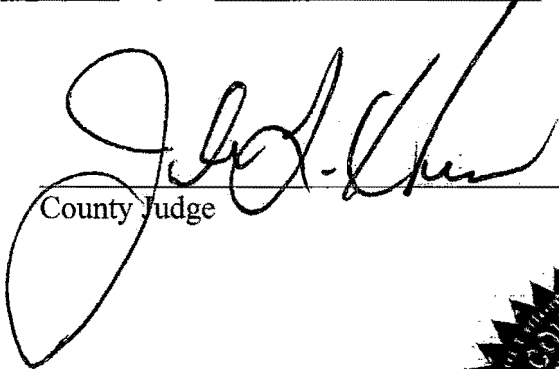
within the unincorporated portions of the County. Said agreement shall be accomplished pursuant to the terms and conditions of Texas Government Code, Chapter 791, with the officers of the Hunt County Sheriff's Office having the authority in the region encompassed by the incorporated portions of the County, participating ISDs and university campus to investigate suspected criminal activity and take the necessary law enforcement actions, including arrest, dictated by the particular situations addressed. Said agreement shall provide that each law enforcement agency concerned be responsible for its own expenses with no reimbursement to the assisting agency being required.

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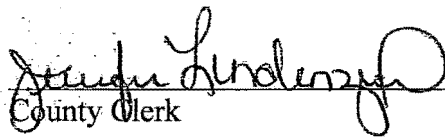
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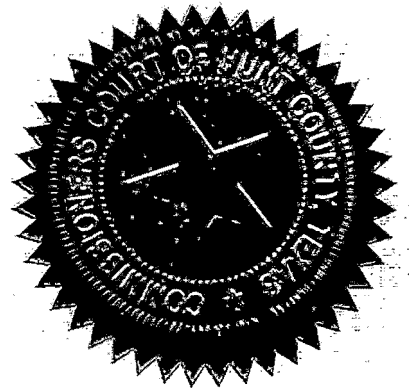
SECTION 4. That this Resolution shall be and become effective from and after its adoption.

PASSED AND APPROVED this the 14 day of March, 2017.


County Judge

ATTEST:


County Clerk



MUTUAL AID LAW ENFORCEMENT AGREEMENT

STATE OF TEXAS }
 }
COUNTY OF HUNT }

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WITNESSETH:

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NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS: That in consideration of the mutual covenants, agreements and benefits to all parties, it is **AGREED** as follows:

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II.

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III.

A law enforcement officer employed by a providing party covered by this Agreement may make arrests outside the jurisdiction in which he is employed, but within the area covered by the Agreement; provided, however, that the law enforcement agency within the requesting jurisdiction shall be notified of such arrest without delay. The notified agency shall make available the notice of such arrest in the same manner as if said arrest were made by a member of the law enforcement agency of said requesting jurisdiction.

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VI.

The term of this Agreement shall be indefinite with any party having the right to terminate said Agreement upon thirty (30) days' notice to all other parties. The addition or deletion of parties to this Agreement shall not affect the Agreement as to the remaining parties except as may be specifically provided by amendment to this Agreement. This Agreement may be renewed annually.

VII.

The parties shall observe and comply with all Federal, State, County and City laws, rules, ordinances and regulations in any manner affecting the conduct of the services herein provided and performance of all obligations undertaken by this Agreement.

FOR THE CITY OF CADDO MILLS

Mayor
Date: _____

Attest: _____
City Secretary
Date: _____

FOR THE CITY OF CELESTE

Mayor
Date: _____

Attest: _____
City Secretary
Date: _____

FOR THE CITY OF COMMERCE

Mayor
Date: _____

Attest: _____
City Secretary
Date: _____

FOR THE CITY OF GREENVILLE

Mayor
Date: _____

Attest: _____
City Secretary
Date: _____

FOR THE CITY OF HAWK COVE

Mayor
Date: _____

Attest: _____
City Secretary
Date: _____

FOR THE CITY OF LONE OAK

Mayor
Date: _____

Attest: _____
City Secretary
Date: _____

FOR THE CITY OF QUINLAN

Mayor
Date: _____

Attest: _____
City Secretary
Date: _____

FOR THE CITY OF ROYSE CITY

Mayor
Date: _____

Attest: _____
City Secretary
Date: _____

FOR THE CITY OF WEST TAWAKONI

Mayor
Date: _____

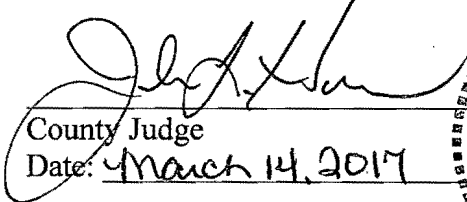
Attest: _____
City Secretary
Date: _____

FOR THE CITY OF WOLFE CITY


Mayor
Date: _____

Attest: _____
City Secretary
Date: _____

FOR THE COUNTY OF HUNT


County Judge
Date: March 14, 2017



Attest: 
County Clerk
Date: March 14, 2017

FOR INDEPENDENT SCHOOL DISTRICT OF GREENVILLE

Superintendent
Date: _____

Attest: _____
Date: _____

FOR INDEPENDENT SCHOOL DISTRICT OF COMMERCE

Superintendent
Date: _____

Attest: _____
Date: _____

FOR INDEPENDENT SCHOOL DISTRICT OF QUINLAN

Superintendent
Date: _____

Attest: _____
Date: _____

FOR TEXAS A&M UNIVERSITY - COMMERCE

President
Date: _____

Attest: _____

Date: _____

**HUNT COUNTY
 BID TABULATION
 RFP #150-17, SALARY, COMPENSATION AND CLASSIFICATION STUDY
 2017**

RESPONSIVE FIRMS	FIRMS				
	Evergreen Solutions, LLC	Management Advisory Group	Public Sector Personnel Consultants	Segal Waters Consulting	Whitney Smith Company
ALL INCLUSIVE FEE (Total Cost of Services)	\$48,500.00	\$33,750.00	\$73,500.00	\$130,000.00	\$169,400.00
The Salary, Compensation and Classification Study Committee* has recommended Public Sector Peronnel Consultants					
*Committee Members:					
196th District Judge, Honorable Andrew Bench					
County Clerk, Jennifer Lindenzweig					
County Treasurer, Delores Shelton					
Purchasing Agent, Cheryl Lowry					

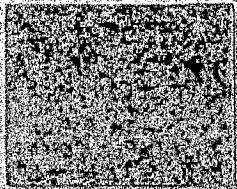
at 12:32 o'clock
 MAR 14 2017
 JENNIFER LINDENZWEIG
 COUNTY CLERK
 HUNT COUNTY, TX

#14,552e

PUBLIC SECTOR PERSONNEL CONSULTANTS

CLASSIFICATION AND COMPENSATION STUDY FOR HUNT COUNTY

2/6/2017



**PUBLIC
SECTOR**

**PERSONNEL
CONSULTANTS**

INTRODUCTION TO PUBLIC SECTOR PERSONNEL CONSULTANTS (PSPC)

- 1972 – ORIGINATED AS PUBLIC SECTOR GROUP OF HAY ASSOCIATES
- 1992 – WE ESTABLISHED OUR NATIONAL OFFICE IN ARIZONA; OFFICES IN AUSTIN, DALLAS
- WE SPECIALIZE IN HUMAN RESOURCES FOR PUBLIC EMPLOYERS
- OVER 1,000 PUBLIC EMPLOYERS SERVED BY MEMBERS OF OUR FIRM
- OVER 100 COUNTIES AND 75+ TEXAS EMPLOYERS SERVED
- OTHER CURRENT / RECENTLY COMPLETED STUDIES INCLUDE BEXAR COUNTY, EL PASO COUNTY, GRAYSON COUNTY, THE CITIES OF WATAUGA, FRISCO, PLANO, GRAPEVINE, WACO, KILLEEN



FOUR MAIN PROJECT PHASES

KICK OFF & COMMUNICATION

- PARTNER WITH HR TO PLAN EMPLOYEE BRIEFINGS
- CONDUCT SEVERAL 1 HOUR BRIEFINGS TO INTRODUCE PROJECT TO ALL EMPLOYEES
- DISTRIBUTE POSITION ANALYSIS QUESTIONNAIRES (PAQS) TO ALL EMPLOYEES
- SET PROPER EXPECTATIONS AMONG ALL EMPLOYEES AND STAKEHOLDERS ABOUT POSSIBLE PROJECT OUTCOMES

POSITION CLASSIFICATION

- REVIEW ALL PAQS, ORG CHARTS, AND JOB DESCRIPTIONS
- OPTIONAL INTERVIEWS WITH EMPLOYEES FROM SELECTED JOB CLASSIFICATIONS
- IMPLEMENT NEW TITLING PROTOCOL W/ JOB FAMILIES, GROUPS, FLSA DESIGNATIONS
- QUALITY ASSURANCE REVIEWS WITH HR AND DEPARTMENT HEADS
- OPTIONAL JOB DESCRIPTION UPDATES

SALARY SURVEY

- IDENTIFY 12-15 "MARKET" COMPARATORS
- WHERE DO YOU LOSE PEOPLE TOO?
- WHERE DO YOU RECRUIT PEOPLE FROM?
- REQUEST SALARY STRUCTURE, ORG CHARTS, JOB DESCRIPTIONS FROM SURVEY ORGANIZATIONS
- INPUT DATA INTO PSPC'S PROPRIETARY "MATCHING TOOL" TO CREATE LINKS BETWEEN SIMILAR JOBS
- ANSWER THE QUESTION WHERE ARE WE?

FINDINGS IMPLEMENTATION

- WHERE DO WE WANT TO BE?
- PROVIDE ALL FILES NECESSARY TO LINK THE NEW SALARY TABLE, NEW JOB TITLES, EXISTING EMPLOYEES, AND ALL CHANGES
- GIVE MULTIPLE OPTIONS WITH COSTING IDENTIFIED DOWN TO THE EMPLOYEE LEVEL
- PRESENT TO PROJECT STAKEHOLDERS AND ASSIST IN COMMUNICATION WITH EMPLOYEES
- OVER 98% IMPLEMENTATION SUCCESS

SAMPLE: BASE COMP SALARY SURVEY

Classification Details			Base Salary Calculations						
Proposed Job Class Title	Survey Job Class	Survey Organization	Base Annual Salary		Match Strength	Base Comp Midpoint	Market Base Comp Midpoint	Variance	
			Min	Max				\$	%
Database Analytics Administrator			\$57,692	\$93,177		\$75,435	\$77,032	-\$1,597	-2.12%
	Information Technology Analyst, Principal Technica...	Tacoma, City of	\$71,781	\$111,363	100%		\$91,572		
	Database Administrator Ii	Denver, City of	\$65,970	\$105,552	100%		\$85,761		
	Business Data Analyst	Pierce Transit	\$69,785	\$101,188	100%		\$85,487		
	It Systems Analyst B	Vancouver, City of	\$71,244	\$92,628	100%		\$81,936		
	It Systems/App Spec 6	Washington State	\$68,412	\$91,956	100%		\$80,184		
	Systems And Applications Specialist	Olympia, City of	\$72,372	\$87,984	100%		\$80,178		
	Systems Analyst Ii I9	Albuquerque, City of	\$59,363	\$100,485	100%		\$79,924		
	Systems Administrator Iii	METRO	\$67,727	\$90,794	100%		\$79,260		
	Applications Systems Supervisor	Bakersfield, City of	\$71,311	\$86,686	100%		\$78,998		
	Systems Support Analyst	Henderson, City of	\$68,567	\$86,687	100%		\$77,627		
	Sap Business Systems Analyst	Portland, City of	\$85,957	\$87,963	100%		\$76,960		
	Computer Systems Business Analyst 2-Jt	Pierce County	\$64,771	\$87,776	100%		\$76,274		
	It Enterprise Service Center Specialist	King County	\$66,606	\$84,427	100%		\$75,517		
	Business Systems Analyst	Renton, City of	\$66,912	\$81,480	100%		\$74,196		
	Database Administrator Information Technology & Co...	Puyallup, City of	\$64,212	\$83,460	100%		\$73,836		
	Database Administrator	Spokane, City of	\$65,897	\$81,140	100%		\$73,518		
	It Programmer Analyst Sr	Boise, City of	\$58,781	\$88,192	100%		\$73,487		
	It Business Analyst	Mecklenburg County NC	\$52,790	\$92,382	100%		\$72,586		
	It Network/System Administrator 2	Bellevue, City of	\$60,811	\$83,913	100%		\$72,362		
							Public Sector	\$77,263	
	Database Administrator	Regional Private Sector	\$63,000	\$90,600	100%		\$76,800		
							Private Sector	\$76,800	
							Prevailing Rate	\$77,032	



SAMPLE SALARY SURVEY RESULTS

- PSPC SURVEYED 53 POSITIONS AND FOUND OVER 600 COMPARABLE JOBS IN THE MARKET
- PSPC REVIEWED COMPETITIVENESS ON BASE SALARY RANGES
- CLIENT PAY GRADES COMPETITIVE FOR 32% OF THE SAMPLE

Base Salary Summary	# of Positions	% of Surveyed Jobs
More than 5% Behind Market	36	68%
AT Market	4	8%
More than 5% Ahead of Market	13	25%

SAMPLE SALARY SCHEDULE

- EACH RANGE IS 5% HIGHER, AT THE MIDPOINT, THAN THE PREVIOUS RANGE
- EACH RANGE IS 50% WIDE FROM MINIMUM TO MAXIMUM
- MORE RANGES ALLOW FOR GREATER FLEXIBILITY IN CLASSIFICATION PLACEMENT
- DURING ANNUAL COLAS, PSPC ADVISES YOU LEAVE THE SALARY SCHEDULE IN PLACE AND MOVE EMPLOYEES THROUGH THEIR RANGE

Salary Range	Minimum	Midpoint	Maximum
--------------	---------	----------	---------

1	\$15,080	\$18,850	\$22,620
2	\$15,834	\$19,793	\$23,751
3	\$16,626	\$20,782	\$24,939
4	\$17,457	\$21,821	\$26,185
5	\$18,330	\$22,912	\$27,495
6	\$19,246	\$24,058	\$28,869
7	\$20,209	\$25,261	\$30,313
8	\$21,219	\$26,524	\$31,829
9	\$22,280	\$27,850	\$33,420
10	\$23,394	\$29,243	\$35,091
11	\$24,564	\$30,705	\$36,846
12	\$25,792	\$32,240	\$38,688
13	\$27,082	\$33,852	\$40,622
14	\$28,436	\$35,544	\$42,653
15	\$29,857	\$37,322	\$44,786
16	\$31,350	\$39,188	\$47,025
17	\$32,918	\$41,147	\$49,377
18	\$34,564	\$43,205	\$51,845
19	\$36,292	\$45,365	\$54,438
20	\$38,106	\$47,633	\$57,160
21	\$40,012	\$50,015	\$60,018
22	\$42,012	\$52,515	\$63,018
23	\$44,113	\$55,141	\$66,169
24	\$46,319	\$57,898	\$69,478
25	\$48,635	\$60,793	\$72,952

Salary Range	Minimum	Midpoint	Maximum
--------------	---------	----------	---------

26	\$51,066	\$63,833	\$76,599
27	\$53,620	\$67,024	\$80,429
28	\$56,301	\$70,376	\$84,451
29	\$59,116	\$73,894	\$88,673
30	\$62,071	\$77,589	\$93,107
31	\$65,175	\$81,469	\$97,762
32	\$68,434	\$85,542	\$102,650
33	\$71,855	\$89,819	\$107,783
34	\$75,448	\$94,310	\$113,172
35	\$79,220	\$99,026	\$118,831
36	\$83,182	\$103,977	\$124,772
37	\$87,341	\$109,176	\$131,011
38	\$91,708	\$114,635	\$137,561
39	\$96,293	\$120,366	\$144,439
40	\$101,108	\$126,385	\$151,661
41	\$106,163	\$132,704	\$159,245
42	\$111,471	\$139,339	\$167,207
43	\$117,045	\$146,306	\$175,567
44	\$122,897	\$153,621	\$184,345
45	\$129,042	\$161,302	\$193,563
46	\$135,494	\$169,367	\$203,241
47	\$142,269	\$177,836	\$213,403
48	\$149,382	\$186,728	\$224,073
49	\$156,851	\$196,064	\$235,277
50	\$164,694	\$205,867	\$247,041

SAMPLE JOB CLASSIFICATION ASSIGNMENTS

Utilizing Market Data, Internal Equity, Career Ladder, and Existing Salary Range PSPC places each job onto a range in the new salary schedule

Sample Job Classification Assignments	PROPOSED					Market		Current			
	Proposed Job Title	Range	MIN	MID	MAX	Nearest Range to Market Midpoint	Market Midpoint	Nearest Range to Current Midpoint	Current Min	Current Mid	Current Max
Administration											
City Manager	City Manager	22	\$151,323	\$184,540	\$217,758	21	\$164,715	21	\$164,715	\$164,715	\$164,715
City - ASSISTANT MANAGER	Executive Director of Administration	19	\$120,125	\$146,494	\$172,863	18	\$137,660	18	\$112,468	\$137,660	\$162,852
Chief Operations Officer	Executive Director of Operations	19	\$120,125	\$146,494	\$172,863				new		
ANALYST - MANAGEMENT	Management Analyst	11	\$64,900	\$79,146	\$93,393	11	\$77,884	11	\$63,631	\$77,884	\$92,137
COORDINATOR - COMMUNITY RELATIONS	Community Relations Administrator	10	\$60,092	\$73,284	\$86,475	10	\$74,171	10	\$60,598	\$74,171	\$87,744
CLERK TO THE BOARD	Clerk to the Board	8	\$51,520	\$62,829	\$74,138			8	\$51,368	\$62,874	\$74,379
Administrative/Clerical											
ADMINISTRATIVE OFFICE MANAGER	Administrative Specialist	7	\$47,703	\$58,175	\$68,646	6	\$54,546	6	\$44,564	\$54,546	\$64,528
ADMINISTRATIVE ASSISTANT IV	Senior Administrative Assistant	5	\$42,447	\$49,876	\$57,304	4	\$46,675	4	\$38,134	\$46,675	\$55,217
ADMINISTRATIVE ASSISTANT II	Administrative Assistant	3	\$36,392	\$42,760	\$49,129	3	\$41,944	3	\$34,268	\$41,944	\$49,620
ADMINISTRATIVE ASSISTANT V	Merged W/ Executive Assistant							5	\$40,422	\$49,476	\$58,530
ADMINISTRATIVE ASSISTANT III	Merged W/ Senior Administrative Assistant							3	\$35,976	\$44,034	\$52,092
ADMINISTRATIVE ASSISTANT III	Merged W/ Senior Administrative Assistant							3	\$35,976	\$44,034	\$52,092
ADMINISTRATIVE ASSISTANT I	Merged W/ Administrative Assistant							1	\$29,597	\$36,226	\$42,856



