



AGENDA ITEM EXECUTIVE SUMMARY

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|---|--|--|---|
| Agenda Item: | Classification and Compensation Study | | |
| Presenter & Title: | Mera Johnson, Human Resources Generalist | | |
| Date: | January 11, 2023 | | |
| <i>Please Check Appropriate Box:</i> | | | |
| <input checked="" type="checkbox"/> | Committee of the Whole Meeting | <input type="checkbox"/> | Special Committee of the Whole Meeting |
| <input checked="" type="checkbox"/> | City Council Meeting | <input type="checkbox"/> | Special City Council Meeting |
| <input type="checkbox"/> | Public Hearing | <input type="checkbox"/> | Other - |
| Associated Strategic Plan Goal/Objective: SG-I, EMS-IV | | | |
| Estimated Cost: \$29,800 | | Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Other Funding? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| <i>If "Other Funding," please explain how the item will be funded: Tri-Com will contribute an additional \$5,700 for a total cost of \$35,500</i> | | | |
| Executive Summary: | | | |
| <p>Human Resources best practices recommend compensation plans should be reviewed every 3 to 5 years in order to remain competitive. In addition, the City of Geneva’s adopted Compensation and Classification Plan Document states that compensation will be reviewed every 5 years. While the City of Geneva conducted a joint Classification and Compensation Plan study in conjunction with the City of Batavia in 2017; this was not a viable option this time as both Batavia and St. Charles conducted their own studies prior to our 5-year schedule. The COVID-19 pandemic and pending retirements are driving an increasingly competitive job market; therefore, a review of the current plan is essential if the City intends to continue to fill key positions that become vacant by recruiting the most qualified talent.</p> <p>A Request for Proposal was posted on the City’s website in early October 2022 and responses were received from six firms ranging in cost from \$31,100 to \$83,484. The HR Generalist with the assistance of Assistant City Administrator and the Executive Director of Tri-Com invited three firms to interview. GovHR of Northbrook, IL was determined to be most responsive in meeting the evaluation criteria listed in the RFP. They possess a track record of good performance with neighboring and comparable communities, have positive professional reference checks, and offer the best value with minimum additional fees. It should also be noted that a review of other local communities who have conducted compensation studies in the last two years show that costs are comparable, given the scope of work and current job climate.</p> <p>The scope of the engagement includes the following for 68 unrepresented (non-union) positions:</p> <ul style="list-style-type: none"> • Perform job audit and analysis for each position by reviewing and updating job descriptions and performing a point factor evaluation to determine that position titles and classifications are appropriate; | | | |

- Review the current performance evaluation process and make recommendations for changes as needed;
- Identify comparable communities;
- Review the current Classification and Compensation Plan and recommend changes as necessary to grades, ranges and position placement;
- Produce a Manual that outlines recommendations and continued maintenance of the recommended compensation system; and
- Present final report with a financial impact analysis to staff and the City Council

This study is integral to helping staff and supervisors clearly understand their roles and responsibilities in this ever changing environment. Failure to invest in this study only delays Geneva's commitment to our employees and jeopardizes our position to identify, recruit and retain top talent.

- Resolution
- RFP

Voting Requirements:

This motion requires a simple majority of affirmative votes for passage.

The Mayor may vote on three occasions: (a) when the vote of the aldermen or trustees has resulted in a tie; (b) when one half of the aldermen or trustees elected have voted in favor of an ordinance, resolution, or motion even though there is no tie vote; or (c) when a vote greater than a majority of the corporate authorities is required by state statute or local ordinance to adopt an ordinance, resolution, or motion.

Recommendation / Suggested Action: *(how the item should be listed on agenda)*

Consider approval of a Resolution authorizing Acceptance of a proposal from GovHR, USA, LLC in an amount not to exceed \$35,500 for a Classification and Compensation Study.

RESOLUTION NO. 2023-01

**RESOLUTION AUTHORIZING EXECUTION OF
A PROPOSAL FROM GOVHR, LLC FOR A
CLASSIFICATION AND COMPENSATION STUDY**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GENEVA, KANE COUNTY, ILLINOIS, as follows:

SECTION 1: That the City Administrator is hereby authorized to accept, on behalf of the City of Geneva, a proposal from GovHR, LLC to perform services for a Classification and Compensation Study attached as Exhibit “A.”

SECTION 2: This Resolution shall become effective from and after its passage as in accordance with law.

PASSED by the City Council of the City of Geneva, Kane County, Illinois, this 17th day of January, 2023.

AYES: __ **NAYS:** __ **ABSENT:** __ **ABSTAINING:** __ **HOLDING OFFICE:** __

Approved by me this ____ day of _____, 2023.

Mayor

ATTEST:

City Clerk

October 18, 2022

Ms. Mera Johnson
Human Resources Generalist
City of Geneva
22 South First Street
Geneva, IL 60134

RE: Proposal for a Classification and Compensation Study

Dear Ms. Johnson:

We are pleased to provide the City of Geneva with this Proposal for a Classification and Compensation Study for the 156 employees in 68 positions in the organization, including 5 positions in the Tri-Com Central Dispatch. GovHR is a public-sector management consulting firm specializing in executive recruitment and management consulting. Our headquarters are in Northbrook, Illinois, and we are a certified Female Business Enterprise in the State of Illinois. All services are provided solely for public jurisdictions and not-for-profit entities. GovHR has conducted more than 100 classification and compensation studies in the past ten years. A complete list of our Classification and Compensation Study clients is located on our website at www.govhrusa.com.

