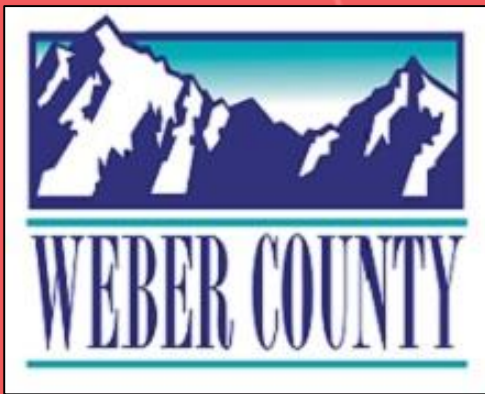




Classification and Compensation Study



- Firm introduction
- Project team
- Project overview
- Project Timeline

About Us

Baker Tilly

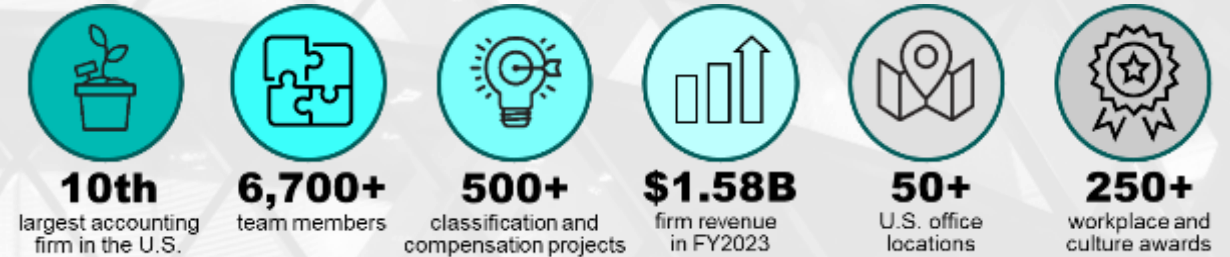
- Headquartered in Chicago, IL
- Baker Tilly has existed for more than 90 years, and local governments were some of our first clients!
- 85 + years of industry specialization

Public Sector

- 650+ specialized government professionals
- Serving 4,200+ government clients

Compensation Consulting

- 30+ years of providing similar services to local governments
- Conducted more than 500+ studies since 2012
- Specifically focused on providing compensation services
- Have our own point factor job evaluation tool, called SAFE



Public sector: Experience that matters



Our Compensation Consulting Team



Jay Borcena
Consultant,
CCP in progress
California



**Nic Cahala
Monteagudo**
Consultant,
CCA, PHR
Wisconsin



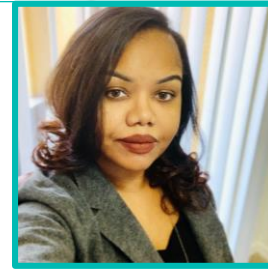
Jennifer Curtis
Director,
SPHR, CLRM
Texas



