



**REQUEST FOR PROPOSALS**

**FOR**

**CLASSIFICATION & COMPENSATION**

**STUDY OF CLASSIFIED EMPLOYEES**

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Request for Proposals Issued: July 1, 2014

Deadline for Submittal of Proposals: July 30, 2014

# Request for Proposals for Classification & Compensation Study of Classified Employees

## **I. INTRODUCTION**

The Sacramento City Unified School District (District) is seeking qualified firms to conduct a district-wide classification and compensation study of all classified job positions (non-credentialed positions).

### **Background**

The Sacramento City Unified School District is the 12th largest school district in California and one of the 100 largest in the United States, serving over 43,000 students on over 75 campuses. There are approximately 1,500 classified employees in four (4) units: Classified, Confidential, Supervisor, and Classified Management. Classified staff are represented by the Service Employees International Union, Local 1021 (SEIU) and the International Brotherhood of Teamsters, Local 150 (Teamsters). Supervisors are represented by the Classified Supervisors Association (CSA). Confidential and Classified Management are unrepresented.

The last comprehensive classification and compensation study was conducted well over a decade ago. Class specifications are outdated and need to be made current with regard to ADA requirements, working environments, essential functions and corresponding skills and abilities. Additionally, many classified positions have been eliminated as a result of budget cuts over the years, creating additional duties and responsibilities for remaining employees.

## **II. OBJECTIVES**

The overall objective is to align job descriptions with the current roles and responsibilities of classified employees and conduct a market analysis of compensation in similar or like jobs in other districts.

The overall goal of the District is to update our current job descriptions, compete with comparable districts and places of employment, offer fair payment for services, and recruit/train/retain and support a motivated, capable and diverse workforce. The following are specific objectives for the study:

1. Conduct a thorough job analysis of all classified positions.
2. Develop and/or update class specifications for all classifications including the following elements:
  - Position Title
  - Definition
  - Distinguishing Characteristics (if part of a family or if closely related classifications exist)
  - Essential Functions
  - Minimum Qualifications including knowledge, skills and abilities
  - Desirable Qualifications
  - Working Conditions including work environment and physical abilities in accordance with accepted ADA requirements
3. Conduct a total compensation salary survey of comparable school districts.
4. Develop a manual detailing the methodology of the study and providing guidance to staff in implementing the system.

## **Proposed Timeline**

Begin September 1, 2014 with completion not later than June 30, 2015. Completion of major departments as work is completed is preferred.

### **III. SCOPE OF SERVICES**

#### **A. Classification Plan**

1. Meet with designated staff members to validate scope of services, methodology, timelines, and other deliverables.
2. Define the process for communication with administrators and other employees during each step of the study. Meet with, and present information to, employees and District administration.
3. Review position titles (including supervisory/management) and recommend a titling structure which defines consistent levels of responsibility across the organization.
4. Develop a classification strategy that clearly outlines career ladders within class families.
5. Review organizational charts, budgets, personnel rules and regulations, collective bargaining agreements and related information as necessary.
6. Design an appropriate job analysis questionnaire, in hard copy and electronic format, for distribution to classified employees and their supervisors.
7. Upon receipt of completed questionnaires, conduct interviews with a representative group of employees and appropriate administrators to confirm content accuracy and resolve inconsistencies.
8. Allocate all employees within the scope of the study to an appropriate job title, job class, and Fair Labor Standards Act (FLSA) exempt/non-exempt designation.
9. Review existing job specification (job descriptions) or prepare new current and accurate job specifications (job descriptions) for each position in the District. The class specifications must reflect current duties and position requirements including physical requirements, working conditions and essential functions in compliance with ADA.
10. Describe the process for employees who have injuries or appeals, and conduct appeals as necessary. Attend meetings as necessary to present the study's recommendations. Attend appeals hearing to justify/defend recommendations. Attend Board of Education meetings as appropriate to present study process.
11. Provide a manual of instruction and training materials; provide actual training to appropriate staff to administer the proposed classification system; indicate any technology required.

## **B. Compensation Plan**

1. Identify survey labor market and benchmark classes for market analysis. Identify comparable and relevant employers.
2. Conduct a comprehensive compensation search using similar school districts and/or other employers with similar class structures.
3. Complete internal salary relationship analysis, including the development of appropriate internal relationship guidelines.
4. Develop externally competitive and internally equitable salary recommendations for each class included within the study.
5. Recommend a salary range to each classification which reflects the results of the market survey and the analysis of internal relationships.
6. Propose a policy and procedure to address employees whose base pay exceeds the maximum of their assigned pay range.
7. Present survey results to District administrators for discussions and decisions on overall pay philosophy and the practicality of acceptance.
8. Assist in the development of a strategy for implementing pay and compensation recommendations and define necessary components in the implementation process.
9. Present the data-driven rationale for recommendations, and present findings in report form and orally to the District's Board of Education, Superintendent's Cabinet, and Executive Staff.
10. Develop and implement a comprehensive employee communications plan to explain the process and final recommendations.
11. Provide a manual of instructions and training materials, provide actual training to appropriate staff to administer the proposed compensation system; indicate any technology required.

