

ATTACHMENT A
PROFESSIONAL SERVICES AGREEMENT - SCOPE OF SERVICES

Note: This scope is not final until a consultant is selected, and negotiations are completed.

PROJECT UNDERSTANDING

During the term of this Agreement, the Consultant shall perform a classification and compensation study and provide detailed recommendations regarding comparable employers, City salaries and benefits, (total cost of compensation) and compensation rules and policies.

TASK 1: PROJECT MANAGEMENT/CONSULTANT COORDINATION

1. The Consultant shall coordinate with the City's project manager throughout the project.
2. The Consultant shall develop a mutually agreeable project management plan that clearly describes all phases of the project with schedules, milestones, responsibilities, constraints, and deliverables.
3. The Consultant shall prepare and implement a communication program that ensures full communication to employees throughout the project and provides opportunities for meaningful engagement without unduly prolonging the process.
4. The Consultant shall submit monthly invoices with a written summary of project progress.

TASK 2: CLASSIFICATION AND COMPENSATION ANALYSIS

1. Conduct a job audit of all positions, which will include interviews with department directors/managers and other key personnel to determine the organizational structure and essential functions of each position.
2. Initiate and collect position description questionnaires and other written feedback; conduct follow-up interviews when needed.
3. Review and revise existing job descriptions to ensure essential functions, knowledge, skills, abilities, education, and certification requirements are reflective of the work being performed. Ensure consistency in formatting and content among all City job descriptions. Review and update (if needed) the Fair Labor Standards Act designation for each job title/classification.
4. Recommend an appropriate classification for each position and establish a Citywide job classification structure.

5. Prepare a market analysis that identifies the City's competitive position in a comparative labor market. Determine recommended comparable cities.
6. Prepare a recommendation for a compensation philosophy to maintain competitiveness, ensure equity, and position the organization for future development.
7. Provide a recommendation for total salaries and benefits, including the total compensation package of healthcare insurance, paid leave, and other benefits.
8. Determine an appropriate salary structure including a minimum and a maximum percent spread, and the difference between each salary step, that provides for logical progression of movement when needed, between classifications.
9. Develop and present recommendations and impact studies including the cost, if any, of implementing the proposed compensation policies with current employees, and the future impact of recommended changes.
10. Schedule and attend meetings with City staff and the City Council.

TASK 3: MEETINGS

1. The Consultant shall lead a kick-off meeting with City staff.
2. The Consultant shall meet with project team, to discuss and identify information that is relevant to the analysis.
3. The Consultant shall meet with the project team as requested to coordinate progress and review draft findings with City staff.
4. The Consultant shall attend a meeting to review the final report with City staff.
5. The Consultant shall attend a City Council meeting to present on the findings of the study.

TASK 4: DELIVERABLES

1. The Consultant shall prepare a draft report for review and comment by the City project team.
2. The Consultant shall prepare a final report for presentation to the City Council, City staff and the community.
3. The Consultant shall produce revised job descriptions.

4. The Consultant shall be responsible for preparing the materials and exhibits for the presentation to the City Council.
5. The Consultant shall also prepare written responses to additional questions posed by the Council as practicable and prepare additional information as requested.

TASK 5: PUBLIC MEETINGS

1. The Consultant shall make a presentation and be prepared to answer questions from City Council at a Council meeting where the proposed recommendations are discussed.
2. The Consultant may then be asked to provide additional rate proposals based on additional questions or assumptions discussed in those presentations.