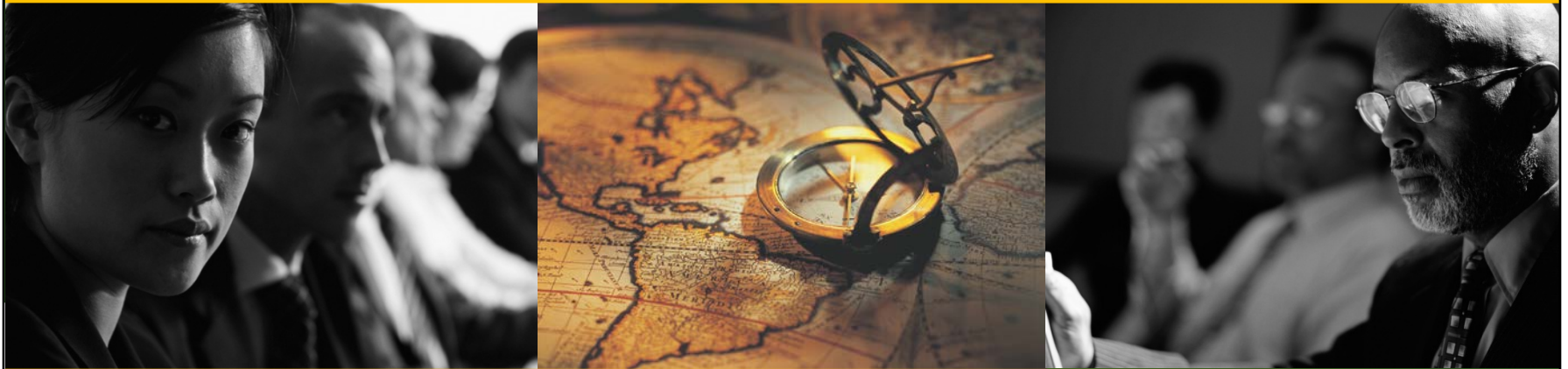


# **A Proposal to Conduct a Classification and Compensation Study for Williamson County, TX**



**Presented by:**



Evergreen Solutions, LLC

**December 10, 2012**

# *Agenda*

- **Who We Are**
- **Evergreen Solutions' Qualifications  
(Local Government Experience)**
- **Work Plan**
- **Project Schedule**
- **The Evergreen Team**
- **Why Chose Evergreen?**



# *Who We Are*

- **National Public Sector Consulting Experience**
  - Work in 41 States
  - Extensive Experience Working with Local Governments
  - Over 300 Classification and/or Compensation Studies
  - Full-Service Human Resources Consulting Practice
- **Public Sector Expertise**
  - Local Governments (Counties and Cities)
  - State Governments
  - Colleges and Universities
  - School Systems (K-12)
  - Quasi-Governmental Organizations
  - Non-Profits



# *Local Government Experience*

- Denton County, TX
- Travis County, TX
- City of Pearland, TX
- City of Austin, TX
- City of Sunset Valley, TX
- City of Santa Fe, NM
- City of Pittsburgh, PA
- County of Allegheny, PA
- Jefferson County, MO
- City of Columbia, MO
- City of Lee's Summit, MO
- City of Branson, MO
- City of Evanston, IL
- City of Gaithersburg, MD
- City of Hyattsville, MD
- Allegany County, MD
- Montgomery County, VA
- County of Culpeper, VA
- Gloucester County, VA
- City of Newport News, VA
- City of Suffolk, VA
- Brunswick County, NC
- Berkeley-Charleston-Dorchester Council of Govt's, SC
- Charleston County, SC
- Orangeburg County, SC
- City of Chester, SC
- City of Mauldin, SC
- City of Lancaster, SC
- Town of Mount Pleasant, SC
- City of Fairhope, AL
- Rockdale County, GA
- City of Kingsland, GA
- City of Riverdale, GA
- City of St. Marys, GA
- Numerous Counties in FL



# Work Plan

- ▶ Introduce team members
- ▶ Finalize project planning
  - ▶ Finalize work plan
  - ▶ Collect data
- ▶ Evaluate current classifications
- ▶ Conduct employee orientation sessions
  - ▶ Meet with departments heads
- ▶ Conduct workshop with the Commissioner's Court
- ▶ Hold focus groups with the selection/evaluation committee and County staff
  - ▶ Administer JAT and MITs
  - ▶ Analyze responses
- ▶ Develop compensation philosophy
- ▶ Develop classification structure
- ▶ Review work performed by each classification
- ▶ Develop internal job classification hierarchies
  - ▶ Validate internal equity

