

REQUEST FOR PROPOSALS

Stokes County seeks proposals for a salary and position classification study for county employees.

I. Scope of Work

Conduct an employee compensation study for the entire County and a position classification study for all other employees except for the Health Department where job descriptions are up to date.

Compare the County salary scale to other public and private employers who are providing similar or equal services. The study should consider factors such as the cost of living in Stokes County compared to other counties.

Based on that study, determine if changes to position/job descriptions are needed, and if so, create the new job/position descriptions.

Based on the study, determine if pay inequities exist and develop a plan for addressing them. The plan should include a phased approach to correcting pay inequities.

Based on the study, prepare a comprehensive analysis that identifies Stokes County's competitive position in the labor market and provide recommendations to make Stokes County salaries competitive.

Responding organizations should have significant experience conducting salary studies and comparative analyses, preferably involving both public and private employers.

II. Background Information

As of 4/1/19 Stokes County Government had a total of 315 full time employees, and 181 part-time under approximately 232 job classifications including those where pay grades have been established for broad classifications having varying responsibilities or required qualifications.

The County has one salary schedule consisting of pay grades, broken up by quartiles, each with a minimum, and maximum salary.

A copy of the current salary schedule is included in this RFP as Attachment A.

III. Proposal Preparation Instructions

Proposals must include the Following:

- (1) A Cover sheet that includes a Title, date and contact Information for the company.
- (2) A table of contents.
- (3) A letter of transmittal for the proposal submitted.
- (4) A one-page Executive Summary of the completed study and personnel policy review.
- (5) A section that describes the approach that will be used to accomplish the scope of this RFP in Section I above to include the timeline.
- (6) A section on the background and experience of your company in performing compensation and classification studies.
- (7) A section that addresses the qualifications of the company's staff and provides up to four resumes of staff members who will work on the project.
- (8) A minimum of three references for similar type studies.
- (9) Proof of workers compensation insurance.
- (10) A cost proposal that provides a firm fixed price for the compensation/classification study.

The study should establish appropriate benchmarking standards and include a comparison and analysis of salaries and wages of like or similar comparable local governments, as well counties in which our employees are being recruited such as Davie, Rockingham, Surry, and Yadkin counties.

In addition, the study should consider private employers in various markets for which the County competes for labor supply.

The study applies to the pay levels of positions for the organizations included in Attachment A. The County will provide current position information and participation by county employees in completing survey requirements or interviews according to the needs of the consultants for data collection purposes. The base pay salary survey shall include:

- a. Pay plan salary range comparison of Stokes County to other counties for each position for each participant organization by minimum, midpoint, and maximum;
- b. Analysis of Stokes County's pay practices and salary structure;
- c. Recommended salary ranges or pay bands to include per cent spreads between ranges/bands. Prepare a new competitive salary structure, based on the results of the study.
- d. Fair Labor Standards Act (FLSA) designation for each job title/classification/exempt vs. non-exempt;

- e. Updated classification / position descriptions should be in a standardized format that include at a minimum a classification summary; listing of essential duties; desired education, training, and experience; and required knowledge, skills, abilities (KSAs) for each position class.

Recommend a classification/compensation and position evaluation system that adheres to the following basic elements and characteristics:

- a. Must meet all legal requirements, be totally nondiscriminatory and provide for compliance with all pertinent federal, state and local requirements.
- b. The system must be easy for management to administer, maintain and legally defend.
- c. The system must easily accommodate organization change and growth.
- d. The system should be based upon sound compensation principles in which both internal and external equity are considered within the pay structure as well as the concepts of equal pay for equal work, equal pay for similar work, and equal pay for comparable work.
- e. The system should provide for new positions to be incorporated into the compensation plan as well as appropriate adjustments to maintain the compensation plan's effectiveness.

IV. The Final Study Report

- (1) Prepare a written final report of recommendations, including discussion of methods, techniques and data used to develop the classification and compensation plan.
- (2) Include in the final report a comparison of the current Stokes County pay levels to the market.
- (3) Prepare an analysis of the financial impact for various implementation strategies and dates of the new classification and compensation plan and when doing this look at a phased approach to implementing study recommendations.
- (4) Provide instructional information and instructions to allow County staff/Human Resources to conduct individual salary audits and recommend adjustments consistent with study methods.

