



Memorandum

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

Reviewed by WMM Date 9.14.07
General Manager

DATE: September 13, 2007
TO: Board of Directors
FROM: Administrative Services Manager
SUBJECT: Issuance of Request for Proposals for Classification and Compensation Study for Positions within Management Bargaining Unit

RECOMMENDATION: Authorize issuance of request for proposals to conduct a classification and compensation study for the Management Unit.

DISCUSSION

The Memorandum of Understanding, effective July 1, 2005, with the Management Unit states: "The District shall conduct a compensation study for classifications within this bargaining unit before the end of this contract. Such action shall not provide or imply any additional obligations regarding the study." We are in the last year of the three-year contract that ends June 30, 2008 and it is timely to begin the process.

The main objectives of this study are: evaluate and, if appropriate, recommend modifications in the existing job classifications, so that they accurately describe the duties and responsibilities assigned; determine the total compensation competitiveness of the positions within the labor market; and, align internal compensation equity based on differences in duties and responsibilities. The last classification and compensation study involving the 10-member management unit was conducted in 2002.

Following authorization, staff will send requests to the 7 firms listed on the following page. The proposal reserves the District's right to award a contract for the services it deems to be the most responsiveness and in the best interest of the District. Minimum qualifications include demonstrated experience in conducting the type of study specified in the proposal as well as resources available to complete the work within the time limits specified. Evaluation criteria include: qualifications and experience of the consultants (experience within Monterey County preferred); the consultant's understanding of the project and technical competence; references; and cost estimate. Interviews will be held with two or three selected finalists.

CONCLUSION

With concurrence of the Board, staff would like to issue a notice of engagement following the November Board Meeting and expect to present the results of the study to the Board in February 2008. The 2007-08 Professional Services Budget includes \$25,000 for this work.

Richard Norton

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT
CLASSIFICATION & COMPENSATION STUDY
SEPTEMBER 2007

<u>FIRM</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>
Becker and Bell	1166 P Broadway Placerville, CA 95667	(530) 626-6010
BHI Management Consulting	2459 Neptune Ct., Ste 110 Tracy, CA 95304	(209) 740-6779
Cooperative Personnel Services	241 Lathrop Way Sacramento, CA 958115	(916) 263-3600
Johnson & Associates	5800 Stanford Ranch Rd., Ste 420 Rocklin, CA 95765	(916) 630-1990
L.B. Hayhurst & Associates	27 Commercial Boulevard Novato, CA 94949	(415) 884-0544
Public Sector Personnel Consultants	4110 North Scottsdale Rd., Ste 140 Scottsdale, AZ 85251	(480) 947-6164
TPO Human Resource Management	60 Garden Court, Suite 100 Monterey, CA 93940	(831) 647-7292



WILLIAM MERRY, P.E., DEE
GENERAL MANAGER/
DISTRICT ENGINEER

TIMOTHY S. FLANAGAN
ASST. GENERAL MANAGER

RICHARD SHEDDEN, P.E.
SENIOR ENGINEER

RICHARD NORTON
ADMIN. SERVICES MGR.

ROBERT WELLINGTON
COUNSEL

**MONTEREY REGIONAL
WASTE MANAGEMENT DISTRICT**

Home of the Last Chance Mercantile

**REQUEST FOR PROPOSALS
CLASSIFICATION AND COMPENSATION STUDY**

September 21, 2007

Monterey Regional Waste Management District (MRWMD) is seeking proposals from qualified firms to serve as a consultant to MRWMD for the preparation of a classification and compensation study.

The terms of the successful proposal will be incorporated into a professional services contract between MRWMD and the consultant. Proposals that meet the requirements described for this project herein, will be received no later than 5:00 pm on Monday, October 22, 2007 and should be sent to the following address:

**Richard Norton
Administrative Services Manager
Monterey Regional Waste Management District
PO Box 1670
Marina, CA 93933-1670**

(Respondents shall submit three (3) copies of said proposal)

This call for proposals does not commit Monterey Regional Waste Management District to award a contract or to pay any costs incurred in the preparation of any proposal responsive to this request. MRWMD reserves the right to waive any information or irregularities in this call for proposals, to reject any or all proposals, to be the sole judge of the suitability of the materials offered, and to award a contract for the services it deems to be in the best interest of MRWMD.