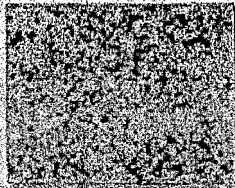
PUBLIC SECTOR PERSONNEL CONSULTANT'S VALUE

- WE LISTEN TO OUR CLIENTS AND ARE RESPONSIVE TO THEIR NEEDS
- EMPHASIS ON DECISION-MAKERS, EMPLOYEE "BUY-IN" THROUGHOUT PROJECT
- MOST EXPERIENCED PUBLIC SECTOR HUMAN RESOURCES STAFF IN U.S.
- "STAFFED" FIRM DEDICATED TO PUBLIC SECTOR CLASSIFICATION/COMPENSATION
- GUARANTEED HIGHEST QUALITY SERVICES AND WORK PRODUCTS
- OVER 98% CLASS/COMP STUDY IMPLEMENTATION SUCCESS RATE
- CUSTOM EZ COMP™ APPLICATION TO ENSURE SELF SUFFICIENCY
- TWELVE MONTHS OF CLASS AND COMP PLAN IMPLEMENTATION SUPPORT



PUBLIC SECTOR PERSONNEL CONSULTANTS

2/6/17

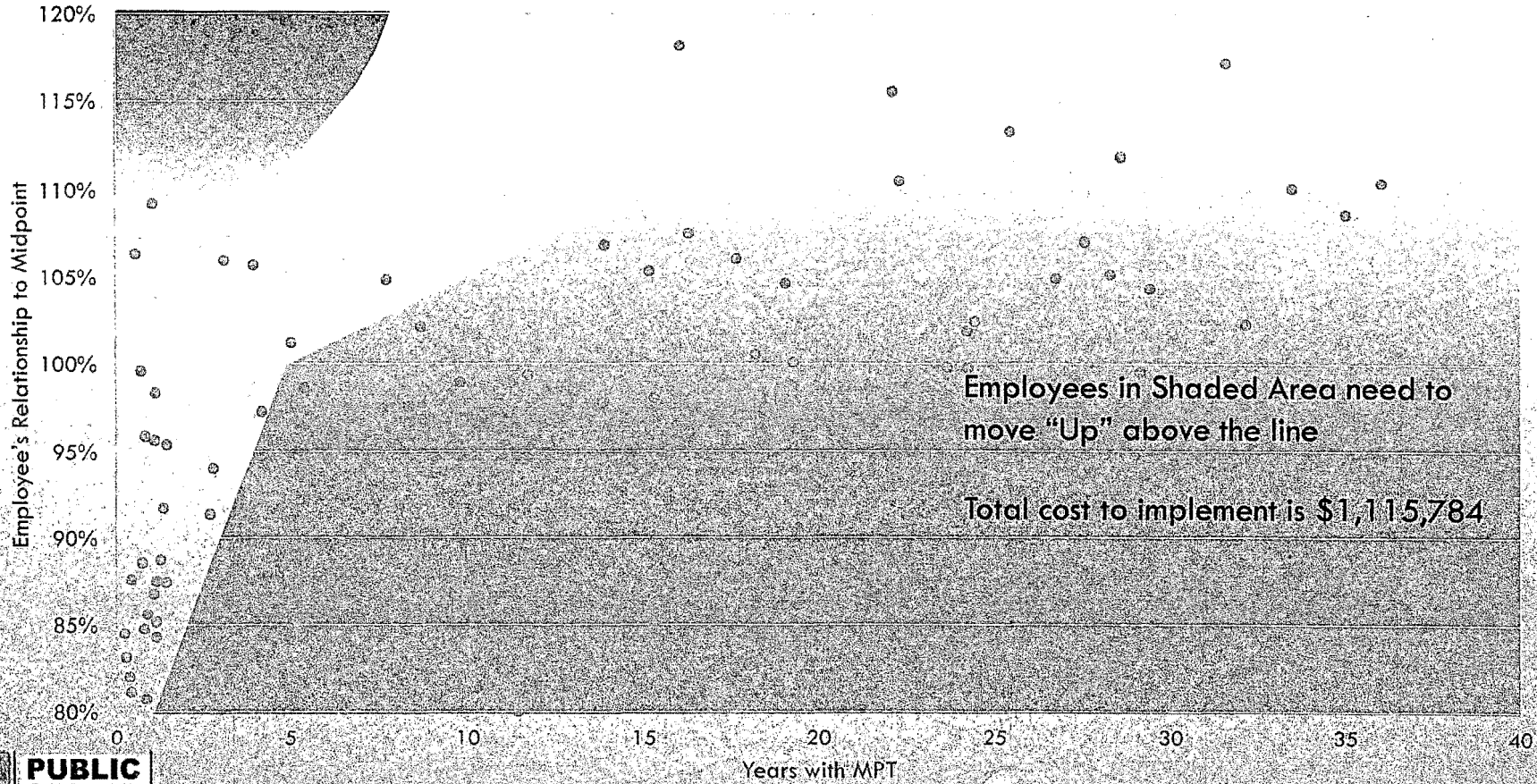


**PUBLIC
SECTOR**

PERSONNEL
CONSULTANTS

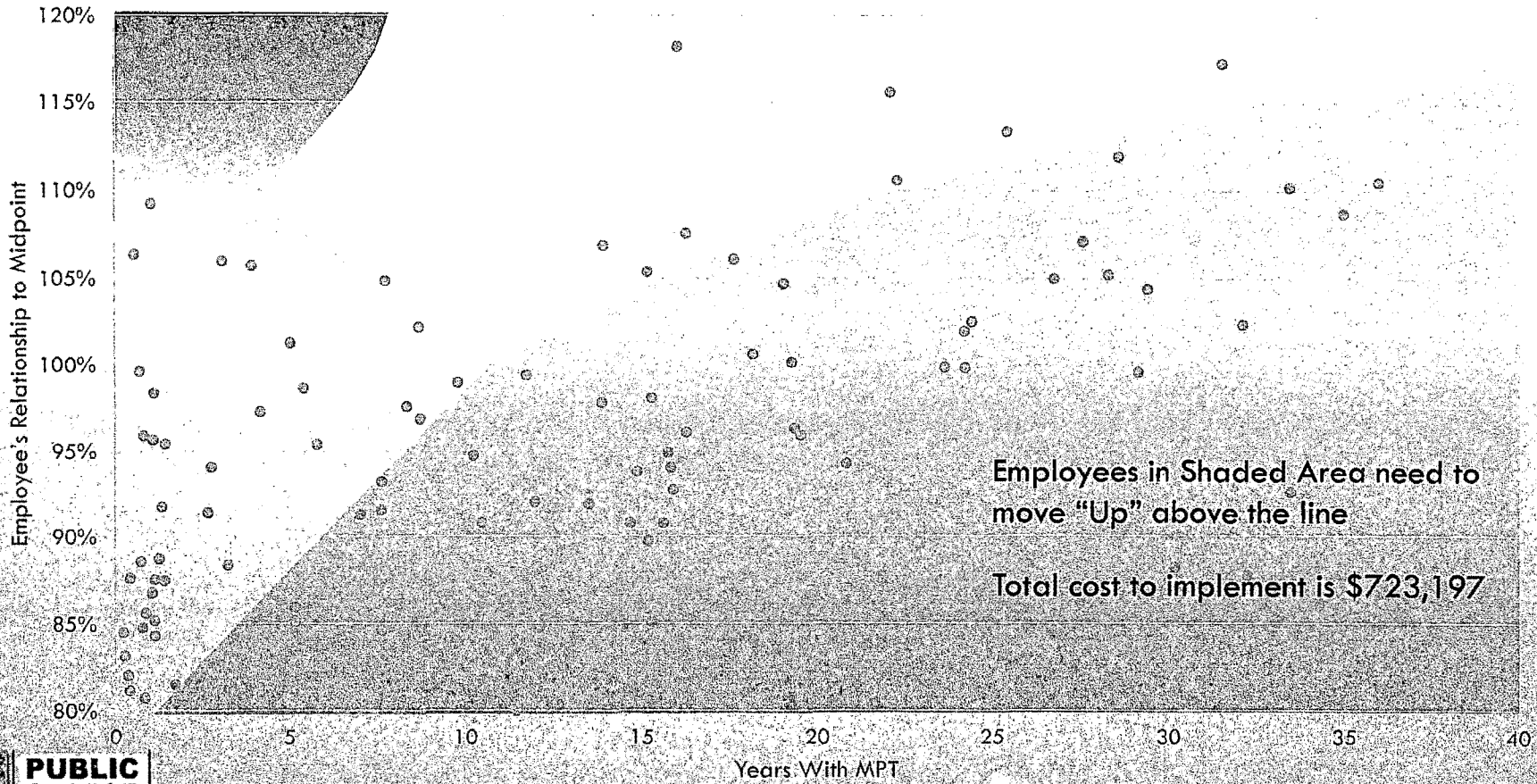
All Employees to Proposed Midpoint in 5 Years

⊙ Actual Salaries After Min Adjustment



All Employees to Proposed Midpoint in 10 Years

● Salary After Adjustment to Minimum



**PROPOSAL TO CONDUCT A
CLASSIFICATION AND COMPENSATION STUDY**

**FOR
HUNT COUNTY**

ORIGINAL

JANUARY 2017

PROPOSAL PREPARED BY:



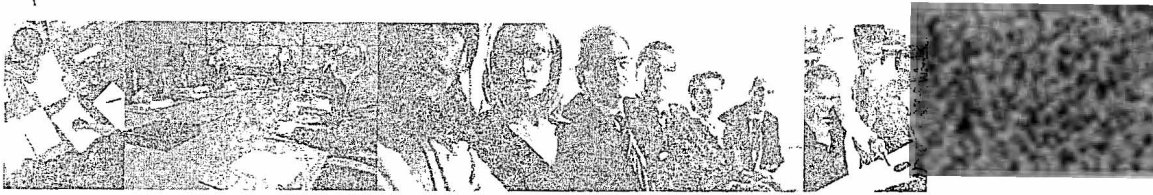
**PUBLIC
SECTOR
PERSONNEL
CONSULTANTS**

National Office:
1215 W Rio Salado #109
Tempe, AZ 85281
(888) 522.7772
www.compensationconsulting.com

PROPOSAL TO CONDUCT A CLASSIFICATION AND COMPENSATION STUDY FOR HUNT COUNTY

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<i>PSPC BOOKLET: "EZ COMP™" Program Description</i>	
PSPC EZ COMP™ CD-ROM (See Original or www.pspc.us)	



January 4, 2017

Ms. Cheryl Lowry
Purchasing Agent
Hunt County
2507 Lee Street, Room 106
Greenville, TX 75401

Dear Selection Team,

Pursuant to your request, we are pleased to provide you with our proposal and qualifications to assist the County with a classification and compensation project. We specialize in these services, and have implemented classification and compensation plans for more than 1,000 public employers nationwide, including more than 75 public employers in Texas and nearly 100 county governments nationwide.

Current and recently completed projects include:

City of Frisco	City of Haslet	City of Waco
City of Galveston	City of Longview	Rockwall County
City of Grand Prairie	City of Plano	Town of Addison
City of Grapevine	City of Saginaw	Town of Fairview

We believe our firm, in business for more than 30 years, is uniquely qualified for this study. We will utilize only full-time, certified Human Resources professionals for the study, with combined greater than 100 years of experience in the fields of human resources, compensation, and labor relations.

Our proposed approach will be customized to meet your project needs. We are confident that our extensive public employers classification and compensation experience, knowledge of public employers in Texas, large specialized and highly qualified full time staff, proven methods, unique **EZ COMP™** application to ensure your self-sufficiency, and one year of implementation support and assistance at no cost, will achieve all of the stated objectives for an important project of this nature.

We appreciate your consideration of our proposal. I will be your primary contact for this submittal, act as our firm's responsible agent with authority to bind our firm, and below is my contact information. We would welcome the opportunity to further present our qualifications and interest in person should that assist with this important decision.

Sincerely,

Matthew Weatherly, President
(888) 522-7772
mweatherly@compensationconsulting.com

PAGE 1

Regional Offices in Dallas and Austin
National Office: 1215 W. Rio Salado Parkway #109 Tempe, AZ 85281
888.522.7772 • FAX (480)970-6019 • www.compensationconsulting.com

County of Hunt

STATE OF TEXAS

PURCHASING DEPARTMENT
2507 Lee Street, Room 104
Greenville, TX 75401-1097



PHONE: (903) 408-4148
FAX: (903) 408-4242
clowry@huntcounty.net

ADDENDUM # ONE

RFP #150-17: Proposal Request for Salary, Compensation and Classification Study for Hunt County

December 1, 2016

The following information is being provided to clarify the proposal requirements and address questions received as of this date:

Questions:

1. How many jobs will be included in the study?

Response: All positions/jobs.

2. How many employees?

Response: Approximately 370.

3. Total scope of jobs to be reviewed?

Response: Approximately 120.


4. Number of existing job descriptions?

Response: Approximately 70.

All vendors are required to sign and return a copy of this addendum with each Proposal for RFP #150-17, Salary, Compensation & Classification Study for Hunt County.

Company Name: PUBLIC SECTOR PERSONNEL CONSULTANTS, INC

Print Name & Title: Matthew Westherly, President

Signature:  Date: 1/4/17

HISTORY AND FACTS ABOUT OUR FIRM

- **HISTORY OF OUR FIRM**

Public Sector Personnel Consultants (PSPC) originated in 1972 with the Public Sector Group of the international human resources consulting firm of Hay Associates. *PSPC* was established as an independent firm in 1982. We are a single-owner, debt-free subchapter-S corporation.

- **REGIONAL STAFF**

We have regional offices or affiliates in Austin, TX, Dallas, TX, Seattle, WA, San Diego, CA, Los Angeles, CA, Sacramento, CA, Santa Fe, NM, Columbus, OH, Chicago, IL, Denver, CO, Kansas City, MO, St. Paul, MN, and Tempe, AZ.

- **SPECIALIZED IN COMPENSATION SERVICES**

We are "super-specialists" in compensation, providing services in job analysis, position classification, job content evaluation, compensation, and directly related services. ***Over 98% of our classification and compensation studies have been successfully implemented by our clients.***

- **SPECIALIZED IN PUBLIC SECTOR CLIENTS**

We provide services exclusively to public sector employers including municipalities, counties, utility districts, library districts, special districts, state governments, housing and redevelopment agencies, airport authorities, school districts, higher education, and tribal governments.

- **SPECIALIZED COMPENSATION STAFF**

Our staff is comprised of eight (8) full time and an additional five (5) part time senior human resources professionals with very extensive experience as compensation managers and consultants for public employers. Our staff has more than 100 years of combined experience working for and consulting to public sector employers.

- **OVER 1,000 PUBLIC EMPLOYERS SERVED**

Our staff members have provided compensation, human resources, training and related consulting services to more than 1,000 public and 200 private employers throughout the U.S.

- **AMERICAN COMPENSATION ASSOCIATION PARTICIPATION (ACA) (NOW WORLDDATWORK)**

Our consultants are active members of ACA, including serving as instructors for the ACA certification courses.

- **SPECIALIZED COMPENSATION AND RELATED RESOURCES**

We utilize our *EZ COMP™* salary survey and plan program, modified *FES* point-factor job evaluation system, *AEP™* performance evaluation plan, and *SNAP™* staffing needs analysis program.

- **FIRST YEAR IMPLEMENTATION WARRANTY**

We provide our clients with extensive implementation support during the first year, and we will analyze, evaluate, classify, and provide a salary range recommendation for any new or changed position or entire job class, at no additional cost.

PUBLIC SECTOR PERSONNEL CONSULTANTS

TEXAS EMPLOYERS SERVED BY MEMBERS OF OUR STAFF

Allen, City of	Houston Housing Authority *
Alice, City of	\ Jefferson County *
Austin Community College	Jefferson County Appraisal District
Austin Housing Authority	Kerrville, City of
Balcones Heights, City of	Killeen, City of
Baylor University	Lakeway, City of *
Baytown, City of *	League City, City of *
Bee Cave, Village of	Longview, City of *
Benbrook, City of	Midland, City of
Carrizo Springs, City of	Nederland, City of
Carrollton, City of	New Braunfels, City of
Cedar Park, City of	Odessa, City of
Colleyville, City of	Palestine, City of
Community Assoc. of the Woodlands	Pearland, City of *
Corinth, City of	Plano, City of
\ Dallas County	Port Neches, City of
Dallas Housing Authority	Prosper, Town of *
Eagle Pass, City of *	Rockwall, City of
\ El Paso County	Rowlett, City of
El Paso, City of *	San Angelo, City of *
Fairview, Town of	San Jacinto College District
Frisco, City of *	San Marcos, City of
Galveston, Port of	Schertz, City of
Georgetown, City of	South Padre Island, Town of
\ Grayson, County of	State Bar of Texas
Grapevine, City of *	Texas Department of Banking
Grand Prairie, City of	Texas Department of Transportation
Haltom City, City of	Texas Office of Attorney General
\ Harrison County	Texas Water Development Board
\ Hays County	Tomball, City of
Horseshoe Bay, City of * (Lake LBJ MUD)	Waco, City of

* "repeat" clients – multiple projects performed

PUBLIC SECTOR PERSONNEL CONSULTANTS

COUNTIES SERVED BY OUR FIRM AND STAFF

Adams County, CO
Apache County, AZ
Baltimore County, MD
Boone County, MO
✓ Brazoria County, TX
Broward County, FL
Chaves County, NM
Chesterfield County, VA
Churchill County, NV
Clackmas County, OR
Clark County, NV
Clatsop County, OR
Cochise County, AZ
Contra Costa County, CA
Dade Metro County, FL
✓ Dallas County, TX
DeKalb County, GA
Denver County, CO
Dodge County, GA
Dofia Ana County, NM
Douglas County, NV
DuPage County, IL
Eau Claire County, WI
Eddy County, NM
Elko County, NV
Emery County, UT
Fayette County, IL
Franklin County, WA
Gila County, AZ
Grant County, WI
Greene County, OH
Greene County, PA
Greenville County, SC
Grundy County, IA
Hamilton County, TN
✓ Harrison County, TX
✓ Hays County, TX
Hennepin County, MN
Henrico County, VA
Honolulu County, HI
Jackson County, MO
✓ Jefferson County, TX
Kalamazoo County, MI
Kane County, IL
Kankakee County, IL
King County, WA
Lake County, IL
Laramie County, WY
Lea County, NM
Lewis County, WA
Linn County, IA
Lorain County, OH
Los Alamos County, NM
Maricopa County, AZ (PW)
Marion County, IN
Martin County, MN
McHenry County, IL
McKinley County, NM
Mercer County, NJ
Midland County, MI
Missoula County, MT
Multnomah County, OR
Natrona County, WY
Nashville-Davidson County, TN
Navajo County, AZ
New Iberia Parish, LA
Nez Perce County, ID
Peoria County, IL
Pima County, AZ
Pinellas County, FL
Pitkin County, CO
Prince George's County, MD
Ramsey County, MN
Renesselear County, NY
✓ Rockwall County, TX
Sacramento County, CA
Sandoval County, NM
San Juan County, NM
Santa Cruz County, AZ
Santa Fe County, NM
Scott County, IA
Solano County, CA
St. Bernard Parish, LA
St. Louis County, MO
St. Lucie County, FL
Walsh County, ND
Walworth County, WI
Ward County, ND
Waukesha County, WI
Wayne County, MI
Whiteside County, IL
Williams County, ND
Wood County, TX
Yuma County, AZ

PUBLIC SECTOR PERSONNEL CONSULTANTS

SHORT LIST - REPRESENTATIVE PROJECT REFERENCES

Following is a listing of agencies which are representative of more than 1,000 employers for whom members of our firm have services similar to those requested by the County.

