

**From:** [Kutch, Michelle](#)  
**To:** [Jerry Cantrell](#)  
**Cc:** [VanBlargan, Clara](#); [Lara Hooley](#)  
**Subject:** RE: Questions Regarding Evergreen Solutions, LLC. Classification and Compensation Study  
**Date:** Friday, March 15, 2024 11:27:34 AM  
**Attachments:** [image001.png](#)  
[Position Grade Assignments.pdf](#)

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Good morning, Mr. Cantrell,  
Please see below.

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**From:** Jerry Cantrell <jcantrell@madeirabeachfl.gov>  
**Sent:** Thursday, March 14, 2024 6:44 PM  
**To:** Kutch, Michelle <MKutch@myoldsmar.com>  
**Cc:** VanBlargan, Clara <cvanblargan@madeirabeachfl.gov>; Lara Hooley <LHooley@madeirabeachfl.gov>  
**Subject:** Questions Regarding Evergreen Solutions, LLC. Classification and Compensation Study

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Ms. Kutch:

The City of Madeira Beach is evaluating RFP responses for classification and compensation. Can you share a copy of the classification and compensation study that was provided by Evergreen Solutions, LLC? Also, would you mind answering these questions regarding Evergreen Solutions, LLC:

1. After completing the compensation and job description analysis, is there anything that you realize you've overlooked? [I feel we did a thorough job outlining the scope of work desired in the RFP \(Compensation, Classification and Benefits\), however as we went through it, I wished we included a review and comparison the job descriptions.](#)
2. Do you have a copy of job descriptions and the job classification that could be shared? [Evergreen did not review the job descriptions. They made recommendations for job title changes, comp and class changes, and benefit offerings based on the market. The position grade assignment Evergreen provided is attached.](#)
3. What would you do differently if you needed to complete an analysis again? [Evergreen had the employees complete a Job Assessment Tool \(JAT\), to assist them with where the positions should be slotted in the pay plan for internal equity. If I could do it again, I would also incorporate a review of the actual job descriptions,](#)

to ensure the JAT criteria matches the job description, then have that information compared to similar positions in the market. I feel this would be a more apples to apples comparison. As a smaller City I may have 1 position that has the job duties of 3 positions in a larger organization.

4. Are there experiences you'd like to share?
5. Would you use this company again?
6. Are you satisfied with the results? Overall, yes. Our goal was ensure that employees were being paid appropriately for the current position they were in. We did not provide credit for years of service, just years in the position. Not everyone received an adjustment, but for what we were trying to accomplish, yes, we were satisfied with the results.

Any assistance you could provide would be appreciated. My cell is 770.833.7771 should you like to discuss these questions or requests.

Cheers,  
Jerry Cantrell, MS ESPG  
City of Madeira Beach  
Chair - Civil Service Commission  
727-391-9951



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