Christine Frost
Manager
Illinois



Marti Gregory
Consultant,
CCA
California



Janet Jackson
Consultant,
CCP in progress
Arizona



Jada Kent
Director, Practice Leader
CCP, CLRP
Texas



Thomas Patton
Consultant,
CCA, *CCP in progress*
Texas



Valerie Sauer
Consultant,
DEI
North Carolina

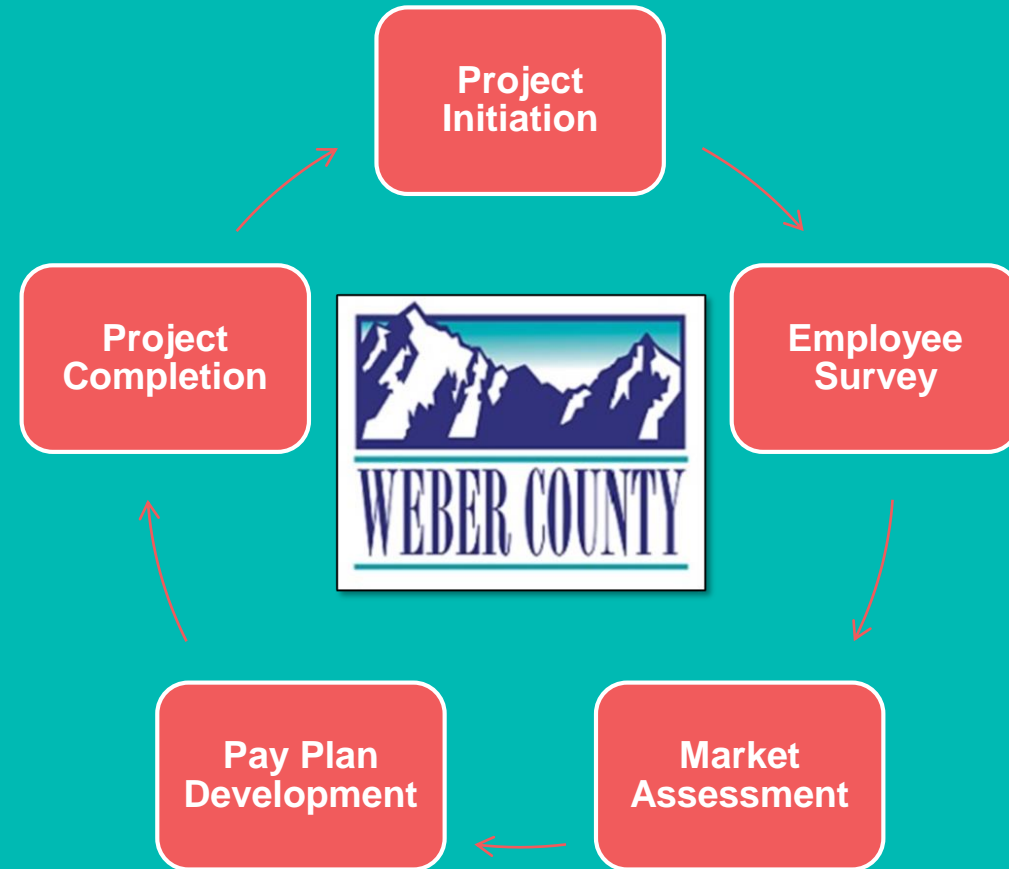


Sarah Towne
Manager,
CCA
North Carolina

Project Overview

Project Initiation

- Planning Meetings: to establish working relationship with the project team.
 - Department head questionnaire
 - Timeline + Communication
- Data Collection
 - Pay structures
 - Policy handbook
 - Job descriptions
 - Organization charts
 - Union Contracts or Collective Bargaining Agreements
 - Census file (names, salaries, hire dates, etc.)
- Communications Meetings: for staff and leadership to introduce ourselves, let them know about the study, let them ask questions, etc.

