

CONTRACT ROUTING FORM

1. Complete the information below BEFORE printing and completing items 2 through 7. Items in red are required.

Department: County Manager's Office

Department contract file name (use effective date): CentralPinesRegionalCouncil_HR_20240801

Project Code: Click here to enter text.

Contract type: Agreement

Contracted Services/Goods: 2/3 Marke Review

Contract Component: Master

Change Order Number/Addendum Number: Click here to enter text.

Vendor Name: Central Pines Regional Council

Effective Date: 8/1/2024

Approved by: County Manager

Ending Date: Click here to enter a date.

Total Amount: \$31,500

Courtney Jones, HR
courtney.jones@
chathamcountync.gov
919-545-8370

2. Department Head or his/her designee has read the contract in its entirety.

By: Courtney Jones (Department Head signature required)

3. County Attorney has reviewed and approved the contract

County Attorney has reviewed and rejects the contract Reason: _____

This is an automatic renewal and does not require approval from the County Attorney: Yes No



If this box is checked the County Attorney's Office has reviewed the contract but has not made needed changes to protect the County because the contract is a sole source contract and the services required by the County are not available from another vendor.

4. Technical/MIS Advisor has reviewed the contract if applicable. Yes No Not Applicable

5. Vendor has signed the contract. Yes No

6. A budget amendment is necessary before approval. Yes No
If budget amendment is necessary, please attach to this form.

7. Approval

Requires approval by the BOC - contracts over \$100,000.00. Follow Board submission guidelines.

Requires approval by the Manager – contracts \$100,000 or less.

8. Submit to Clerk.

Clerk's Office Only

Finance Officer has signed the contract

The Finance Officer is not required to sign the contract

PROFESSIONAL SERVICES OFFERED TO
CHATHAM COUNTY
FOR
A REVIEW OF CLASSIFICATION AND SALARY PLAN – 2/3 OF EMPLOYEE BASE

This is a proposal and agreement by the Central Pines Regional Council (CPRC) to provide services to Chatham County (hereinafter “the County”) to conduct a review of the County’s classification and salary plan vis-à-vis two-third of the workforce base.

CPRC has executed a memorandum of understanding for intergovernmental services cooperation with the Piedmont Triad Regional Council (PTRC). The staff of the CPRC and PTRC work cooperatively to deliver these services to the County. Working cooperatively the CPRC and the PTRC are referred to as the “the Councils” in this proposal.

These services will be conducted according to the scope of work described below in the following sections:

ACKNOWLEDGEMENT:

The Councils acknowledge our understanding that the County’s objectives of the advertised Classification and Salary Plan study includes a review of 228 selected budgeted, permanent position classifications (443 employees), including legal compliance, to review the current pay structure for internal and external equity competitiveness; to enable ease of ongoing administration and maintenance by internal HR Staff.

Departments included in this anticipated Phase II Study include the Governing Board, County Manager’s Office, Human Resources and Risk Management, Finance, Tax, Legal, IT, GIS, Register of Deeds, Facilities (excluding the Maintenance Technicians), Conference Center, Building Inspections, Fire Inspections, Central Permitting, Watershed Protection, Tourism, Planning, Soil and Water Conservation District, Public Health, Social Services, Aging Services, Utilities, Solid Waste and Recycling, Library, and Parks and Recreation.

I. Scope of Services for the Classification and Salary Plan Study

The Councils will complete the following five tasks for Chatham County:

Task #1: Study and evaluate the 228 full and part-time budgeted positions within the County for purposes of determining the proper classification and salary for each employee.

Task #2: A comprehensive review of the current salary structure of the Pay Plan which will be conducted for comparison with other counties within the jurisdiction of the County’s labor market to include counties of similar size within the Southeastern region of the United States, including, but not limited to Lee, Moore, Randolph, Orange, Alamance, Guilford, Wake, Durham and Harnett Counties and, where applicable, comparison with cities and towns within the jurisdiction of our labor market. The Councils have tentatively identified, with County approval of final list, the

follow municipal governments: Chapel Hill, Raleigh, Durham, Cary, Apex, Holly Springs, Fuqua-Varina, Sanford, Morrisville, Asheboro, Greensboro, and Burlington.

Task #3: Develop a salary structure and a pay plan in order to support recruitment and retention of valued employees.

Task #4: Develop and present final recommendations and implementation plan, including impact of implementing, recommended adjustments to current salaries both immediately and in the future.

Task #5: Review and make recommendations concerning the effectiveness of the County's overall compensation system including compression issues.

