

RFP 2013-002-01"Webb County Employee Compensation Plan/Salary Rate Study"

Question and Answers

1. How many job titles cover the 15,550 employees that are included in the study?

The number of employees as stated in the introduction is 1,500. We estimate that Webb County has approximately 333 job titles.

2. It appears from the scope of the work part D that not all job titles have current job descriptions. Approximately how many job titles do not have an up-to date job description? Are you asking for the consultants to update or create job descriptions for all titles?

An approximate number of positions that do not have job descriptions is 300. We would want the consultant to help us acquire or create the job descriptions. At the end of the study all positions would have a job description.

3. Under scope of work part C, "The plan will include a review of the match between the job titles and the job responsibilities." Are you referring to the match of the job in other organizations during the market study? Or, are you asking for an internal review of Webb County's positions to validate that an employee's job title is appropriate to his or her level /type of responsibilities?

We are asking for an internal review of Webb County's positions to validate that an employee's job title is appropriate to his or her level/type of responsibilities.

4. Are you asking the consultant to make recommendations regarding potential changes to the job classification structure? In other words for example, are you looking for someone to recommend possible consolidation of job titles, addition of new titles, modifications to job title assignments for individual employees, etc.? Our usual process for this kind of work involves distributing questionnaires to each employee to gather information on job content and minimum requirements. Is this consistent with your expectations?

Your identified process appears to be consistent with our expectations. We are not particularly looking for consolidation of titles, addition of titles, or modification of job title assignment, unless the study shows there is a great need for such a recommendation.

5. Under scope of work part B and part D: After studying each position and determining which classification each employee should be allocated to, are you asking the consultant to draft new/updated job descriptions for each employee or each job classification?

We are not asking that new/updated job descriptions for each employee or each job classification be drafted. We are asking that where there is one lacking, that the study provides it.

6. Under scope of work part H, “the number of employees in each department along with the particular work responsibilities and make recommendations relative to the number of assigned personnel and/or the workloads/caseloads”: It sounds like you are asking for a staffing study resulting in recommended number and type of positions in each department. Is that correct? Are there specific departments or classifications that you are concerned with? Are all departments and positions included in this part of the study? If not, please let us know what is included.

The county has not identified a specific department of classification that they are concerned with. This would be a general review of the departments and their responsibilities with a recommendation about the number of assigned personnel.

7. The RFP suggests that you would like to compare salaries from only other counties. Will you consider including cities, schools, or other public sector organizations?

While Webb County may assume that the best comparisons are with other counties, the recommendation of the selected proposer will be important.

8. Can you please elaborate on what you are looking for under scope of work part J? Does this mean a presentation of the final results of the study?

The selected consultant will make a presentation to the Webb County Commissioner’s Court outlining the results of the study and the recommendations they are making. This includes cost estimates of implementing the recommended Wage and Classification program (that is steps/grades; allowance for COLA increases, etc.). Presenting the recommendations and the cost estimates of implementing the recommendations is very important.

If there is a need for additional presentation(s) of the results of the study, it is expected that they will be conducted.

9. Do you have an ideal time frame within which to complete this study? When would you like to have results completed by?

Once the provider has been selected, a contract will be negotiated. Webb County would expect the study and the recommendations along with the cost estimates to be completed within 9 to 12 months after contract approval.

10. I understand the County does not have a formal job evaluation system to establish internal equity right now. Is this something the county is looking for out of the potential project?

While the Webb County does have a formal system for evaluating employees, and all changes to job titles and responsibilities must be approved by the Civil Service Commission; Webb County does not have a formal system for evaluating job responsibilities and or titles. Having a formal system will help us maintain the soundness of our pay structure. Further discussion of this would take place at contract negotiation time.