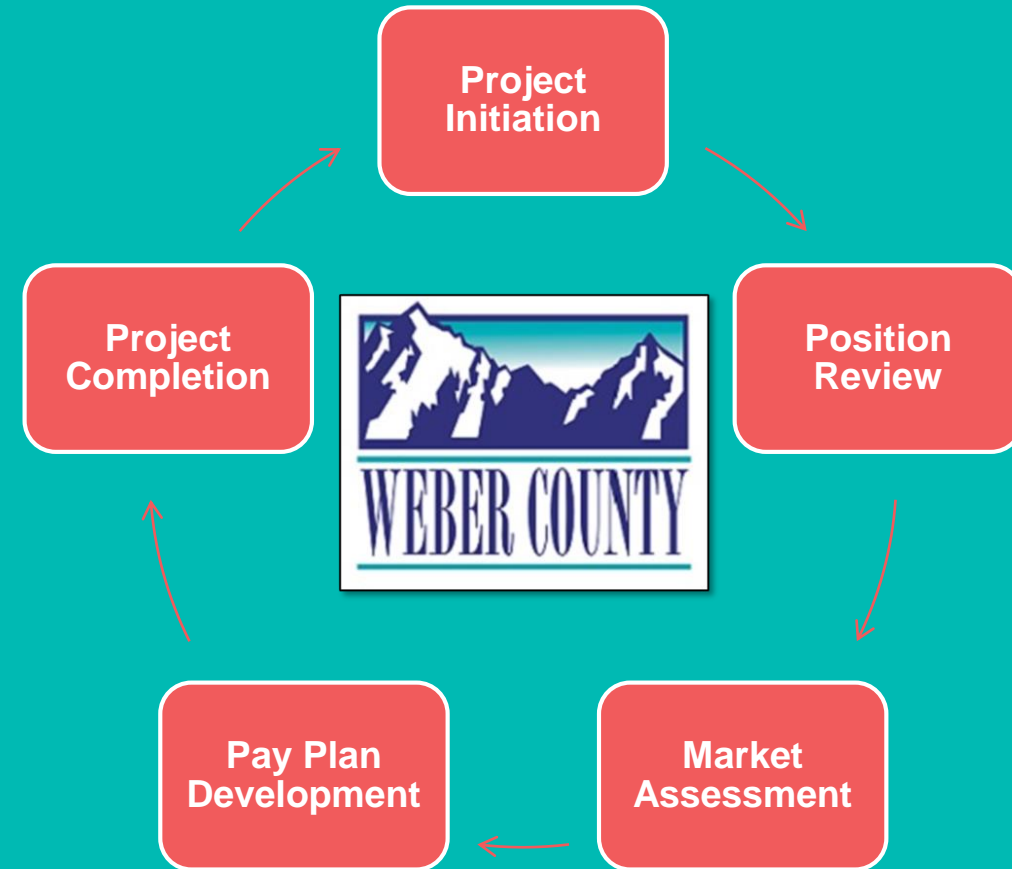


Project Overview

Position Review

- Title Review: Using existing job descriptions, we will review all 244 titles and make recommendations for adjustments, as necessary.
- Job Evaluation: We will conduct job evaluation using our point factor tool, called SAFE®. This process will establish a hierarchy of jobs within the organization that is reflective of internal equity.
 - *This is a measurement of the position, NOT the person in the position.*
- The 9 compensable factors:

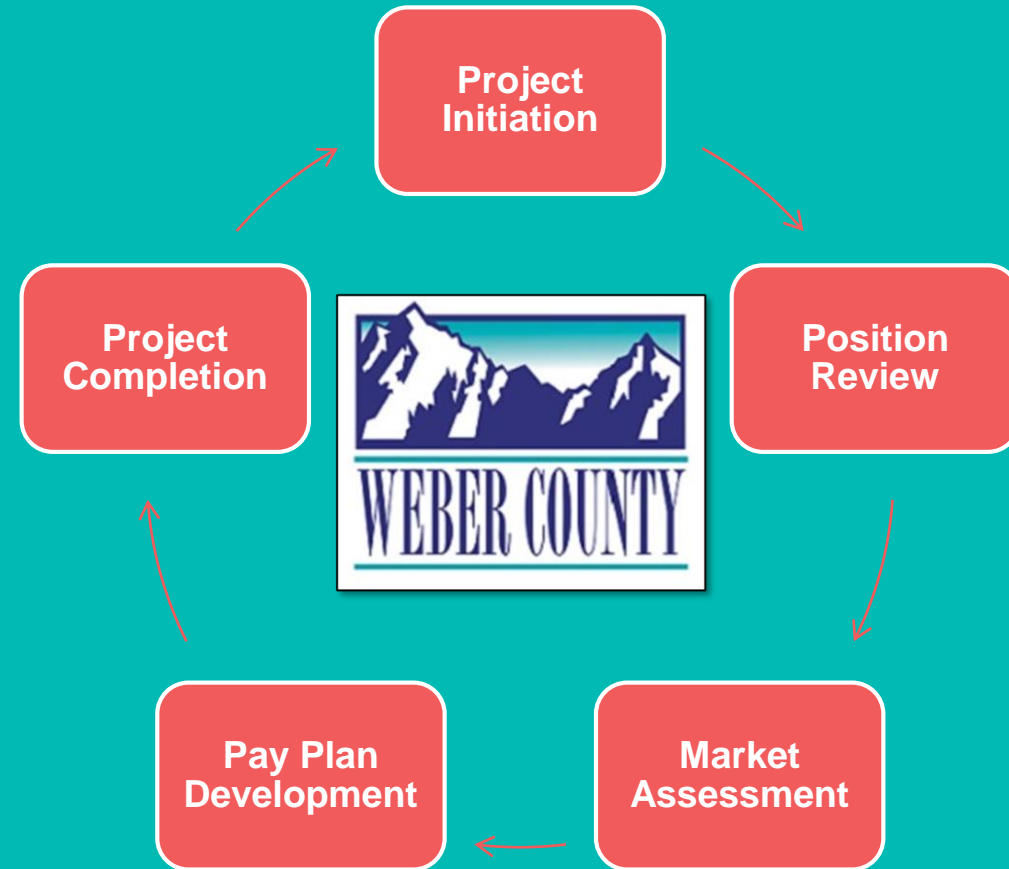
1. Education	6. Working Conditions
2. Experience	7. Independence of Actions
3. Level of Work	8. Impact on the Organization
4. Human Interaction	9. Supervision Exercised
5. Physical Demands	
- *SAFE is compatible and compliant with federal Equal Pay Act.*