As part of the classification and salary plan study, the Councils agree to review the identified existing job classifications and pay plan for appropriateness, internal equity and external competitiveness and conduct the following work elements:

- A. Study the classification and positions identified and mutually agreed to by the County and the Councils.
- B. Meet with management before commencement of the position classification and salary plan study to discuss the following issues: expectations of the study, confirmation of labor market comparisons, the understanding of the classification and pay process, and implementation principles.
- C. Meet individually with the directors of the previously named departments to review organizational structure, discuss recruitment and retention issues or concerns, and identify positions where reclassification may be appropriate.
- D. Collect classification, salary plan, and workforce data from the public employers identified and approved by the Councils and the County. The County will have input as to whom data is collected from and generally what weight data is given. The Councils understand that comparison is sought with local governments to include counties of similar size within the Southeastern region of the United States, including, but not limited to Lee, Moore, Randolph, Orange, Alamance, Guilford, Wake, Durham, and Harnett Counties and where applicable, comparison with cities and towns within the jurisdiction of our labor market.
- E. Assign each classification to a salary grade based on an assessment of the classification, market data collected, and internal relationships.
- F. Assign each employee to a position and classification. Implementation costs for any recommended changes will be calculated. A printout will be provided to management which will include name, current title, proposed title, current grade, current salary, FLSA status, proposed grade, proposed salary, dollar increase on an annual basis, and percent increase. These costs will be summarized by department based on the way the information is provided by the County.

- G. Meet with management prior to finalizing the recommendations to discuss preliminary findings and receive input.
- H. Present to management, and/or Board of Commissioners as scheduled, a summary of the study and recommendations.
- I. Deliver to the County a final compilation of the study that will contain the assignment of classifications to grades, schedule of changes, and allocation list.

II. Fee

CPRC proposes to complete the classification and salary plan study for a fee of \$31,500. This fee will be billed in two installments; 50% after presentation and review of preliminary findings and recommendations and the balance will be payable within thirty (30) days after submission of completed final report. Any alteration or modification from the above specifications involving extra cost of material or labor will be implemented only upon written instructions from the designated contact with the County.

III. Experience and Qualifications

The Councils have been involved in human resources consulting since 1986. Following is a list of local governments for whom similar services have been rendered recently.

<p>Lee County Meta McCune, HR Director 408 Summit Drive Sanford, North Carolina 27330 mmccune@leecountync.gov 919-718-4615 ext. 5565 Pay and Class Study for all classifications</p>	<p>Wilson County Tim Bilderback, HR Director 2201 Miller Road S. Wilson, North Carolina 27893 252-265-5970 TBilderback@wilsoncountync.gov Annual one-third studies for past 3 years</p>
<p>Caldwell County Jimmy Harrison, Deputy County Manager PO Box 2200 Lenoir, North Carolina 28645 828-759-761 jharrison@caldwellcountync.org Annual one-third studies</p>	<p>Iredell County Sandra Gregory, HR Director P.O. Box 788 Statesville, North Carolina 28687 sgregory@co.iredell.nc.us 704-878-3128 Pay and Class Study 1000 employees</p>
<p>Lincolnton Tanya Osborne, HR Director PO Box 617 Lincolnton, North Carolina 28093-0617 tanyaosborne@lincolnton.nc.us 704-736-8980 Annual one-third studies</p>	<p>Montgomery County Frankie Maness, County Manager PO Box 425 Troy, North Carolina 27371 Frankie.maness@montgomerycountync.com 910-576-4221 Annual one-third studies</p>

IV. Consulting Staff

The staff who will be participating in the County’s anticipated study are very experienced in workforce compensation, all of whom worked for and retired from a North Carolina Local Government.

David Hill retired from Caldwell County after 23 years as the county’s Human Resources Director. David brings both a private and public sector perspective having worked within a unionized private sector establishment as well as state and local government within NC. David received a bachelor’s degree in economics from UNC Asheville and has over 40 years of experience in human resources management. David is a graduate of the School of Government’s Municipal and City Administration program, and is a past member of IPMA, and SHRM. David served for six years as a Trustee for the NC Association of County Commissioner’s Health, Workers’ Comp, and Property & Liability Insurance Pools. He is a past member of the Board of Directors for the Foothills Area Mental Health Authority. David’s specialties include employee benefits development, labor contract negotiations, development of policies and procedures, federal contract

compliance, employee and management training, compensation and classification analysis, conflict resolution, Affirmative Action and EEO compliance, and establishment and management of a Substantially Equivalent HR System. David is a veteran of the U.S. Army.

Bob Carter is experienced in managing the employment, interviewing, and employee records maintenance functions for small and large organizations. His breadth of experience includes labor contract administration and the development of operating budgets. He has significant job evaluation experience and has conducted salary studies to ensure workforce competitiveness. He also has experience in the development and administration of local County substantial equivalency compensations systems to ensure compliance with State of NC guidelines. Bob has served as a subject matter expert for three different local government employers implementing client server human resource information systems. Bob graduated from High Point University with a bachelor's degree in business administration and has completed post graduate work in public administration at UNCG and Florida International University. He is a graduate of the Institute of Government's Municipal and County Administration Course, and he holds a certification as a Certified Compensation Professional (CCP). Bob is a veteran of the U.S. Air Force.