V. Evaluation Criteria

The following evaluation criteria will be used to select the winner to perform the compensation / classification study for Stokes County:

- (1) The firm fixed price to perform the study. (weighted 60%)
- (2) Demonstration of the firm's ability to successfully complete all requirements as specified in the Scope of Work. (weighted 10%)
- (3) Past Performance and information provided by references on similar studies. (weighted 10%)
- (4) Qualification of project staff, including internal staff and/or staff that may be involved in duties being outsourced. (weighted 10%)
- (5) Unique components of the firm's proposal that add value above and beyond the competing proposals. (weighted 10%)

VI. General Information

All inquiries concerning this RFP shall be directed in writing to:

Glenda Pruitt
P.O. Box 20
Danbury, N.C. 27019
Phone: (336) 593-2452
Fax: (336) 593-2346
E-mail: gpruitt@co.stokes.nc.us

VII. Instructions for submitting proposals

Submission of Proposals

Proposals will be received until June 28, 2019. All proposals shall be submitted and properly identified with the name:

RFP: Classification and Compensation Study 2019

Proposals must be received by the Stokes County Support Services Department no later than the time and date specified. Proposals may be emailed, mailed, or hand-delivered to:

Glenda Pruitt
Support Services Supervisor
P.O. Box 20
1014 Main Street (Ronald Reagan Building 2nd floor)
Danbury, N.C. 27019
gpruitt@co.stokes.nc.us

It is the bidder's responsibility to ensure the proposal is received prior to the proposal acceptance time. Late proposals will not be accepted. The County reserves the right to accept or reject all or any part of any proposal, waive informalities and award the contract to best serve the interest of the County.

VIII. Time for Completion

The Contractor shall have one hundred eighty (180) days after the contract has been signed by both parties to complete the project.

IX. Limitations

This Request for Proposal does not commit Stokes County to award a contract, pay any costs incurred in preparation or travel to Stokes County, NC to present a proposal to this request, or to procure or contract for services.

X. Attachment:

A. Classification and Position List

Attachment A:

Stokes County Grade/Classification Plan as of 2/15/19

**STOKES COUNTY
GRADE/CLASSIFICATION PLAN
AS OF 02/15/2019**

GRADE	CLASSIFICATION	MINIUM	MAXIUM
58	COMMUNITY SOCIAL SERVICE ASSISTANT CUSTODIAN NUTRITION SITE MANAGERS RECEPTIONIST	\$ 20,175.87	\$ 36,291.97
59	MAINTENANCE WORKER/CUSTODIAN MAINTENANCE WORKER/PARKS MEDICAL OFFICE ASSISTANT OFFICE ASSISTANT I OFFICE SUPPORT III/PROCESSING ASSISTANT III	\$ 20,983.04	\$ 37,742.12
60	ANIMAL SHELTER ATTENDANT COMMUNITY SOCIAL SERVICE TECH ELECTIONS ASSISTANT HEALTH CHECK COORDINATOR LEGAL ASSISTANT TAX ASSISTANT	\$ 21,822.32	\$ 39,252.20
61	ACCOUNTING CLERK IV ACCOUNTING TECH I ACCOUNTING ASSISTANT CUSTODIAN/SECURITY TECHNICIAN DEPUTY ANIMAL CONTROL OFFICER DRC WORK PROGRAM COORDINATOR FINANCE ACCOUNTING TECH I MEDICAL RECORD ASST IV OFFICE ASSISTANT II PROCESSING ASSISTANT IV	\$ 22,694.75	\$ 40,821.30
62	ADDRESSING TECH DEPUTY REGISTER OF DEEDS I GIS/SPATUAL DATA COLLECTOR LEAD WORKER IV LISTING APPRAISER/DELINQUENT TAX COLLECTOR SANITATION TRUCK DRIVER	\$ 23,602.54	\$ 42,453.84
63	ACCOUNTING TECH II COMPUTER SUPPORT TECH I HEAVY EQUIPMENT OPERATOR INCOME MAINTENANCE WORKER I (IMC I) MAINTENANCE TECH I OFFICE ASSISTANT III PROCESSING ASSISTANT V PROCESSING UNIT SUPERVISOR V VEHICLE MAINTENANCE MECHANIC	\$ 24,546.86	\$ 44,152.68
64	BILLING/COLLECTION ASSISTANT DEPUTY REGISTER OF DEEDS II MEDICAL LAB TECHNICIAN I SENIOR CENTER DIRECTOR WALNUT COVE SENIOR CENTER COORDINATOR	\$ 25,528.62	\$ 45,920.94

