



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

Reasons for Recommendation:

- City staff formed an Employee Engagement Committee to discuss salaries, benefits and housing, leading staff to conduct further analyses
- City Council approved a consulting agreement at its June 12 meeting to complete a strategic assessment of the employee benefit program
- Due to current competition for employees in the valley, a compensation review will determine they are equitable and competitive
- Clear and consistent job descriptions will provide for clear employee expectations and will allow for evaluation of compensation and pay equity

Policy Analysis and Background (non-consent items only):

Sustainability Impact:

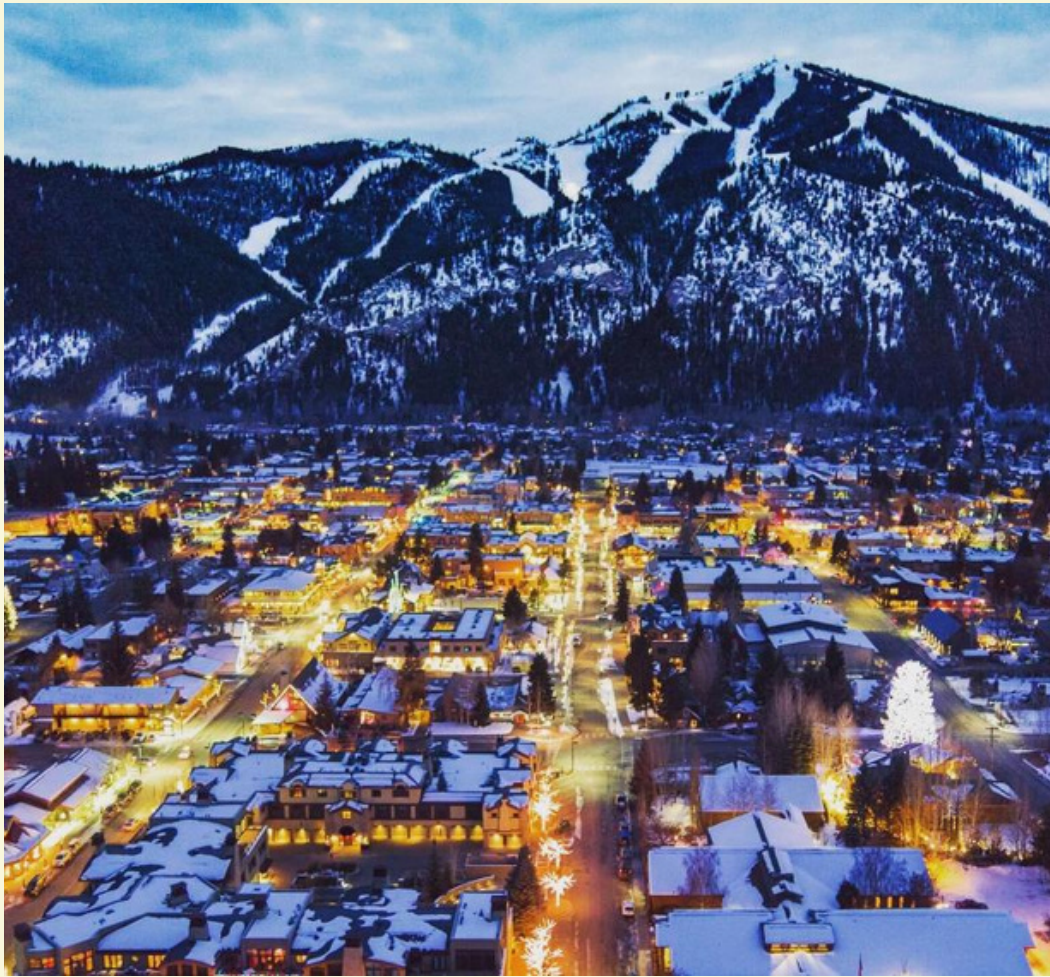
Financial Impact:

