

ATTACHMENT 7 SCOPE OF WORK (Appendix A-1 of Agreement)

The Court seeks the services of a consultant with experience in the public sector to conduct a comprehensive, court-wide classification and compensation study. The consultant is expected to understand the general business environment and procedures of the Court, as well as the future trends in comparable organizations.

1. Classification Studies

- a. Meet on site with HR and Court management to discuss scope of study and identify issues.
- b. Provide a work plan and project timetable to accomplish tasks.
- c. Provide either web-enabled, online fillable questionnaires or other electronic document acceptable to the Court for gathering job duties from incumbents and supervisory review of responses.
- d. Provide group orientations to study participants.
- e. Conduct desk audits, supervisor/manager interviews and other research necessary to identify and understand duties of positions being studied.
- f. Apply generally accepted job analysis techniques and develop position allocation recommendations.
- g. Meet with Human Resources, managers, supervisors, and incumbents as necessary to finalize study recommendations and gain acceptance of study results.
- h. Identify appropriate positions in conjunction with project managers and conduct desk audits.
- i. Confirm desk audit findings through interviews with appropriate supervisors.
- j. Analyze completed questionnaires and audit information and, based on accepted standards for position allocation, evaluate and recommend allocation of positions..
- k. Prepare a written report summarizing the duties performed, the basis for position classification, salary survey findings and analysis, and study recommendations.
- l. Participate in court-wide written and/or oral communications on study results.
- m. If necessary, develop new or updated class description(s) for each newly proposed classification, following the approved Court format and submitted in electronic copy. In general Court class specifications include Definition, Class Characteristics, Examples of Duties, Knowledge and Abilities, Physical Requirements and Licenses.

2. Compensation Studies

- a. Review specified court salary and/or benefits plans; provide analysis and recommendations related to consistency with existing markets, trends, other court positions (provided by Court HR) and best practices.
- b. Meet with Human Resources to gather background information for compensation studies; obtain and discuss benchmark classifications and other internal positions that might be impacted as result of study, contact information for survey agencies, and class specifications; establish timelines and format of report.
- c. Conduct salary survey of comparable jurisdictions as necessary

- d. Collect market salary data with written questionnaires and telephone surveys as appropriate to identify comparable classes. Present salary data in spreadsheets with appropriate salary recommendations and options.
- e. Prepare and provide electronic draft of compensation reports for Human Resources to review, comment, and approve.
- f. Verify, research, and resolve concerns from draft compensation reports.
- g. Provide final compensation reports to Human Resources.
- h. Present findings to HR and management staff.
- i. Assist in developing implementation and/or related communication plans.

3. Appeals Process

- a. The consultant will propose a review/appeal process to find resolution to classification-compensation related disputes.
- b. The consultant will provide an evaluative written response for each appeal, up to a maximum of thirty (30) appeals.

4. Communication

- a. The consultant will facilitate an initial meeting to plan the implementation strategy with the Court project manager(s) to discuss data collection methods, project plan, timeline, and deadlines.
- b. The consultant will provide status updates every two weeks to the Court project manager(s) via email, conference call, or in person as necessary.

5. Desired outcomes for both phases:

- a. The consultant will review the current classification specifications to ensure appropriate alignment with business needs and recommend changes to the classification specifications. This may include revising existing classification specifications and/or drafting new classifications specifications.
- b. Once the job analyses and classification recommendations are completed, the consultant will conduct a comprehensive review of the compensation ranges to ensure both external competitiveness and internal equity.
- c. Consultant will recommend salary ranges for base pay for each classification along with a proposed rationale or strategy for placing individual positions within salary range. The consultant will also provide total compensation statements for each position.