If selected to conduct this Study for the City of Geneva, GovHR Chief Executive Officer Joellen Cademartori will serve as your Project Manager. Ms. Cademartori will be assisted by GovHR Senior Vice Presidents Rachel Skaggs and Joan Walko, Associate Vice President Alice Bieszczat, and Human Resources Manager Mysi Hall in study preparation, data gathering and employee interviews. Biographies for Ms. Cademartori and the Project Team are attached to the proposal, and Ms. Cademartori's contact information is:

Joellen Cademartori
Chief Executive Officer, GovHR USA
630 Dundee Rd., #225
Northbrook, IL 60062
847-380-3238
Jcademartori@govhrusa.com

GovHR understands that human resource management continues to be a significant concern as governmental services continue to increase in cost and complexity, and the resources to fund local governments are constrained. Day-to-day operations present challenging administrative problems in planning, organizing, and directing human resource functions in order to achieve maximum efficiency and effectiveness in the delivery of municipal services. A properly developed and administered Compensation Plan forms the foundation for meeting these challenges. It helps to ensure that the City can not only

recruit the best and brightest employees but can also retain those employees, even in a competitive marketplace. By retaining qualified, experienced employees the City avoids the costs of re-recruitments and lost productivity, while maximizing the benefits of the investments it has made in employees and the institutional and community knowledge acquired by those employees over their tenures. We understand the high expectations that have been established in Geneva in recruiting and retaining excellent employees. These factors will be taken into consideration in the analysis and reflected in the Study results.

Please contact Ms. Cademartori or me if you have questions regarding our proposal or need additional information. We look forward to hearing from you and hope to have the opportunity to work with you on this important project.

Sincerely,

A handwritten signature in black ink, reading "Judith Th. Schmittgens". The signature is written in a cursive style with a prominent initial 'J' and a clear 'Th.' followed by the last name.

Judith Schmittgens
Corporate Secretary and Compliance Manager

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CITY OF GENEVA, ILLINOIS
Proposal for a Classification and Compensation Study
October 18, 2022

GovHR USA, LLC (“GovHR”) is pleased to provide the City of Geneva with this Proposal for a comprehensive Classification and Compensation Study, including a review of benefits, for approximately 156 non-union employees in 68 positions in the organization, including 5 positions in Tri-Com Central Dispatch (collectively “the City”). The Study will include an evaluation of the City’s overall employee compensation and pay structure to assure both internal and external (marketplace) equity, and a job audit for each position to determine appropriate classification. The Study conducted by GovHR will ensure that an equitable compensation system is in place that is both fair and competitive, enabling the City to recruit and retain qualified employees. The system will also be fairly easy to administer in an organized and consistent fashion, as well as sustainable for years to come.

FIRM BACKGROUND AND EXPERIENCE

GovHR is a public management consulting firm serving municipal clients and other public-sector entities on a national basis. GovHR is led by Heidi Voorhees, President, and Joellen Cademartori, Chief Executive Officer. Our headquarters offices are in Northbrook, Illinois. We are a certified Female Business Enterprise in the State of Illinois, and work exclusively in the public sector. GovHR provides service to jurisdictions and agencies in a variety of contemporary issues, including management, financial, and human resources assistance.

Ms. Cademartori will serve as the Project Manager for Geneva’s Classification and Compensation Study. Ms. Cademartori’s contact information is:

Joellen Cademartori
Chief Executive Officer
GovHR USA, LLC
630 Dundee Road, Suite 225
Northbrook, IL 60062
jcademartori@govhrusa.com
Telephone 847-380-3238

Ms. Cademartori will be assisted by GovHR Senior Vice Presidents Rachel Skaggs and Joan Walko, Associate Vice President Alice Bieszczat, and Human Resources Manager Mysi Hall in study preparation, data gathering and employee interviews. The years that each of the Team members joined GovHR are: Ms. Cademartori, 2011; Ms. Skaggs, 2018; Ms. Walko, 2022; Ms. Bieszczat, 2013; and Ms. Hall, 2013. Biographies for the Consultant Team are attached to this Proposal and contain information regarding each of their professional achievements and level of education. Each of their client lists are included on our website. This Project Team is currently working on several classification and compensation studies that are in various stages of completion, and the Team has the time necessary to devote to this Study for Geneva.

GovHR has conducted more than 100 classification and compensation studies within the past 10 years. Without fail, every pay plan recommended by GovHR has been successfully implemented by the client. A list of the firm's studies and a complete list of GovHR's clients is located on our website at www.govhrusa.com.

STATEMENT OF EQUAL EMPLOYMENT OPPORTUNITY PRACTICES

The following statement is included in GovHR's current Employee Handbook:

GovHR provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal Employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

GovHR expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

SCOPE OF SERVICES

Geneva would like a comprehensive review and update of its current classification and compensation system for approximately 156 full-time employees in 68 non-union positions, including 5 positions in Tri-Com Central Dispatch. One of the purposes of the Study is an evaluation of the labor market, and the Study will allow the City to better understand its competitive pay position and to determine its strengths and weakness relative to the comparable market.

To accomplish the City's objectives, GovHR will perform the following steps (listed in the order that the work will be performed). Please note, we have specified those areas where we will need the City's input/assistance.

Meetings, Salary and Benefits Survey, Job Analysis.

