

AGENCY-WIDE CLASSIFICATION & COMPENSATION STUDY

RFP#2022-03

Questions & Answers

Q#1: How many unique job descriptions will be evaluated?

A#1: Approximately 110.

Q#2: When were the job descriptions last updated?

A#2: They are updated on a rolling basis, as employees leave, job descriptions get updated as requested. Also when new jobs are created so is a new job description.

Q#3: Please comment on what is meant by “enhance” the job descriptions. Does this mean the review and update of every job description including interviewing all incumbents or just a sampling of those in the job?

A#3: We have spent some time developing our JDs; however we would like a review to see if they need to be tweaked in any way or if we need to totally redo them. If totally new JDs are needed, yes, we would want some sampling of employees and the subsequent creation of job descriptions.

Q#4: When was the last time a classification and compensation study was undertaken? Did an outside consultant support that project?

A#4: 2008-2009, however it was never fully completed. Yes, it was done by an outside consultant.

Q#5: Is there a specific budget for this project that we should be aware of?

A#5: No

Q#6: Is September 30th the date that all project deliverables need to be provided?

A#6: Yes, by or before September 30, 2022.