

MEMORANDUM OF AGREEMENT

This agreement is made and entered into this ____ day of _____ 2021, by and between the Walton County Board of Commissioners, party of the first part, hereinafter called the COOPERATOR and Condrey and Associates, Inc., party of the second part, hereinafter called the CONSULTANT. All obligations under this agreement will be performed by Condrey and Associates, Inc.

WITNESSETH, inasmuch as the COOPERATOR is desirous of setting up a cooperative service with Condrey and Associates and inasmuch as the CONSULTANT is willing to undertake and conduct such a cooperative service, the purpose of this agreement is to establish the terms and conditions under which such a cooperative service will be accomplished pursuant to the conditions herein set forth.

The CONSULTANT is an independent contractor. Furthermore, the parties hereto agree that any information gathered from the COOPERATOR or its employees, and the documents prepared therefrom, shall be the property of the COOPERATOR. They shall remain confidential and shall not be used by CONSULTANT other than in its duties and responsibilities hereunder.

NOW, THEREFORE, in consideration of the following mutual promises, covenants, and conditions, it is agreed as follows:

Section I

Condrey and Associates will:

- a. Carry on the cooperative service onsite and in the offices of Condrey and Associates substantially as set forth in the attached outline marked "Appendix A" and made a part of this agreement.

b. Preserve all of its records bearing upon the amounts payable under this agreement, and further agrees that any specifically authorized representative of the COOPERATOR shall, until the expiration of one year after final payment under this agreement, have access to and the right to examine any directly pertinent books, documents, papers, and records of Condrey and Associates involving transactions related to this agreement.

Section II

COOPERATOR will pay Condrey and Associates a fixed fee of \$37,500 upon receipt of invoices. This amount will be paid in two (2) equal installments, within twenty (20) days of receipt of billing. The invoices should be directed to Ms. Melissia Rusk, Human Resources Director, Walton County Board of Commissioners, 303 S. Hammond Drive, Suite 331, Monroe, GA 30655; telephone number (770) 267-1329. The billings shall occur on August 10, 2021 and September 15 , 2021.

Section III

The term of this agreement shall be from August 1, 2021 through September 30, 2021. However, it may be terminated by either party by written notice of such intent submitted 30 days in advance. In the event of such termination, the COOPERATOR will pay Condrey and Associates a prorated portion of the upcoming installment consistent with the revised termination date. Condrey and Associates will continue to work on the project until the revised termination date and will provide to the COOPERATOR interim findings and summary notes that reflect the status of the project at the time of revised termination.

Section IV

This agreement may be modified at any time by mutual consent of the parties hereto. Any modification hereto shall be in writing and signed by both parties.

Section V

Neither party to this agreement will discriminate against any person, employee or applicant for employment because of race, creed, color, religion, sex, national origin, ancestry, age, veteran status, or disability.

IN WITNESS WHEREOF, this agreement is entered into on the date first above written.

FOR CONDREY AND ASSOCIATES:

FOR THE WALTON COUNTY BOARD OF COMMISSIONERS:

Stephen E. Condrey
President

Date: _____

Date: _____

Jan H. Hansford
Vice President

Date: _____

Corporate Seal

APPENDIX A

Contract for Technical Assistance to Walton County: Proposal for Reviewing and Updating the County's Compensation and Classification System

The administration of Walton County has determined the need for a review and updating of the job classification system and pay plan for its employees covered under its personnel system.

Objectives

Condrey and Associates proposes the following schedule of activities to accomplish three objectives:

1. Review and revise the current personnel classification system and pay plan for all employees covered under this agreement;
2. Collect salary data and produce a recommended pay plan based on job analysis, job evaluation, and survey data; and
3. Train designated personnel in each step of classification and pay plan development to help insure the implementation and maintenance of the system.

Phase I – Developing a Work Plan and Schedule of Activities

- 1.1 Condrey and Associates, in cooperation with appropriate officials, will generate a work plan of activities and target dates for completion.
- 1.2 During this phase all the documents detailing the current personnel policies and procedures, job classification system and pay plan will be made available to Condrey and Associates for review and analysis.

Phase II – Job Analysis Survey

- 2.1 Condrey and Associates staff will interview county department heads and elected officials concerning employee duties and responsibilities.
- 2.2 Condrey and Associates will review specifically identified positions and make recommendations for placement on the current plan and assist with a general audit to determine if any other positions warrant review.
- 2.3 Condrey and Associates staff will make recommendations for revision of the position classification system based on 2.1 and 2.2 above.

Phase III -- Job Evaluation

- 3.1 Condrey and Associates staff will furnish a job evaluation format of established procedures for ranking jobs and measuring differences in job content.
- 3.2 Condrey and Associates staff and appropriate county officials will select a format best suited for measuring different levels of knowledge, skills, and abilities required to perform the jobs to be evaluated.

Phase IV -- Developing a Compensation Structure

Condrey and Associates will:

- 4.1 Condrey and Associates will conduct a salary survey of organizations specifically for this project. The survey will include up to 25 organizations and 45 benchmark positions.
- 4.2 Condrey and Associates will collect, review, and format published salary data covering relevant public and private organizations.
- 4.3 Condrey and Associates will analyze and format the survey data for use in establishing competitive pay levels.
- 4.4 After the survey data is compiled, Condrey and Associates will review all data generated to this point with appropriate officials to determine what additional information needs to be considered before moving to the next phase.

Phase V – Developing a Pay Plan

Condrey and Associates will:

- 5.1 Establish recommended pay grades based on the job evaluation results (Phase III) and the wage survey (Phase IV).
- 5.2 Establish pay steps or ranges in each grade and present the complete recommended pay plan to appropriate officials for review. At this point the plan will reflect the data from Phases III and IV as well as cost-of-living data and the jurisdiction's financial condition and compensation policy.

Phase VI – Implementing and Administering the Program

Condrey and Associates will:

- 6.1 Recommend a series of career ladders and lattices as appropriate.

- 6.2 Determine the proper FLSA designation of each position.
- 6.3 Present alternative plans to ameliorate salary compression.
- 6.4 Be available to provide a reasonable level of ongoing technical assistance necessary to maintain the program.

Cost and Duration

The cost to Condrey and Associates to provide the services specified in this proposal will be a **fixed fee** of 37,500. Considering the scope of the project, we anticipate a two (2) month work plan beginning August 1, 2021, with final reports submitted on or before September 30, 2021. Follow-up technical assistance will be provided through September 30, 2022 at no additional cost to the County (with the exception of travel-related costs). Formal involvement would terminate September 30, 2021.

Walton County
Schedule of Activities

<u>DATE</u>	<u>ACTIVITY</u>
August 2021	<ul style="list-style-type: none">o Distribute current job descriptions for department head reviewo Revised job descriptions returned to Condrey and Associateso Conduct department head interviewso Begin salary survey
September 2021	<ul style="list-style-type: none">o Continue salary surveyo Develop preliminary cost estimateo Present preliminary classification and pay reporto Publish final report
October 2021 – September 2022	<ul style="list-style-type: none">o Provide follow-up technical assistance in pay plan implementation.

Project Directors: Dr. Stephen E. Condrey, President
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