

**QUESTIONS & RESPONSES**  
**REQUEST FOR PROPOSALS**  
**PERSONNEL CLASSIFICATION & COMPENSATION STUDY**  
**June 21, 2013**

1. Questions(s): Do you have a budget for this project? If so, will you please provide it or a rough estimate? Do you have an established budget for the project and if so, can you please provide that budget number? What is the budget range for this project?

*Response: Currently, \$50,000 is allocated for this project.*

2. Questions(s): Does the Sonoma County Library currently use a formal job evaluation system to create internal equity? If so, please provide us with a description of the system. If not, are you looking for a formal system?

*Response: No. We would love to have a formal system for creating and maintaining equity.*

3. Question(s): I am confirming that the contract allows for progress billing based on subtasks. Correct? We typically require monthly progress payments for our projects based on percentage of completion of project tasks. Will the Library be open to these payment terms (vs. a lump sum payment)?

*Response: We prefer progress billing based on completion of subtasks but are willing to negotiate the payment schedule with the successful consulting firm.*

4. Question(s): You reference that the last comprehensive review was conducted in 2001. Who conducted that study (internal or an outside consultant?) If a consultant, who did that work? Would you mind sharing who did the work for the Library in 2001 and 2007-2008?

*Response: The work was performed by an individual serving as an outside consultant. That same person served as the Library's Human Resources Manager in 2007-2008.*

5. Question(s): What is the involvement of the union during the project? What is the partnership? What is the input and if appropriate, approval process from the union?

*Response: The Union will be invited to provide input but will not have a formal role in reviewing or approving the study recommendations. Any discussions with the union would be after the Library Commission accepts the final report.*

6. Question(s): Who is the project lead on the Library side?

*Response: The Library Director with assistance from the Library's Human Resources Manager Patrick Preston will act as lead on the Library side*

7. Question(s): What role, if any, will the County HR department play in this project? I know that this study is limited to the Sonoma County Library, but I am wondering whether Sonoma County is considering a study of this type as well?

*Response: As a Joint Powers Agency, the Sonoma County Library is an independent entity and is not part of the County of Sonoma. While a staff person from County HR may assist in evaluating the proposals/applicants, that is the only role that they will play; and there is no relationship between this study and anything that the County of Sonoma's Human Resources Department may do.*

8. Question(s): What role, if any, will the County Supervisors play in the approval of the compensation plan?

*Response: Under the current Joint Powers Agreement, a new classification and compensation plan would be approved by the Board of Supervisors in the oversight role (see Section 8, of the JPA at <http://sonomalibrary.org/doc/JPA.pdf>). However, the current JPA review and amendment process may alter that language—and the potential outcome is unclear at this time.*

9. Question(s): Explain Option A - are respondents required to include this in the bid?

*Response: Yes.*

10. Question(s): As there are many employees sharing the same position classification (Library Technician, for instance), explain the thought behind having each employee complete a job analysis questionnaire versus having a representative sample for positions filled by more than one employee.

*Response: The Library is open to using a representative sample when many employees share the same position classification.*

11. Question(s): What existing compensation resources will be shared with the consultants (i.e. list of libraries used for previous compensation studies, sources for setting/revising current compensation rates)?

*Response: There are none.*

12. Does a current compensation philosophy exist? Can it be shared with the respondents prior to submission of their proposal?

*Response: None exists.*

13. What is the timeline for the project - projected start and end dates (best desired timeline to acceptable timeline)?

*Response: The project would start as soon after the Library Commission's approval as possible (RFP, page 5) and should be completed by or before April 30, 2014 (RFP, page 7).*

14. Describe the RFP evaluation and consideration to select Sonoma County based (local) consulting firms for the project. What weight will be considered to support the local economy?

*Response: There is no mandate for giving local firms preference. The impact of location on cost and the ability to complete the project will be considered.*

15. Question(s): Under Attachment A (Step 1 and Step 10), are those hourly rates, monthly salary equivalents or bimonthly? Please clarify.

*Response: They are hourly rates without the decimal point. That is, the hourly rate for an Account Clerk II is \$18.22 to \$22.69.*

16. Question(s): What are the current step placement determinants? Can you describe how step grades are sued [sic] specifically since there are ten (10) of them

*Response: Appointment of new hires to any classification is made at step 1 of that classification. Exceptions can be made for special qualifications or experience, with the approval of the HR Manager and Library Director. Promotions are made at step 1 of the new classification or the step which is closest to a 5% increase over the previous salary, whichever is greater. There is a spread of approximately 2.5% between each step within each classification.*

17. Question(s): What is the currently negotiated union compensation plan? Will this be provided as an aid to respond to the RFP?

*Response: The current negotiated compensation plan provides for step increases for all full-time and part-time employees up through step 9 out of a 10 step salary structure. Step increases are automatically granted after each 2,080 hours in pay status. Wages are currently frozen at step 9. Extra-help employees are not eligible for step increases and currently remain at step 1 of their classification.*

18. Question(s): Are you looking to maintain the current methodology (step grades), or are you willing to explore new methodologies?

*Response: We are willing to consider other methodologies.*

19. Question(s): What trade associations do you belong to (or what memberships do you have?) Are they paid for?

*Response: The Library belongs to professional library associations (American Library Association, California Library Association) but not to trade associations.*

20. Question(s): Are you looking to maintain the current job categories or are you willing to explore new methodologies?

Response: *We are open to considering other options.*