DELIVERABLE: Start Up Documents

DELIVERABLE: Job Analysis Questionnaire Form

- **Study preparation and project meeting (via telephone or video conference call).** Meet with City representatives to discuss study methods, review organization charts, personnel rules and regulations, and the current classification and pay plans. We will seek to determine problem areas, answer questions, and review the scope and schedule of work and the data and assistance GovHR will need from the City. Prior to the meeting, GovHR will require copies of the organization charts for each department, all pay plans, the current personnel manual and any other relevant information related to salaries to make for a more productive initial meeting.
- **Establishing comparables**
DELIVERABLE: Group of Comparable Communities and Private Sector Entities

Public Sector

The City has a list of possible comparable municipalities that were identified in a 2017 Study, but would like the Consultant to determine the accuracy/comparability of the municipalities on this list. Working with City staff and using our broad-based cohort methodology, we will determine a logical survey sample of “like” municipalities that impact the compensation market for the City. In selecting public employers, we normally use criteria such as number of employees, population served, EAV, budget size, proximity, etc., the purpose of which is to select jurisdictions that are most comparable to Geneva.

Private Sector

The Consultant understands that the City would also like to survey private employers for salary comparison purposes. While GovHR is happy to accommodate the Client, it is our experience that there are three potential problems with this request. First, there are few “like” positions in both the public and private sectors. Second, we have found that obtaining salary data from private employers is extremely difficult to secure. Unlike public employers, a private employer’s salary information is not part of the public record and they are under no obligation to share this with others. We have found that even after many attempts to get the data, we may be unsuccessful. And finally, private sector salary data may not be accurate if the respondent does not include bonuses, commissions or stock options as part of the base salary. Because of this, GovHR cannot guarantee successful results in obtaining the data. (It should also be noted that in GovHR’s experience, private sector data may only be available as aggregate data and not employer or job description specific. Additionally, the data may not be current.) Our methodology for surveying private sector employers would be, with the assistance of City representatives, to select four (4) to six (6) major employers in the Geneva area that would have some “like” positions (up to 10) for comparability purposes (e.g., clerical, human resources, accountants). We would then design and send out a separate survey for this group and make one follow up contact to secure salary data. In addition, we would check another survey source (e.g., the Bureau of Labor Statistics) to gather regional salary data on select classifications, if desired by the City.

Comparable Dispatch Organizations

GovHR, with the assistance of Tri-Com Dispatch representatives, will also identify comparable entities for surveying and comparing the 5 Dispatch positions.

- **Employee Kickoff Meeting (Project Manager)**

Shortly after the initial project meeting with the Geneva representatives, the Consultant will meet with employees virtually to explain the scope of the project and distribute Job Analysis Questionnaire (JAQ) forms. GovHR understands that many employees have not participated in this type of process before, and we take the time to carefully explain the purpose of the project to the employees and to answer any questions they may have. If any of the employees are not available when these first meetings are held, they can view a video presentation of the meeting. Employees will then be allowed two (2) weeks to complete the questionnaire. The questionnaires will also be reviewed by each employee’s supervisor and returned to GovHR within three (3) weeks of distribution.

- **Prepare and send out salary and benefits surveys.**

GovHR will design and send out the salary and benefits surveys (under City letterhead) to gather salary data for benchmark classifications in the comparable communities. To accomplish this, the Project Manager will work with City representatives to select approximately 30 benchmark classifications from the City's 63 classifications covered in the Study. These classifications will be chosen on the criteria of those that are most common in all communities and that cover all the various pay grades in Geneva. In addition to job titles, brief position descriptions are included in the survey to make sure we are receiving salary and benefits data for "like" positions in the comparable communities.

GovHR will send a separate survey to the comparable dispatch entities, and will include all 5 non-union positions in the organization.

Note: While GovHR will prepare all the materials to be sent out for the salary surveys, we have found that sending out the survey under the client's letterhead generates a better/faster response from the survey respondents than when it is sent out under our letterhead/name. In addition, the City *may* be asked to make one follow up contact to those municipalities and private sector companies and that do not initially respond to the survey request.

- **Job evaluation analysis and establishment of job classification system (Consultant Team).** Upon return of the JAQs by the City, GovHR will perform the following:

- Read each JAQ (up to 156) and corresponding Job Description (up to 68), in their entirety.
- Personally interview at least one (1) employee (via Zoom) from each job classification to further understand the scope of their job.
- Apply a measurement system of job evaluation factors, using nine (9) main factors used in our job evaluation instrument in order to evaluate the internal/comparable worth of each job classification. Upon completion of the job evaluation measurements, a new Classification Plan will be developed. It is important to emphasize that the job, not the qualifications or performance of the incumbents, is being evaluated. Part of this process will include the evaluation of current job titles and the recommendation for any changes to same, assuring that the job title and related recommended pay range matches what the employee is actually doing.

Note: A formal job evaluation system, such as the one utilized by GovHR, is an attempt to objectify the reasons that jobs are compensated differently. Most compensation practitioners agree that three (3) basic factors are important in determining compensation. These are: (1) skills required; (2) responsibility; and (3) working conditions. The Equal Employment Opportunity Commission recognizes these three (3) basic factors, along with seniority and performance, as valid determinants of compensation. The nine (9) factors used by GovHR are essentially subdivisions of the first three (3) factors mentioned above. In addition, it is GovHR's practice that, under Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and the Age Discrimination of Employment Act (ADEA), it is illegal to discriminate in any aspect of employment. GovHR will not use discriminatory practices on the basis of race, color, religion, sex, national origin, disability, or age when performing a classification analysis. Decisions and recommendations will not be based on stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain sex, race, age, religion, or ethnic group, or individuals with disabilities.

- Based on the results of the job evaluation process outlined above, assign all classifications to skill levels.