Project Overview

Market Assessment

- Peer Organizations (up to 20): We will partner with you to identify comparable and competitive peer organizations to include in the study. These are organizations that look like you and work like you relative to size (revenue, population served, or number of employees), service offerings, geography, growth, etc.
 - Published salary survey data will be incorporated as a private sector comparison.
- Benchmark Positions: 183 positions (75%) will be included as benchmarks in the survey.
- Market Survey: a summary of work + minimum qualifications will be included for each benchmark position to assist peers in providing an appropriate match.
- Adjustment & Quality Control: Some adjustments may be made to collected data to account for differences in work week, fiscal year, and geographic labor cost. *We do not weight the data.*
 - Results are analyzed for quality control; reports demonstrating market averages and a comparison to the market will be prepared for your review.



Project Overview

Pay Plan Development

- Pay Plan: We can utilize your existing pay plan and provide recommendations or create new pay plans that are tailored to the study's results. Baker Tilly may recommend multiple pay structures (up to 3) to assist the County in achieving its compensation philosophy and business needs.
- Grade assignments: will be based on external equity (market), internal equity (job evaluation) and existing equity (current midpoints and grade groupings) with consideration to career progressions, supervisor separation, business needs, etc.
 - We may recommend including department heads in a preliminary review of grade assignments.
- Implementation: With finalized grade assignments, we will prepare implementation calculations across 3 scenarios that will assist your organization in adopting the new classification and compensation system.