Attachments:

1. Agreement #23117
2. Purchase Order #23117

City of Ketchum

Proposal 23117



Prepared for:
Jade Riley
City Administrator

BestDayHR • 2588 E Boomer Lane
Boise, ID 83714
208-572-7520

June 30, 2023

Lisa Enourato
Public Affairs and Administrative Services Manager

RE: Revised Response to Request for Work

Hi Lisa,

Please find below a revised proposal for your review to conduct a job description and compensation/market review. The main revision is BestDayHR will need to rely on the City's internal staff to gather all of the data regarding what other entities pay specific positions. We will provide the framework and help guide the assigned staff in doing this work.

We will manage the job description project in the BestDayHR software, which greatly simplifies the process. If the City would like to continue to use the software, which is our hope, at the end of the project - it will cost \$199 a month for our Foundation software.

The proposal is based on City of Ketchum having approximately 70 employees that hold approximately 60 unique positions. If our information is inaccurate, please let us know and we will revise our proposal.

After reviewing this proposal, we are happy to discuss at your convenience.

Sincerely,



Shawn Miller
Co-Founder BestDayHR

Market Review

Because of the competition for employees, the City would like a review of its compensation levels - to determine if they are internally equitable and externally competitive. As part of our proposal, BestDayHR would do the following:

- Review the City's salary structure
- Review the City's kinds and levels chart
- Review the City's job descriptions, as described in the Job Description section
- The City of Ketchum will identify peers, gather all compensation information, match to the City's positions from a variety of means and sources. We will be working closely with the City's staff to identify benchmark positions that are commonly found in other organizations that the City can use to ensure we are getting a comprehensive data set.
- The City and BestDayHR will construct benchmarking standards based on compensable factors that the City deems valuable, and compare those to the local external market data and run an analysis to determine the overall position compared to the relevant labor markets.


- The custom data gathering process will allow us to identify not only the market rate for the City's benchmark positions but also the 25th and 75th percentiles of the data. We will also be able to identify the compa-ratio of where the City compares to the market. This market survey will also allow us to be able to gather other important insights into other organizations' pay practices.
- Based on our review of the City's current salary structure and kinds and levels chart as compared to the collected market data, BestDayHR will recommend changes to the salary schedules and kinds and levels chart.
- As part of the overall compensation and classification evaluation we will be conducting numerous analyses that will help provide insight for making data driven decisions for the City. These analyses will consist of a compression analysis, pay equity analysis, and a compa-ratio analysis. Each one of these will provide valuable information in setting/correcting pay for the City's current employees.
- Our Team will recommend placement of current employees in the selected salary schedules. We will closely examine compression and internal equity issues. Based on budget constraints, we will be able to offer alternative plans, staggered implementations, focused initial implementation based on the positions most difficult to fill or retain employees, and highlight anomalies in placing employees on the salary schedule with suggested alternatives. If there are disparities impacting protected classes of employees, we recommend the City review these with their legal counsel.
- BestDayHR will provide recommendations on the pay structure, salary ranges and general set up of the compensation structure. We will also review changes to the policies and procedures for the compensation plan that will allow for more innovative variable pay options that will aid in the attraction and retention of qualified employees and reduce administrative burdens.

Our not to exceed cost for a comprehensive Market Review is \$24,900.00.

Job Descriptions

BestDayHR will review and revise all employee job descriptions. Through a simple spreadsheet upload, we will create a database of the City's employee information that will be used for both creating job descriptions and performing analysis. The employee information will include comprehensive data points, such as employee identification, employee name, supervisor employee identification, department, job title, salary, hire date, gender, and age. This will provide our team the means to evaluate pay compression (compensation) and pay equity. The employee information database used throughout the project is stored in a secure and encrypted environment. Access to sensitive information will be restricted within the project team.