Note: Logical breaks in the continuum of points determine the skill levels used for determining the classification system. For example, skill level 1 might contain jobs that scored between 185 and 200 points, skill level 2 between 205 and 220 points, and so on.

- Review the results of the job evaluation exercise with City representatives and revise as necessary.

II. Salary and Benefits Survey Analysis.

DELIVERABLE: Salary Survey Data

DELIVERABLE: Benefits Survey Data

DELIVERABLE: New Salary Schedules

The following steps will be included in this component of the Study:

- Tabulate, summarize, and analyze comparative compensation information obtained through the surveys. Our pay tabulations compare the City's salaries for the surveyed positions, with the average minimum and the average maximum of the survey data for each surveyed class, when possible. Data is displayed for each jurisdiction on each class and summarized in an overall table. This data is analyzed to determine the percentage difference between the City's present pay for each class and the survey data.

The Consultants will work with the City at the initial meeting to determine the City's policy with respect to compensation (i.e., 50th percentile; 75th percentile, etc.). Once this is determined, the Consultants will use the salary survey data to develop and recommend new salary schedules for the City's 63 classifications and Tri-Com's 5 classifications. This process will include a recommendation regarding how employees are inserted into the new plan and how they move through the proposed pay plan (either via a merit system or defined merit increment plan), with recommendations for a specific performance-oriented program with respect to salary advancement through the new salary ranges. The salary schedules will outline what the specific percentages are between ranges and grades. **Note:** GovHR always recommends that there be a merit component associated with the granting of wage adjustments and a recommendation for this will be included in the City's report.

- Tabulate, summarize, and analyze comparative benefit information obtained through the survey, including employer paid insurance premiums, paid leave and other benefits. Make suggestions and recommendations where City benefits are inconsistent with the survey group. (Note: Regarding health benefits, GovHR typically requests respondents to provide information regarding employee and employer contribution amounts and for a copy of their health summary, which is provided to the Client. If a more detailed analysis is desired, GovHR can provide this for an additional cost at our hourly rate.)

III. Progress Reports (via email and video/conference calls)

GovHR prides itself on our attention to and communication with our clients as the project proceeds. As such, GovHR will strive to maintain regular contact with the City's representative and to be available to address the Client's questions, concerns and needs.

GovHR will make regular progress reports to the City as requested, particularly at critical points in the Study. Additionally, the Project Manager will meet with the City representative and other key City staff

such as Department Heads to participate in a question-and-answer session and to review the results of the job evaluation exercise and the proposed new salary schedules.

IV. Draft and Final Report Preparation

DELIVERABLE: Draft and Final Report

A draft report will be prepared by the Consultants and sent electronically to the City that includes:

- an Executive Summary highlighting the overall scope of the Study and the general observations, outcomes and recommendations contained within the Report;
 - a summary of all aspects of the Study, including recommendations, methods and guidelines for achieving the overall aspects of the Study as well as recommendations for annual maintenance and review of the new plans;
 - pay range options that are consistent with the City's pay policy, outlining the pros and cons of each option;
 - assignment of each position to an appropriate classification and pay grade based on internal equity and marketplace considerations;
 - recommendations on keeping the plan current, equitable and up to date over the next ten years.
 - An implementation plan and cost estimates of implementing the Study's findings and recommendations.
- Once the City representatives return review comments, a final report will be prepared and sent to the City.

V. Presentation of Findings (Project Manager)

The Project Manager will make an in-person presentation of findings to the City Council and a separate presentation to the Tri-Com Dispatch Board detailing the final results of the Study.

VI. Training

The final report will include a procedure manual and appropriate forms for Human Resources staff and/or supervisors to maintain the recommended classification and pay plan(s). GovHR will train designated staff on how to use the system and maintain it for years to come.

VII. Job Descriptions

GovHR will identify those job descriptions in need of update based on information obtained during the employee interviews. If desired, GovHR will update the City's job descriptions for an additional fee (see Cost section/Optional Services).

VIII. Review of Performance Evaluation System

GovHR will review the City's current performance and will make recommendations for improvement, if needed.

PROPOSED PROJECT TIMELINE

GovHR is available to start this project within four weeks of acceptance of its proposal. A Study of this size would normally take approximately 120 days. This timetable is, however, contingent upon the timely response from the comparable municipalities and private sector entities supplying the salary data, as well as the timely response of the Geneva and Tri-Com employees in returning the JAQs.

Following is a detailed breakdown of the work schedule:

- Week 1: Meet with City representatives to discuss Study methodology and expectations.
- Week 2: Prepare and distribute salary and benefits surveys to comparable communities and private sector entities.
- Week 3: Meet with employees to hand out JAQs and explain the purpose of the Study and the process.
- Week 4 to 6: Return of JAQs and salary and benefits surveys.
- Week 7: Reading of JAQs and job descriptions; interview employees.
- Week 8 and 9: Analyze data; prepare new classification and compensation plans.
- Week 10: Send draft findings to Geneva and Tri-Com.
- Week 11: Meet with key City representatives to review preliminary findings.
- Week 12: Prepare Draft Report and send to City.
- Week 13: Get return comments from City.
- Week 14: Prepare Final Report.
- Week 15: Present Report to City Council and Management, and separately to Tri-Com Central Dispatch Board.

GovHR is mindful of the Client's desire to have a finished quality product within a reasonable time after initiating a Study of this kind, and we pride ourselves in adhering to this timeframe. Our past clients will confirm our diligence in delivering our report and other deliverables on time.