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GRADE	CLASSIFICATION	MINIUM	MAXIUM
65	ACCOUNTING TECH III ADMIN ASSISTANT I CHILD SUPP AGENT I COMPUTER SUPPORT TECH II DELINQUENT TAX COLLECTOR DIST. ADMINISTRATION/EDUCATIONAL SPECIALIST HEALTH EDUCATOR HUMAN RESOURCE PLACEMENT SPECIALIST INCOME MAINTENANCE INVESTIGATOR I INCOME MAINTENANCE CASEWORKER II (IMC II) LISTING APPRAISER MAINTENANCE TECH II MOTOR VEHICLE APPRAISER PERSONAL PROPERTY APPRAISER OFFICE ASSISTANT IV REAL PROPERTY APPRAISER TECHNICIAN SOCIAL WORKER I VETERAN SERVICE OFFICER	\$ 26,550.16	\$ 47,754.98
66	DEPUTY ELECTION DIRECTOR FINANCE ACCOUNTING TECHNICIAN II LICENSED PRACTICAL NURSE (LPN II) PERMITTING TECHNICIAN I REAL PROPERTY APPRAISAL TECHNICIAN II SOIL CONSERVATIONIST TECHNICIAN I WATER/SEWER-ROAD SIGNS-MAINTENANCE WORKER YOUTH OFFENDER SPECIALIST	\$ 27,612.26	\$ 49,668.32
67	ADMINISTRATIVE ASSISTANT II ADMINISTRATIVE ASSISTANT- ED/ADMINISTRATION ADMINISTRATIVE ASSISTANT- FIRE MARSHAL ADMINISTRATIVE ASSISTANT -PUBLIC WORKS ADMINISTRATIVE ASSISTANT- SHERIFF ANIMAL CONTROL OFFICER ASSISTANT REGISTER OF DEEDS CHILD SUPPORT AGENT II COMMUNITY EMPLOYMENT CASE MANAGER GIS MAPPER I HEALTH EDUCATION SPECIALIST INCOME MAINTENANCE SUPERVISOR I INCOME MAINTENANCE CASE WORKER III (IMC III) INCOME MAINTENANCE INVESTIGATOR II MAPPING/ADDRESSING TECHNICIAN MEDICAL LAB TECH II OFFICE ASST/SHERIFF'S DEPT RECORDS CLERK-SHERIFF TAX/EMS COLLECTION CLERK	\$ 28,716.09	\$ 51,652.12
68	ACCOUNTING TECH IV BUSINESS PERSONAL PROPERTY APPRAISER DEPUTY TAX COLLECTOR FINANCE ACCOUNTING TECHNICIAN IV PERMITTING/OFFICE MANAGER REAL PROPERTY APPRAISER I REAL PROP APPRAISER TECH II/REVALUATION COORINATOR VOLUNTEER SERVICE COORDINATOR WATER & SEWER MAINTENANCE TECHNICIAN	\$ 29,865.29	\$ 53,717.43