FRISCO, CITY OF, TX

Ms. Lauren Safranek, HR Director
6101 Frisco Square Boulevard
Frisco, TX 75034
(972) 292-5210
lsafranek@friscotexas.gov

FY 2017 Salary and Benefits Survey and Pay Plan
2014 Surveys; Annual Salary Survey Update Support;
Position Classification and FY 2002 Salary Plan

GRAPEVINE, CITY OF, TX

Mr. Bruno Rumbelow, City Manager
200 S. Main Street
Grapevine, TX 76051
(817) 410-3104
Brumbelow@grapevintexas.gov

FY 2015 Compensation Study
FY 2012 Compensation Study
FY 2011 Staffing Study

GALVESTON, CITY OF, TX

Mr. Kent Etienne, HR Director
P.O. Box 779
Galveston, TX 77553
(409) 797-3655
EtienneKen@cityofgalveston.org

Position Classification and FY 2016 Salary Plan

WACO, CITY OF, TX

Mr. Jack Harper, Assistant City Manager
300 Austin Avenue
Waco, TX 76702
(254) 750-5640
jackh@wacotx.gov

Position Classification and FY 2016 Salary Plan

KILLEEN, CITY OF, TX

Dr. Ann Ferris, Assistant City Manager
101 N. College Street
Killeen, TX 76541
(254)616-3230
AFarris@killeentexas.gov

FY 2017 Survey Sampling and Planning
FY 2015 Survey and Compensation Plan

ROCKWALL COUNTY, TX

Ms. Cindy Miller, HR Chief Assistant
1111 E. Yellowjacket Lane
Rockwall, TX 75087
(972) 204-6187
cmiller@rockwallcountytexas.com

FY 2016 Salary Survey and Compensation Plan

STATE BAR OF TEXAS

Ms. Amy Turner, Director of HR
1414 Colorado Street
Austin, TX 78701
(512) 427-1463
Amy.Turner@TEXASBAR.COM

Ongoing Compensation Plan Maintenance
Position Classification and FY 2013 Salary Plan

GRAND PRAIRIE, CITY OF, TX

Ms. Lisa Norris, HR Director
318 West Main Street
Grand Prairie, TX 75050
(972) 237-8071
Lnorris@GPTX.org

FY 2013 Salary Survey and Compensation Plan

PUBLIC SECTOR PERSONNEL CONSULTANTS

REFERENCES:

(PLEASE SEE PREVIOUS PAGE)

Bidder must furnish with proposal, a list of three (3) references from customers (preferably other counties or other government agencies) with a similar or larger operation as Hunt County. References must include contact person, company name, telephone number and years of service.

Contact Name

Company Name & Address

Telephone

Years of Service

Contact Name

Company Name & Address

Telephone

Years of Service

Contact Name

Company Name & Address

Telephone

Years of Service

MATTHEW E. WEATHERLY, PRESIDENT

Mr. Weatherly has over 15 years of experience as a human resources management professional and consultant, specializing in position classification, compensation, recruitment and selection. He has served as a Human Resources Manager with Employee Solutions, Inc. and Staffing Consultant with Initial Staffing Services.

He has completed projects in staff development, recruitment, selection, job descriptions, salary survey, and salary plan development. Among his current and recently completed consulting projects are those for:

<i>Benbrook, City of, TX</i>	<i>Georgetown, City of, TX</i>	<i>Lakeway, City of, TX</i>
<i>Carrollton, City of, TX</i>	<i>Grapevine, City of, TX</i>	<i>Odessa, City of, TX</i>
<i>Colleyville, City of, TX</i>	<i>Haltom City, City of, TX</i>	<i>Rockwall, City of, TX</i>
<i>Frisco, City of, TX</i>	<i>Horseshoe Bay, City of, TX</i>	<i>San Angelo, City of, TX</i>

Mr. Weatherly holds a BS degree in Human Resources Management from Arizona State University. He has been a featured speaker at TMHRA and regional City Manager and HR Regional meetings in Texas.

ELIZABETH J. LOCURTO, CCP, VICE PRESIDENT

Ms. LoCurto has over 30 years of experience as a compensation manager and consultant for public and private employers, specializing in job analysis, salary surveys, and salary plan development. She has served as Compensation Research Associate for Hayes/Hill, Inc., Senior Compensation Analyst for AON Corporation, Compensation Manager for Loyola University, and Project Manager for the American Compensation Association.

She has conducted projects in job audits, job descriptions, salary surveys, compensation database management, compensation plan development, compensation training course development, and compensation trend research. Among her consulting projects are:

<i>Apache County, AZ</i>	<i>El Segundo, City of, CA</i>	<i>OKC Zoological Park</i>
<i>Austin Community College, TX</i>	<i>Huntington Beach, City of, CA</i>	<i>Sacramento, City of, CA</i>
<i>CA Family Health Council</i>	<i>Los Alamos County, NM</i>	<i>State Bar of Texas</i>
<i>El Paso, City of, TX</i>	<i>Norman, City of, OK</i>	<i>Texas Office of Attorney General</i>

Ms. Talamonti holds a BS degree in Business Administration from Arizona State University. She holds the Certified Compensation Professional (CCP) designation from the American Compensation Association.

KATHERINE TILZER, SPHR

Ms. Tilzer has more than 15 years of experience as a human resources manager and consultant, specializing in employee relations, compensation, and recruitment. She has served as Personnel Manager for Laboratory Corporation of America, Director of Human Resources for Plaza Healthcare, Inc., and Director of Human Resources for American Baptist Homes.

<i>Aleutian Housing Authority, AK</i>	<i>El Paso, City of, TX</i>	<i>Pueblo West Metro Dist, CO</i>
<i>Boone County, MO</i>	<i>Huntington Beach, CA</i>	<i>Rowlett, City of, TX</i>
<i>Cochise College, AZ</i>	<i>Lake Tahoe College, CA</i>	<i>San Marcos, City of, TX</i>
<i>Colleyville, City of, TX</i>	<i>Pinal County, AZ</i>	<i>Tomball, City of, TX</i>

She holds a BS degree in Management from the University of Phoenix, and certification as Senior Professional in Human Resources from the Society for Human Resources Management.

JUDE WILLIAMS, SPHR

Ms. Williams has more than 25 years of experience as a human resources manager and consultant for public employers, specializing in employee development, classification, and compensation. She has served as Assistant Director of Human Resources for HS Healthcare, Regional Human Resources Director for ManorCare Health Services, and Director of Human Resources for the City of Bettendorf, IA.

She has completed projects in job analysis, position classification, compensation surveys and plan development. Among her consulting projects are those for:

*Austin Community College, TX
Board of Public Utilities, WY
Cedar Falls Utilities, IA
Dallas Housing Authority, TX*

*Kansas City, MO (WSD)
Libertyville, Village of, IL
Longview, City of, TX
Muskego, City of, WI*

*Ogallala, City of, NE
Oklahoma City, OK (ZP)
Santa Cruz County, AZ
Waukee, City of, IA*

Ms. Williams holds a BS degree in Business Education from the University of Illinois and designation as Professional in Human Resources (PHR) from the Society for Human Resources Management.

WAYNE BREDE

Mr. Brede has over 30 years of experience working for the Minnesota Department of Transportation as a Workforce Planning Manager and Staffing Services Manager, and has served as a succession planning and career ladder consultant for nearly 50 public and private employers.

He has conducted projects in workforce development, succession planning, job analysis, position classification, job evaluation, compensation surveys, compensation plan development, employee relations, and recruitment. Among his recent client projects are those for:

*El Paso County, TX
Fresno, City of, CA
Grand Forks, City of, ND
Great Falls, City of, MT*

*Hamilton County, TN
Las Cruces, City of, NM
Minot, City of, ND
Northwest Tech College, MN*

*Red Lake Indian Reserv., MN
Rialto, City of, CA
San Angelo, City of, TX
San Jose, City of, CA*

Mr. Brede holds a BA degree in Mass Communications from the University of Minnesota and holds certificates in Public Sector Personnel Management and Industrial Relations.

SAMUEL HEINZ, MPA, PHR

Mr. Heinz has conducted projects in job analysis, position classification, job evaluation, compensation surveys, and compensation plan development. Among his recent client projects are those for:

*Addison, Town of, TX
Apache Junction, City of, AZ
Bismarck, City of, ND
Carrollton, City of, TX*

*DeSoto, City of, TX
Galveston, City of, TX
Midland, City of, TX
Odessa, City of, TX*

*Prosper, Town of, TX
Teton County, WY
The Colony, City of, TX
Williston, City of, ND*

Mr. Heinz holds a MA degree in Public Administration from Texas Tech.

PUBLIC SECTOR PERSONNEL CONSULTANTS proposes to utilize only full time members of our firm to complete all of the project tasks and objectives. In order to maintain complete control of the project tasks and deadlines, we will not utilize subcontractors for the completion of any projects.

PROJECT UNDERSTANDING: SUMMARY OF SERVICES FOR THE COUNTY

PUBLIC SECTOR PERSONNEL CONSULTANTS (PSPC) proposes the following program of consulting services and implementation support to achieve all of the objectives stated in the **HUNT COUNTY (the County)** Request for Proposal to conduct a classification and compensation study.

Project Planning and Communication

1. On-site project planning and scheduling meeting with County's HR staff, County Officials, designee(s)
2. On-site policy input and project direction meeting and briefing with Elected Officials, Commission
3. On-site project briefing presentation for Commission, Officials, employees, and County's project leaders
4. Assistance with management and employee communication throughout class and comp project phases
5. Consultations with and progress reports for the County's project leaders and / or project designee(s)

Classification Review Phase

6. Occupational familiarization by review of County's current job descriptions and compensation plans
7. Organizational familiarization by review of County organization charts, budgets, and annual reports
8. Job Analysis Questionnaire (JAQ) customized for gathering County employee occupation data
9. On-site meetings to distribute JAQ, explain project for all County officials and employees
10. Worksite job desk audits / field observations with representatives of each job classification (*option*)
11. Determination of job classification and FLSA Exempt / Non-Exempt designation for each position
12. Recommended title modifications and reclassifications for consideration by department heads
13. Review of position classification recommendations with County's project staff, respective departments
14. Updated classification specifications for each included job classification (*option if needed*)

Compensation Phase: Custom and Comprehensive Market Compensation Survey

15. Identification of County's competitive employment areas for compensation surveys, for County approval
16. Identification of County occupations to utilize as survey benchmark job classifications (target 60%+ jobs)
17. Development of compensation survey data collection, tabulation, and quality control protocol
18. Solicitation of comparator employers and agencies for participation in external compensation survey
19. Extraction of data from public employer compensation plans, questionnaires, reliable published surveys
20. Consolidation of data from all sources and calculation of prevailing rates for benchmark jobs
21. Computation of extent County's compensation offerings vary from external prevailing rates
22. Review of competitiveness analysis with County Commission, County Officials and project designees

Compensation Phase Continued: Compensation Plan Development

23. Construction of optional salary range structures for review and selection by County's project leaders
24. Assignment of job classes to salary ranges by internal equity and external competitiveness
25. Assistance with County Commission identification of desired, affordable salary competitiveness policy
26. Fiscal impact estimates at various levels of external prevailing rates competitiveness policies
27. Review and critique of draft salary plan with County Commission, HR staff and County's project leaders

Communication of Results and Implementation Strategies

28. Preparation and presentation of a final project reports for County Commission, staff, County Officials
29. Development of a plan for the implementation of County's updated classification and compensation plan
30. Uploading of **EZ COMP™** program files on a Human Resources Department computer and staff training
31. Development and provision of process for ongoing plan maintenance and subsequent plan updates
32. Assistance with communicating the County's updated plans for all County officials and employees
33. One year classification and compensation plan maintenance assistance **at no cost to the County**

PROJECT APPROACH AND METHODOLOGY

Following is our overall work plan and approach to achieving the County's objectives for the conduct of a comprehensive classification and compensation study, meeting all of the stated objectives from the RFP.

A. OBJECTIVES OF THE PROJECT

The recommended plans, programs, systems and administrative procedures will meet these ten most important criteria.

- Internally equitable
- Externally competitive
- Readily understood
- Easily updated & maintained
- Legally compliant & defensible
- Financially responsible
- Efficiently administered
- Inclusive of employee input
- Reflective of County's values
- Reflective of prevailing "best practices"

B. SCOPE OF THE PROJECT

The project includes a management and employee communication plan; partnership with the Human Resources Manager, Commissioners Court, and project designee(s); occupational, organizational, and operational familiarization; Job Analysis Questionnaire (JAQ) and job analysis for all classifications; position classification and job title recommendations for all employees and classifications; FLSA designations; updated classification specifications; **EZ COMP™**; internal equity and external competitiveness evaluation; total compensation survey and competitiveness analysis; salary range recommendations; fiscal impact estimates; updated classification and compensation plan and one year of classification / compensation plan implementation support for all included classifications.

C. PROJECT METHODOLOGY

1. Quality Assurance

To ensure a high quality project, we have built in several layers of procedural and statistical controls, in addition to those already in **EZ COMP™**. Internally, we follow a prescribed series of steps in each project phase, which are reviewed by our Project Director. We request that the Human Resources staff and County's Project Manager(s) review our work to minimize the chance of errors and to ensure that it reflects the County's organizational values.

2. Project Planning Meetings and Communication Plan Development

We will consult with the County Commission, County Officials or representatives on a communication strategy, plan, and materials, beginning prior to the project and extending to the post-project information meetings. We plan to conduct group pre-project meetings for all County officials and employees where we will discuss the project's scope, answer questions, and distribute and explain the Job Analysis Questionnaire.

See "*Communicating the Project to the Employees*" in the Appendices for additional information regarding our approach to employee inclusion and communication.

D. CLASSIFICATION PHASE

1. Review of Essential Tasks – Job Analysis Questionnaire

We will review and analyze the current essential tasks, duties and responsibilities, and minimum qualifications of each included position through the Job Analysis Questionnaire (JAQ) to be completed by each employee (or group of employees with identical jobs) in print or electronic format. If the information on the JAQ does not clearly delineate the position's scope of responsibilities, we may return the JAQ to the position's incumbent for additional information, or focus on the data gap during a worksite job information interview.

2. Employee Worksite Job Information Interviews (optional)

We can conduct a worksite job information interview with an incumbent of every job classification. The purpose of these interviews is to verify the data on the JAQ, obtain additional insight into the scope and complexity of the job duties, observe technical processes and working conditions, and to provide employees with an additional method of participation in the project. This process also ensures that we make all internal and external comparisons on the basis of **actual job content** and not merely job title.

3. FLSA Status Determination

We will review the essential tasks and minimum qualifications of each of the County's job classifications and subject them to the Fair Labor Standards Act tests to determine their exempt or non-exempt status.

4. Position Classification

Each of the County's positions will be analyzed and evaluated to determine their primary characteristics, including:

- Is there a current County occupational job group comprised of job classes with essential functions similar to the subject position; if so:
- To which of the group's job classes, and at what level, are the subject position's essential functions similar to the subject position, and if so:
- Are they sufficiently comparable (+/- 20% guideline) to be allocated to that job class, utilize the same job title, require the same minimum qualifications, and be assigned to the same salary range.
- If the County does not currently have a sufficiently comparable job class, what should be the subject position's occupational job class and title, and:
- What should the recommended occupational classification action be, No Change (N), Title Change (T), Merge With Other Job Class (M), New Job Class (J).
- We may find that a job class is overly broad and encompasses several job activities which are regarded with significant salary difference in the marketplace. In such an instance, we will recommend "splitting" the job class into the current job class and a new job class which encompasses the different job activities.

5. **Updated Classification Specifications (optional)**

As needed or at the County's direction, we will prepare an updated classification specification in the County's standard or other selected format for each occupational job class. Focus will be on the Essential Functions to conform with Federal employment guidelines. The specifications or descriptions may include (not limited to) the following components:

Job Title – Definition	Education, Training and Experience	Physical Requirements
Distinguishing Characteristics	Licenses and Certifications	Non-Essential Functions
Essential Functions	FLSA Exempt/Non-Exempt Status	Mental Requirements
Desired Knowledge and Skills	Supervision Exercise/Received	Working Conditions

6. **Draft Classification Plan Review with County Officials and Department Heads**

We will conduct a review of our initial position classification recommendations and draft classification specifications with the County's Project Team and respective department heads to identify possible errors, obtain feedback, and solicit suggestions for clarification.

7. **Resolution of Employees' Classification Reviews**

We will provide the County with a process for employees to review our initial occupational job classification of their position, and provide a form for them to complete if they feel that an error has been made or to provide significant additional job content information.

Depending on the action recommended by the respective Officials and department heads we may conduct a second job analysis and will inform the project designee(s) of our final recommendation.

8. **Optional Approaches to Ensure Internal Equity**

If desired, and for precision in job class analyses, and subsequent salary range determinations, we may utilize one of several job evaluation systems widely in use, including the Hay Method, Decision Band Method (DBM), and the **Factor Evaluation System (FES)**. **FES** is the most extensively validated and commonly utilized quantitative job evaluation system for public sector occupations, consisting of the following flexible compensable factors.

Knowledge Required	Personal Contacts	Complexity
Supervisory Controls	Scope and Effect	Work Environment
Guidelines Provided	Supervision Exercised	Physical Demands

The job class hierarchy based on job points will reflect the County's relative internal job worth values. The County's annual salary competitiveness policy will be translated into a mathematical formula which, when combined with the job points of each County job class, will determine the proper salary range for each job class and position. This balances internal equity (job points relationships) with external competitiveness (market relationship formula).

- a. **Optional Approach A – FES System** – We will train a task force of representative County employees in the adaptation of the **FES** point-factor job content evaluation system to the County's job worth values, guide them in the evaluation of a structured benchmark of job classes, conduct QC reviews, and evaluate the remaining job classes within the relative job worth structure established by the task force. We can provide the County with manual or automated versions of this system.
- b. **Optional Approach B – Custom Designed System for the County** – We will train and guide a task force of representative County employees in the design of a point-factor system of job content evaluation total reflecting the County's relative job worth values, and proceed as in Approach A. We can provide the County with an automated version of the system once it has been developed with the task force.

