

**Classification and Compensation Study**

**Addendum #1**

**Questions Received and Responses:**

- 1) QUESTION – How many unique job titles will be included as part of this study?
  - a. Response: **We have 45-50 positions; sample list attached.**
- 2) QUESTION – Please confirm that the organization has approximately 85 employees to be included in this study.
  - a. Response: **Currently we have 87 active employees. This may fluctuate due to ongoing turnover and new hires.**
- 3) QUESTION – How many Department Heads does your organization have?
  - a. Response: **5**
- 4) QUESTION – Do you anticipate your department heads to be involved in the study?
  - a. Response: **Yes, in consulting capacity. The Director of HR would be the main point of contact and coordinate with other Department Heads as needed.**
- 5) QUESTION – Does your organization currently use a guide/system to determine how complex a job is and what grade it is assigned to?
  - a. Response: **We have our jobs classified into grades and steps, however, I do not know how they were determined.**
- 6) QUESTION – To keep costs down, is the organization open to phone/video conferencing for management/employee interviews?
  - a. Response: **Yes.**

7) QUESTION – If you would like onsite visits, how many do you anticipate?

a. Response: **Two: Project Kick Off Meeting and Presentation to the Commission**

8) QUESTION – What is the name of your HRIS and payroll systems?

a. Response: **ADP Workforce Now**

9) QUESTION – Are your job descriptions up to date?

a. Response: **Yes, they will be when the study begins.**

10) QUESTION – Would you provide a copy of the current pay plan with a list of job titles so that we can see which jobs would be included?

a. Response: **A copy of the current pay plan will be provided when the RFP is awarded. A sample list of job titles is attached.**

11) QUESTION – The RFP states that the selected consultant should, “Benchmark District employee salaries against other comparable agencies and industries in the region (e.g., similar sized local government entities and special purpose districts in the state and region).” Is the JISPD requesting that the selected consultant gather compensation data from local peer organizations to create a custom compensation survey?

a. Response: **We are not requesting a custom compensation survey; however, we do expect the consultant to gather current compensation data through existing reliable salary surveys, publicly available data or direct outreach to peer organizations as needed to reflect market conditions.**

12) QUESTION – Does the JISPD expect that meetings and presentation will be held virtually or in-person?

a. Response: **Meetings can be virtually; however, we would like an in-person kick-off meeting and presentation to the Commission.**

13) QUESTION – Does the District have a preferred timeline for completing the study?

a. Response: **We would like the survey to be completed by December 31, 2025.**

14) QUESTION – Does the District anticipate the development of new or revised job descriptions?

a. Response:

Yes, we would like for some positions to have levels within the job descriptions. For example, Wastewater Technician I

Wastewater Technician II

Wastewater Technician III

Wastewater Technician IV

Wastewater Technician V

With WW Tech V possibly serving as the “Lead”

15) QUESTION – Should the consultant conduct an FLSA analysis for each job classification?

a. Response:

Yes

16) QUESTION - Will Job Profile Questionnaires or other employee input tools be used to gather information?

a. Response:

The Directors have already completed an analysis of the position descriptions. I do not think that employee input at the Consultant level will be needed.