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GRADE	CLASSIFICATION	MINIUM	MAXIUM
69	ADMINISTRATIVE OFFICER 1- DSS ADMINISTRATIVE OFFICER I- Health ADMINISTRATIVE OFFICER I- Sheriff Dept. CHILD SUPPORT SUPERVISOR I DEPUTY SHERIFF I DEPUTY SHERIFF 1-SRO DISTRICT SOIL CONSERVATIONIST DISTRICT WATERSHED COORDINATOR EMD QUALITY MANAGEMENT ADMINISTRATOR EMT INTERMEDIATE GIS MAPPING SUPERVISOR INCOME MAINTENANCE SUPERVISOR II PUBLIC HEALTH EDUCATOR II QUALITY MANAGEMENT ADMINISTRATOR REAL PROPERTY APPRAISER II SOCIAL WORKER II SOCIAL WORKER II- SUBSTANCE ABUSE LIAISON TAX LISTING SUPERVISOR	\$ 31,060.38	\$ 55,868.67
70	BAILIFF/TRANSPORTATION OFFICER DAY CARE SERVICE COORDINATOR I DEPUTY SHERIFF II DEPUTY SHERIFF II-ANIMAL CONTROL DEPUTY SHERIFF II - SRO DEPUTY SHERIFF II- SAFETY OFFICER GIS SPECIALIST JAILER JAILER/BAILIFF LAND RECORDS SPECIALIST NUTRITIONIST II PERS TECHNICIAN/DEPUTY CLERK TO THE BOARD SHOP FOREMAN-VEHICLE MAINTENANCE TELECOMMUNICATOR	\$ 32,302.53	\$ 58,104.54
71	ADMIN/JAILER/CPL/EVIDENCE MANAGER CORPORAL/EVIDENCE MANAGER DEPUTY SHERIFF II-CORPORAL DEPUTY SHERIFF II - DARE OFFICER JAILER-SHIFT SUPERVISOR/CORPORAL JAIL LIEUTENANT SAME AS ASSIST ADMIN INCOME MAINTENANCE SUPERVISOR III SENIOR CITIZENS DIRECTOR SOCIAL WORKER III TELECOMMUNICATOR/TAC OFFICER	\$ 33,594.08	\$ 60,425.04

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72	BUILDING MAINTENANCE SUPERVISOR CHIEF ANIMAL CONTROL OFFICER CIVIL EXECUTION OFFICER CODE ENFORCEMENT OFFICER I DEPUTY SHERIFF II-DOM VIOLENCE DEPUTY SHERIFF II-DETECTIVE/JUVENILE NAROCOTICS DEPUTY SHERIFF II-DETECTIVE/NARCOTICS DEPUTY SHERIFF II-DETECTIVE/SEX ABUSE DEPUTY SHERIFF II-SERGEANT DEPUTY SHERIFF II-SERGEANT/DARE DEPUTY SHERIFF II-DETECTIVE DEPUTY SHERIFF II-JUVENILE RESOURCE OFFICER DISTRICT WATERSHED CONSERVATIONIST ECONOMIC DEVELOPMENT TECH ANALYST EMERGENCY MANAGEMENT PLANNER I FIRE INSTPECTOR/SUPPRESSION HUMAN SERVICES PLANNER I JAIL SERGEANT NUTRITIONIST III PUBLIC HEALTH NURSE I (PHN I) REAL PROPERTY APPRAISER II SENIOR SERVICE PROGRAM DIRECTOR SOLID WASTE/LANDFILL SUPERVISOR SOCIAL WORKER III-CPS (I&A) SOCIAL WORKER SUPERVISOR II VEHICLE MAINTENANCE SUPERVISOR	\$ 34,938.15	\$ 62,843.04
73	ASSISTANT TAX COLLECTOR/DEL TAX COLLECTOR CLERK TO THE BOARD/ADMINISTRATIVE ASSISTANT DISTRICT RESOURCE DIRECTOR EMT PARAMEDIC E-911 SYSTEM COORDINATOR INFORMATION TECHNOLOGY SYSTEM ANALYST PERSONNEL OFFICER/DEPUTY CLERK SENIOR PLANNER	\$ 36,335.91	\$ 65,358.54
74	ARTS COUNCIL DIRECTOR APPRAISAL SUPERVISOR ASST FIRE MARSHAL/SUPPRESSION ASST PLANNING DIRECTOR CODE ENFORCEMENT OFFICER I/ZONING ENFORCEMENT OFFICER DEPUTY SHERIFF/DETECTIVE-NARCOTIC SERGANT ENVIRONMENTAL HEALTH SPECIALIST- TRAINEE HUMAN RESOURCES OFFICER INCOME MAINTENANCE ADMINISTRATOR I JAIL NURSE-PHN II PT PUBLIC HEALTH NURSE (PHN II) SUPPORT SERVICE SUPERVISOR	\$ 37,789.18	\$ 67,972.58
75	CODE ENFORCEMENT OFFICER II ENVIRONMENTAL HEALTH SPECIALIST PUBLIC HEALTH NURSE (PHN III) SOCIAL WORK SUPERVISOR III	\$ 39,300.30	\$ 70,690.62