## **IV. INSTRUCTIONS**

Interested firms are invited to submit one (1) original signed proposal, four (4) additional hard copies and one (1) electronic copy on a portable thumb drive in write protected PDF format. The proposal shall be made in the format provided and the complete proposal, together with any and all additional materials, shall be enclosed in a sealed envelope addressed and delivered no later than 4:30 p.m. on Wednesday, July 30, 2014 to the following address:

Sacramento City Unified School District  
Contracts Office  
5735 47<sup>th</sup> Avenue  
Sacramento, CA 95824

The sealed envelope shall be marked on the outside lower left corner with the words “Classification Study RFP”. It is the Proposer’s sole responsibility to ensure that their proposal is received prior to the scheduled closing time for receipt of proposals. No corrected or resubmitted proposals will be accepted after the deadline.

This Request for Proposals does not commit the Sacramento City Unified School District to award a contract or pay any costs incurred in the preparation of a proposal responsive to this request. The District reserves the right to accept all or part of any proposal or to cancel in part or in its entirety this Request for Proposals. The District further reserves the right to accept the proposal that it considers to be in the best interest of the District.

All requirements must be addressed in your proposal. Non-responsive proposals will not be considered. All proposals, whether selected or rejected, shall become the property of the District. Firms are responsible for checking the website periodically for any updates or revisions to the RFP.

### **Requests for Information**

Questions related to this RFP should be submitted in writing to Kimberly Teague, Contract Specialist, at [kimt@scusd.edu](mailto:kimt@scusd.edu) no later than Wednesday, July 16, 2014. Specify “Classification Study RFP” in the subject line. Responses to all questions received will be posted on the Districts website.

## **V. CONTENTS FOR PROPOSALS**

In order for proposals to be considered, said proposal must be clear, concise, complete, well organized and demonstrate both respondents’ qualifications, and its ability to follow instructions. The quality of answers, not length of responses or visual exhibits is important in the proposal.

The proposal shall be organized in the format listed below. Respondents shall read each item carefully and answer each of the following items accurately to ensure compliance with District requirements.

### **A. Submittal Letter**

Include the RFP’s title and submittal due date, the name, address, and telephone number of the responding firm. Include a contact person and corresponding e-mail address. The letter shall state that the proposal shall be valid for a 60-day period and that the staff proposed is available immediately to work on this project. The person authorized by the firm to negotiate a contract with the District shall sign the cover letter.

### **B. Description of Firm**

Please provide an overview and history of your firm, including experience, background, and the number of years of experience providing classification and compensation consulting services.

### **C. Qualifications**

Please provide the qualifications of personnel who will be assigned to work on this study.

Submit résumés of key personnel assigned to this project.

**D. Methodology**

Please provide a task-listing of how this classification and compensation study will be accomplished.

**E. Sample Documents**

Please provide samples of questionnaires/surveys and other proposed process materials.

**F. Timeline**

Please provide an outline of the proposed time table required for the study to be completed and implemented.

**G. References**

Please provide at least at least three (3) school districts with similar demographics, along with the name(s) of individuals familiar with your work at school districts and submitted as references, that can be contacted by District staff.

**H. Cost**

Please provide the costs for each aspect of the classification and compensation study, as well as the overall costs for the project from beginning to completions.

**I. Additional Information**

Please include any additional information you feel is necessary for a full understanding of the services offered.

**VI. SELECTION CRITERIA**

A Selection Advisory Committee will evaluate and select those firms deemed to be the most highly qualified to perform the required services. The evaluation of proposals and the basis of award will be based on the review and analysis of numerous factors, which will include, but not be limited to, the following:

- Background and experience in providing work as identified in the Scope of Services section of this RFP.
- Qualifications of personnel.
- References of work done of similar nature.
- Costs

Upon evaluation of all submitted proposals, a limited number of firms deemed most qualified to provide the requested services may be invited to present their qualifications and respond to questions from panel members. The panel may include, but will not be limited to, Executive Staff, Bargaining Unit Representatives, and others qualified to rate providers.