



### TIME REQUIREMENTS

Our professional experience is that compensation studies of this scope and for this size organization take approximately three to four months to complete, allowing for compensation data collection and analysis, review steps by the City, the development of final reports, any appeals, and presentations.

Due to the unprecedented demand on our services, we are currently experiencing an unusually high volume of projects. Therefore, and if the City is able to be flexible, we propose commencing the projects in November 2022 and anticipate completion of both projects by June 2023.

If the two projects are conducted separately, the study of the City’s confidential classifications would have a much shorter timeline (most likely around 3-4 months) due to the much smaller number of classifications and incumbents.

The following is a suggested timeline for both projects (which can be modified based on the City’s needs):

Deliverables	Classification Study	Completion by:
A.	Meetings with Study Project Team and Management Staff and Initial Documentation Review	Week 1
B.	Orientation Meetings with Employees and Distribution of PDQ	Week 1
C.	PDQ Completion and Review	Week 7
D.	Employee/Supervisory/Management Interviews	Week 10
E.	Classification Concept/Preliminary Allocation Development	Week 13
F.	Draft Class Description Development/Update	Week 25
G.	Draft Class Description Review and Employee Feedback Process	Week 29
H.	Finalize Classification Plan/Draft Interim Report/Final Report	Week 32
Deliverables	Total Compensation Survey	Completion by:
A.	List of Comparator Agencies, Benchmark Classifications, and Benefits to be Collected	Week 4
B.	Data from Comparators and Preliminary Analysis of Data	Week 28
C.	Draft Compensation Findings/Additional Analysis/Study Project Team Meetings	Week 30
D.	Analysis of Internal Relationships and Alignment	Week 31
E.	Compensation Structure and Implementation Plan	Week 31
F.	Final Report and Guidelines for Implementation	Week 32
G.	Formal Appeals Process *	As Needed
H.	Final Presentation	As Scheduled



## COST PROPOSAL

For purposes of this cost proposal, we are assuming that all meetings and presentations will be conducted virtually/remotely and no onsite travel to City offices will occur. Should the City desire onsite meetings, we will be happy to provide our per diem cost for onsite meetings based on travel time and market rate travel cost at the time.

As a side note, we'd like to mention that, if both studies were conducted concurrently, we would gain efficiencies that provide cost savings to the City – but would also extend the timeline for the confidential group.

Deliverables	Classification Study Confidential Group - Approximately 9 Classifications, 11 Employees	Hours
A.	Meetings with Study Project Team and Management Staff and Initial Documentation Review	4
B.	Orientation Meetings with Employees and Distribution of PDQ	4
C.	Collection and Review of PDQs (assumes up to 11 PDQs)	5
D.	Interviews with Employees, Supervisors, and Management	12
E.	Classification Concept & Preliminary Allocation	8
F.	Draft Class Description Development (assuming up to 9 classifications)	27
G.	Facilitation of Draft Class Description Review and Employee Feedback Process	8
H.	Classification Plan and Draft of Interim Report and Final Report	8
	<b>Total Professional Hours – Classification</b>	<b>76</b>
	Combined professional and clerical composite rate: <b>\$170/Hour</b>	<b>\$12,920</b>
Deliverables	Total Compensation Study Confidential Group – 6 Benchmarks	Hours
A.	List of Benchmark Classifications, Benefits to be Collected. (this assumes that Comparator group same as San Leandro Management Organization (SLMO))	2
B.	Data from Comparators and Preliminary Analysis of Data (this assumes up to 12 comparator agencies and up to 6 classifications)	50
C.	Draft Compensation Findings/Additional Analysis/Study Team Meetings	10
D.	Analysis of Internal Relationships and Alignment	4
E.	Compensation Structure and Implementation Plan	4
F.	Final Report and Guidelines for Implementation	10
G.	Formal Appeals Process *	0
H.	Final Presentation	8
	<i>Anticipated hours for additional unscheduled meetings and phone calls</i>	8
	<b>Total Professional Hours – Compensation</b>	<b>96</b>
	Combined professional and clerical composite rate: <b>\$170/Hour</b>	<b>\$16,320</b>
	Expenses are <b>included</b> in the composite hourly rate:	<b>N/A</b>
	<i>Expenses include but are not limited to duplicating documents, binding reports, phone, supplies, postage, etc.</i>	
	<b>TOTAL PROJECT COST NOT TO EXCEED:</b>	<b>\$29,240</b>
	<i>*Additional consulting will be honored at composite rate (\$170/hr)</i>	

Our cost proposal does not include time to support the City during any labor negotiations that may follow this study. If we are needed for this work, our composite hourly rate will apply and we will charge on a time-and-materials basis.



## Classification and Total Compensation Study Proposal

City of San Leandro

Deliverables	<b>Classification Study</b> SLCEA - Approximately 126 Classifications, 235 Employees	Hours
A.	Meetings with Study Project Team and Management Staff and Initial Documentation Review	8
B.	Orientation Meetings with Employees and Distribution of PDQ	16
C.	Collection and Review of PDQs (assumes up to 175 PDQs)	60
D.	Interviews with Employees, Supervisors, and Management (assumes up to 175 interviews)	120
E.	Classification Concept & Preliminary Allocation	60
F.	Draft Class Description Development (assuming up to 126 classifications)	315
G.	Facilitation of Draft Class Description Review and Employee Feedback Process	65
H.	Classification Plan and Draft of Interim Report and Final Report	16
	<b>Total Professional Hours – Classification</b>	<b>660</b>
	Combined professional and clerical composite rate: <b>\$170/Hour</b>	<b>\$112,200</b>
Deliverables	<b>Total Compensation Study</b> SLCEA – 75 Benchmarks	Hours
A.	List of Comparator Agencies, Benchmark Classifications, and Benefits to be Collected (this assumes that the same list of comparators will be surveyed as for the SLMO study)	3
B.	Data from Comparators and Preliminary Analysis of Data (this assumes up to 12 comparator agencies and up to 75 classifications)	290
C.	Draft Compensation Findings/Additional Analysis/Study Project Team Meetings	50
D.	Analysis of Internal Relationships and Alignment	8
E.	Compensation Structure and Implementation Plan	12
F.	Final Report and Guidelines for Implementation	16
G.	Formal Appeals Process *	0
I.	Final Presentation	10
	<i>Anticipated hours for additional unscheduled meetings and phone calls</i>	16
	<b>Total Professional Hours – Compensation</b>	<b>405</b>
	Combined professional and clerical composite rate: <b>\$170/Hour</b>	<b>\$68,850</b>
	Expenses are <b>included</b> in the composite hourly rate:	<b>N/A</b>
	<i>Expenses include but are not limited to duplicating documents, binding reports, phone, supplies, postage, etc.</i>	
	<b>TOTAL PROJECT COST NOT TO EXCEED:</b>	<b>\$181,050</b>
	<i>*Additional consulting will be honored at composite rate (\$170/hr)</i>	

*Our cost proposal does not include time to support the City during any labor negotiations that may follow this study. If we are needed for this work, our composite hourly rate will apply and we will charge on a time-and-materials basis.*