Project Overview

Project Completion

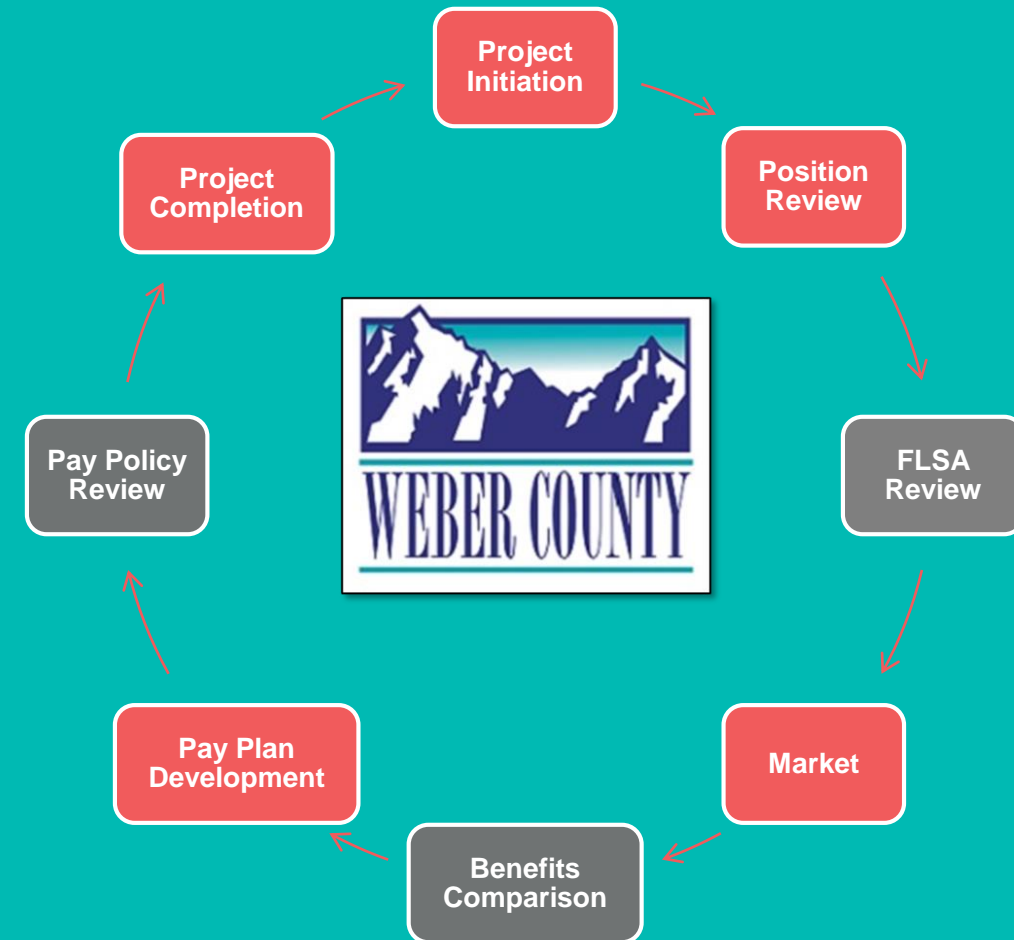
- Final report Will document the methodology used to conduct the study, our findings, and recommendations.
- Final presentation(s) We can present the results to elected officials, senior leadership, employees, and/or designated staff as desired.
- All project documentation will be delivered.
- Training We will provide training to HR staff to administer and maintain the new classification and compensation system – including the SAFE® job evaluation process.