E. COMPENSATION PHASE

1. County Involvement in Compensation Plan Development

We will obtain policy direction from the County Commission, Human Resources staff, and/or County Officials on the following key components of the salary plan development process:

- Comparator Employer Selection
- Benchmark Job Class Selection
- Compensation Competitiveness Policy
- Salary Structure Selection
- Job Evaluation Method-Salary Plan Linkage
- Draft Compensation Plan Review / Critique
- Compensation Data Points for Analysis
- Project Implementation Plan

2. Comprehensive Compensation Survey

We do not subscribe to or recommend the use of databases or data warehouses used or hosted by other firms! We will collect the complete pay plans from each of the County's comparators and build a custom survey database to ensure accuracy and completeness.

- a. **Data Collection Protocol** will be developed in consultation with the County's project leaders to determine which salary data elements to include, such as:

Salary Survey Information

- Salary range structure Minimum, Midpoint, and Maximum
- Open Range, Grade Step, structure designs and range widths

- b. **Benchmark Job Selection** will be made by identifying County job classes common to its employment-competitive public and private employers in the immediate area and throughout the region or State, clearly identifiable, and representative of standard occupational job groups.

- c. **Comparator Employers Identification** will be made in consultation with the County's Project Manager(s) and County Commission. Criteria include their degree of competition to the County in obtaining and retaining high quality staff, their location in the County's traditional recruitment areas, and their organizational size and complexity.

- d. **Compensation Data Collection** will be made by one or more of the following methods.

- Pre-survey contact with the selected comparator employers to solicit participation in the County's compensation survey(s)
- Extraction from the pay plans of designated public employers.
- If needed, customized salary survey requests for local governments and other public and private employers, distributed by mail, fax, and e-mail.
- As desired, additional data extraction from salary surveys such as Watson Wyatt and ERI.

- e. **Data Quality Control** includes editing data for accuracy and proper matching to the County's survey benchmark jobs, and phone/fax/E-mail follow-ups for data clarification and to obtain comparators' benchmark job descriptions.

3. Prevailing Rates Calculation

We will consolidate the compensation data from all sources, enter the information into the **EZ COMP™** program, and compute the prevailing rates, inclusive of cost of living differentials, as the statistical mean of the survey data for each benchmark job class. Data will be projected forward from the date of collection to a common date relating to the County's salary plan year by the annual Prevailing Rate Increase Factor (PRI) applicable at that time.

4. Compensation Competitiveness Comparison

We will provide the County with charts comparing its current salary structures to those of the selected public and private comparator employers. We will calculate the extent that the County's offerings vary from the prevailing rates and practices of other relevant employers.

5. Compensation Competitiveness Policy

We will assist the County to select a compensation competitiveness policy which best fits its compensation strategy and financial resources, by providing fiscal impact estimates at various percentage relationships to the prevailing rates.

6. Salary Plan Structure Development

We will review the County's current employee agreements and wage plans and **1)** utilize the County's current wage plan structures to identify internally equitable and externally competitive salary ranges for each County job class or **2)** prepare alternative salary range structures and schedules for the County and the County Commission to select the best fit for its competitiveness strategy, with these optional criteria:

- Method of administration, i.e.: measured job performance, longevity, or skill
- Width of the salary ranges, grades, or broad bands, from Minimum to Maximum
- Varying salary range widths for FLSA non-exempt or exempt positions
- Open salary ranges for pay-for-performance or variable compensation plan
- If steps within the salary ranges, number of steps, percentage separation
- Number of salary ranges, grades, or broad bands in the salary schedule
- Percentage of separation between salary ranges, grades or broad bands
- Recognition for longevity, unique assignments, and special skill requirements
- Remuneration for required special licenses, certifications and registrations
- Linkage of performance evaluations to merit increase opportunities

7. Salary Range Assignment Development

We will assign each job classification to a salary range in the County's current or selected new salary structure on the basis of a combination of factors, including:

- the prevailing rates for the benchmark job classes
- its current relationship to similar or occupationally related job classes
- the 15% guideline for salary range separation between sequential job classes
- the 25% guideline for salary separation of a department head job class
- its quantitative evaluated internal job worth value (job evaluation points)

8. Implementation Plan Development

We will consult with the County Commission and Human Resources staff on a plan for transition to the recommended plan, including a timetable for the principal activities, employee communication, impact on collective bargaining processes, and estimates of required financial resources.

9. Draft and Final Report Preparation

We will provide the County's project leader(s) with a draft of our report for review and critique, including the classification plan, FLSA designations, compensation market data, salary comparison tables, fiscal estimates, salary range listings, and implementation procedures. We will incorporate their critique into the development of a final report summarizing the project's findings, recommendations, and detailed description of the County's updated position classification and compensation plans.

10. Final Report Presentations

We will conduct a workshop or formal presentation of our final report and recommendations to the County Commission, County Officials, employees and employee representatives.

11. EZ COMP™ Program Installation

We will install our **EZ COMP™** program and project files on one of the Human Resource Office's computers and provide training to Human Resources staff in the maintenance and update of the classification and compensation plan.

Please see the illustrative **EZ COMP™** applications CD-ROM on the inside front cover of the original proposal, and the program description booklet in the Appendix.

12. Implementation Warranty

To ensure effective implementation of the new plan, we will analyze, evaluate, and provide a salary range recommendation for any new or changed job class, **at no cost to the County** for one year.

F. ENSURING THE COUNTY'S SELF-SUFFICIENCY

The County will be self-sufficient in all aspects of maintenance of the updated position classification and compensation plan through these services.

1. Procedure Manuals

- *PSPC Position Classification Procedure Guide*
- *PSPC Salary Administration Procedure Guide*
- *Hunt County EZ COMP™ Procedure Guide*

2. Training Workshop – for County staff in position classification, job evaluation, compensation surveys, and compensation plan design and administration.

3. Electronic Class Specification Library – we can provide the County with all updated job descriptions in hard copy and electronic library format for internal maintenance.

4. EZ COMP™ – program and project files on one of the County's computers, a users manual, and system training.

5. Initial Year's Implementation Warranty Support – we will analyze, evaluate, classify, and provide a salary range recommendation for any new or changed position or entire job classification, **at no cost to the County** for one year.

G. EXTENSIVE EMPLOYEE INCLUSION AND COMMUNICATION

Very important factors for successful implementation of new or updated classification and compensation plans are **1)** extensive employee inclusion, and **2)** extensive employee communication. County officials and employees will participate in one or more of the following activities:

- Attending pre-project briefings and question and answer sessions
- Completing a Job Analysis Questionnaire (JAQ) describing their position
- Elaborating on their jobs in individual or group job information interviews (option)
- Requesting a second review of their position's occupational job classification
- Receiving information pamphlet/booklet describing the updated salary plan

H. MINIMAL COUNTY SUPPORT REQUIRED

We are completely self-sufficient in projects of this nature and do not require any substantive staff support from the County other than payroll data, and arrangements for group and individual meetings and interviews. We appreciate, but do not require, any office space, telephone, clerical assistance, computers, or office equipment. We will provide all data entry, data processing, duplicating, and related report preparation functions.

PROJECT COST PROPOSAL

A. PROJECT COST ESTIMATES

Bidder bears all expenses. We estimate that the project's total cost, including all fees for professional services, **will not exceed** the indicated amounts.

Base Cost Before Options

- Project Briefing Meetings – JAQ Distribution, Project Planning Meetings	\$ 3,500
- Position Classification and Job Titling Review	\$ 7,500
- Compensation Survey	\$ 25,000
- Compensation Plan Design, Options, Implementation Plans, Reporting	\$ 7,500
Base Cost:	\$ 43,500

<u>OPTIONAL</u> – On-Site Interviews or desk audits (per 50)	\$ 7,500
<u>OPTIONAL</u> – Updated Job Descriptions (each)	\$ 100

Including 120 Interviews and 120 Job Descriptions, Not-to-Exceed \$73,500

B. FLEXIBLE WORK PLAN, NEGOTIABLE TOTAL COST, TERMS

Our work plan is flexible and total project cost negotiable, and we will discuss, modify, add or delete, any work task to increase the project's responsiveness to the County's needs and financial resources. We do not require any advance payments, and will provide the County with monthly invoices for the professional services provided. We request that the County pay the invoices within thirty (30) days of their receipt.

RFP #150-17
Salary, Compensation and Classification Study
Signature Page

Hunt County reserves the right to reject any and all proposals, to waive technical defects, and to select the proposal(s) deemed most advantageous to the County.

The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the service or commodity in accordance with all terms and conditions specified herein. Please type or print the information below. Consultant is required to complete, sign and return this form with the proposal.

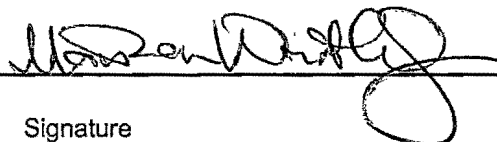
Public Sector Personnel Consultants, Inc MATTHEW WEATHERLY

Company Name

Authorized Person (Print)

1215 W. Rio Salado Parkway #109

Address



Signature

TEMPE, AZ 85281

City/State/Zip

President

Title

(888) 522-7772

Telephone#

1/4/2017

Date

matt@pspc.us

E-Mail

S-Corporation

Entity Type

THIS FORM MUST BE INCLUDED WITH RFP-PACKAGE
PLEASE CHECK OFF EACH ITEM AND
SIGN

"Sealed Proposal Checklist"

"Hunt County Salary, Compensation and Classification Study"

Proposal Price Form (required)

References (required)

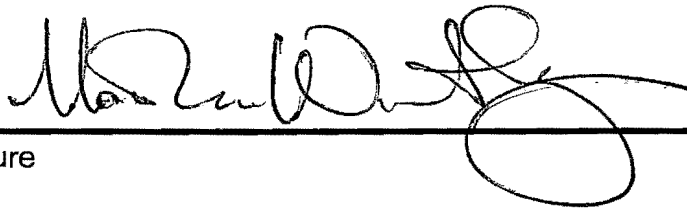
Signature Page (required)

Conflict of Interest Forms (required)

Texas Ethic Commission Form 1295 (required)

X

Signature

A handwritten signature in black ink, written over a horizontal line. The signature is cursive and appears to read "Mark W. [unclear]".

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

Public Sector Personnel Consultants, INC

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

N/A

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

NONE

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes

No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?


Yes

No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

NONE

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7 
Signature of vendor doing business with the governmental entity

1/4/2017
Date

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

**OFFICE USE ONLY
CERTIFICATION OF FILING**

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Public Sector Personnel Consultants, Inc.
Tempe, AZ United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Hunt County

D R A F T

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

150-17
Personnel Consulting

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary
Weatherly, Matthew	Tempe, AZ United States	X	

5 Check only if there is NO Interested Party.



6 AFFIDAVIT

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.



[Handwritten Signature]

Signature of authorized agent of contracting business entity

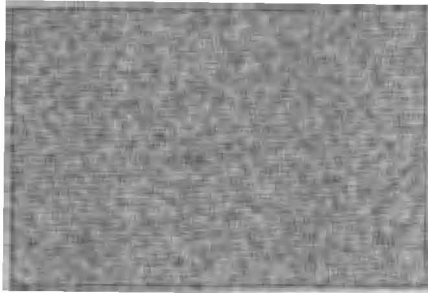
AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said President, this the 5th day of January, 20 17, to certify which, witness my hand and seal of office.

[Handwritten Signature] Lori Z. Gibby Business Manager
Signature of officer administering oath Printed name of officer administering oath Title of officer administering oath

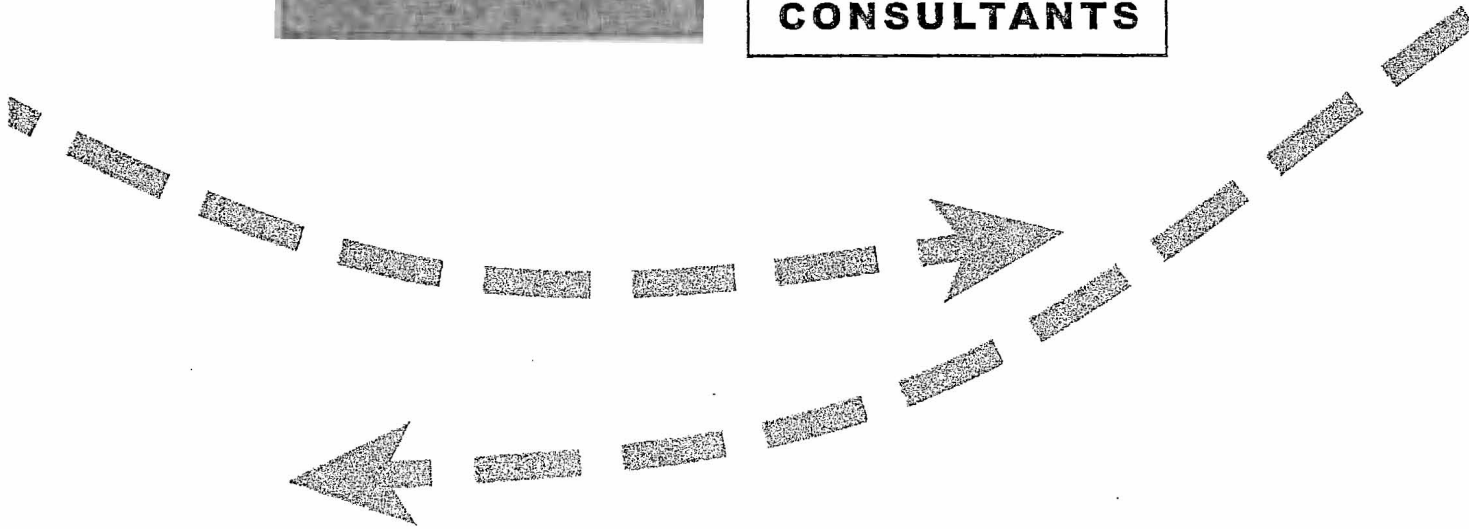


COMMUNICATING THE PROJECT TO THE EMPLOYEES



**PUBLIC
SECTOR**

**PERSONNEL
CONSULTANTS**



COMMUNICATING THE PROJECT TO THE EMPLOYEES

A. PRE-PROJECT EMPLOYEE COMMUNICATION

The maximum amount of information concerning the reasons for the project should be provided at the earliest possible date. There will already be a number of rumors floating around since some employees will have heard about the RFP preparation, consultant selection process, and project approval by the Council/Board.

Following are several pre-project communication activities which are essential to the successful conduct of a classification and/or compensation project.

1. Letter/Memo From the Chief Executive Officer

We suggest that every employee receive a letter or memo from the chief executive officer announcing the project (Figure 1), indicating the reasons for the project, its scope and process, the extent of employee participation, and a guarantee that no one's salary amount will be reduced as a consequence of the project.

2. Project Briefings by Our Consultants

We will conduct a briefing for every employee to explain the scope of the project, summarize the process we will utilize, explain their roles in the project, and respond to questions. A listing of the most frequently asked questions and our responses follows on page 5. At the completion of the Q and A period we will distribute the Position Description Questionnaire (PDQ) and provide an item-by-item explanation.

The briefings last 30 to 45 minutes, and can be scheduled at one-hour intervals. To ensure that attendance does not exceed the facility's capacity, and that the departments can send their employees in shifts, we suggest the following:

- Schedule a minimum of two sessions, and more depending upon the number of employees to be briefed and the facility's capacity.
- Control attendance by scheduling alphabetically by employees' last names such as A-E 9:00am-10:00am; F-J 10:00am-11:00am, etc.

3. Employee Opinion Survey on Salary Administration (OPTIONAL)

If you have requested it as a part of the total project, we will conduct our standard Confidential Employee Opinion Survey on Salary Administration which will provide the employees the opportunity to communicate to you their primary concerns and opinions regarding the current classification and/or compensation plan. Participation is voluntary.

The survey is a multiple-choice questionnaire with space for comments. To maintain confidentiality, we administer the questionnaire immediately after the PDQ explanation and receive the completed questionnaires directly from the employees. We will give you extra questionnaires and self-addressed return envelopes to our office for employees who want to participate but could not attend the briefings.

CITY OF _____
Office of the City Manager

Memorandum

TO: All City Employees, Supervisors, and Department Heads
FROM: _____, City Manager
DATE: 4/10/00
SUBJECT: Position Classification and Compensation Study

I am very pleased to inform you that the City has contracted with a highly qualified outside consultant firm, Public Sector Personnel Consultants (PSPC), to update our position classification and pay system to ensure that your position's classification reflects its duties and responsibilities, and that its salary range assignment is internally equitable and competitive within our employment markets.

PSPC consultants will conduct briefings on the project for all employees, supervisors and department heads on Monday, April 14. Attendance is mandatory, and you will be informed of the location and time for your briefings. The consultants will also distribute and explain a questionnaire to permit you to describe your duties and responsibilities in your own words. You will have one week to complete the questionnaire and return it to your supervisor.

PSPC consultants will be on-site during the later part of May to conduct individual job information interviews with representative incumbents of every job classification at their worksite, to provide you with an additional opportunity to explain the scope and complexity of your position. PSPC will provide recommendations as to the correct occupational job classification and title for every position, and update our job descriptions from the information you have provided on your questionnaire and during the worksite interview. **REMINDER:** It is the position that is being studied and classified, not the employee.

PSPC will also conduct a salary survey of the public and private employers in the local, regional, and national employment markets where we compete to obtain and retain high quality staff, and recommend a salary plan that is competitive with salaries paid for similar occupations in those employment markets. We cannot promise any salary increases, *however, no salary will be reduced as a consequence of this project.*

We anticipate that the project will be completed within approximately 120 days, and you will be notified of any actions affecting your position's classification and salary range as soon as the City Council has reviewed the recommendations and adopted the updated plans.

I am very pleased that the City Council has authorized this study to update the internal equity an external competitiveness of our position classification and salary plan. Please see the Human Resources staff if you have any questions.

(Figure 1) Memorandum from the chief executive officer announcing the project

Several important considerations if you have selected this service.

- *Extend the scheduling of the briefing sessions intervals from one hour to 1 ½ hours.*
- *Provide a facility that is set up in classroom style with tables, or chairs with writing arms, so that the employees can complete the questionnaires.*
- *Remind the employees to bring pencils or pens to the meeting, and provide these items for the employees who forget.*

An essential component of an employee opinion survey process is feedback of the survey results, to maintain positive employee relations. Since it is the nature of this type of survey to solicit negative comments, you should carefully consider whether your organization's culture is such that you can provide negative survey results feedback to the employees and the elected or appointed officials and Council/Board members.

We will provide a report summarizing the statistical and narrative results, including all of the employee comments verbatim. We will modify the written comments to maintain the confidentiality of the respondents and their departments, delete references to named individuals or their jobs titles, and remove offensive language.

The method and extent of distribution and dissemination of the opinion survey report will be up to you.

4. Employee Communication Task Force
You can leverage pre-project and progress communication through a committee or task force of employees representing the various departments, occupational groups, and/or employee associations. We can provide more intensive and detailed briefings for these individuals, whose role it will be to disseminate this information to their respective departments and employee groups.