REFERENCES

City of Saint Charles, Illinois

Classification and Compensation Study (2022) – 80 positions

Jennifer McMahon, Director of Human Resources

630-377-4470

jmcmahon@stcharlesil.gov

Town of Dedham, Massachusetts

Classification and Compensation Study, including Benefits (2021/22) – 90 positions

Contact: Gayle McCracken, Director of Human Resources

781-751-9142

Gmccracken@dedham-ma.gov

Village of Lincolnwood, Illinois

Classification and Compensation Study (2022) – 33 positions

Anne Marie Gaura, Village Manager

847-745-4717

agaura@lwd.org

Village of Lisle, Illinois

Classification and Compensation Study (2021/22) – 33 Positions

Patti Anderson, Human Resources Manager

630-271-4146

panderson@villageoflisle.org

Town of Milford, Massachusetts

Classification and Compensation Study (2021/22) – 70 positions

Contact: Kristin Melpignano, HR Director

774-462-3308

KMalpignano@Milfordma.gov

CONCLUDING REMARKS

In closing, GovHR is a public-sector management consulting firm devoted to assisting only public-sector entities. We believe that the team assembled for conducting the proposed study for the City of Geneva is of the highest caliber and qualifications.

GovHR appreciates your consideration of this proposal and looks forward to the opportunity to work with the City on this important project.

COST PROPOSAL

We have proposed that the entire Study (except the requested in-person presentation of findings) be conducted virtually due to the pandemic; however, if the City requests any additional in-person meetings, GovHR will provide the City with an additional estimate for travel and related expenses. GovHR has conducted several virtual studies since the start of the pandemic, resulting in significant cost savings to our clients. We estimate the fee for the entire study to be \$35,500 (\$35,100 for professional fees and \$400 for expenses) and will agree to complete the study for this **fixed fee of \$35,500** plus other Optional Services.

| <u>Study Phase Breakdown</u> | <u>Hour Breakdown</u> | <u>Cost</u> |
|---|------------------------------|--------------------|
| I. Meetings, Salary and Benefits Survey, Job Analysis | | |
| Study preparation and project meeting (via video conference call) | 2 hours | \$300 |
| Establish comparables | | |
| Public sector | 10 hours | \$1,500 |
| Private sector | 4 hours | \$600 |
| Comparable Dispatch entities | 2 hours | \$300 |
| Employee kickoff meetings/distribute JAQs | 2 hours | \$300 |
| Prepare and send out salary and benefits surveys | | |
| Public sector | 16 hours | \$2,400 |
| Private sector | 6 hours | \$900 |
| Dispatch entities | 4 hours | \$600 |

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|---|------------------|-----------------------------------|
| Job evaluation analysis and establishment of job classification system | | |
| ➤ reading of up to 151 City JAQs/63 JDs | 10 hours | \$1,500 |
| ➤ reading of 5 Tri-Com JAQs/JDs | 1 hour | \$150 |
| ➤ employee interviews via Zoom calls (Consultant Team) – City | 40 hours | \$1,500 |
| ➤ employee interviews – Tri-Com | 2 hours | \$300 |
| ➤ analyzing data and establishing classes – City | 10 hours | \$900 |
| ➤ analyzing data – Tri-Com | 2 hours | \$300 |
| ➤ assigning of skill levels – City | 8 hours | \$1,200 |
| ➤ assigning skill levels – Tri-Com | 1 hour | \$150 |
| ➤ review and evaluation of preliminary analysis with City representatives (via email and conference calls) | 8 hours | \$900 |
| ➤ review and evaluation of preliminary analysis with Tri-Com representatives | 2 hours | \$300 |
| ➤ review and recommendations regarding FLSA classification | 6 hours | \$900 |
| II. Salary and Benefits Survey Analysis | | |
| Analyzing salary survey data – City | | |
| Public sector | 16 hours | \$2,400 |
| Private sector | 6 hours | \$900 |
| Analyzing salary survey data – Tri-Com | 4 hours | \$600 |
| Analyzing benefits data – City | | |
| Public sector | 12 hours | \$1,800 |
| Private sector | 6 hours | \$900 |
| Analyzing benefits data – Tri-Com | 2 hours | \$300 |
| Establishing new salary schedules – City | 12 hours | \$1,800 |
| Establishing new salary schedules – Tri-Com | 2 hours | \$300 |
| III. Meetings with City representatives and Department Heads to Review Data and Job Classifications (via conference calls) | 6 hours | \$900 |
| IV. Draft and Final Report Preparation | | |
| Writing draft report | 12 hours | \$1,800 |
| Final report | 4 hours | \$600 |
| V. Presentation of Findings (Project Manager/in person) - City | 4 hours | \$600 |
| Presentation of Findings (Project Manager/in person) – Tri-Com | 4 hours | \$600 |
| VII. Training on Use of Classification and Compensation System | 4 hours | \$600 |
| VIII. Review and Recommendations on Performance Evaluation System | 4 hours | \$600 |
| PROJECT HOUR AND COST TOTAL | 234 Hours | \$35,100 Plus expenses |

Payment will be due as follows: 40% of the professional fees (\$14,040) will be due after the initial project meeting; 40% (\$14,040) approximately 10 weeks after the project begins, upon the delivery of the preliminary findings, and the remaining 20% (\$7,020) plus expenses will be billed after the Study is completed. Invoices

will be sent to the City and are payable within 30 days of receipt, after which a 2% monthly interest charge will accrue.

NOTE: If Geneva accepts our proposal for this project, GovHR will for one (1) year from the date of the signature of this agreement, provide support services at no additional cost. This will include any telephone communication necessary by the staff with regard to any questions concerning the report.

