

HUMBOLDT COUNTY LIBRARY SERVICES
 CLASSIFICATION AND COMPENSATION STUDY
 Scope of Work - September 23, 2022

Assumptions:

1. All interviews and data analysis done via Zoom; all meetings to be done virtually.
2. All meetings and presentations done via Zoom; no in person.
3. County HR will communicate with AFSCME and Board of Supervisors.

SCOPE OF WORK	NOTES	Total Hours	Total Consultant Billing
LIBRARY SERVICES		104.5	\$ 22,468
Preliminary Meetings: Meet with Library Services Director and managers to learn about issues and needs		6.0	\$ 1,290
Prepare Classification Specifications: Review the Koff & Associates classification specifications that were edited by Library management; revise as necessary; create new class specifications if necessary; meet with Library and HR to discuss and finalize	2 hours per classification for current classes (14 total); 5 hours for each new classification (possibly 2); may take more or less time depending on accuracy and quality of current specs and if I need to meet with staff	38.0	\$ 8,170
Select Comparator Agencies: Analyze potential comparator agencies; discuss and finalize with HR and Library management	Possibly include Cal Poly Humboldt, Butte County, cities, counties	4.0	\$ 860
Conduct Salary Surveys: Conduct base salary surveys when necessary	Possibly survey 6 benchmark classes (journey and supervisor); 30 minutes per class per comparator agency; estimate 8 agencies	24.0	\$ 5,160
Analyze Data and Prepare Draft Report: Analyze salary data and internal alignments; prepare preliminary report with salary recommendations	Possibly 16 classifications	18.0	\$ 3,870
Meet with County and Revise Reports: Meet with HR and Library to review report; revise report/recommendations as necessary; may need additional revisions after HR meets with AFSCME		5.0	\$ 1,075
Contingency Hours (if necessary)	10%	9.5	\$ 2,043