

## Attachment 1: CSA Scope of Work

The scope of work will include, but not be limited to:

The basic study is for all positions in the San Leandro City Employees' Association and Confidential group. Provide implementation support, which would include, but not limited to, City Council, employee groups and union groups presentations and maintenance training on the system.

Establish and provide concrete schedules for each of the proposed developments.

Present findings and recommendations, including written and oral report and policies at various meetings.

### **Classification study**

- Review and update job classifications to uniformly reflect the distinguishing characteristics, essential and non-essential job functions, set appropriate minimum qualifications (education/experience and knowledge/skills/abilities), certification/licenses/registrations, and working conditions. Confirm and recommend changes to hierarchical order.
- A written methodology for determining the distinctive characteristics of each requested City job classification.
- Review and revise job classifications to ensure compliance with City policies, legal State and Federal requirements with special emphasis on compliance with the provisions of the Americans with Disabilities Act (ADA).
- Conduct interviews and/or job audits as appropriate. Engage respective employees, supervisors and department heads in the evaluation and analysis process; develop and distribute a position description questionnaire; other related data collection and analysis.
- Review current classification methodology and recommend strategies for the City;
- Finalize job classifications for each position, including correction of identified discrepancies between existing and proposed classifications.
- Clearly outline promotional opportunities and provide recognizable compensation growth.
- Provide a straightforward, easily understood maintenance system that Human Resources will use to keep the standing classification system current and equitable.
- Provide recommendations for a process to evaluate requests for reclassification and/or compensation changes.

### **Compensation Study**

- Review current compensation plan (salary grade levels and steps) and understand current challenges in recruiting and retaining employees.
- Provide appropriate benchmark standards and conduct compensation surveys; analyze data to develop a pay structure while assuring internal and external equity and compliance with State and Federal requirements.
- Compile and analyze information from ten comparable agencies (City of Alameda, City of Hayward, City of Livermore, City of Milpitas, City of Pleasanton, City of Redwood City, City of San Mateo, City of San Ramon, City of South San Francisco, City of Union City) providing similar services along with other competitive data.
- Identify potential pay compression issues and provide potential solutions.
- Analyze and recommend changes to the present compensation structure to meet market analysis.