

## Compensation & Classification RFP Q&A

1. Please clarify how many position/job titles are included in the Study, to include vacant and future positions/jobs.

Answer: 22 non-union positions/job titles are to be included in all aspects of the study. An additional 3 union positions/job titles are to be included in the job description review/update portion only.

2. Please clarify how many employees are currently in positions that will be included in the study.

Answer: There are 22 current employees to be included in all aspects of the study. An additional 15 union employees are to be included in the job description review/update portion only.

3. The RFP says that an Organizational Service Delivery and Staffing Analysis was completed in 2021. Is the Village willing to provide a copy of the Organizational Service Delivery and Staffing Analysis to the selected consultant for reference?

Answer: Yes.

4. In the Overview of Required Sections, there's a section for "Statement of Equal Opportunity Practices". Is the Village requesting a statement of the EEO Practices that the Consultant adheres to internally, or how they approach EEO practices with their clients, or what exactly is the Village requesting? Please provide some detail regarding what it is that the Village is looking for in this Section.

Answer: A statement of the EEO practices that the Consultant adheres to internally (e.g., a statement from an Employee Handbook stating the Consultant provides equal employment opportunities to all employees/applicants without regard to race, gender, sexual orientation, marital status, etc.)

5. Does the organization participate in any wage/salary surveys that they would like for the consultant to include in the analysis of the organization's project? If so, which ones?

Answer: No.

6. Does the organization have a preference for any particular Industry, Trade or Professional Association wage/salary surveys that they want the consultant to use in the project? If so, which ones?

Answer: Yes, the Village prefers the public sector, particularly municipalities be used in this project. We are also open to suggestions from the selected consultant.

7. For the custom salary survey, does the organization have a list of comparator organizations that they want the consultant to use, or is the organization looking for the consultant to identify the comparator organizations for inclusion in the survey?

Answer: The Village is looking for the consultant to identify the comparator municipalities for inclusion in the study based on such factors as population, EAV, location and/or other factors the selected consultant may suggest. The Village has one or more nearby municipalities that we would like to be included if sensible to include them.

8. How many pay plans (pay structures/pay grids) does the organization currently use? If more than one, what employee groups are assigned to each pay plan?

Answer: There are currently 3 pay structures used for represented employees. One for full-time Sergeants, 1 for full-time Officers, and another for part-time Officers. No formal pay structure exists for non-union employees, hence the importance of this study.

9. Is the focus of the study on base pay, or are there other areas of focus? Please explain.

Answer: The main focus will be on base pay. However, the Village would like benefits to be included in the compensation portion of the study.

10. What the last study completed same scope as the current request? *[sic]* Did it include updated job descriptions?

Answer: A compensation and classification study has never been completed for the Village of Elburn (at least to the knowledge of current staff). Job descriptions were originally created in-house over 10 years ago. Some job descriptions have been updated recently.

11. Was the study completed internally or with the assistance of an outside firm? Who was the outside firm if one was used?

Answer: See answer to previous questions.

12. When do you need to have your results for the study?

Answer: The RFP indicates the project be substantially completed within four months but we are flexible.