This task force can also be utilized for suggestions regarding procedural aspects of the project, such as determination of the employers to be included in the external compensation survey, and serving as the job evaluation task force if a point-factor

method is to be developed and/or used to establish the internal job worth ranking of your various job classifications.

B. MID-PROJECT EMPLOYEE COMMUNICATION

We suggest a minimum of a monthly communication to the employees on the status of the project. There will be a normal level of anxiety among the employees which is to be expected when outsiders are making recommendations regarding job titles and pay ranges. Mid-project communications will reinforce each employee's importance to the organization, emphasize the positive nature of the project, and lessen unwarranted anxieties and concerns.

Following are several mid-project communication activities that will contribute to the successful conduct and implementation of the classification and/or compensation project.

1. Employee Newsletter Articles

If you have an established printed or video employee newsletter, we will provide you with information for articles that indicate the project activities completed to date, and the anticipated activities for the following month.

2. Project Information Bulletins

As an alternative to or supplement for newsletter articles, we suggest a special monthly or occasional bulletin to inform the employees of project activities completed to date, and the anticipated activities for the following month. Such a bulletin should be distributed to all employees, perhaps as a payroll stuffer, posted on bulletin boards, and disseminated by internal e-mail.

3. Employee Communication Task Force

This group should receive a monthly briefing on the project status, and be given the opportunity to ask questions about project issues that concern them or the employees. This dialogue will provide the employees with the latest and correct information, and provide important feedback to the project consultants which may be useful

in increasing the project's quality and acceptance of the results.

4. Progress Reports for the Council/Board

We recommend that you provide a monthly summary of the project's progress to the Council or Board, so that they remain informed and committed, and to assure them that they will make final decisions regarding compensation policy and financial expenditures.

5. Project Inquiry "Hot-Line"

There may be occasions where this technique will be helpful in providing information, dispelling rumors, and obtaining additional information on employee concerns about the project. These "hot lines" take the form of a specific dedicated phone number, or an e-mail address, for the duration of the project, which may be answered by a Human Resources representative during working hours and an answering machine during other times, or an answering machine or e-mail address which is periodically checked for messages and responses provided to the callers.

C. POST-PROJECT EMPLOYEE COMMUNICATION

Once the recommended position classification and/or compensation plan has been adopted by the Council/Board, you will be able to provide a large amount of information to the employees, in a variety of formats. Not all of the following activities will be appropriate, or affordable, for all circumstances. They are provided for you to select, or develop, the communication activities which are best suited to your organization.

1. Copies or Extracts From the Final Report

We suggest that you prepare for employee perusal a number of copies of our final report on the recommended classification and/or compensation plan, after its adoption by the Council/Board. They could be made available for review in the Human Resources and/or line departments' offices. You will probably receive a request for a copy of the report from the media.

The report's table with the employee names and their actual salary amounts should be removed. Some of the material is technical and could be misinterpreted, such as market comparisons, and salary grade/range allocations by multiple salary policy formulae if you utilize a point-factor job evaluation method, and you may want to consider publishing only the new salary grade/range-per job class listings.

2. Workshop for Supervisors

We recommend that you conduct a workshop for supervisors on all aspects of the new position classification and/or compensation plan, for the purpose of preparing them to explain the new plan and respond to questions will be a major factor in the employees' positive attitude towards the new plans. Supervisors should then conduct employee meetings to explain the new plan and answer questions concerning its scope and effect.

This workshop is especially important if the new plan contains a new salary schedule, with or without in-grade steps, and/or the method of salary administration is to be changed from longevity to pay-for-performance. The approach selected for the initial year's implementation must be thoroughly explained and understood. The extent to which the supervisors understand and support the new plan will be the essential factor to its successful implementation.

3. Classification and Compensation Plan Pamphlet

We recommend that you prepare and distribute to all employees, supervisors and managers, a pamphlet explaining the new position classification and/or compensation plan. The employees will obtain a greater depth of understanding, and retain the information for a longer period, from such written material.

The pamphlet can be used in the supervisory workshops, post-project employee briefings, and new employee orientation sessions. If a new performance evaluation system was a component of your project, a description of that system's linkage to the pay plan should be included in the pamphlet. A separate pamphlet should be prepared explaining the scope and process

of the new performance evaluation plan.

4. Employee Briefings

Briefings for all employees, conducted by the Human Resources staff, is one of the best methods to ensure that everyone obtains accurate information about the new plans, and obtains answers to questions from an expert source. We recommend a series of small group meetings to establish the best atmosphere for communication and understanding.

These meetings provide an excellent opportunity to distribute materials describing the new plans, such as a classification and compensation pamphlet, updated employee handbook, and updated personnel policy manual pages. If a video describing the new plans has been produced, that would be the introductory part of these briefings.

5. Salary Administration Video

A professionally produced video is not always necessary or affordable for very organization. It is however a very powerful tool for communicating the scope and components of the new plan in modern media which ascribes a high degree of state-of-the-art quality to the new plan. It is also included in new employee orientations. We have provided you with a sample copy of such a video.

The salary administration video is best suited for organizations with employees at many locations and on varying shifts, who can be shown the video at times that are convenient to their work hours. This video need not be costly if your organization has an internal video production capability or access to an educational institution or television station who might produce video as a public service.

6. Update Employee Handbook and Personnel Policy Manual

We recommend that you update the sections of your Employee Handbook and Personnel Policy Manual that describe the position classification and compensation plan to reflect any changes required by the new plan. Those updated pages are excellent handouts at the supervisory workshop and employee briefings.

7. Individual Salary Plan Implementation Statements

The employees need to be informed of the impact of the new plan on their base salary amount and salary opportunity. We recommend that each employee be provided with a personalized statement including the following information.

- *Effective date of the new plan, and date of salary change if different*
- *Job class title of their position*
- *Salary grade/range number to which their position's job class is allocated*
- *Minimum, Midpoint, and Maximum amounts of the salary grade/range.*
- *Salary amount prior to the effective date of the new plan*
- *Amount of increase to Minimum of the new grade/range, if applicable*
- *New salary amount according to the initial implementation protocol*
- *Relationship of new salary to the Midpoint of the grade/range (comparatio)*
- *Merit increase opportunity at various levels of future job performance*
- *Amount of supplemental pay, such as for longevity, assignments, certifications*
- *FLSA status and hourly rate for overtime*

THE QUESTIONS MOST COMMONLY ASKED BY EMPLOYEES

Following are the questions that employees most frequently ask us during the employee project briefing meetings, and our responses.

Q: 1. *Who are we going to be compared to for salaries?*

A: If the client has made this determination prior to the briefing meetings, we provide the names and locations of the employers to the employees. We also indicate that not all jobs will be surveyed at all of the comparator employers, and that

some may be compared only to local employers, while other jobs may be compared on a regional or national basis.

If the client has not yet determined who the comparator employers will be, we tell the employees that the process of identifying the employers to be surveyed depends to a great extent on where the client is currently obtaining the majority of its employees and for which occupations. A second factor is the identification of employers to whom the client regularly loses current employees.

Q: 2. *What will the Council/Board do with your report?*

A: We uniformly respond that we do not know what the client's Council/Board will do with our report. We tell the employees that in the over 1,000 times that we have provided compensation services that we have experienced 98% implementation, and we have no indication that this project will be an exception.

We credit our 98% implementation record to the fact that, in our experience, employers do not plan projects, retain consultants, raise employee expectations, and expend funds, with the intention of doing nothing. The only modification we are sometimes requested to make to our original recommendations is the option for a multi-year implementation plan if the cost to where the client wishes to place its salary policy exceeds the available funds.

Q: 3. *Will we get to see a copy of the report, and when?*

A: Yes. We recommend that when the final report has been adopted by the Council/Board that it be made public and that extra copies be made available for perusal by the employees and department heads. The reports may not contain the tables with specific salary amounts recommended for each employee, as that is confidential, but it will include the tables indicating the salary range dollars recommended for each job classification.

Q: 4. *When will the study be completed?*

A: We provide this information in general terms, such as: "within ninety days."

Q: 5. *Will you make recommendations regarding (longevity, cost-of-living, benefits, etc.)*

A: We tell employees if a benefits analysis and which salary administration items are included in the scope of the project.

Q: 6. *How much are you being paid for this study, and wouldn't it be better if that money was given to the employees?*

A: We anticipate this question by dividing the total project cost by the number of employees and providing the employees with a per-employee amount.

For example, if a project costs \$45,000 for 450 employees, the per employee cost would be \$100. We tell the employees that if the client distributed the project cost to them, each employee would receive a one-time payment of \$100, minus taxes, instead of a possible raise from the study, which might be more substantial, and which would be paid every year.

Q: 7. *What will happen if the survey shows that a job classification is priced over the market rate?*

A: The job classification will be allocated to the salary range that most closely matches the prevailing rate at the salary competitiveness policy selected by the employer, which may be lower (or the same, or higher) than the current salary range/grade. This will not impact the salary amount paid to an incumbent if that amount is within or above the new salary range for his/her position's job class.

Q: 8. *What will happen if an employee's salary amount exceeds the Maximum of the new salary range/grade for their position's job class?*

A: No one's salary will be reduced as a direct consequence of this project. There may be a few employees whose current base salary exceeds the Maximum of the new salary range/grade recommended for their position's job classification. In such instances, the employee's base salary amount will be not be reduced, but the amount will be frozen until such time as their position's job class is re-allocated to a higher salary range/grade whose Maximum exceeds their current base salary amount.

Q: 9. *Will salaries be increased?*

A: That is a determination to be made by the Council/Board on the basis of their compensation philosophy, competitiveness policy, and the organization's financial resources. We merely make recommendations. The final decisions are 100% within the authority of the Council/Board. There is no guarantee that any salaries will be increased.

Depending upon the Council/Board's final policy determination, a new salary plan may result in uneven increases during the initial implementation year, resulting from the need to bring the salaries of all individuals to the Minimum of the salary range/grade, take into account each individual's current position in the new salary range and possibly their varying length of service.

Q: 10. *Who will be selected for the job information interviews, and how is the selection made?*

A: Unless every employee is to receive a job information interview at their work site, the minimum number of interviews is one representative incumbent of each occupational job classification. We

will make the interview selection at random. If an employee is the only incumbent of a job class, that person will be scheduled for an interview.

Q 11. *What if my supervisor does not agree with what I wrote on the Position Description Questionnaire (PDQ)?*

A Supervisors are not permitted to change anything that an employee has written on their PDQ. The purpose of the supervisory review of the PDQ is to ensure that its content accurately reflects the duties and responsibilities performed by the incumbent, to the extent that the consultants can readily determine its occupational classification. If the supervisors do not agree with any part of the PDQ content, they may comment and indicate their opinions.

In virtually all of the instances where we see supervisory comments (approx. 2% - 5% of the PDQs) they indicate that the employee has forgotten to mention an important item, or they may differ on the percentages of the position the employee has allocated to its major functions. No one is an expert in completing a PDQ about their position, and it is quite common to forget an essential item.

We will communicate with both the employee and supervisor in the rare instances of significant difference of opinion regarding a position's job content, and form an independent opinion.

Q 12. *Will there be changes in job titles and classifications?*

A That is a distinct possibility. Our task is to make sure that each position's job classification and the job class titles reflect current duties and responsibilities. It is possible that some positions may be re-allocated to a different job classification if their duties and responsibilities are now more commensurate with another than their current job class.

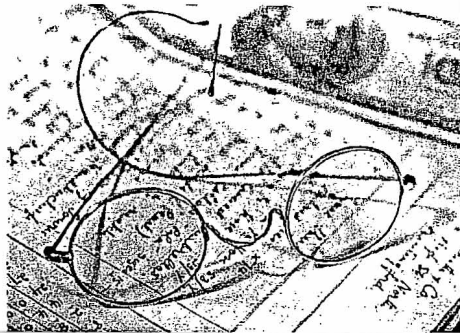
We may recommend that some job class titles be changed to more accurately reflect their occupations, to account for more or less job classes within a sequential group, or to recognize new occupational assignments.

Q 13. *What if I do not agree with your classification of my position?*

A Our response will depend on whether the client's rules and/or the scope of the project permit employee appeals to their position's recommended classification. If they do not, we will indicate that every position's classification will be reviewed with the respective department head for errors and that changes may be made in our initial recommendations.

If appeals are permitted, we inform the employees that they will be notified by their employer of our initial occupational job classification recommendation for their position, after the quality control reviews with the department heads. If they feel that we have made an error and that significant job content information has been overlooked, they may complete a form and request that we conduct a second review and notify the client of our final recommendation for each appealed position.

NOTE: We stress to the employees that the appeal process relates only to the occupational job classification and titles of positions, not salary range/grade assignments.



EZ COMP™ PROGRAM DESCRIPTION

**PUBLIC
SECTOR**

**PERSONNEL
CONSULTANTS**

EZ COMP™ PROGRAM DESCRIPTION

EZ COMP™ TABLES AND CHARTS

The program includes the following standard files, tables, and charts.

Primary Client Data File

1-Schematic of Occupational Job Classes

2-Index of Current to New Job Titles

3-Position Allocation Register

4-External Prevailing Rates Comparison

A-Sources of External Data Table

\$-Permanent Salary Range Schedule

B-Job Content Evaluation Profiles*

C-Internal Equity Analysis Scattergram*

D-Current Salary Practice Lines of Central Tendency (LCT)*

E-External Prevailing Rates LCTs*

F-LCTs Comparison Chart*

5-Per-Job Class Salary Range Assignment Table-Class Order

6-Per-Job Class Salary Range Assignment Table-Range Order

7-Non-Benchmark Linkage Table

8-Per-Position Compa-Ratio Table

9-Fiscal Impact Estimate Table

10-Implementation Cost Analysis

Optional Additional Tables

**for salary plans utilizing point-factor job evaluation*

PRIMARY CLIENT DATA FILE

Primary Client Data File consists of all the combined per-position and per-employee data accumulated and created during the project. It is initially established from data provided by the client, such as:

Employee Name	Current Job Class Title	Base Salary Amount
Department	Job Class Code	Salary Range Number
Initial Hire Date	EEO Designation	\$ Range Midpoint
Performance Score	FLSA Designation	\$ Range Min/Max

Additional per-position information added or superimposed on the current data by the PSPC consultants during the project may include:

New Job Class Title	New Job Class Code	Salary Range Number
\$ Range Minimum	\$ Range Midpoint	\$ Range Maximum
Job Evaluation Points	Benchmark Status	\$ Policy Group
Amount to Minimum	Implementation Amount	New Salary Amount
Above Maximum	Certification Pay Code	Assignment Pay Code
Compa-ratio	Amount to Midpoint	Supervisory Differential

TABLE 1 - SCHEMATIC OF OCCUPATIONAL JOB CLASSES

Schematic of Occupational Job Classes is a file established at the completion of the job analysis and position classification phase of the project, with all of the organization's job classes, designating:

Job Class Series	Job Class Groups
Job Class Titles	Job Class Codes
FLSA Designation	EEO Designation

Class Code	Occupational Job Families and Job Classes
1400	Public Works Series
	Facilities Maintenance and Craft Group
1431	Maintenance Supervisor
1432	Parks Supervisor
1433	Senior Skilled Craft Specialist
1434	Skilled Craft Specialist
1435	Maintenance Technician
1436	Maintenance Technician Assistant
1437	Parks Maintenance Specialist

This file will be "stripped" of job titles and class codes for other *EZ COMP™* files.

TABLE 2 - INDEX OF CURRENT TO RECOMMENDED JOB CLASSES

Index of Current to Recommended Job Classes is an alphabetical listing of all job classes currently used by the client and the recommended disposition of each of those job classes and titles.

Current data is from the payroll, class specifications and/or job descriptions, classification plan and PDQs. New data includes job class title and transaction codes.

- D = Deleted
- M = Merged with other Job Class
- N = No Change
- S = Split into Several Classes
- J = New Job Class
- T = Title Modification

Transaction Codes:
 M = Merge Into Other Class
 T = Title Modification
 D = Delete Class Title
 S = Split into Two or More Classes
 N = No Change
 J = New Job Class

Current Job Class	New Job Class	Trans Code
Superintendent of Printing	Printing Supervisor	T
Support Services Project Mgr.	Delete	D
Survey Party Chief	Survey Party Chief	N
Surveyor I	Surveyor	M,D
Surveyor II	Surveyor	S,N
	Utility Locator	J
Switchboard Operator	Clerical Assistant	M,O
Systems Analyst	Systems Analyst	N

TABLE 3 – POSITION ALLOCATION REGISTER

Position Allocation Register strips the following per-position information for the Primary Client Data File:

- Current Job Class Title
- Name of Incumbent
- Department

and adds the following information from Table 1, based on the PSPC consultants' determinations as to which job class the position is allocated:

- Recommended Job Class Title
- Job Class Code
- Transaction Code: N = No Change R = Reclassification; T = Title Modification

		Transaction Codes:	
		N = No Change	T = Title Modification
Incumbent	Current Job Class	New Job Class	Trans Code
Moss, R	Accountant	Accountant	N
Warner, K	Accountant	Programmer	R
Plummer, J	Accountant	Accountant	N
Favre, B	Senior Accountant	Senior Accountant	N
Ditka, M	Senior Accountant	Senior Accountant	N
Ruud, E	Accounting Clerk III	Accounting Clerk	T
Drukker, H	Accounting Clerk III	Accounting Clerk	T

TABLE 4 – EXTERNAL PREVAILING RATES COMPARISON

External Prevailing Rates Comparison compares The client's current salary structure Midpoint for each of its salary survey benchmark job classes from the Primary Data File to the external prevailing rate indicating the dollar and percentage variance of the client's rates to the prevailing rates.

Benchmark Job Class	Current Midpoint	Aged Survey Midpoint	Variance	
			\$	%
Public Works Director	\$49,686	\$77,269	-\$27,583	-35.70%
Police Chief	\$49,686	\$77,102	-\$27,416	-35.56%
Human Resource Director/City Clerk	\$37,080	\$57,062	-\$19,982	-35.02%
Police Lieutenant	\$35,310	\$42,344	-\$7,034	-16.61%
Building Inspector	\$32,028	\$33,438	-\$1,410	-4.22%
Human Resource Specialist	\$23,898	\$24,961	-\$1,063	-4.26%
Laborer	\$21,678	\$20,721	\$957	4.62%
Comptroller	\$37,080	\$32,469	\$4,615	14.22%

TABLE A – SOURCES OF EXTERNAL SALARY DATA

Sources of External Salary Data identifies the source of each rate comprising the external prevailing rate for the client's salary survey benchmark job classes. This table may be updated annually to compute the new prevailing rate for each benchmark job class.

If the external data was obtained through a special salary survey questionnaire, this table will indicate, for each benchmark job class, the name of every employer who reports a comparable job to the benchmark, their job class title, and current salary data.

If the external data was extracted from an existing salary survey report which identifies the employers and their data, this table will indicate the same information as in the previous paragraph. If the report provided only merged data for each of their benchmarks matched to the client's benchmark, this table will only indicate the name of the survey, the survey benchmark job title, and the salary data.