Project Overview

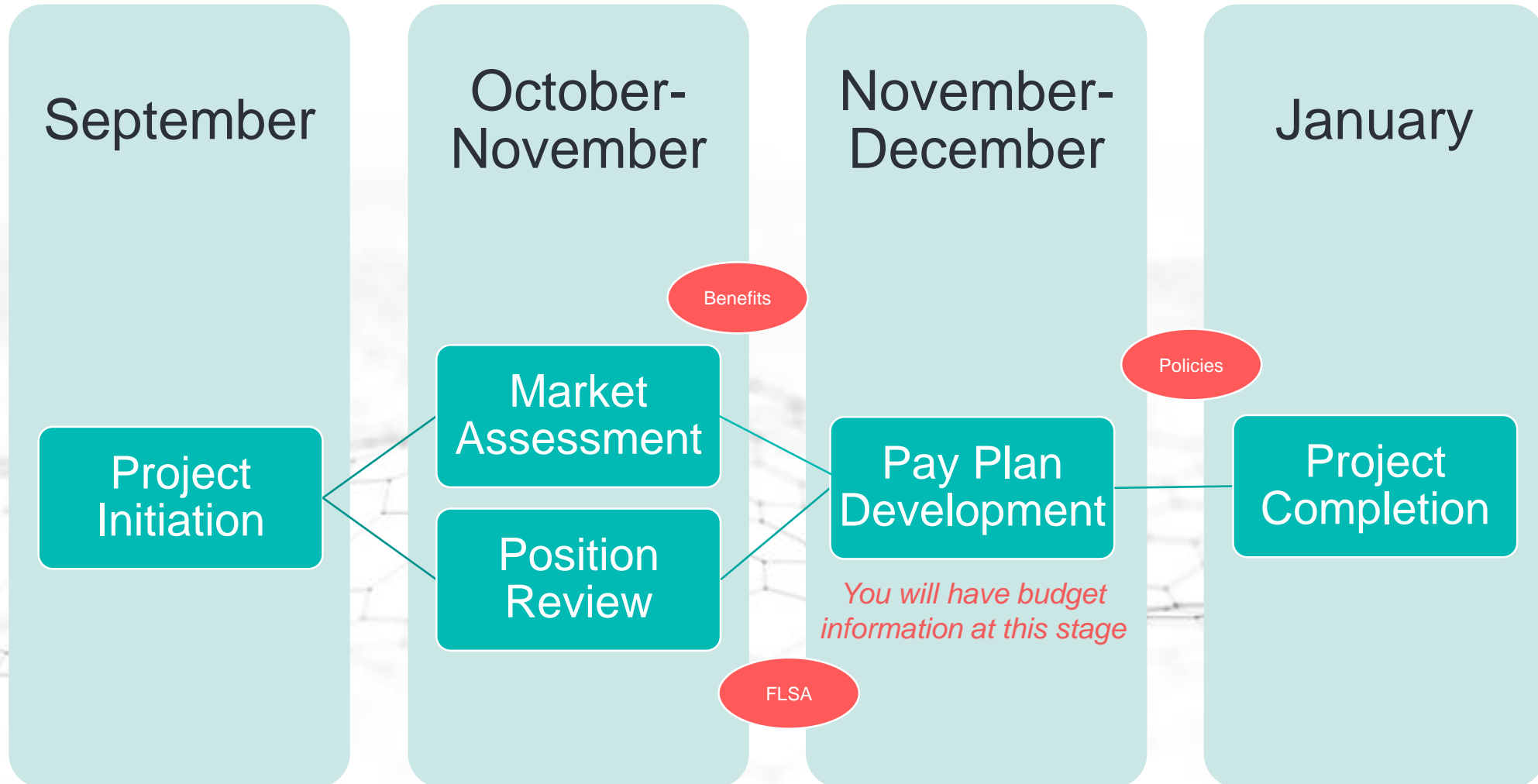
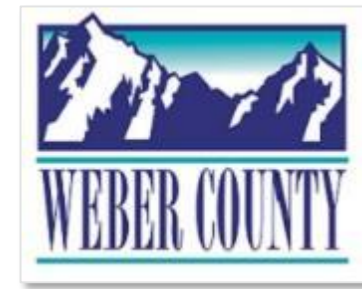
Additional Deliverables:

- **FLSA Review:** we can review exempt / non-exempt designations for each position based on guidelines within the Fair Labor Standards Act (FLSA).
- **Benefits and Pay Practices Comparison:** We will collect data on pay plans, pay policies, pay differentials, paid time off, medical premiums, retirement, and other pay and benefits program information for comparison to the County's offerings.
- **Pay Policy Recommendations:** Using data collected from the benefits study and best practice, we will provide the County with recommended changes or additions to its policies describing how pay is administered.



Assumes August Start

Project Timeline



Contact Information



Jada Kent
Director/Practice Leader

P: +1 (972) 748 0514
M: +1 (940) 368 3033
E: jada.kent@bakertilly.com



Sarah Towne
Manager/Project Manager

P: +1 (813) 252 1433
E: sarah.towne@bakertilly.com



Jay Borcena
Consultant

P: +1 (651) 223 3033
E: jay.borcena@bakertilly.com

