



STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: Council Meeting **MEETING DATE:** August 13, 2024,
FROM: Dee Jones, Human Resources Director
SUBJECT: Classification and Compensation Study Presentation by PaypointHR, LLC

BACKGROUND

As discussed during the budget workshops for FY 23/24, in order for the City to remain competitive with employing and retaining the most qualified workforce, a Classification and Compensation Study was conducted to evaluate the current compensation system, collect and review current environment data, build a classification plan, identify market survey benchmarks and conduct a market survey. The council approved up to \$45,000 for a Classification and Compensation Study to be conducted.

Staff posted a Notice for Proposals on January 11, 2024, and seven (7) vendors submitted proposals for review. Staff formed a Compensation Vendor Selection Committee consisting of members from each department. All proposals were reviewed and scored on (1) Qualifications and Experience, (2) Project Approach and (3) RFP Submission Compliance. PaypointHR, LLC scored as one of the top 3 vendors with a total score of 451 points out of a possible 560 points. 2 of the top 3 vendors were chosen by the Committee to conduct in-person interviews. PaypointHR, LLC's proposed fee for the Compensation Study is \$32,500. PaypointHR, LLC was highly recommended by peer cities that acquired their services to conduct a Classification and Compensation Study. PaypointHR, LLC was selected by the Committee as the recommended vendor.

The study began with an initial kick-off meeting with the Green Cove Springs Project Team on May 15, 2024. The study included approximately 134 employees within roughly 91 distinct classifications. Employee Briefing Sessions were held in the City on June 11th and 12th with groups of employees from all departments to discuss the project, their roles, and to review the job analysis questionnaire. Paypoint HR conducted a job evaluation for an internal review of job family classifications based on the responses to the PVPs. An analysis of the existing pay scale was completed. Internal positions were reviewed, and benchmark positions were selected for inclusion in the external survey. An external market survey was sent out to a total of 68 comparator organizations and responses from 36 participants were collected.

The results and recommendations are being presented by Rick Campbell and Karin Campbell of PaypointHR, LLC.

RECOMMENDATION

N/A