TABLE 5 – PERMANENT SALARY RANGE SCHEDULE

Permanent Salary Range Schedule indicates the Salary Range Number, Minimum, Midpoint and Maximum amounts for each salary range in the client's base salary plan. If the client utilizes a grade/step system, this table indicates the Salary Grade Number and the number and amount of each step within every salary grade.

Salary Range	Minimum	Midpoint	Maximum
63	\$60,093	\$75,116	\$90,139
64	\$61,595	\$76,994	\$92,393
65	\$63,135	\$78,919	\$94,703
66	\$64,713	\$80,892	\$97,070
67	\$66,331	\$82,914	\$99,497
68	\$67,990	\$84,987	\$101,984
69	\$69,689	\$87,112	\$104,534

TABLE B – JOB CONTENT EVALUATION PROFILES

Job Content Evaluation Profiles lists all of the job class titles and codes from Table 1, the evaluated job levels and points for each of the compensable factors, and the total points for every job class.

CHART C - INTERNAL EQUITY ANALYSES SCATTERGRAM

Internal Equity Analyses Scattergram consists of a scatter diagram for each primary group of job classes (i.e.: Clerical/Office, Labor/Trades, Professional/Technical, Management/Executive), cone dispersion analyses, and current salary practice lines of central tendency (LCT) and formulae, by combining the Salary Range Midpoint amounts from the Primary Client Data File and the total job points from Table B through the graphical statistical capability of standard PC software.

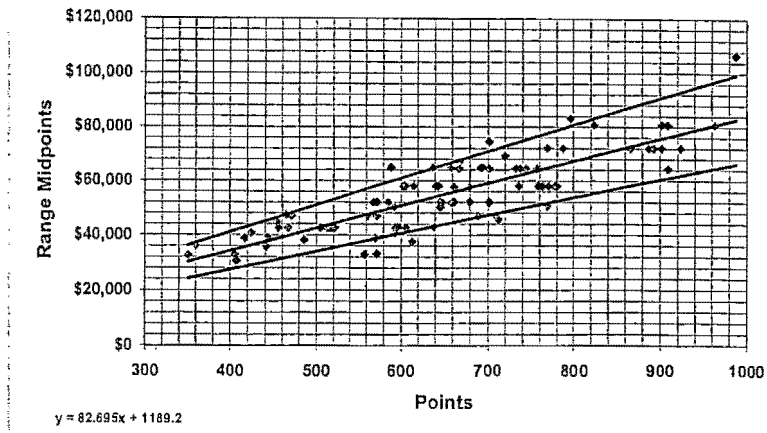


CHART D - CURRENT SALARY PRACTICE LINES OF CENTRAL TENDENCY (LCTs)

Current Salary Practice Lines of Central Tendency (LCTs) translates the combination of the client's current salary Midpoint practice dollars for various job classes from the Primary Client Data File with their respective job evaluation points from Table B into a mathematical per-job point formula which, when plotted on a \$/Points graph, constitutes a definitive graphic line. This table may contain more than one LCT to represent a number of the client's major occupational job groups.

CHART E - EXTERNAL PREVAILING RATES LCTs

External Prevailing Rates LCTs depicts one or more LCTs representing the external prevailing rates, which are constructed by combining the client's job content points from Table B with the external prevailing rate from Table 4 in the same manner as for Chart D.

CHART F - LCTs COMPARISON CHART

LCTs Comparison Chart consists of the graphic comparison of the lines of central tendency and formulae of the client's current salary practice for its primary job groups from Table D to those of the external prevailing rates. The prevailing rate LCTs and formulae are constructed and computed by combining the client's job content points from Table B with the external prevailing rate amounts from Table 4.

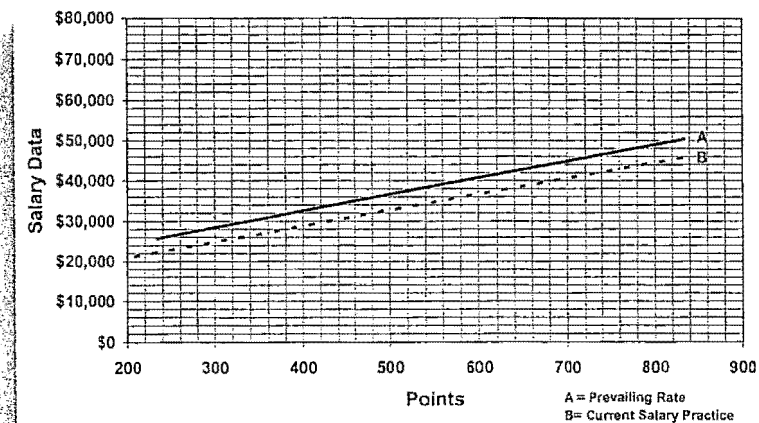


TABLE 5 - PER JOB CLASS SALARY RANGE ASSIGNMENT TABLE (CLASS ORDER)

Per Job Class Salary Range Assignment Table (Class Order) assigns each job class to a salary range within the Permanent Salary Range Schedule (Table \$). The process is different for salary plans based on direct market pricing than for those based on quantitative evaluated job content.

Class Code	Occupational Job Families and Job Classes	-- Recommended --			
		Salary Range	Minimum	Midpoint	Maximum
1400	Public Works Series				
	Facilities Maintenance and Craft Group				
1431	* Maintenance Supervisor	59	\$54,441	\$68,051	\$81,662
1432	* Parks Supervisor	59	\$54,441	\$68,051	\$81,662
1433	Senior Skilled Craft Specialist	35	\$30,099	\$37,624	\$45,149
1434	Skilled Craft Specialist	29	\$25,954	\$32,443	\$38,932
1435	* Maintenance Technician	30	\$26,603	\$33,254	\$39,905
1436	Maintenance Technician Assistant	26	\$24,101	\$30,127	\$36,152
1437	Parks Maintenance Specialist	25	\$23,513	\$29,392	\$35,270

* Salary Survey Benchmark

For plans based on direct market pricing, this table is initially created by assigning each benchmark job class to the salary range on Table \$ whose Midpoint amount most closely matches the external prevailing rate from Table 4. Non-benchmark job classes are assigned to their salary ranges by reference to the Non-Benchmark Linkage Table (Table 7). Flexibility for subsequent internal equity adjustments to Table 5 is provided on the basis of professional judgment.

For plans based on quantitative job evaluation, this table is created by multiplying the job points for each job class from Table B by the client's salary competitiveness policy formula for each primary job group from Table F. The process then looks up Table \$ for the Midpoint amount on the Permanent Salary Schedule closest to the product of the calculation, which designates the proper salary range.

Class Code	Occupational Job Classes	-- Recommended --			
		Salary Range	Minimum	Midpoint	Maximum
1714	Director of Planning, Zoning, and Building	65	\$80,610	\$75,762	\$90,915
1133	* Internal Auditor	65	\$60,610	\$75,762	\$90,915
1112	Assistant City Administrator	64	\$59,131	\$73,914	\$88,697
1820	* Director of Recreation	63	\$57,689	\$72,111	\$86,534
1279	* Fire Chief	63	\$57,689	\$72,111	\$86,534
		62	\$56,282	\$70,353	\$84,423
1243	* Assistant Chief of Police	61	\$54,909	\$68,637	\$82,364

* Salary Survey Benchmark

TABLE 6 provides the same information in low to high salary range order.

TABLE 7 - NON-BENCHMARK LINKAGE TABLE

Non-Benchmark Linkage Table for non-quantitative plans, indicates the class titles of the job classes which are not salary survey benchmarks, the class title of the benchmark or reference job classes to which they are linked. The process automatically adjusts the salary range for the non-benchmark class by the current salary range differential when the salary of its linked benchmark or reference job class is adjusted on Tables 5 and 6.

This table is to be utilized as a guide during annual salary plan updates, permitting non-benchmark job classes to be adjusted by the same number of salary ranges as the salary survey benchmark job class to which they have been linked.

Non-Benchmark Job Title	Benchmark Job Title
Accounting Manager	Accountant
Adult & Info Services Manager	Librarian
Building Monitor	Office Assistant
Building Maintenance Supervisor	Building Maintenance Worker
Building Permit Specialist	Executive Secretary
Bus Driver	Light Equipment Operator
Business Manager	Accountant

TABLE 8 – PER-POSITION COMPA-RATIO TABLE

Employee Name	Dept Code	New Job Class	Current Salary	– Recommended –			Compa-Ratio	\$<Min	\$<Mid	\$>Max	
				Salary Range	Minimum	Midpoint					Maximum
Simon, N	A	Administrative Assistant	\$21,330	26	\$24,101	\$30,127	\$36,152	70.80%	\$2,771	\$8,797	\$0
Taylor, J	A	Director of Real Property	\$85,685	67	\$66,331	\$82,914	\$99,497	103.34%	\$0	\$0	\$0
Garcia, J	A	Chief Deputy of Operations	\$56,815	46	\$39,493	\$49,366	\$59,239	115.09%	\$0	\$0	\$0
Crow, S	A	Program Manager	\$51,365	44	\$37,590	\$46,987	\$56,385	109.36%	\$0	\$0	\$0
Iomi, A	M	Medical Investigator	\$69,716	70	\$71,432	\$89,289	\$107,147	78.08%	\$1,716	\$19,573	\$0
Reidle, J	M	Forensic Technical Specialist	\$77,123	55	\$49,321	\$61,651	\$73,982	125.10%	\$0	\$0	\$3,141
Young, N	M	Principal Secretary	\$24,354	26	\$24,101	\$30,127	\$36,152	80.84%	\$0	\$5,773	\$0

Per-Position Compa-Ratio Table provides the following information, which is added to the Primary Client Data File, from Table 3, \$, and 5.

Job Class Title	Incumbent's Name	Incumbent's Current \$
Job Class Code	Salary Range Number	Amount Below Minimum
Department	Salary Range Midpoint	Amount Below Midpoint
Compa-Ratio	Salary Range Min/Max	Amount Above Maximum

The Compa-Ratio (short for Comparative Ratio) is a calculation which expresses the percentage relationship of the incumbent's current base salary amount to the Midpoint of the salary range for their position's job class.

TABLE 9 – FISCAL IMPACT ESTIMATE TABLE

Fiscal Impact Estimate Table provides, on a department or cost center basis, the estimated annualized cost to bring the salaries of all employees to the Minimum of the salary range for their position's job class. The table combines the department designations from the Primary Client Data File with the total amounts of current salaries and salaries below the Minimum from Table 8, for alternative salary competitiveness policies.

Number of Employees	287
Total Payroll	\$10,684,333
Number of Employees Below Minimum	77
As % of total employees	26.83%
Total \$ below Minimum	\$121,099
As % of total payroll	1.13%
Average amount below Minimum	\$1,573

OPTIONAL TABLES

EZ COMP™ can be expanded to include and actively integrate any number of custom-developed tables, or tables constructed from various combinations of the standard tables, such as the following:

- Initial Implementation Protocol Guide
- Initial Implementation Compression Tempering Guide
- Merit or Longevity Salary Increase Guide
- Performance Reviews Due/Overdue Report
- Departmental, Job Class, or Longevity Compa-Ratio Report
- Supplemental Pay Table for Special Assignments, Certification, License or Language Proficiency
- Longevity Recognition Supplement
- Supervisory Differential
- Trainee on In-Training Rates
- Out-of-Class or Acting Capacity Differentials
- Individual or Group Incentives

NOTE: Not all of the preceding tables will be present in the EZ COMP™ for every salary plan.

14,556

FILED FOR RECORD
at 11:15 o'clock 2 M

PROFESSIONAL SERVICES AGREEMENT

JUL 14 2017

This Agreement is entered into by Hunt County ("the County"), and Public Sector Personnel Consultants, Inc. ("PSPC").

JENNIFER LINDENZWEIG
County Clerk, Hunt County, TX
By 

This Agreement is for PSPC to conduct a classification and compensation study.

SCOPE OF SERVICES TO BE PROVIDED TO THE COUNTY

The project includes a management and employee communication plan; partnership with the Human Resources Manager, Commissioners Court, and project designee(s); occupational, organizational, and operational familiarization; Job Analysis Questionnaire (JAQ) and job analysis for all classifications; position classification and job title recommendations for all employees and classifications; FLSA designations; **EZ COMP™**; internal equity and external competitiveness evaluation; compensation survey and competitiveness analysis; salary range recommendations; fiscal impact estimates; updated classification and compensation plan and one year of classification / compensation plan implementation support for all included classifications.

PROJECT DURATION

PSPC and the County will partner to complete the study prior to December 31, 2017.

PROJECT COST AND PAYMENT

The total contract for the study **shall not exceed \$43,500** without further County approval and modification of this agreement. *On-site desk audits or interviews can be added \$1,500 per day, and job descriptions can be added for \$100 each.* PSPC will provide the County with monthly invoices for services provided and out-of-pocket expenses incurred during the month. The County agrees to pay the invoices within thirty (30) days of their receipt.

SEVERABILITY

That should any word, sentence, paragraph, subdivision, clause, phrase or section of this Agreement, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said agreement, which shall remain in full force and effect.

VENUE

The laws of the State of Texas shall govern the interpretation, validity, performance and enforcement of this Agreement. The parties agree that this Agreement is performable in Hunt County, Texas and that exclusive venue shall lie in Hunt County, Texas.

TERMINATION

This Agreement may be terminated by either party with 30 days written notice.

ASSIGNMENT

The assignment of this Agreement by any party is prohibited without the prior written consent of the other Party.

AMENDMENT

Any amendment of this Agreement must be in writing and will be effective if signed by the authorized representatives of the Parties.

NOTICES

Any notices under this Agreement will be effective if transmitted to a Party by confirmed telecopy or via US Postal Service, postage prepaid, certified, to the address of the Party indicated below:

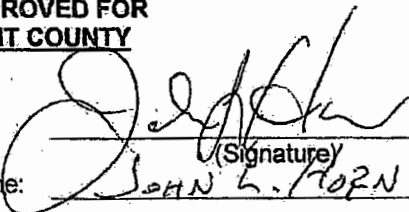
COUNTY
CHERYL Lowry
Purchasing Agent
Hunt County
2507 Lee Street
Greenville, Texas 75401

PSPC (national office)
Matthew Weatherly
President
Public Sector Personnel Consultants, Inc.
1215 W. Rio Salado Parkway #109
Tempe, Arizona 85281


NO THIRD PARTY BENEFICIARIES

Nothing in this Agreement, express or implied, is intended to confer any rights, benefits, or remedies under or by reason of this agreement upon person or entity, other than the County and PSPC.

**APPROVED FOR
HUNT COUNTY**

By: 
(Signature)
Name: JOHN L. HORN
Title: COUNTY JUDGE
Date: 6-20-2017

**APPROVED FOR
PUBLIC SECTOR PERSONNEL CONSULTANTS, INC.**

By: 
(Signature)
Name: Matthew Weatherly
Title: President
Date: June 21, 2017

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY CERTIFICATION OF FILING

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Public Sector Personnel Consultants, Inc.
Tempe, AZ United States

Certificate Number:
2017-227231

Date Filed:
06/21/2017

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Hunt County

Date Acknowledged:

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

150-17
Personnel Consulting

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary
Weatherly, Matthew	Tempe, AZ United States	X	

5 Check only if there is NO Interested Party.

6 AFFIDAVIT

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.



[Handwritten Signature]
Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said President/owner, this the 23rd day of JUNE, 20 17, to certify which, witness my hand and seal of office.

[Handwritten Signature]
Signature of officer administering oath

Lori Z. Gibby
Printed name of officer administering oath

Business Manager
Title of officer administering oath

**PROPOSAL TO CONDUCT A
CLASSIFICATION AND COMPENSATION STUDY**

**FOR
HUNT COUNTY**

ORIGINAL

JANUARY 2017

PROPOSAL PREPARED BY:



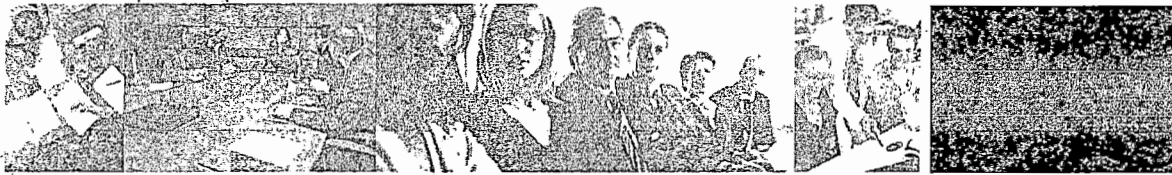
**PUBLIC
SECTOR
PERSONNEL
CONSULTANTS**

National Office:
1215 W Rio Salado #109
Tempe, AZ 85281
(888) 522.7772
www.compensationconsulting.com

PROPOSAL TO CONDUCT A CLASSIFICATION AND COMPENSATION STUDY FOR HUNT COUNTY

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<i>PSPC BOOKLET: "EZ COMP™" Program Description</i>	
PSPC EZ COMP™ CD-ROM (See Original or www.pspc.us)	



January 4, 2017

Ms. Cheryl Lowry
Purchasing Agent
Hunt County
2507 Lee Street, Room 106
Greenville, TX 75401

Dear Selection Team,

Pursuant to your request, we are pleased to provide you with our proposal and qualifications to assist the County with a classification and compensation project. We specialize in these services, and have implemented classification and compensation plans for more than 1,000 public employers nationwide, including more than 75 public employers in Texas and nearly 100 county governments nationwide.

Current and recently completed projects include:

City of Frisco	City of Haslet	City of Waco
City of Galveston	City of Longview	Rockwall County
City of Grand Prairie	City of Plano	Town of Addison
City of Grapevine	City of Saginaw	Town of Fairview

We believe our firm, in business for more than 30 years, is uniquely qualified for this study. We will utilize only full-time, certified Human Resources professionals for the study, with combined greater than 100 years of experience in the fields of human resources, compensation, and labor relations.

Our proposed approach will be customized to meet your project needs. We are confident that our extensive public employers classification and compensation experience, knowledge of public employers in Texas, large specialized and highly qualified full time staff, proven methods, unique **EZ COMP™** application to ensure your self-sufficiency, and one year of implementation support and assistance at no cost, will achieve all of the stated objectives for an important project of this nature.

We appreciate your consideration of our proposal. I will be your primary contact for this submittal, act as our firm's responsible agent with authority to bind our firm, and below is my contact information. We would welcome the opportunity to further present our qualifications and interest in person should that assist with this important decision.

Sincerely,

Matthew Weatherly, President
(888) 522-7772
mweatherly@compensationconsulting.com

PAGE 1

County of Hunt

STATE OF TEXAS

PURCHASING DEPARTMENT
2507 Lee Street, Room 104
Greenville, TX 75401-1097



PHONE: (903) 408-4148
FAX: (903) 408-4242
clowry@huntcounty.net

ADDENDUM # ONE

RFP #150-17: Proposal Request for Salary, Compensation and Classification Study for Hunt County

December 1, 2016

The following information is being provided to clarify the proposal requirements and address questions received as of this date:

Questions:

1. How many jobs will be included in the study?

Response: All positions/jobs.

