



COMPREHENSIVE CLASSIFICATION AND COMPENSATION STUDY QUESTION AND ANSWER Updated June 28, 2018

The following questions regarding the Request for Proposals for the Comprehensive Classification and Compensation Study was submitted:

Submitted June 27, 2018

Question: In the RFP you mention that it has been a number of years since the City has undergone a comprehensive classification and compensation review. When was the last review completed and who completed it?

Answer: It has been more than 15 years since a comprehensive review was completed.

Question: How many employees are in the group of unrepresented executive staff and senior management?

Answer: There are 34 unrepresented executive staff and senior management.

Question: Just to confirm – between full-time and part-time employees – there are 90 possible job classifications correct?

Answer: Yes.

Question: How many employees are in each of the local union groups and which job classifications are covered by the collective bargaining agreements?

Answer: Teamsters Union Local 856 Miscellaneous Unit – 40
Sanitation Workers Division of Teamsters Union Local 856 - 8

Question: How does the City manage its existing classification and compensation structure?

Answer: It is used for recruitment and hiring purposes.

Question: What form of training is currently being used to educate managers, supervisors, etc. on the existing classification and compensation structure? What is the frequency?

Answer: Trainings are made available throughout the year to all management employees.

Question: Are you currently facing any challenges from a recruitment and/or retention standpoint?

Answer: Cost of living in the Bay Area.

Question: Are there any particular areas of concern with the existing structure that are driving this RFP or is it simply time for a new study?

Answer: Time for a new study.

Question: Can you please clarify whether or not the signed professional services agreement (Attachment 2) should be included with the proposal or how you would like for it to be addressed / handled?

Answer: Provided for review and information as part of the RFO. The City will negotiate with the selected vendor.

Submitted June 22, 2018

Question: Provide an actual allocation sheet showing how many employees are in each classification.

Answer: The information can be found on the City's Position Control Table, which is part of the adopted FY 2018-2019 and FY 2019-2020 Budget, adopted on June 12, 2018. Here is the link to the budget report, the position control table is on pages 29-31:
<https://www.ci.millbrae.ca.us/home/showdocument?id=17757>