



STATEMENT OF WORK NO. 2

General Classification and Compensation Services

This Statement of Work ("SOW"), effective December 17, 2018 ("Effective Date") is issued under and subject to all of the terms and conditions of the Master Consulting Services Agreement, (the "Agreement"), dated as of September 1, 2016 by and between Cooperative Personnel Services, dba **CPS HR Consulting**, a California Joint Powers Authority ("CPS HR") with offices at 2450 Del Paso Road, Suite 220, Sacramento, CA 95834 and **the City of San Luis** ("Client" or "City") with offices at 1090 E. Union Street, San Luis, AZ 85349.

Any modifications specified in this SOW shall be applicable only to the parties hereto and shall not affect the Agreement or any other agreement. All changes to this SOW must be mutually agreed to and executed in writing by duly authorized representatives of both parties as an amendment to this SOW.

Capitalized terms used herein shall have the meanings ascribed to them in the Agreement.

1. **SERVICES:** CPS HR will provide the City of San Luis ("City") general classification and compensation services. Standard classification and compensation services are described below, however, classification and compensation services are not limited to these descriptions.

Classification Studies (as needed outside of original classification study in 2016-2017) shall include, but are not limited to:

1. Revise or develop classification specifications which may include analysis for knowledge, skills, ability, education and experience; position definitions, distinguishing characteristics, supervision received and exercised, example of duties, special requirements including licensing and certification requirements. This includes the design, distribution to incumbents, and analysis of Position Description Questionnaires.
2. Identify management, supervisory, professional, technical and general employees, including FLSA status.
3. Analyze data and prepare/present draft and final report. Analyze all information collected and review or develop classification specification in a manner consistent with information received and the City's practice. The report will include methodology, findings and classification specification or revisions made. Another CPS HR consultant for quality control will review draft reports and/or specifications prior to submission to the City. Subsequently, report will be submitted electronically and that any follow-up discussions will be conducted via conference call.

Desk Audits (as needed outside of original classification study in 2016-2017) The Desk Audit will provide an evaluation of a particular position to determine whether its duties and responsibilities correspond to its job classification and salary grade.

1. CPS HR will design PDQ for incumbent(s) completion.
2. Prepare for the interview(s) by analyzing the completed PDQ(s) and review background materials in preparation for interviews.
3. Interview incumbent(s) for desk audit and request additional information as needed.
4. CPS HR will meet with appropriate supervisors and managers for review of the employees completed PDQ and to ensure that the employee has accurately and sufficiently captured all pertinent information.
5. Compare the PDQ, interview and job audit results to the existing classification.
6. Allocate employee(s) to an appropriate job and, if necessary, make recommendations on revisions to classification description(s).
7. Prepare/present draft and final report of which will include background, discussion, results, and recommendations. Report(s) will be submitted electronically and that any follow-up discussions will be conducted via conference call.

Compensation Studies shall include, but are not limited to:

1. Conduct a Minimum Qualifications survey within the classification(s) being studied. The survey will include survey agencies within the City's labor market area. The number of agencies either agreed upon by CPS HR and the City, of as specified based on Bargaining Unit.
2. CPS HR assist with, or recommend, benchmark classifications and elements of total compensation to be collected.
3. Complete labor market salary and benefits surveys and confirm with agencies comparable classification(s) and all benefits collected.
4. CPS HR will analyze all data collected and present the labor market base and total compensation median and mean and where the City falls in relationship to the labor market. CPS HR will provide a summary of all benefits collected.
5. CPS HR will provide written documentation of assessment and methodology used for each conducted compensation survey. Reports will include analysis of all data collected including the City's maximum salary by classification in comparison to the labor market; additionally, a summary of all benefits collected from the labor market agencies will be included. Subsequently, report will be submitted electronically and that any follow-up discussions will be conducted via conference call.

Initiatives/Projects: Upon a request by the City for specific project services, CPS HR will identify the appropriate consultants to assist the City in completing the identified project. CPS HR will provide a proposed cost estimate and timeframe for completion, based on the scope of work for each particular project. The City will review and approve project budgets and project plans individually. Project specific work (priced separately, but consistent with the rates quoted below) could begin thereafter and would be overseen by the CPS HR Managing Consulting/Project Manager.

CPS HR and Client will have periodic evaluations of the use and effectiveness of this retained service, at the request of the City, provide contract funds balance, and review the City's needs, priorities and organizational developments.

Services will be billed on an hourly basis. Consultation will primarily be provided via telephone or e-mail. Services performed will be as requested by the City's project contact.

2. CLIENT RESPONSIBILITIES:

- a. Client must timely perform all those Client roles and responsibilities set forth in this SOW. Successful completion of this project within the time specified depends largely upon an effective working relationship between Client and CPS HR project staff. Client's Project Representative will be responsible for the following activities:
 1. Coordinating all meeting schedules, conference calls, facilities and equipment needs
 2. Coordinating interview schedules and facilities and distributing project update information
 3. Identifying and providing current classification and compensation information (i.e. current job specifications, salary structure, benchmark positions, and organizations, etc.), personnel policies and procedures, etc.
- b. Any work products developed during the activities described above will be submitted to Client's Project Representative for review, comment and/or approval. This is a critical step to ensure accurate, reliable, and valid products.

3. START DATE: December 17, 2018

4. COMPLETION DATE: June 30, 2019

5. CPS HR PROJECT MANAGER: Jennifer Ramos Phone Number: (916) 471-3125

6. CLIENT MANAGER: Olivia Jenkins Phone Number: (928) 341-8579

7. SERVICE FEES and BUSINESS EXPENSES: Not to Exceed \$10,000

All 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 this SOW into a fixed price engagement with respect to such Services. Any such estimates are for informational purposes only, and the actual fees payable by Client may be higher or lower than such estimates. CPS HR shall be bond to the following rates.

Professional Services:

| 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 |

Expenses:

- Travel time is invoiced at half the billable rate
- Mileage will be reimbursed at 54.5¢ a mile (or current IRS approved rate)
- Other Incidental Expenses: Billed at actual cost (per diem, hotel, postage, copying, miscellaneous materials costs)

Billing: Invoices will be submitted for payment monthly. The City will pay CPS HR Consulting within 30 days following receipt of invoice.

8. In the event the project is terminated early, CPS HR will be paid such amount as is due for professional services performed and out-of-pocket expenses incurred up to and including the effective date of termination.
9. This SOW covers work requested and performed prior to the commencement of this SOW.

EACH PARTY ACKNOWLEDGES THAT IT HAS READ THIS SOW, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

**Cooperative Personnel Services dba
CPS HR Consulting**

City of San Luis

By: _____
Authorized Signature

By: _____
Authorized Signature

Name: Sandy MacDonald-Hopp

Name: _____

Title: Chief Financial Officer

Title: _____