OPTIONAL SERVICES/EXPENSES:

Progress Reports – It is customary to have periodic telephone conversations throughout the Study to give progress reports. There will be no charge for these periodic telephone updates.

Site Visits – If the City chooses to have the Consultants make any additional on-site visits for meetings, or employee interviews, there would be additional costs for consultant travel and related expenses.

Job Descriptions – Updates to existing job descriptions cost \$200 each; new job descriptions, if needed, cost \$300 each. The job descriptions are done after the rest of the Study is complete and are billed separately.

Additional Services – any additional services not covered in this Proposal and requested by the City, including assistance with employee appeals, will be billed at the rate of \$150 an hour plus expenses.

This quote is good for a period of three months, after which prices may increase.

MATERIAL LITIGATION

GovHR has never been involved in any litigation, arbitration or bankruptcy proceedings.

Sincerely,



Judith M. Schmittgens
Corporate Secretary and Compliance Manager
GovHR USA, LLC

Attachments: Consultant Biographies



Joellen Cademartori



Joellen Cademartori is the chief executive officer and co-owner of GovHR USA and has nearly 30 years of cumulative experience working in the public sector as a municipal leader, and in human resources and management consulting. Joellen's exceptional communication style has enabled her to develop and maintain strong relationships with her peers, elected and appointed officials, and related local government partners.

The public sector human resources and management projects Joellen has worked on have earned her respect in local governments across the country. Due to her commitment and dedication to local government, she is known an industry leader in executive recruiting, interim staffing, in addition to human resources and management consulting work.

Throughout her career, Joellen has been privileged to serve on numerous local, state and national committees. A personal and professional highlight for her was being on the International City/County Management Association (ICMA) Executive Board as a representative from the Northeast Region. Joellen regularly speaks in front of groups, and writes about a variety of local government topics, which include organizational analysis, generational diversity, succession planning, performance management, resume development and interviewing skills and techniques. She is dedicated to developing the next generation of managers and remains passionate about excellence in local government.

PROFESSIONAL EDUCATION

- Master of Public Administration, Northeastern University, Boston, MA
- Bachelor of Economics, Worcester State College, MA
- Senior Executive institute, Leading, Education & Developing (LEAD) Program, University of Virginia, Weldon Cooper Center for Public Service

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Executive Recruiter Panel – Investing in the Next Generation of Leaders, NFBPA – Emerge 2020
- Re-Evaluating Your Employee Evaluation, MMA 2020
- Succession Planning for the Public Sector Webinar, NPELRA 2020
- What Does it Take – Landing Leadership Positions, ICMA 2019
- Achieving Your Leadership Potential Thinking Strategically About the Next Steps in Your Career, NFBPA 2019
- Succession Planning tips to Achieve Unity Through Diversity, MMA 2019
- Putting Your Best Foot Forward – Interview Skills for Women, including Posture, Presence and Bias, WCMA Women's Leadership Seminar 2018
- Tips for a Successful Recruitment Process – MMA 2018
- Hire Hard, Manage Easy – Tips for Getting the Best Employees, IPELRA 2018
- Achieving Your Leadership Potential: Thinking Strategically About the Next Steps in Your Career, LGHN 2018

MEMBERSHIPS AND AFFILIATIONS

- International City and County Management Association (ICMA), Member
- ICMA – Task Force on Deputy/Assistant Managers 2017-2018, Current Member
- Illinois City and County Management Association (ILCMA), Current Member
- ICMA - Task Force on Women in the Profession 2012 – 2014, Member
- ICMA - Conference Planning Committee 2010 – 2011, Chair

PROFESSIONAL BACKGROUND

24 Years of Local Government Leadership and Management

- Evanston, IL

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|-------------------------------------|-----------|
| Director of Administrative Services | 2009-2011 |
| Director of Human Resources | 2007-2009 |
- Catawba County, NC

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|--------------------------|-----------|
| Assistant County Manager | 2004-2007 |
|--------------------------|-----------|
- Barnstable, MA

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| Assistant Town Manager | 2000-2003 |
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- Yarmouth, MA

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| Assistant Town Administrator | 1993-2000 |
|------------------------------|-----------|
- Northborough, MA

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| Assistant Town Administrator | 1992-1993 |
| Acting Town Administrator | 1991 |
| Administrative Asst. to the Town Admin | 1988-1990 |
- Holden, MA

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| Intern | 1987 |
|--------|------|

[Click here to view full biography at GovHRusa.com](http://www.govhrusa.com)



RACHEL SKAGGS



Rachel Skaggs is a Senior Vice President with GovHR USA and has over 10 years of experience in local government management. She has managed substantial capital and general budgets, developed utility policies, improved economic development initiatives, and handled multiple human resources functions.

Rachel Skaggs has over 10 years of experience in local government management in Illinois, including the Village of Montgomery, Village of Schaumburg and the City of Princeton. She has managed substantial capital and general budgets, developed utility policies, improved economic development initiatives, and handled all human resources tasks.

Rachel is a native of Walnut, Illinois and a graduate of Bureau Valley High School. She possesses a Master's Degree in Public Administration from Northern Illinois University in DeKalb, Illinois.

Rachel served as the City Manager for Princeton from 2015 – 2019. Princeton is an active City located two hours west of Chicago on Interstate 80. Princeton is unique in that it provides all their own city services including electric, water, sewer, garbage, cemeteries, and a city-owned hospital (one of two left in the State of Illinois). For a town of 7,800 people the City has a budget of over \$25 million. The community is known for its significant historic buildings, with two downtown districts placed on the National Register of Historic Places. During Rachel's tenure for the City of Princeton she completed numerous projects, including creating utility policies, developing operating and capital budgets, streamlining human resource operations, consolidating utility billing, refinancing debt and successfully negotiating multiple union contracts.