GENERAL INFORMATION

The Monterey Regional Waste Management District (MRWMD) is an independent special district operating under the authority of the California Public Resources Code. It is governed by a nine-member Board of Directors. MRWMD provides integrated solid waste management services to the western portion of Monterey County by operating a sanitary landfill, recycling programs, and a landfill gas-to-electrical energy system. MRWMD serves a population of approximately 170,000, with a staff of 140 employees. This study will involve 10 managers employed in 10 positions. The last classification and compensation study for these classifications was conducted in 2002.

SCOPE OF WORK

The main objectives in conducting this study is to evaluate and recommend modifications, if appropriate, in the existing classifications, including titles and job descriptions, so that they accurately reflect the kind and level of duties assigned to employees; determine the total compensation competitiveness of the positions to enable the organization to effectively recruit and retain competent staff in the local labor market; and, internally align compensation based on differences in duties and responsibilities within the class series, and similarities in levels of responsibility across occupational groups.

In general, the tasks to be considered for this work include, but are not limited to:

- Review and analyze current job assignments and functions with the goal of obtaining information on the scope of duties and responsibilities.
- Coordinate involvement/input from an internal employee team and managers to discuss objectives, design, and procedures. Consult with management staff at appropriate times during the course of the study.
- Conduct field audits and interviews as needed to determine and distinguish objective job analysis factors that form a basis for job comparison and classification.
- Review the current classification plan, revise existing class specifications and position descriptions, as necessary, develop internally consistent class specifications for new classes, systematically assess the value of each position in relation to the other positions, and allocate to the appropriate class each position included in the study.
- Analyze the internal wage relationships among classifications and recommend modification where appropriate. These recommendations shall be made with consideration for internal relationships as well as external benchmark survey results from agencies selected by MRWMD.
- Submit a draft report of recommendations, provide an opportunity for appeal or comment concerning recommendations, and respond to concerns expressed.
- Submit a final report outlining the methodology of the study and the recommendations of the consultant. It should include a training component so that MRWMD may maintain the plan after completion of the study.
- Present the findings of the study to a committee of the Board of Directors and then to the Board of Directors.

PROPOSAL FORMAT

Provide the MRWMD with three (3) copies of the proposal, which should include the following items to ensure ease of review and comparability. All proposals shall address the following items in the order listed below and shall be numbered one (1) through seven (7) in the proposal document:

1. Understanding of the Project: A statement of the firm's interest in and understanding of the project.
2. Description of Firm: A description of the firm, including size, location(s), nature of work done by the firm, and number of years in existence.
3. Experience of Firm: A summary of studies in which the firm has acted as consultant, including a list of public agency clients for whom salary and total compensation studies have been completed within the past twenty-four (24) months. Please provide a list of client references and contact persons who can verify this experience.
4. Background of Individual Consultant's Experience: The name of the person(s) and alternate(s) who will participate in the study including identification of the person who will be directly responsible for the day-to-day work on the study on behalf of the firm, and a brief resume of those persons' pertinent work experience.

5. Work Plan and Methodology: Outline the procedures and methods that will be used in conducting all phases of the study, addressing each item listed under "Scope of Services".
6. Time Schedule: Submit a proposed time schedule identifying when each major component will be started and completed. This schedule must include a study report completion date of no later than February 6, 2008.
7. Proposed Cost: Indicate the proposed fee to complete the study as described, including all out-of-pocket expenses including travel, lodging and meals, which shall be estimated in the proposal and shall be identified as "Actual Costs Not To Exceed A Total Of \$ _____."

PROPOSAL REVIEW

The proposals will be reviewed by the management team and, possibly, a Board subcommittee. Telephone and/or in-person interviews with the selected finalists may be conducted. Proposals will be considered only from consultants who meet the following qualifications:

MINIMUM QUALIFICATIONS:

- Have demonstrated recent experience in conducting the type of study specified in this Request for Proposals for public entities similar to MRWMD.
- Have resources available to commence work immediately upon the award of this agreement and can complete work in accordance with the needs of MRWMD as specified in this Request for Proposals.

EVALUATION CRITERIA:

1. Qualifications and experience of the consultants; Monterey County experience preferred.
2. The Consultant's understanding of the project.
3. Consultant's methodology as described in the proposed scope of work.
4. References.
5. Cost estimate.

TIME SCHEDULE

Mail Request for Proposals to Selected Firms	Sep.21, 2007
Proposals Due from Consultants	Oct.15, 2007
Board Selection and Notice of Engagement Issued	Nov.16, 2007
Submit Draft Report	Jan.18, 2008
Meeting with Board Ad Hoc Personnel Committee	Jan.25, 2008
Submit Final Report	Feb.06, 2008
Presentation to the Board of Directors (if requested)	Feb.15, 2008