2. How many employees?

Response: Approximately 370.

3. Total scope of jobs to be reviewed?

Response: Approximately 120.

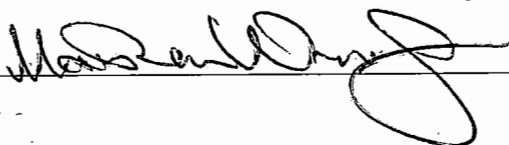
4. Number of existing job descriptions?

Response: Approximately 70.

All vendors are required to sign and return a copy of this addendum with each Proposal for RFP #150-17, Salary, Compensation & Classification Study for Hunt County.

Company Name: PUBLIC SECTOR PERSONNEL CONSULTANTS, INC

Print Name & Title: Matthew Westberry, President

Signature:  Date: 1/4/17

HISTORY AND FACTS ABOUT OUR FIRM

- **HISTORY OF OUR FIRM**

Public Sector Personnel Consultants (PSPC) originated in 1972 with the Public Sector Group of the international human resources consulting firm of Hay Associates. *PSPC* was established as an independent firm in 1982. We are a single-owner, debt-free subchapter-S corporation.

- **REGIONAL STAFF**

We have regional offices or affiliates in Austin, TX, Dallas, TX, Seattle, WA, San Diego, CA, Los Angeles, CA, Sacramento, CA, Santa Fe, NM, Columbus, OH, Chicago, IL, Denver, CO, Kansas City, MO, St. Paul, MN, and Tempe, AZ.

- **SPECIALIZED IN COMPENSATION SERVICES**

We are "super-specialists" in compensation, providing services in job analysis, position classification, job content evaluation, compensation, and directly related services. **Over 98% of our classification and compensation studies have been successfully implemented by our clients.**

- **SPECIALIZED IN PUBLIC SECTOR CLIENTS**

We provide services exclusively to public sector employers including municipalities, counties, utility districts, library districts, special districts, state governments, housing and redevelopment agencies, airport authorities, school districts, higher education, and tribal governments.

- **SPECIALIZED COMPENSATION STAFF**

Our staff is comprised of eight (8) full time and an additional five (5) part time senior human resources professionals with very extensive experience as compensation managers and consultants for public employers. Our staff has more than 100 years of combined experience working for and consulting to public sector employers.

- **OVER 1,000 PUBLIC EMPLOYERS SERVED**

Our staff members have provided compensation, human resources, training and related consulting services to more than 1,000 public and 200 private employers throughout the U.S.

- **AMERICAN COMPENSATION ASSOCIATION PARTICIPATION (ACA) (NOW WORLDDATWORK)**

Our consultants are active members of ACA, including serving as instructors for the ACA certification courses.

- **SPECIALIZED COMPENSATION AND RELATED RESOURCES**

We utilize our *EZ COMP™* salary survey and plan program, modified *FES* point-factor job evaluation system, *AEP™* performance evaluation plan, and *SNAP™* staffing needs analysis program.

- **FIRST YEAR IMPLEMENTATION WARRANTY**

We provide our clients with extensive implementation support during the first year, and we will analyze, evaluate, classify, and provide a salary range recommendation for any new or changed position or entire job class, at no additional cost.

PUBLIC SECTOR PERSONNEL CONSULTANTS

TEXAS EMPLOYERS SERVED BY MEMBERS OF OUR STAFF

Allen, City of	Houston Housing Authority *
Alice, City of	\ Jefferson County *
Austin Community College	Jefferson County Appraisal District
Austin Housing Authority	Kerrville, City of
Balcones Heights, City of	Killeen, City of
Baylor University	Lakeway, City of *
Baytown, City of *	League City, City of *
Bee Cave, Village of	Longview, City of *
Benbrook, City of	Midland, City of
Carrizo Springs, City of	Nederland, City of
Carrollton, City of	New Braunfels, City of
Cedar Park, City of	Odessa, City of
Colleyville, City of	Palestine, City of
Community Assoc. of the Woodlands	Pearland, City of *
Corinth, City of	Plano, City of
\ Dallas County	Port Neches, City of
Dallas Housing Authority	Prosper, Town of *
Eagle Pass, City of *	Rockwall, City of
\ El Paso County	Rowlett, City of
El Paso, City of *	San Angelo, City of *
Fairview, Town of	San Jacinto College District
Frisco, City of *	San Marcos, City of
Galveston, Port of	Schertz, City of
Georgetown, City of	South Padre Island, Town of
\ Grayson, County of	State Bar of Texas
Grapevine, City of *	Texas Department of Banking
Grand Prairie, City of	Texas Department of Transportation
Haltom City, City of	Texas Office of Attorney General
\ Harrison County	Texas Water Development Board
\ Hays County	Tomball, City of
Horseshoe Bay, City of * (Lake LBJ MUD)	Waco, City of

* "repeat" clients – multiple projects performed

PUBLIC SECTOR PERSONNEL CONSULTANTS

COUNTIES SERVED BY OUR FIRM AND STAFF

Adams County, CO
Apache County, AZ
Baltimore County, MD
Boone County, MO
✓ Brazoria County, TX
Broward County, FL
Chaves County, NM
Chesterfield County, VA
Churchill County, NV
Clackmas County, OR
Clark County, NV
Clatsop County, OR
Cochise County, AZ
Contra Costa County, CA
Dade Metro County, FL
✓ Dallas County, TX
DeKalb County, GA
Denver County, CO
Dodge County, GA
Doña Ana County, NM
Douglas County, NV
DuPage County, IL
Eau Claire County, WI
Eddy County, NM
Elko County, NV
Emery County, UT
Fayette County, IL
Franklin County, WA
Gila County, AZ
Grant County, WI
Greene County, OH
Greene County, PA
Greenville County, SC
Grundy County, IA
Hamilton County, TN
✓ Harrison County, TX
✓ Hays County, TX
Hennepin County, MN
Henrico County, VA
Honolulu County, HI
Jackson County, MO
✓ Jefferson County, TX
Kalamazoo County, MI
Kane County, IL
Kankakee County, IL
King County, WA
Lake County, IL
Laramie County, WY
Lea County, NM
Lewis County, WA
Linn County, IA
Lorain County, OH
Los Alamos County, NM
Maricopa County, AZ (PW)
Marion County, IN
Martin County, MN
McHenry County, IL
McKinley County, NM
Mercer County, NJ
Midland County, MI
Missoula County, MT
Multnomah County, OR
Natrona County, WY
Nashville-Davidson County, TN
Navajo County, AZ
New Iberia Parish, LA
Nez Perce County, ID
Peoria County, IL
Pima County, AZ
Pinellas County, FL
Pitkin County, CO
Prince George's County, MD
Ramsey County, MN
Renesselear County, NY
✓ Rockwall County, TX
Sacramento County, CA
Sandoval County, NM
San Juan County, NM
Santa Cruz County, AZ
Santa Fe County, NM
Scott County, IA
Solano County, CA
St. Bernard Parish, LA
St. Louis County, MO
St. Lucie County, FL
Walsh County, ND
Walworth County, WI
Ward County, ND
Waukesha County, WI
Wayne County, MI
Whiteside County, IL
Williams County, ND
Wood County, TX
Yuma County, AZ

PUBLIC SECTOR PERSONNEL CONSULTANTS

SHORT LIST - REPRESENTATIVE PROJECT REFERENCES

Following is a listing of agencies which are representative of more than 1,000 employers for whom members of our firm have services similar to those requested by the County.

FRISCO, CITY OF, TX

Ms. Lauren Safranek, HR Director
6101 Frisco Square Boulevard
Frisco, TX 75034
(972) 292-5210
Isafranek@friscotexas.gov

FY 2017 Salary and Benefits Survey and Pay Plan
2014 Surveys; Annual Salary Survey Update Support;
Position Classification and FY 2002 Salary Plan

GRAPEVINE, CITY OF, TX

Mr. Bruno Rumbelow, City Manager
200 S. Main Street
Grapevine, TX 76051
(817) 410-3104
Brumbelow@grapevintexas.gov

FY 2015 Compensation Study
FY 2012 Compensation Study
FY 2011 Staffing Study

GALVESTON, CITY OF, TX

Mr. Kent Etienne, HR Director
P.O. Box 779
Galveston, TX 77553
(409) 797-3655
EtienneKen@cityofgalveston.org

Position Classification and FY 2016 Salary Plan

WACO, CITY OF, TX

Mr. Jack Harper, Assistant City Manager
300 Austin Avenue
Waco, TX 76702
(254) 750-5640
jackh@wacotx.gov

Position Classification and FY 2016 Salary Plan

KILLEEN, CITY OF, TX

Dr. Ann Ferris, Assistant City Manager
101 N. College Street
Killeen, TX 76541
(254)616-3230
AFarris@killeentexas.gov

FY 2017 Survey Sampling and Planning
FY 2015 Survey and Compensation Plan

ROCKWALL COUNTY, TX

Ms. Cindy Miller, HR Chief Assistant
1111 E. Yellowjacket Lane
Rockwall, TX 75087
(972) 204-6187
cmiller@rockwallcountytexas.com

FY 2016 Salary Survey and Compensation Plan

STATE BAR OF TEXAS

Ms. Amy Turner, Director of HR
1414 Colorado Street
Austin, TX 78701
(512) 427-1463
Amy.Turner@TEXASBAR.COM

Ongoing Compensation Plan Maintenance
Position Classification and FY 2013 Salary Plan

GRAND PRAIRIE, CITY OF, TX

Ms. Lisa Norris, HR Director
318 West Main Street
Grand Prairie, TX 75050
(972) 237-8071
Lnorris@GPTX.org

FY 2013 Salary Survey and Compensation Plan

PUBLIC SECTOR PERSONNEL CONSULTANTS

REFERENCES:

(PLEASE SEE PREVIOUS PAGE)

Bidder must furnish with proposal, a list of three (3) references from customers (preferably other counties or other government agencies) with a similar or larger operation as Hunt County. References must include contact person, company name, telephone number and years of service.

Contact Name

Company Name & Address

Telephone

Years of Service

Contact Name

Company Name & Address

Telephone

Years of Service

Contact Name

Company Name & Address

Telephone

Years of Service

MATTHEW E. WEATHERLY, PRESIDENT

Mr. Weatherly has over 15 years of experience as a human resources management professional and consultant, specializing in position classification, compensation, recruitment and selection. He has served as a Human Resources Manager with Employee Solutions, Inc. and Staffing Consultant with Initial Staffing Services.

He has completed projects in staff development, recruitment, selection, job descriptions, salary survey, and salary plan development. Among his current and recently completed consulting projects are those for:

<i>Benbrook, City of, TX</i>	<i>Georgetown, City of, TX</i>	<i>Lakeway, City of, TX</i>
<i>Carrollton, City of, TX</i>	<i>Grapevine, City of, TX</i>	<i>Odessa, City of, TX</i>
<i>Colleyville, City of, TX</i>	<i>Haltom City, City of, TX</i>	<i>Rockwall, City of, TX</i>
<i>Frisco, City of, TX</i>	<i>Horseshoe Bay, City of, TX</i>	<i>San Angelo, City of, TX</i>

Mr. Weatherly holds a BS degree in Human Resources Management from Arizona State University. He has been a featured speaker at TMHRA and regional City Manager and HR Regional meetings in Texas.

ELIZABETH J. LOCURTO, CCP, VICE PRESIDENT

Ms. LoCurto has over 30 years of experience as a compensation manager and consultant for public and private employers, specializing in job analysis, salary surveys, and salary plan development. She has served as Compensation Research Associate for Hayes/Hill, Inc., Senior Compensation Analyst for AON Corporation, Compensation Manager for Loyola University, and Project Manager for the American Compensation Association.

She has conducted projects in job audits, job descriptions, salary surveys, compensation database management, compensation plan development, compensation training course development, and compensation trend research. Among her consulting projects are:

<i>Apache County, AZ</i>	<i>El Segundo, City of, CA</i>	<i>OKC Zoological Park</i>
<i>Austin Community College, TX</i>	<i>Huntington Beach, City of, CA</i>	<i>Sacramento, City of, CA</i>
<i>CA Family Health Council</i>	<i>Los Alamos County, NM</i>	<i>State Bar of Texas</i>
<i>El Paso, City of, TX</i>	<i>Norman, City of, OK</i>	<i>Texas Office of Attorney General</i>

Ms. Talamonti holds a BS degree in Business Administration from Arizona State University. She holds the Certified Compensation Professional (CCP) designation from the American Compensation Association.

KATHERINE TILZER, SPHR

Ms. Tilzer has more than 15 years of experience as a human resources manager and consultant, specializing in employee relations, compensation, and recruitment. She has served as Personnel Manager for Laboratory Corporation of America, Director of Human Resources for Plaza Healthcare, Inc., and Director of Human Resources for American Baptist Homes.

<i>Aleutian Housing Authority, AK</i>	<i>El Paso, City of, TX</i>	<i>Pueblo West Metro Dist, CO</i>
<i>Boone County, MO</i>	<i>Huntington Beach, CA</i>	<i>Rowlett, City of, TX</i>
<i>Cochise College, AZ</i>	<i>Lake Tahoe College, CA</i>	<i>San Marcos, City of, TX</i>
<i>Colleyville, City of, TX</i>	<i>Pinal County, AZ</i>	<i>Tomball, City of, TX</i>

She holds a BS degree in Management from the University of Phoenix, and certification as Senior Professional in Human Resources from the Society for Human Resources Management.

JUDE WILLIAMS, SPHR

Ms. Williams has more than 25 years of experience as a human resources manager and consultant for public employers, specializing in employee development, classification, and compensation. She has served as Assistant Director of Human Resources for HS Healthcare, Regional Human Resources Director for ManorCare Health Services, and Director of Human Resources for the City of Bettendorf, IA.

She has completed projects in job analysis, position classification, compensation surveys and plan development. Among her consulting projects are those for:

*Austin Community College, TX
Board of Public Utilities, WY
Cedar Falls Utilities, IA
Dallas Housing Authority, TX*

*Kansas City, MO (WSD)
Libertyville, Village of, IL
Longview, City of, TX
Muskego, City of, WI*

*Ogallala, City of, NE
Oklahoma City, OK (ZP)
Santa Cruz County, AZ
Waukee, City of, IA*

Ms. Williams holds a BS degree in Business Education from the University of Illinois and designation as Professional in Human Resources (PHR) from the Society for Human Resources Management.

WAYNE BREDE

Mr. Brede has over 30 years of experience working for the Minnesota Department of Transportation as a Workforce Planning Manager and Staffing Services Manager, and has served as a succession planning and career ladder consultant for nearly 50 public and private employers.

He has conducted projects in workforce development, succession planning, job analysis, position classification, job evaluation, compensation surveys, compensation plan development, employee relations, and recruitment. Among his recent client projects are those for:

*El Paso County, TX
Fresno, City of, CA
Grand Forks, City of, ND
Great Falls, City of, MT*

*Hamilton County, TN
Las Cruces, City of, NM
Minot, City of, ND
Northwest Tech College, MN*

*Red Lake Indian Reserv., MN
Rialto, City of, CA
San Angelo, City of, TX
San Jose, City of, CA*

Mr. Brede holds a BA degree in Mass Communications from the University of Minnesota and holds certificates in Public Sector Personnel Management and Industrial Relations.

SAMUEL HEINZ, MPA, PHR

Mr. Heinz has conducted projects in job analysis, position classification, job evaluation, compensation surveys, and compensation plan development. Among his recent client projects are those for:

*Addison, Town of, TX
Apache Junction, City of, AZ
Bismarck, City of, ND
Carrollton, City of, TX*

*DeSoto, City of, TX
Galveston, City of, TX
Midland, City of, TX
Odessa, City of, TX*

*Prosper, Town of, TX
Teton County, WY
The Colony, City of, TX
Williston, City of, ND*

Mr. Heinz holds a MA degree in Public Administration from Texas Tech.

PUBLIC SECTOR PERSONNEL CONSULTANTS proposes to utilize only full time members of our firm to complete all of the project tasks and objectives. In order to maintain complete control of the project tasks and deadlines, we will not utilize subcontractors for the completion of any projects.

PROJECT UNDERSTANDING: SUMMARY OF SERVICES FOR THE COUNTY

PUBLIC SECTOR PERSONNEL CONSULTANTS (PSPC) proposes the following program of consulting services and implementation support to achieve all of the objectives stated in the **HUNT COUNTY (the County)** Request for Proposal to conduct a classification and compensation study.

Project Planning and Communication

1. On-site project planning and scheduling meeting with County's HR staff, County Officials, designee(s)
2. On-site policy input and project direction meeting and briefing with Elected Officials, Commission
3. On-site project briefing presentation for Commission, Officials, employees, and County's project leaders
4. Assistance with management and employee communication throughout class and comp project phases
5. Consultations with and progress reports for the County's project leaders and / or project designee(s)

Classification Review Phase

6. Occupational familiarization by review of County's current job descriptions and compensation plans
7. Organizational familiarization by review of County organization charts, budgets, and annual reports
8. Job Analysis Questionnaire (JAQ) customized for gathering County employee occupation data
9. On-site meetings to distribute JAQ, explain project for all County officials and employees
10. Worksite job desk audits / field observations with representatives of each job classification (*option*)
11. Determination of job classification and FLSA Exempt / Non-Exempt designation for each position
12. Recommended title modifications and reclassifications for consideration by department heads
13. Review of position classification recommendations with County's project staff, respective departments
14. Updated classification specifications for each included job classification (*option if needed*)

Compensation Phase: Custom and Comprehensive Market Compensation Survey

15. Identification of County's competitive employment areas for compensation surveys, for County approval
16. Identification of County occupations to utilize as survey benchmark job classifications (target 60%+ jobs)
17. Development of compensation survey data collection, tabulation, and quality control protocol
18. Solicitation of comparator employers and agencies for participation in external compensation survey
19. Extraction of data from public employer compensation plans, questionnaires, reliable published surveys
20. Consolidation of data from all sources and calculation of prevailing rates for benchmark jobs
21. Computation of extent County's compensation offerings vary from external prevailing rates
22. Review of competitiveness analysis with County Commission, County Officials and project designees

Compensation Phase Continued: Compensation Plan Development

23. Construction of optional salary range structures for review and selection by County's project leaders
24. Assignment of job classes to salary ranges by internal equity and external competitiveness
25. Assistance with County Commission identification of desired, affordable salary competitiveness policy
26. Fiscal impact estimates at various levels of external prevailing rates competitiveness policies
27. Review and critique of draft salary plan with County Commission, HR staff and County's project leaders

Communication of Results and Implementation Strategies

28. Preparation and presentation of a final project reports for County Commission, staff, County Officials
29. Development of a plan for the implementation of County's updated classification and compensation plan
30. Uploading of **EZ COMP™** program files on a Human Resources Department computer and staff training
31. Development and provision of process for ongoing plan maintenance and subsequent plan updates
32. Assistance with communicating the County's updated plans for all County officials and employees
33. One year classification and compensation plan maintenance assistance **at no cost to the County**

PROJECT APPROACH AND METHODOLOGY

Following is our overall work plan and approach to achieving the County's objectives for the conduct of a comprehensive classification and compensation study, meeting all of the stated objectives from the RFP.