Prior to her time with the City of Princeton, Rachel served as the management analyst for the Village of Schaumburg and for the Village of Montgomery. During her time as management analyst she was responsible for human resources tasks, capital improvement planning, budgets, special events, and community outreach.

Rachel is passionate about community engagement, diversity inclusion and volunteerism. Rachel has co-authored two articles that focus on women in government and the history behind the low number of women in executive level positions in local government. Throughout her tenure as a City Manager, Rachel developed committees and commissions to help lead the City forward and to increase community engagement and volunteerism. Rachel believes that cities and towns all over can succeed with community interaction, citizen involvement, diversity inclusion and trust.

PROFESSIONAL EDUCATION

- Master of Public Administration, Northern Illinois University
- Bachelor of Arts - English and Political Science, Northern Illinois University

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Presentation on Females in Local Government, ICMA Conference, Phoenix, Arizona (2012)
The Legacy Project
ILCMA
- Public Management Magazine article "Women Leading Government" co-authored with Heidi Voorhees
- Public Voices XIII No. 2. article "Advancing Women in Local Government: The Case in Illinois" co-authored with Dr. Kimberly Nelson

MEMBERSHIPS AND AFFILIATIONS

- International City and County Management Association
- Illinois City/County Management Association
- Illinois Public Employer Labor Relations Association
- The Legacy Project
- Princeton Rotary Club

PROFESSIONAL BACKGROUND

- City Manager, Princeton, IL 2015 - 2019
- Management Analyst, Village of Schaumburg, IL 2012 - 2015
- Management Analyst/HR Manager, Village of Montgomery, IL 2009 - 2012





JOAN WALKO



Joan Walko is a Senior Vice President with GovHR USA focusing on recruitment and human resources consulting. She most recently served as Director of Interim Services and Consulting with Strategic Government Resources.

Prior to SGR, Joan was the Senior Human Resources Business Partner for the City of Largo, FL. She also has experience in human resources with school systems, utilities, and in the private sector. Joan is based in Safety Harbor, Florida.

Joan has broad experience in administration, operational, and financial aspects of municipal government and all disciplines of human resources including talent acquisition and retention, executive recruitment, on-boarding, ERP (implementation, setup and maintenance), employee relations, compensation and classification, performance management/improvement, risk management, coaching, and benefits and wellness programs.

Joan holds a bachelor of science in Mass Communications and a master's degree in Human Resources Development. A lifelong learner, she has advanced certifications from both HRCI (SPHR) and SHRM (SHRM-SCP) and obtained her 620 Adjuster – All Lines License. She recently completed a Diversity, Equity, and Inclusion in the Workplace Certificate from USF Muma College of Business.

PROFESSIONAL EDUCATION

- Master of Science in Human Resources Development, Towson University
- Bachelor of Science in Mass Communication/Media, Towson University

TRAINING AND INSTRUCTION

- SPHR, Senior Professional Human Resources (HRCI)
- SHRM-SCP, Senior Certified Professional (SHRM)
- 620 Adjuster – All Lines License

MEMBERSHIPS AND AFFILIATIONS

- Suncoast Human Resources – Member
- Director, College Relations
- Howard County Human Resource Association Member
- Safety Harbor Citizen's Academy
- Largo Citizen's Academy
- First Evangelical Lutheran Church– HR Committee Member
- St. Johns Lane Community Association- Special Events Member
- Baltimore Buzz Brigade -Social Media Volunteer
- Certified Tourism Ambassador™ (CTA) Program

PROFESSIONAL BACKGROUND

- Senior HR Business Partner, City of Largo, FL 2014 - 2021
- Compensation & Staffing Generalist, Howard County Public School System 2005 - 2014
- Sr. Compensation & Benefits Consultant, Digex Inc. 2001-2002
- Principal, Harbor Consulting Partners 1995- 2001
- Manager, Compensation , University of Maryland 1992-1995
- Compensation Specialist, John Hopkins Health System 1990-1992





ALICE BIESZCZAT



Alice Bieszcztat is a Human Resources Specialist with GovHR USA, and brings over 20 years of experience spanning the private, non-profit and public sectors to the organization.

Ms. Bieszcztat has provided human resources consulting services for both Voorhees Associates and the PAR Group, as well as non-profit consulting services for clients including the Ann & Robert H. Lurie Children's Hospital of Chicago, the North Shore Senior Center, Aurora Healthcare and the Archdiocese of Milwaukee. Her most recent consulting assignments for GovHR USA have included Classification and Compensation Studies in Wisconsin, Indiana, Iowa, Illinois, Massachusetts and Michigan.

Ms. Bieszcztat also worked for the Chaddick Institute of Metropolitan Development at DePaul University. During her tenure there she helped implement programs advancing the field of urban planning and design review for municipalities in metropolitan Chicago. Her research on transportation innovations was published in the Transportation Research Journal and featured in national media such as the New York Times, Atlantic Cities and Planning Magazine. She has lectured on transportation innovations in conference, seminar and university settings. At Lurie Children's Hospital of Chicago, Ms. Bieszcztat led the Foundation Gifts team in securing leadership gifts to support its community-based outreach programs and the construction of its new facility in downtown Chicago. Ms. Bieszcztat began her career in telephony. As a Radio Frequency Engineer for Sprint Cellular and Alltel, she partnered with local maintenance technician teams to plan, design, implement and optimize cellular phone networks nationwide.

