

Second Amendment to Statement of Work 1
Total Compensation Study – Factor Comparison Method Services

THIS SECOND AMENDMENT (this "Amendment") is made by and between Cooperative Personnel Services dba **CPS HR Consulting**, ("CPS HR") located at 2450 Del Paso Road, Suite 220, Sacramento, California, 95834 and **the City of San Luis** ("Client" or "City") with offices at 1090 E. Union Street, San Luis, AZ 85349.

Whereas, CPS HR and Client have entered into the Agreement (as defined below); and

Whereas, CPS HR and Client desire to modify the Agreement on the terms and conditions set forth herein;

Now, therefore, CPS HR and Client agree as follows:

1. **Definitions:** The following definitions shall apply to this Amendment:

- (a) **Agreement.** The term "Agreement" shall mean the Agreement dated September 1, 2016 by and between CPS HR and Client.
- (b) **Other Terms.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.

2. **Modifications to the Agreement.** The Agreement is hereby reinstated and modified to extend the completion date and to include factor comparison method services and funding for those services as follows:

- (a) **Page 1, Section 1.** Provide Client with the factor comparison method as described below:

The factor comparison method is a job evaluation technique used in compensation studies for pay related decision making. The factor comparison method uses a systematic approach of determining the value/worth of a job in relation to other jobs in the agency for the purposes of establish a rational pay structure. Points are assigned to each classification based on the degree of each factor and its associated weight. The total amount of points for each classification serve as a guide to help slot non-benchmark classifications into their appropriate pay grades.

The factor comparison method for this study uses the following factors:

- Knowledge
- Skills
- Authority & Accountability
- Working Conditions

- (b) **Page 1, Section 4.** August 31, 2018

- (c) **Page 1, Section 7.** This section will be updated to include time and materials billing for the additional services.

d. Services provided to Client by CPS HR hereunder are priced on a TIME AND MATERIALS basis. Any estimates provided by CPS HR to Client, whether written herein or given orally, shall not be binding on CPS HR or convert the additional services listed in this Amendmnet into a fixed price engagement. CPS HR will invoice Client and be bound to the following rates for a total not to exceed \$10,000 for the factor comparison method:

Staff	Consulting Cost	Travel Time Cost
Managing Consultant/Project Mgr.	\$120 per hour	\$60.00 per hour
Consultants	\$105 per hour	\$52.50 per hour
Technical/Clerical	\$60 per hour	None

3. **Effective Date.** Each of the modifications set forth in Section 2 shall be effective on and after May 9, 2018.
4. **Legal Effect.** Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, CPS HR and CLIENT have executed this Amendment as of the date below.

**Cooperative Personnel Services dba
CPS HR Consulting**

City of San Luis

By: _____
Authorized Signature

By: 
Authorized Signature

Name: _____

Name: CHRISTINE SELEZ

Title: _____

Title: MANAGEMENT ANALYST