STAFF REPORT
CITY OF GREEN COVE SPRINGS, FLORIDA

TO: Special Session Council Meeting   **MEETING DATE:** December 2, 2025

FROM: Dee Jones, Human Resources Director

SUBJECT: Classification and Compensation Study Presentation by PaypointHR, LLC

BACKGROUND

PaypointHR, LLC, Rick and Karin Campbell, has been invited to a Special Session Council Meeting to present results and review the process of the Compensation Study that was conducted by PaypointHR, LLC, in 2024.

The Compensation Study's purpose was to position the City to remain competitive with employing and retaining the most qualified workforce by evaluating the current compensation system, collecting and review environment data, building a classification plan, identifying market survey benchmarks and conducting a market survey.

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 at 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. 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.

Vendor Selection Process - 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 was $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.

Implementation - PaypointHR, LLC, initially recommended pay increases/adjustments based on a report that would place the City's compensation at the 60th percentile of the comparable market. During the 2024 meeting, budget constraints and financial considerations were discussed about the City being able to implement all wage increases/adjustments as recommended; therefore, the City reviewed the 50th percentile of market report and approved for Staff to implement one-half (50%) of the recommended increases for each employee based on the 50th percentile of market report, for most positions. The remaining 50% of the pay increases/adjustments remain pending.

The 2024 results and recommendations are being presented by Rick Campbell and Karin Campbell of PaypointHR, LLC.

FISCAL IMPACT

The financial impact to disburse the remaining 50% of the wage increases will cost approximately $233,636.00 and is based on the 50th percentile of market report presented by PaypointHR,

RECOMMENDATION

Staff recommend implementation of the pay plan and disbursement of the remaining 50% pay increases at the 50th percentile of market and further review and consider potential movement to implement wages, at a later date, based on the 60th percentile of market report that was initially recommended by PaypointHR, LLC.