

# AGENDA STAFF REPORT

MEETING NAME: SPECIAL BOARD MEETING  
MEETING  
DATE(S): JULY 1, 2021  
FROM: Oriana Hoffert – Human Resources Manager



FOR: ACTION  DIRECTION  INFORMATION

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## PROFESSIONAL SERVICES CONTRACT WITH GALLAGHER BENEFIT SERVICES, INC. FOR THE 2021 JOB CLASSIFICATION AND COMPENSATION STUDY

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### SUMMARY

Mission Springs Water District desires to be an “Employer of Choice” and understands that compensation and benefits play a significant role in attracting and retaining talent. The District wishes to conduct an objective analysis of the current classification and compensation practices of the Agency; recommend changes that result in equitable, competitive and legally defensible classification and pay practices that will enrich the attraction and retention of qualified individuals as well as enhance opportunities for growth and professional development; evaluate the current employee benefit and compensation plan against local and regional markets, and comparable employers; and provide recommendations for adjustments.

### ANALYSIS

On March 16, 2021, MSWD released a Request for Proposals on PlanetBids requesting that interested and qualified firms submit a proposal with firm history, qualifications, scope, and fee for a Job Classification and Compensation Study. On April 6, 2021, MSWD started reviewing the four (4) submittals it had received. Based on the scoring by District staff, Gallagher Benefit Services, Inc. was deemed to have the best proposal.

Gallagher Benefit Services, Inc. (formerly Koff & Associates) is an experienced Human Resources and Recruitment Services firm providing human resources services to cities, counties, special districts, courts, educational institutions, and other public agencies for 37 years. The firm has achieved a reputation for working successfully with management, employees, and governing bodies.

In the past 5 years, Gallagher Benefit Services, Inc. completed a classification and compensation studies for Mojave Water Agency, Rancho California Water District, Eastern Municipal Water District, Encina Wastewater Authority, Santa Clarita Valley Water Agency, and several others. Currently, Gallagher Benefit Services, Inc., is working with Coachella Valley Water District to complete a classification and compensation study.

### FISCAL IMPACT AND STRATEGIC PLAN IMPLEMENTATION

The Job Classification and Compensation Study was approved in the Capital Budget in the amount of \$75,000.00. Below is a detailed project cost breakdown;

Class/Comp Study, MSWD Job#11671	\$75,000.00
Not to Exceed Fee + 10% Contingency	\$65,472.00
MSWD Staff Costs	\$9,000.00
<b>Capital Budget Remaining after Contract</b>	<b>\$528.00</b>

### ATTACHMENTS

Agreement for Professional Services (Statement of Qualifications/Scope of Services), Summary of Total Scores

*Please upload all pertinent attachments using the Municode Meetings ADD ITEM function.*