# COUNTY AGENDA REQUEST

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| Department: | Human Resources | Presenter(s): | Lewis Patterson |
| Meeting Date: | Thursday, December 11, 2014 | Type of Request: | Consent |

Wording for the Agenda:

Approval of staff's recommendation to enter into a contract with The Carl Vinson Institute of Government at the University of Georgia to conduct a classification and compensation study of the Information Technology Department and up to six positions, beginning January 21, 2015, with a cost estimate submitted for review in May 2015 and a final report submitted in June 2015 at a cost of $3,500.

Background/History/Details:

The University of Georgia's Carl Vinson Institute of Government conducted the County's last classification and compensation study in 2007. Since that study UGA has assisted the County on an ongoing basis at no additional cost with updating job descriptions, grading new positions, creating new job descriptions and maintaining our pay grades. The County contracted with UGA to conduct a study of Water System positions at the two water treatment plants during the fall of 2013.

During the course of the proposed study UGA will meet personally with the County Administrator and Human Resources Director, department heads of areas being reviewed and selected departmental employees. The scope of work will include the review and upgrade of the current classification and pay plan for selected employees; producing and updating job descriptions for the selected jobs and producing a classification system based on job content analysis; collecting wage and survey data to produce a recommended pay plan based on job analysis, job evaluation and wage survey data; and providing technical assistance to implement the study recommendations. The jurisdictions to be used in comparison will be as follows: Counties - Henry, Coweta and Spalding; Cities: Tyrone, Fayetteville. The proposed project will commence January 2015 with a preliminary cost estimate and report submitted for review in May 2015 and a final report submitted in June 2015.

What action are you seeking from the Board of Commissioners?

Approval of staff's recommendation to enter into a contract with The Carl Vinson Institute of Government at the University of Georgia to conduct a classification and compensation study of the Information Technology Department and up to six positions, beginning January 21, 2015, with a cost estimate submitted for review in May 2015 and a final report submitted in June 2015 at a cost of $3,500, to be provided through a mid-year Fiscal Year 2015 budget adjustment.

If this item requires funding, please describe:

The $3,500 cost of the proposed study will be provided through a mid-year Fiscal Year 2015 budget adjustment. Any additional funding recommendations made at the conclusion of the study will be budgeted for during Fiscal Year 2016.

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| Has this request been considered within the past two years? | Yes | If so, when? | Thursday, November 13, 2014 |
| Is Audio-Visual Equipment Required for this Request?* | No | Backup Provided with Request? | Yes |

**** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.***

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| Approved by Finance | Yes | Reviewed by Legal | |
| Approved by Purchasing | Not Applicable | County Clerk's Approval | Yes |
| Administrator's Approval | | | |

Staff Notes:

Staff has identified the Human Resources Analyst and Engineering Technician as two of the six positions that warrant review. Additionally, UGA will develop a job description for the position of E-911 Call Taker and assign it to the proper pay grade. If any other individual positions are deemed needing to be reviewed the County manager will get direction prior to them being included in this study.

# Program Confirmation

*Fayette County Board of Commissioners*
*Follow-Up Classification & Compensation Study*

**This is not an invoice**
Today's Date: December 3, 2014

**TO:**
Mr. Lewis Patterson
Director of Human Resources
140 Stonewall Avenue, West Suite 212
Fayetteville, GA 30214

770.305.5381
lpatterson@fayettecountyga.gov

**FROM:**
Alex Daman
Public Service Assistant
Carl Vinson Institute of Government
201 North Milledge Ave.
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706.542.9048
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Project Name: Follow-Up Classification & Compensation Study

Start Date: January 20, 2015
End Date: April 17, 2015

Cost: $3,500

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## Scope of Work

**Project Objective:** To update the Carl Vinson Institute of Government's 2008 classification and compensation plan for select miscellaneous positions within the County and the County's Information Technology Department. Please note up to six miscellaneous positions can be included in this project. The miscellaneous positions participating in this project will be selected by Fayette County.

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**The project will include the following activities:**

- Carl Vinson Institute of Government's (CVIOG) will review the final report and related documents from the CVIOG's 2008 classification and compensation study. (January 2015)

- Fayette County will provide organizational charts and related personnel documents for the Information Technology department and select miscellaneous positions. (January 2015)
- CVIOG will conduct an on-site orientation meeting with the County Administrator, Human Resources Director, Information Technology Director describing in detail the activities that will be required to accomplish the project objectives. (January 2015)
- CVIOG will develop and distribute a detailed job survey form at the on-site orientation meeting to be completed by each incumbent in the Information Technology department and incumbents in the select miscellaneous positions (up to 6) participating in the project. (January 2015)
- CVIOG will conduct one on-site meeting with the County Administrator and Human Resources Director to review classification and compensation issues for the Information Technology department and the miscellaneous positions (up to 6) participating in the project . (February 2015)
- CVIOG will conduct on-site interviews with all employees from the Information Technology department to ensure adequate data for generating a complete and valid description of each job and job classification. (February 2015)
- CVIOG will conduct on-site interviews with all select miscellaneous employees (up to 6) participating in the project in order to ensure adequate data for generating a complete and valid description for each job and job classification. (February 2015)
- Collect and analyze published salary survey data from the Georgia Department of Community Affairs, International City/County Management Association, and Bureau of Labor Statistics. The jurisdictions to be used in comparison will be as follows: Counties - Henry, Coweta and Spalding; Cities: Tyrone, Fayetteville. (February 2015 & March 2015)
- Update classifications for positions within the Information Technology department and the select miscellaneous positions (up to 6) participating in this project to reflect current market conditions, job evaluation results, and organizational relationships. (March 2015)
- Update payroll information for employees within the Information Technology department and the select miscellaneous employees (up to 6) participating in this project. (March 2015)
- Develop cost estimate for implementing new classifications for employees within the Information Technology department and the select miscellaneous employees (up to 6) participating in this project. (March 2015)
- Develop new job descriptions for positions within the Information Technology department and the select miscellaneous positions (up to 6) participating in this project. (March 2015)
- Issue updated report. (March 2015 & April 2015)
- Conduct one on-site meeting with administrative personnel and elected officials from Fayette County to review project results. (March 2015 & April 2015)

*If additional materials or services are requested after the date of the confirmation, the fee will be discussed and added to invoice. You will be invoiced upon completion of the project by CVIOG; please do not send in checks prior to receiving invoice.*

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