Manage File



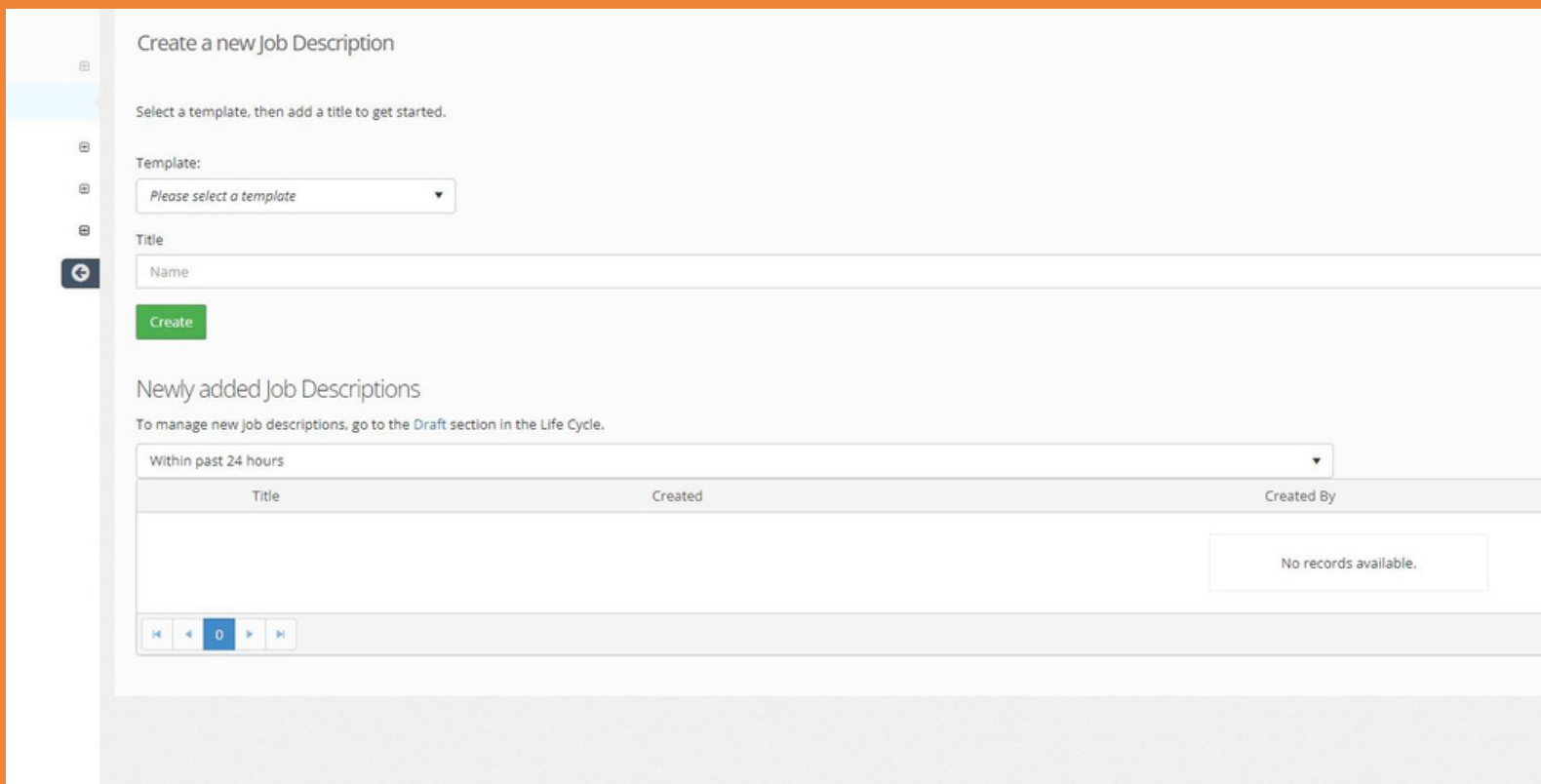
Aaron Jeppson
ID: 27999
Username: aajeppson@icloud.com