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76	ASSISTANT FINANCE DIRECTOR CODE ENFORCEMENT II/ZONING ENFORCEMENT OFFICER EMT TRAINING OFFICER EMT-PARMEDIC SHIFT SUPERVISOR DEPUTY FIRE MARSHAL PHN I SUPERVISOR SOCIAL WORK PROGRAM MANAGER TELECOMMUNICATIONS SUPERVISOR	\$ 40,872.78	\$ 73,517.21
77	CODE ENFORCEMENT OFFICER III	\$ 42,507.27	\$ 76,458.20
78	CHIEF CODE ENFORCEMENT OFFICER DEPUTY SHERIFF-DETECTIVE LIEUTENANT DEPUTY SHERIFF-DETECTIVE/JUVENILE LIEUTENANT DEPUTY SHERIFF-LIEUTENANT DEPUTY SHERIFF-LIEUTENANT/DARE/SRO/COMM PROGRAM OFFICER DIRECTOR OF ELECTIONS ENVIRONMTL HEALTH SUPERVISOR I GIS ADMINISTRATOR	\$ 44,208.32	\$ 79,518.40
79		\$ 45,976.84	\$ 82,699.50
80	ADMINISTRATIVE ASSISTANT/PERSONNEL OFFICER/CLERK TO BOARD DEPUTY SHERIFF CAPTAIN DEPUTY SHERIFF-MAJOR (CHIEF DEPUTY) DIRECTOR PLANNING & DEVELOPMENT EMERGENCY COMMUNICATION DIRECTOR FIRE MARSHAL JAIL CAPTAIN SAME AS ADMIN. JAILER	\$ 47,815.04	\$ 86,003.84
81	INFORMATION TECHNOLOGY DIRECTOR PUBLIC WORKS DIRECTOR	\$ 49,727.99	\$ 89,445.33
82	ASSISTANT COUNTY MANAGER/CLERK TO THE BOARD ASSISTANT EMS DIRECTOR CHIEF DEPUTY FINANCE DIRECTOR REGISTER OF DEEDS TAX ADMINISTRATOR	\$ 51,717.64	\$ 93,026.31
83		\$ 53,786.20	\$ 96,745.61
84	EMERGENCY SERVICES DIRECTOR DSS DIRECTOR ECONOMIC DEVELOPMENT DIRECTOR LOCAL HEALTH DIRECTOR STAFF ATTORNEY	\$ 55,937.18	\$ 100,613.89
85		\$ 58,175.39	\$ 104,642.85
86	COUNTY MANAGER	\$ 60,502.26	\$ 108,824.04
87		\$ 62,921.17	\$ 113,176.83
88	SHERIFF	\$ 65,439.01	\$ 117,705.12
89	PHYSICIAN EXTENDER II	\$ 68,056.30	\$ 122,415.93
90		\$ 70,778.76	\$ 127,309.78
91	PHYSICIAN III-A	\$ 73,609.38	\$ 132,400.84

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92		\$ 76,553.75	\$ 137,696.78
GRADE	CLASSIFICATION	MINIUM	MAXIUM
93		\$ 79,615.77	\$ 143,206.96
94		\$ 82,800.38	\$ 148,933.72
95	COUNTY ATTORNEY	\$ 86,112.26	\$ 154,891.75
96		\$ 89,557.00	\$ 161,087.03
97		\$ 93,139.15	\$ 167,528.66
98		\$ 96,864.82	\$ 174,230.81
99		\$ 100,739.21	\$ 181,202.06

update 7-1-11
 update 11-13-12
 update 07-01-13
 update- 10-11-14
 update- 10-2015
 update -07-15-17
 update - 07-14/18