

QUESTIONS REGARDING SCOTT COUNTY, IA'S RFP FOR A COMPENSATION, JOB CLASSIFICATION & BENEFIT STUDY

- If available, could you provide the number of employees covered by each job title as listed in the County's pay plan?

Attached is a table of the number of employees in each job title

- Can you please provide the number of covered employees in each represented group (so the number of employees in Group B – Secondary Roads Unit [Public Professional and Maintenance Employees], the number of employees in the AFSCME unit, the number of employees in the deputy sheriff unit [Deputy Sheriff Association], the number of employees in the corrections unit [Teamsters], the number of employees in the bailiffs unit [IBEW], and the number of employees in SECC?

Here are the numbers in the pay plan groups

Group	#
A – non represented	198
B – PPME (Secondary Roads)	27
C- AFSCME (Mixed)	89
E- DSA (Deputies)	35
H – Teamsters (Corrections)	67
J – IBEW (Bailiffs)	16
SECC	48

- Does the County have a budget set for the study?

The Board's addition of this goal came after the budget cycle, so will result in an amendment to the budget.

- How many employees would be included within the scope of the study? The County has appx 450 FTE's. Depending on the scope of the plan it could affect the following number of staff members:

Group	#
A – non represented	198
B – PPME (Secondary Roads)	27
C- AFSCME (Mixed)	89
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- How many job titles would be included within the scope of the study? **The RFP references 117 job titles in the non-represented group.**
- How many employees/titles are in the represented plans? **There are 44 job titles in the represented groups.**
- How many employees/titles are in the SECC? **There are 9 job titles for SECC.**
- What type of benefits are you seeking to review/analyze? **We are looking for guidance from the consultant, but our assumption is vacation, sick, holiday, deferred compensation and insurance.**
- Can you identify who or what type of positions are on the Hay Committee? **The current Hay Committee consists of the HR Director, a HR Generalist, 6 Departmental managers and 1 AFSCME representative.**
- Who will be project manager? **The Assistant County Administrator/HR Director, Mary J. Thee**
- Have you budgeted for the project? If so, can you indicate an amount or expected range? **The Board's addition of this goal came after the budget cycle, so will result in an amendment to the budget.**
- Do job descriptions exist? If so, please indicate their accuracy. Is the documentation available in electronic form? **All of the County's job descriptions are online: <https://agency.governmentjobs.com/scottco/default.cfm?action=agencyspecs> We are confident in the accuracy of the job descriptions, but do note many have not been revised in 10+ years. The overall function of the job remain the same, but perhaps not reflective of process changes.**
- Will the County require time to update or create job descriptions? **We would anticipate some job descriptions requiring updates.** Does the county expect the firm awarded the contract to update job documentation? **Yes, but we don't have a specific number or percentage.** We anticipate guidance from the consultant based on the length of time some have been reviewed and last updated. If so, what number and percentage of jobs require updating? **See previous question.** As we have no idea when the last salary study was professionally conducted, we'd rely on costing and recommendations for what may be anticipated or recommended. Due to the unique nature of many of the job descriptions we would anticipate reviews of the job descriptions for grades, internal equity or market influences. Many have been updated periodically to address technology changes and/or job openings. For example if a job had not been opened in 20 years, before opened HR and the Department would have reviewed and updated the job description. Approximately 40 job descriptions have been submitted in the last 10 years for review as part of our budgetary review process. We do not anticipate significant rewrites of job descriptions.
- Is employee indicative data available in electronic format? **Yes.**
- Has this initiative been shared with employees? What is the level of transparency for this project? **Extensive discussion have been had with department directors about the study and potential outcomes. Staff are aware of the Board's goal and overall concept**

of the study. We anticipate more communication once the RFP is awarded and scope determined.

- Is the union(s) aware and/or supportive of this initiative? We've not had extensive discussions with union groups, as there is a cost consideration before the Board determines whether to include these positions in the study. Iowa collective bargaining changes went into effect March, 2017, but County union contracts will not be impacted until fall of 2018.
- Does this RFP include a custom survey? We believe many aspects of the RFP can be established from previous data collected by the consultant. We would have to determine with the awarded consultant price and business necessity for a custom survey.