Training
trainee
 change photo
 remove photo

First Name	Middle Name	Last Name
<input type="text" value="Aaron"/>	<input type="text"/>	<input type="text" value="Jeppson"/>
Preferred First Name		Supervisor
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Job Title	Department	
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Email		
<input type="text" value="aajeppson@icloud.com"/>		
Work Phone		
<input type="text" value="(111) 111-1242"/>		
Employee Status	FLSA Status	Labor Union
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Pay Basis	Salary	Supervisor
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Hiring Information
please work

Job Descriptions - Following the population of the employee information system we will upload existing job descriptions and all job-related information into our Job Description application. The BestDayHR Job Description application will allow the project team to manage the creation of new job descriptions, facilitate change tracking and provide reporting for analysis. Additionally, the application provides a workflow to permit review and acceptance of completed job descriptions by identified team members from the City.



For the data gathering phase of this project, BestDayHR will take the following steps:

- Gather all current job descriptions from the City.
- Create a job description survey for supervisors/employees to complete in order to revise the job descriptions.
- Upon receiving the survey results, BestDayHR will create draft job descriptions for the City's review.
- When all of the jobs are reviewed, our Team will recommend a naming scheme if one does not exist. For example, what is the definition of a director, manager, supervisor, lead, etc. This will ensure commonality and equity throughout the organization.
- Once the naming scheme is solidified, we will finalize the duties of the job descriptions with the City's involvement and feedback.
- The revised job descriptions will capture the current duties of the employee in that position.

- All final descriptions will be reviewed for compliance with the requirements of the Fair Labor Standards Act and the Americans with Disabilities Act. They will also list the pre-hire requirements of each position, such as education and credit checks, drug testing, and criminal background checks. The final descriptions will also list certifications needed for the role, physical, mental, and attitudinal requirements and qualifications, necessary training, and all other required and preferred requirements for the position.

Our not to exceed cost for the Job Description \$25,000.00.



ADDITIONAL PROVISIONS

Summary of Provided Services	Cost
Market Review	\$24,900
Job Description Review	\$25,000
Total	\$49,900

These quoted prices are good for 60 days from submission of this proposal. Any changes to the scope of services would require renegotiation between the City and BestDayHR. Because any travel to the City is unknown at this time, if BestDayHR is selected to perform the services outlined above, the City would be required to pay all associated travel costs, lodging, and food. That being said, we believe all of the outlined services can be performed virtually.

If the City moves forward with any component of this proposal, BestDayHR will provide a contract for services. It is critical that City of Ketchum staff participate in all elements of the project in order to complete the project in an efficient and timely manner.

It should be noted that BestDayHR will not provide any legal advice to the City in any legal action or proceeding. It is expressly understood that the City would look to its regular legal counsel for advice related to issues that may arise relating to the scope of this work.

BestDayHR declares that it has no conflicts of interest to perform the outlined scope of services.

**Thank you, and
we look forward
to working with
you.**



CITY OF KETCHUM
PO BOX 2315 * 191 5TH ST. * KETCHUM, ID 83340
Administration 208-726-3841 (fax) 208-726-8234

PURCHASE ORDER
 BUDGETED ITEM? ___ Yes ___ No

PURCHASE ORDER - NUMBER: 23117

To: 5769 BEST DAY HR 2588 EAST BOOMER LANE BOISE ID 83714-9537	Ship to: CITY OF KETCHUM PO BOX 2315 KETCHUM ID 83340
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P. O. Date	Created By	Requested By	Department	Req Number	Terms
06/29/2023	KCHOMA	KCHOMA		0	

Quantity	Description	Unit Price	Total
1.00	SALARY MARKET REVIEW & JOB DESCRIPTI 01-4150-4200	49,900.00	49,900.00
	SHIPPING & HANDLING		0.00
	TOTAL PO AMOUNT		49,900.00

_____ Authorized Signature