A. OBJECTIVES OF THE PROJECT

The recommended plans, programs, systems and administrative procedures will meet these ten most important criteria.

- Internally equitable
- Externally competitive
- Readily understood
- Easily updated & maintained
- Legally compliant & defensible
- Financially responsible
- Efficiently administered
- Inclusive of employee input
- Reflective of County's values
- Reflective of prevailing "best practices"

B. SCOPE OF THE PROJECT

The project includes a management and employee communication plan; partnership with the Human Resources Manager, Commissioners Court, and project designee(s); occupational, organizational, and operational familiarization; Job Analysis Questionnaire (JAQ) and job analysis for all classifications; position classification and job title recommendations for all employees and classifications; FLSA designations; updated classification specifications; **EZ COMP™**; internal equity and external competitiveness evaluation; total compensation survey and competitiveness analysis; salary range recommendations; fiscal impact estimates; updated classification and compensation plan and one year of classification / compensation plan implementation support for all included classifications.

C. PROJECT METHODOLOGY

1. Quality Assurance

To ensure a high quality project, we have built in several layers of procedural and statistical controls, in addition to those already in **EZ COMP™**. Internally, we follow a prescribed series of steps in each project phase, which are reviewed by our Project Director. We request that the Human Resources staff and County's Project Manager(s) review our work to minimize the chance of errors and to ensure that it reflects the County's organizational values.

2. Project Planning Meetings and Communication Plan Development

We will consult with the County Commission, County Officials or representatives on a communication strategy, plan, and materials, beginning prior to the project and extending to the post-project information meetings. We plan to conduct group pre-project meetings for all County officials and employees where we will discuss the project's scope, answer questions, and distribute and explain the Job Analysis Questionnaire.

See "*Communicating the Project to the Employees*" in the Appendices for additional information regarding our approach to employee inclusion and communication.

D. CLASSIFICATION PHASE

1. Review of Essential Tasks – Job Analysis Questionnaire

We will review and analyze the current essential tasks, duties and responsibilities, and minimum qualifications of each included position through the Job Analysis Questionnaire (JAQ) to be completed by each employee (or group of employees with identical jobs) in print or electronic format. If the information on the JAQ does not clearly delineate the position's scope of responsibilities, we may return the JAQ to the position's incumbent for additional information, or focus on the data gap during a worksite job information interview.

2. Employee Worksite Job Information Interviews (optional)

We can conduct a worksite job information interview with an incumbent of every job classification. The purpose of these interviews is to verify the data on the JAQ, obtain additional insight into the scope and complexity of the job duties, observe technical processes and working conditions, and to provide employees with an additional method of participation in the project. This process also ensures that we make all internal and external comparisons on the basis of **actual job content** and not merely job title.

3. FLSA Status Determination

We will review the essential tasks and minimum qualifications of each of the County's job classifications and subject them to the Fair Labor Standards Act tests to determine their exempt or non-exempt status.

4. Position Classification

Each of the County's positions will be analyzed and evaluated to determine their primary characteristics, including:

- Is there a current County occupational job group comprised of job classes with essential functions similar to the subject position; if so:
- To which of the group's job classes, and at what level, are the subject position's essential functions similar to the subject position, and if so:
- Are they sufficiently comparable (+/- 20% guideline) to be allocated to that job class, utilize the same job title, require the same minimum qualifications, and be assigned to the same salary range.
- If the County does not currently have a sufficiently comparable job class, what should be the subject position's occupational job class and title, and:
- What should the recommended occupational classification action be, No Change (N), Title Change (T), Merge With Other Job Class (M), New Job Class (J).
- We may find that a job class is overly broad and encompasses several job activities which are regarded with significant salary difference in the marketplace. In such an instance, we will recommend "splitting" the job class into the current job class and a new job class which encompasses the different job activities.

5. **Updated Classification Specifications (optional)**

As needed or at the County's direction, we will prepare an updated classification specification in the County's standard or other selected format for each occupational job class. Focus will be on the Essential Functions to conform with Federal employment guidelines. The specifications or descriptions may include (not limited to) the following components:

Job Title – Definition	Education, Training and Experience	Physical Requirements
Distinguishing Characteristics	Licenses and Certifications	Non-Essential Functions
Essential Functions	FLSA Exempt/Non-Exempt Status	Mental Requirements
Desired Knowledge and Skills	Supervision Exercise/Received	Working Conditions

6. **Draft Classification Plan Review with County Officials and Department Heads**

We will conduct a review of our initial position classification recommendations and draft classification specifications with the County's Project Team and respective department heads to identify possible errors, obtain feedback, and solicit suggestions for clarification.

7. **Resolution of Employees' Classification Reviews**

We will provide the County with a process for employees to review our initial occupational job classification of their position, and provide a form for them to complete if they feel that an error has been made or to provide significant additional job content information.

Depending on the action recommended by the respective Officials and department heads we may conduct a second job analysis and will inform the project designee(s) of our final recommendation.

8. **Optional Approaches to Ensure Internal Equity**

If desired, and for precision in job class analyses, and subsequent salary range determinations, we may utilize one of several job evaluation systems widely in use, including the Hay Method, Decision Band Method (DBM), and the **Factor Evaluation System (FES)**. **FES** is the most extensively validated and commonly utilized quantitative job evaluation system for public sector occupations, consisting of the following flexible compensable factors.

Knowledge Required	Personal Contacts	Complexity
Supervisory Controls	Scope and Effect	Work Environment
Guidelines Provided	Supervision Exercised	Physical Demands

The job class hierarchy based on job points will reflect the County's relative internal job worth values. The County's annual salary competitiveness policy will be translated into a mathematical formula which, when combined with the job points of each County job class, will determine the proper salary range for each job class and position. This balances internal equity (job points relationships) with external competitiveness (market relationship formula).

- a. **Optional Approach A – FES System** – We will train a task force of representative County employees in the adaptation of the **FES** point-factor job content evaluation system to the County's job worth values, guide them in the evaluation of a structured benchmark of job classes, conduct QC reviews, and evaluate the remaining job classes within the relative job worth structure established by the task force. We can provide the County with manual or automated versions of this system.
- b. **Optional Approach B – Custom Designed System for the County** – We will train and guide a task force of representative County employees in the design of a point-factor system of job content evaluation total reflecting the County's relative job worth values, and proceed as in Approach A. We can provide the County with an automated version of the system once it has been developed with the task force.

E. COMPENSATION PHASE

1. County Involvement in Compensation Plan Development

We will obtain policy direction from the County Commission, Human Resources staff, and/or County Officials on the following key components of the salary plan development process:

- Comparator Employer Selection
- Benchmark Job Class Selection
- Compensation Competitiveness Policy
- Salary Structure Selection
- Job Evaluation Method-Salary Plan Linkage
- Draft Compensation Plan Review / Critique
- Compensation Data Points for Analysis
- Project Implementation Plan

2. Comprehensive Compensation Survey

We do not subscribe to or recommend the use of databases or data warehouses used or hosted by other firms! We will collect the complete pay plans from each of the County's comparators and build a custom survey database to ensure accuracy and completeness.

- a. **Data Collection Protocol** will be developed in consultation with the County's project leaders to determine which salary data elements to include, such as:

Salary Survey Information

- Salary range structure Minimum, Midpoint, and Maximum
- Open Range, Grade Step, structure designs and range widths

- b. **Benchmark Job Selection** will be made by identifying County job classes common to its employment-competitive public and private employers in the immediate area and throughout the region or State, clearly identifiable, and representative of standard occupational job groups.

- c. **Comparator Employers Identification** will be made in consultation with the County's Project Manager(s) and County Commission. Criteria include their degree of competition to the County in obtaining and retaining high quality staff, their location in the County's traditional recruitment areas, and their organizational size and complexity.

- d. **Compensation Data Collection** will be made by one or more of the following methods.

- Pre-survey contact with the selected comparator employers to solicit participation in the County's compensation survey(s)
- Extraction from the pay plans of designated public employers.
- If needed, customized salary survey requests for local governments and other public and private employers, distributed by mail, fax, and e-mail.
- As desired, additional data extraction from salary surveys such as Watson Wyatt and ERI.

- e. **Data Quality Control** includes editing data for accuracy and proper matching to the County's survey benchmark jobs, and phone/fax/E-mail follow-ups for data clarification and to obtain comparators' benchmark job descriptions.

3. Prevailing Rates Calculation

We will consolidate the compensation data from all sources, enter the information into the **EZ COMP™** program, and compute the prevailing rates, inclusive of cost of living differentials, as the statistical mean of the survey data for each benchmark job class. Data will be projected forward from the date of collection to a common date relating to the County's salary plan year by the annual Prevailing Rate Increase Factor (PRI) applicable at that time.

4. Compensation Competitiveness Comparison

We will provide the County with charts comparing its current salary structures to those of the selected public and private comparator employers. We will calculate the extent that the County's offerings vary from the prevailing rates and practices of other relevant employers.

5. Compensation Competitiveness Policy

We will assist the County to select a compensation competitiveness policy which best fits its compensation strategy and financial resources, by providing fiscal impact estimates at various percentage relationships to the prevailing rates.

6. Salary Plan Structure Development

We will review the County's current employee agreements and wage plans and **1)** utilize the County's current wage plan structures to identify internally equitable and externally competitive salary ranges for each County job class or **2)** prepare alternative salary range structures and schedules for the County and the County Commission to select the best fit for its competitiveness strategy, with these optional criteria:

- Method of administration, i.e.: measured job performance, longevity, or skill
- Width of the salary ranges, grades, or broad bands, from Minimum to Maximum
- Varying salary range widths for FLSA non-exempt or exempt positions
- Open salary ranges for pay-for-performance or variable compensation plan
- If steps within the salary ranges, number of steps, percentage separation
- Number of salary ranges, grades, or broad bands in the salary schedule
- Percentage of separation between salary ranges, grades or broad bands
- Recognition for longevity, unique assignments, and special skill requirements
- Remuneration for required special licenses, certifications and registrations
- Linkage of performance evaluations to merit increase opportunities

7. Salary Range Assignment Development

We will assign each job classification to a salary range in the County's current or selected new salary structure on the basis of a combination of factors, including:

- the prevailing rates for the benchmark job classes
- its current relationship to similar or occupationally related job classes
- the 15% guideline for salary range separation between sequential job classes
- the 25% guideline for salary separation of a department head job class
- its quantitative evaluated internal job worth value (job evaluation points)

8. Implementation Plan Development

We will consult with the County Commission and Human Resources staff on a plan for transition to the recommended plan, including a timetable for the principal activities, employee communication, impact on collective bargaining processes, and estimates of required financial resources.

9. Draft and Final Report Preparation

We will provide the County's project leader(s) with a draft of our report for review and critique, including the classification plan, FLSA designations, compensation market data, salary comparison tables, fiscal estimates, salary range listings, and implementation procedures. We will incorporate their critique into the development of a final report summarizing the project's findings, recommendations, and detailed description of the County's updated position classification and compensation plans.

10. Final Report Presentations

We will conduct a workshop or formal presentation of our final report and recommendations to the County Commission, County Officials, employees and employee representatives.

11. EZ COMP™ Program Installation

We will install our *EZ COMP™* program and project files on one of the Human Resource Office's computers and provide training to Human Resources staff in the maintenance and update of the classification and compensation plan.

Please see the illustrative *EZ COMP™* applications CD-ROM on the inside front cover of the original proposal, and the program description booklet in the Appendix.

12. Implementation Warranty

To ensure effective implementation of the new plan, we will analyze, evaluate, and provide a salary range recommendation for any new or changed job class, **at no cost to the County** for one year.

F. ENSURING THE COUNTY'S SELF-SUFFICIENCY

The County will be self-sufficient in all aspects of maintenance of the updated position classification and compensation plan through these services.

1. Procedure Manuals

- *PSPC Position Classification Procedure Guide*
- *PSPC Salary Administration Procedure Guide*
- *Hunt County EZ COMP™ Procedure Guide*

2. Training Workshop – for County staff in position classification, job evaluation, compensation surveys, and compensation plan design and administration.

3. Electronic Class Specification Library – we can provide the County with all updated job descriptions in hard copy and electronic library format for internal maintenance.

4. EZ COMP™ – program and project files on one of the County's computers, a users manual, and system training.

5. Initial Year's Implementation Warranty Support – we will analyze, evaluate, classify, and provide a salary range recommendation for any new or changed position or entire job classification, **at no cost to the County** for one year.

G. EXTENSIVE EMPLOYEE INCLUSION AND COMMUNICATION

Very important factors for successful implementation of new or updated classification and compensation plans are **1)** extensive employee inclusion, and **2)** extensive employee communication. County officials and employees will participate in one or more of the following activities:

- Attending pre-project briefings and question and answer sessions
- Completing a Job Analysis Questionnaire (JAQ) describing their position
- Elaborating on their jobs in individual or group job information interviews (option)
- Requesting a second review of their position's occupational job classification
- Receiving information pamphlet/booklet describing the updated salary plan

H. MINIMAL COUNTY SUPPORT REQUIRED

We are completely self-sufficient in projects of this nature and do not require any substantive staff support from the County other than payroll data, and arrangements for group and individual meetings and interviews. We appreciate, but do not require, any office space, telephone, clerical assistance, computers, or office equipment. We will provide all data entry, data processing, duplicating, and related report preparation functions.

PROJECT COST PROPOSAL

A. PROJECT COST ESTIMATES

Bidder bears all expenses. We estimate that the project's total cost, including all fees for professional services, **will not exceed** the indicated amounts.

Base Cost Before Options

- Project Briefing Meetings – JAQ Distribution, Project Planning Meetings	\$ 3,500
- Position Classification and Job Titling Review	\$ 7,500
- Compensation Survey	\$ 25,000
- Compensation Plan Design, Options, Implementation Plans, Reporting	\$ 7,500
Base Cost:	\$ 43,500

<u>OPTIONAL</u> – On-Site Interviews or desk audits (per 50)	\$ 7,500
<u>OPTIONAL</u> – Updated Job Descriptions (each)	\$ 100

Including 120 Interviews and 120 Job Descriptions, Not-to-Exceed \$73,500

B. FLEXIBLE WORK PLAN, NEGOTIABLE TOTAL COST, TERMS

Our work plan is flexible and total project cost negotiable, and we will discuss, modify, add or delete, any work task to increase the project's responsiveness to the County's needs and financial resources. We do not require any advance payments, and will provide the County with monthly invoices for the professional services provided. We request that the County pay the invoices within thirty (30) days of their receipt.

*Proposal Price
Form
RFP #150-17*

"Hunt County Salary, Compensation and Classification Study"

All Inclusive Fee (with options included) \$ \$ 43,500 + \$ 30,000 = \$ 73,500

Please provide a multi-phased approach to completion of the Scope of Services. Please describe outcomes for each proposed phase. The County may consider each phase individually or the All Inclusive Fee. If additional space is required, please add additional pages as necessary.

Phase I \$ \$ 3,500

- Project Briefing Meetings
- JAQ Distribution
- Project Planning Meetings

Phase II \$ \$ 7,500 +
\$ 30,000

- Position Classification and Job Titling Review
- Including 120 Interviews and 120 Job Descriptions

Phase III \$ \$ 25,000

- Compensation Survey

Phase IV \$ \$ 7,500

- Compensation Plan Design
- Implementation Plans
- Reporting and Presentation

RFP #150-17
Salary, Compensation and Classification Study
Signature Page

Hunt County reserves the right to reject any and all proposals, to waive technical defects, and to select the proposal(s) deemed most advantageous to the County.

The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the service or commodity in accordance with all terms and conditions specified herein. Please type or print the information below. Consultant is required to complete, sign and return this form with the proposal.

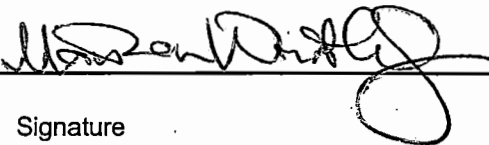
Public Sector Personnel Consultants, Inc MATTHEW WEATHERLY

Company Name

Authorized Person (Print)

1215 W. RIO SALADO PKWY #109

Address



Signature

TEMPE, AZ 85281

City/State/Zip

President

Title

(888) 522-7772

Telephone#

1/14/2017

Date

matt@pspc.us

E-Mail

S-Corporation

Entity Type

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

Public Sector Personnel Consultants, INC

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

N/A

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

NONE

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes

No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes

No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

NONE

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7 
Signature of vendor doing business with the governmental entity

1/4/2017
Date

THIS FORM MUST BE INCLUDED WITH RFP-PACKAGE
PLEASE CHECK OFF EACH ITEM AND
SIGN

"Sealed Proposal Checklist"

"Hunt County Salary, Compensation and Classification Study"

Proposal Price Form (required)

References (required)

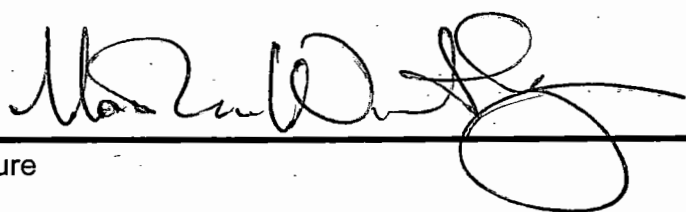
Signature Page (required)

Conflict of Interest Forms (required)

Texas Ethic Commission Form 1295 (required)

X

Signature

A handwritten signature in black ink, written over a horizontal line. The signature is cursive and appears to read "Mark W. [unclear]".

14,558

Fax to: 903-408-4291 Att: Sandy MAR 14 2017
From: Classification
JAIL COUNT
February 28, 2016 - March 13, 2017

FILED FOR RECORD
at 12:30 o'clock P M
MAR 14 2017
JENNIFER LINDENZWEIG
County Clerk, Hunt County, TX
By: *Jennifer Lindenzweig*

<u>DATE</u>	<u>MALE</u>	<u>FEMALE</u>	<u>HOLDING</u>	<u>Hopkins County</u>	<u>PTS</u>	<u>Federal</u>	<u>TOTAL</u>
28-Feb	220	51	16	0	0	78	365
1-Mar	222	57	9	0	0	62	350
2-Mar	218	51	17	0	0	62	348
3-Mar	215	51	11	0	0	62	339
4-Mar	212	51	10	0	0	64	337
5-Mar	212	54	7	0	0	64	337
6-Mar	214	54	4	0	0	64	336
7-Mar	210	52	13	0	0	63	338
8-Mar	210	52	16	0	0	63	341
9-Mar	216	53	18	0	0	63	350
10-Mar	219	56	9	0	0	63	347
11-Mar	222	55	9	0	0	63	349
12-Mar	225	56	6	0	0	63	350
13-Mar	220	57	5	0	0	63	345