



PINE COUNTY

Administrator's Office

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Commissioners

Steve Hallan – Dist. 1
 Mitch Pangerl – Dist. 2
 Steve Chaffee – Dist. 3
 Curt Rossow – Dist. 4
 Matt Ludwig – Dist. 5

County Administrator

David J. Minke

August 19, 2014

Request for Proposals

For

Pine County Classification and Compensation Study

Purpose

This Request for Proposals (RFP) is issued on behalf of the Pine County Board of Commissioners. Pine County currently has 270 full time equivalent employees, plus seasonal employees in the 4-H Extension office and Public Works. Pine County has 10 bargaining units; AFSCME represents the Highway Maintenance, Health and Human Services, Courthouse, Sheriff's Admin Support, Road and Bridge Technicians and Jail and Dispatch groups. Pine County Deputies are represented by Teamsters, Health and Human Services Supervisors by IBEW. Road and Bridge Supervisors and Legal Secretaries are self represented bargaining units.

Pine County currently has the following 73 position classifications:

ACCOUNT TECH	CORRECTIONS OFFICER	ENGINEERING TECH III	LAND SERVICES DIRECTOR	PUBLIC HEALTH SUPERV
ADMIN ASSISTANT	COUNTY ADMINISTRATOR	ENVIRON TECHNICIAN	LEGAL SECRETARY	RECORD TECH III
ASSISTANT CO ATTY	COUNTY ENGINEER	FAMILY SERVICE AIDE	MECHANIC	RIGHT OF WAY MANAGER
ASST JAIL ADMINISTRATOR	COUNTY FORESTER	FISCAL OFFICER	MEDIUM EQUIP OPERATOR	SIGN & TRAFFIC TECH
BLDG MAINT SUPERVISOR	COUNTY RECORDER	FLEET SUPERVISOR	MIS SUPPORT SPECIALIST	SOCIAL SERV SUPERVISOR
BLDG MAINTENANCE WORKER	COUNTY SURVEYOR	FRAUD INVESTIGATOR	NURSING TEAM LEADER	SOCIAL WORKER
BUILDING MAINT LEAD WORKER	COURT SECURITY OFCR	HHS DIRECTOR	OFFICE MANAGER	SR. ENVIRON TECHNICIAN
CASE AIDE	DEPUTY ASSESSOR	HR & PAYROLL SPECIALIST	OFFICE MANAGER/LGL SEC	SR. PROPERTY APPRAISER
CHIEF DEPUTY	DEPUTY AUDITOR	HWY MAINT SUPERVISOR	OFFICE SUPPORT SPEC	STS CREW LDR SUPERVISOR
CHIEF DEPUTY AUD/TREAS	DEPUTY RECORDER	INVESTIGATOR	PAYROLL CLERK	SUPPORT ENFORCENMNT AIDE
CHIEF DEPUTY CTY ATTY	DEPUTY SERGEANT	IT SUPERVISOR	PCSD SECRETARY	SURVEY CREW CHIEF
CHILD SUPPORT LEAD WKR	DEPUTY SHERIFF	JAIL ADMINISTRATOR	PLAN/ZONE/SOLID WST SEC	TECH SUPERVISOR
CHILD SUPPORT OFFICER	DISPATCHER	JAIL MATRON OFFICER	PROPERTY APPRAISER	VETERANS SERV OFFICER
CLERK III	ELIGIBILITY SPECIALIST	JAIL PROG/COORDINATOR	PUBLIC HEALTH NURSE LPN	
COLLECTIONS SPECIALIST	ELIGIBILITY WORKER	JAIL SERGEANT	PUBLIC HEALTH NURSE-RN	

A compensation study has not been completed by Pine County for a number of years. Pine County currently uses the Decision Band Method originally administered by Bjorklund Compensation Consulting. The purpose of this study is to provide Pine County with a current classification and compensation system it can self administer for current and future positions and maintain compliance with the Minnesota Pay Equity Act.

The study shall include:

- Review of all current job descriptions and analyze, document, and validate same for knowledge, skills, abilities, essential functions, education and experience, relevance and hierarchical consistency, job definitions, distinguishing characteristics, supervision received, exercised and any special requirements, licensing and/or certifications.
- Interview (at least 1 per position) with employees and appropriate supervisory and management personnel, as required.
- Recommendation of the appropriate county comparisons for the compensation study. Pine County has traditionally used Kanabec, Mille Lacs, Aitkin, Chisago, Isanti and Carlton County for comparison purposes. Identify potential pay compression issues and provide alternative solutions.
- Analyze the impact of any potential changes on the County's compliance with pay equity and ensure compliance.
- Establishes essential and non-essential duties in compliance with the Americans with Disabilities Act (ADA)
- The Consultant shall recommend appropriate salary ranges for existing or proposed classifications based on the classification study and on the compensation survey results.
- The Consultant shall prepare written report of recommendations, including discussion of method, techniques and data used to develop the classification & compensation study.
- The Consultant shall provide written instructional information and training to allow County staff to conduct individual audits and adjustments consistent with the study methods until the next formal study is conducted.
- Provide job descriptions for each position evaluated.
- Ability to be coordinated with current labor agreements.
- Develop an implementation plan that includes Board, Department Head and employee communication regarding results of the study, individual position classification assignments and timelines of each specific task of the process.
- Develop and participate in an appeal process for employees who contest the classification allocation for their own position.
- Provide potential consolidation of the 73 current position classifications.

Requirements of the Proposals:

- Proposals will provide a project schedule, including key milestones.
- Proposals will also describe the methodology to evaluate each position along with a copy of questionnaires that are sent out to employees.
- Proposers should also identify and quantify in terms of time, the nature and scope of services to be provided by County staff to assist in the project's completion as well as Consultants primary staff.
- Provide a list of all similar work provided for public clients within the last year and with detailed information on 3 similar engagements includes jurisdiction name, name and contact information for the primary contact, and the number of job classifications.
- Company profile, number of staff of the firm, office locations.
- The specific individuals who will be working on the project, their role on the project and their resume. All work shall be performed by the consultant or the consultant's employees. Any exception needs to be identified in the proposal.

- Identification of any potential conflicts of interest.
- The proposal shall include a lump sum not to exceed cost for the study and a separate lump sum not to exceed cost for reimbursements.
- Pine County retains the right to cancel the request for proposals at any time, and has no obligation to act on any or all of the proposals. All proposals submitted under this RFP shall be valid for 60 days from the due date.
- After approval of the draft assessment and its results by Pine County, Respondent will make a final presentation of the findings of the assessment and recommendations to the full County Board at a meeting. The final presentation will include a complete summary of all the deliverables listed in the RFP.
- For the final presentation, Respondent will provide 8 copies in a bound format for the use of the County Board and one electronic version of the document suitable for making additional copies as the County requires.

Professional Services Contract

The winning proposer will be expected to enter into a professional services contact with Pine County within 7 days of award.

Additional Services.

The proposal shall include a rate sheet for additional services. Rates shall be fixed for one year after project completion.

Selection Process

Proposals will be reviewed by staff and the Personnel Committee. Proposers identified as semi-finalists may be invited to an in person interview/presentation with the personnel committee. Proposers identified as finalists may be invited to an in person interview/presentation with the county board of commissioners.

The county reserves the right to request additional information throughout the selection process.

Please submit 8 copies of the proposal by 4:30 p.m. on September 16, 2014 to the following location:

Pine County
 Attn: Matt Christenson, HR and Payroll Specialist
 635 Northridge Dr NW
 Pine City, MN 55063

Any questions related to this information can be directed to:

Matt.Christenson@co.pine.mn.us
 320-591-1622