PROFESSIONAL EDUCATION

- Master's in Public Service Management, DePaul University, IL
- Bachelor of Science in Mathematics, DePaul University, IL

PROFESSIONAL DEVELOPMENT AND

SPEAKING ENGAGEMENTS

- Published research on transportation innovations in Transportation Research Journal and Transport Policy
- Lecturer on Transportation Innovations

PROFESSIONAL CONSULTING

- Aurora Healthcare and the Archdiocese of Milwaukee
- Ann & Robert H. Lurie Children's Hospital of Chicago
- North Shore Senior Center
- Logan Square Neighborhood Association

PROFESSIONAL BACKGROUND

More Than 20 Years of Experience in Private, Non-Profit and Public Sectors

- | | | |
|---|-------|----------------|
| • GovHR USA/Voorhees Associates | 2008; | 2012 – Present |
| • Chaddick Institute of Metropolitan Development at DePaul University, IL | | 2009 – 2012 |
| • Lurie Children's Hospital of Chicago | | 2005 – 2008 |
| • American Diabetes Association | | 2004 – 2005 |
| • Accelerated Fundraising Solutions | | 2000 – 2003 |
| • Sprint Cellular/Alltel | | 1996 – 2000 |





Mysi Hall



Mysi Hall, MPA, PHR is the Communications and Human Resources Manager of GovHR USA. She joined in 2013 and has served a key role in internal human resources policies and procedures, benefits administration, risk management, payroll processing, interim staff placement and on-boarding, development of social media outreach, utilization of web-based tools, website maintenance, administrative assistance, event management, research and reporting.

Through her government and non-profit administration career, Mysi has acquired varied experience in coordination of public efforts, public policy, marketing, grant writing, fundraising, event planning, research, program evaluation and community development. She has extensive technical skills and knowledge in web based programs, database administration, html, desktop publishing, and reporting.

Mysi received her Bachelor's in Psychology with double minors in Urban Studies and Management from Wittenberg University (2003) and Master's in Public Administration (2005) from Northern Illinois University. As a graduate student, she served as an Administrative Intern for the Evanston City Management Office and as the Finance Graduate Intern for the City of Aurora, Illinois. Mysi is currently studying the Juris Doctorate program at Chicago-Kent Law School with a concentration in Employment and Labor Law.

After graduating from NIU, Mysi accepted a position with the Village of Huntley as a Management Assistant, where she worked in Public Information, Planning and Transportation, Project Management, and Special Events. After leaving the Village of Huntley in early 2007, Mysi served as a Development Associate for Family Alliance, Inc., a non-profit day center for seniors. From 2008-2011, Mysi served as the Continuing Medical Education Manager for the AADEP, a non-profit professional association for disability evaluating physicians. In 2011, Mysi co-founded CitySquare Solutions, a public administration and technology consulting services firm. Additionally, Mysi achieved Professional Human Resources (PHR) Certification in April 2017.

Mysi is currently President for the Legacy Project, an organization dedicated to the advancement of women in local government.

PROFESSIONAL EDUCATION

- Master's degree in Public Administration, Northern Illinois University, IL
- Bachelor of Arts degree in Psychology with double minor in Urban Studies and Management, Wittenberg University, OH
- Professional Human Resources (PHR) Certification

- Illinois Search and Staffing Association, Member
- SHRM, Member
- Former, IAMMA Member
- Former, ILCMA Member

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Succession Planning, Panelist – IAMMA, 2017
- Recruiting in the Digital Age, HR Association of Oakbrook, 2017
- Girl Power: Empowering Women in Leadership, Panelist - IAPD, 2019

MEMBERSHIPS AND AFFILIATIONS

- Legacy Project, Board Member (2018-Present)
- Legacy Project, Communications Committee Chair (2015-2020)
- Legacy Project, Professional Development Committee Chair (2021-Present)

PROFESSIONAL BACKGROUND

24 Years of Local Government Leadership and Management

- Public Admin and Technology Consultant, Founder CitySquare Solutions, 2011-2016
- Education Manager, American Academy of Disability Evaluating Physicians 2008-2010
- Development Associate, Family Alliance, Inc, Senior Services Center, 2007-2008
- Management Assistant, Village of Huntley, IL 2006-2007
- Graduate Finance Intern, City of Aurora, IL 2004-2005
- Manager's Office Intern, City of Evanston, IL 2003-2004
- Manager's Office Intern, City of Springfield, OH 2000-2003

[Click here to view full biography at GovHRusa.com](http://GovHRusa.com)



**CONTRACT
CITY OF GENEVA, ILLINOIS
and
GovHR USA, LLC**

The City of Geneva agrees to retain GovHR USA, LLC (“GovHR”) to conduct a Classification and Compensation Study in accordance with its proposal dated October 18, 2022. The terms of the proposal are incorporated herein and shall become a part of this contract.

Total Cost: \$35,500

Payment Terms: 40% of the professional fees (\$14,040) will be due after the initial project meeting; 40% (\$14,040) approximately 10 weeks after the project begins, upon the delivery of the preliminary findings, and the remaining 20% (\$7,020) plus expenses will be billed after the Study is completed. Invoices will be sent to the City and are payable within 30 days of receipt, after which a 2% monthly interest charge will accrue.

ACCEPTED:

CITY OF GENEVA, ILLINOIS

By: _____

Title: _____

Date: _____

Billing Contact: _____

Billing Email: _____

GovHR USA, LLC

By: _____

Title: _____

Date: _____