## Step 1 Project Kick Off

## Step 2 Project Outreach and Employee Participation

## Step 3 Job Classification Analysis



# Work Plan (continued)

- ▶ Identify benchmark positions to include in the study (i.e., approx. 300 will be included)
  - ▶ Determine targets
- ▶ Conduct labor market salary survey for both general employees and law enforcement/corrections personnel
  - ▶ Collect market salary data
  - ▶ Analyze data
- ▶ Prepare draft summary of market position
- ▶ Evaluate and build projected classification plan
  - ▶ Conduct compensation analysis
- ▶ Develop new/revised pay grades and ranges for review
  - ▶ Slot classifications into pay plans
  - ▶ Conduct solution analysis
- ▶ Develop draft and final report with an implementation strategy for CPM and HR team/project committee review
  - ▶ Finalize implementation and communication plan
  - ▶ Deliver final presentation
- ▶ Revise classification descriptions and FLSA recommendations
- ▶ Provide system training and provide associated maintenance instruction for *JobForce* software

**Step 4**  
**Conduct Salary**  
**Survey**

**Step 5**  
**Solution Analysis**  
**and Development**

**Step 6**  
**Finalize Project**

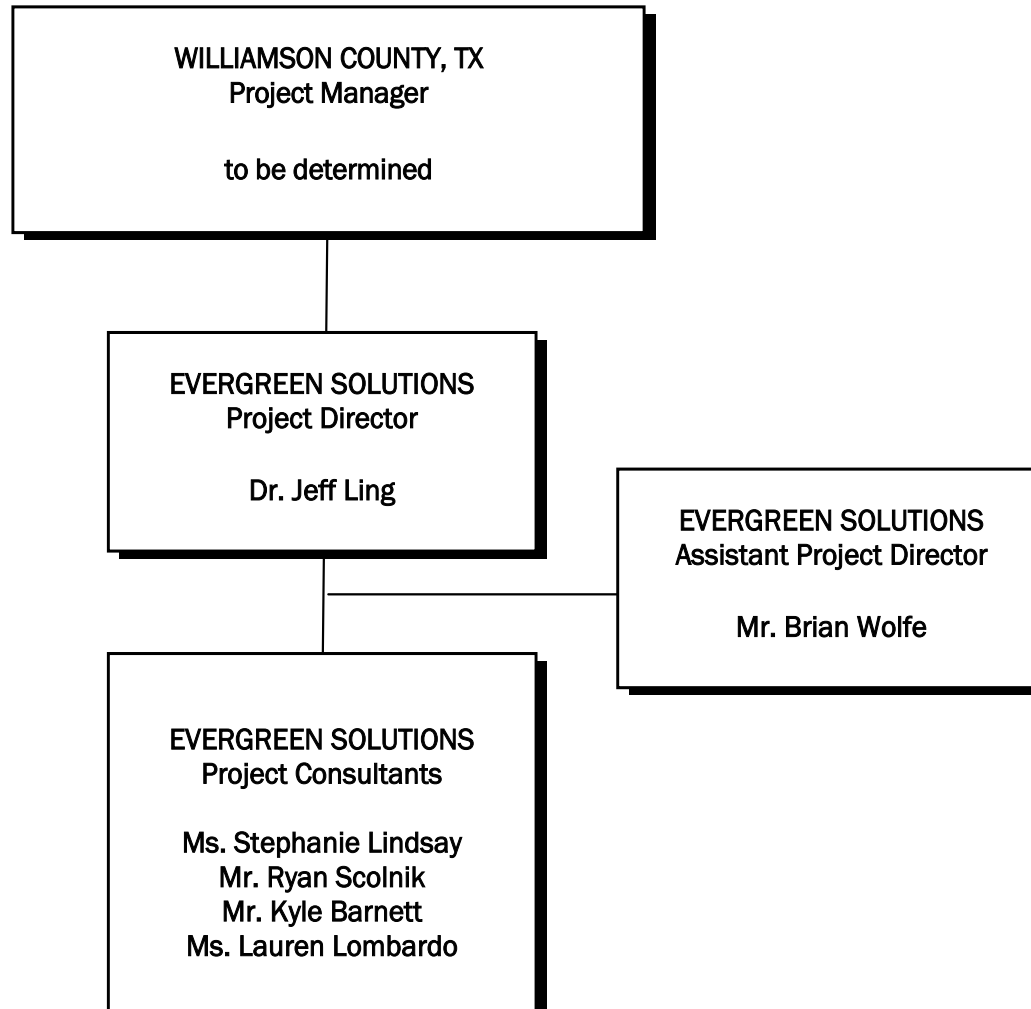


# *Project Schedule*

- Evergreen Solutions possesses the staff, skills, and tools to complete the project and deliver the final report to Williamson County in four months.
- This was based on a tentative project start date of December 18, 2012, as recommended in the RFP, and a completion date of April 18, 2013.
- This timeline can be modified in any way to best meet the needs of the County.



# *The Evergreen Team*





## *Why Chose Evergreen?*

- Unparalleled experience in conducting human resources studies in county and city governments
- Nationally recognized knowledge of and experience with local government operations
- An experienced collaborative and professional team
- Real world methodology that is industry standard
- Tested tools for knowledge transfer



# *Thank You!*

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