Kim Newsom retired from Randolph County as the Human Resources Director. A native of the Piedmont Triad, Kim also boasts more than 40 years of human resources management experience including work with the NC Office of State Personnel, the Greenville Utilities Commission, and the NC Department of Human Resources, serving as personnel analyst for local mental health, public health, and social services departments in a 21 County region. Kim has a bachelor's degree in economics from NC State University and has completed graduate level coursework at NC State and East Carolina University. Kim's has developed skill sets in a full range of human resources services with an emphasis on employee relations, classification and compensation, policy development and administration, interpretation and application of federal and state legislation, drug and alcohol policy administration, and supervision and managerial development. Kim is also a member of IPMA, serving as President of the NC chapter and as President of the Southern Region during his tenure.

Ann Taylor has over 30 years of Human Resources experience at the county and regional level. After working for six years with the Union County Department of Social Services, she joined Piedmont Behavioral HealthCare (now Cardinal Innovations). Ann retired from Cardinal Innovations having served as Director of Human Resources for over 20 years, where she developed and administered a substantially equivalent personnel system. During her tenure she was a member of the Executive Management Team developing and over-seeing merger plans, divesture plans and the creation of Daymark Recovery – a successful, private non-profit spin-off of the area program. Her experience includes policy and procedure development, employee relations, classification and compensation, interpretation and application of federal and state legislation, development, and presentation of a wide range of Human Resources and Compliance training. Ann obtained her Senior Professional in Human Resources (SPHR) in 1999 and completed the Healthcare Corporate Compliance Institute in 2005 and is certified as a Workplace Mediator. Since retiring in 2007, she has worked as a consultant providing Human Resources, Compliance and National Accreditation training and consultation throughout the state, working with Areas Programs and Behavioral Healthcare Providers. Most recently she was a key member of the consulting group managing the

successful merger of three Area Programs that transitioned from a Local Management Entity (LME) to a Medicaid Managed Care Organization (MCO).

Matt Reece serves as the Assistant Director for the PTRC. He has 25 years of experience providing technical assistance to local governments throughout the state. He regularly conducts a variety of management studies including program evaluation, policy analysis, and personnel classification and compensation. As a past-president of regional and statewide professional organizations, Matt has directed and organized research and discussion on a variety of personnel, compensation, and public policy issues. He has also served as adjunct faculty for compensation management instructing in the Master of Human Resources Management program. Matt earned a Bachelor of Arts and a Master of Public Affairs, both from the University of North Carolina at Greensboro.

V. Time Schedule

August - September 2024

- Meet with management and discuss the expectations of the classification and salary plan study.
- Confirmation of compared labor market.
- Meet individually with the identified department directors.
- Begin collection and review of market comparative data.

September – December 2024

- Analyze labor market position classification and salary data.
- Develop and identify preliminary market assumptions, findings, and recommendations.

December 2024 - January 2025

- Meet with management to discuss preliminary findings and receive input.
- Final presentation will be made to management summarizing the study and recommendations.

January - February 2025

- Present
- Deliver final report of the study to the County.

VI. Responsibilities of the County

To facilitate relevant and useful study results the County agrees to provide the Councils with the following:

- A. Input as to whom data is collected from and generally what weight data is given. Because this element is so important in determining recommended salary ranges, it is suggested this be discussed and resolved before the data is collected to obtain some consensus about data collection and what emphasis should be placed on the larger employers in the market.

- B. Copies of existing job descriptions/class specifications. Electronic copies will be provided if available.
- C. Access to a computer or digital database of current payroll and salary administration information. This database should include the employee's name, current title, current grade, current salary, and any other relevant information related to classification or study implementation decisions. The Councils will summarize the study reports based on the way the information is provided by the County.
- D. Guidance as to how the implementation of the study's results will be administered.
- E. Access to appropriate management staff, as determined by the County Manager, to meet with the Council's representatives to gather information, discuss recommendations and receive input.
- F. A contact person for all business related to the project including the scheduling of interviews, necessary meeting space, information referral to the County Manager and any other items necessary for the completion of this project.

Until otherwise designated, the Councils assume the following as contact person –
Courtney Jones, Human Resources Director, 919-545-8370,
Courtney.jones@chathamcountync.gov

VII. Method of Classification

The Councils utilize the factor comparison method of job evaluation. The duties and responsibilities of individual positions are evaluated to determine their relative level of difficulty and responsibility. The factors used are generally accepted principles in workforce compensation. The following are among the classification factors used in determining the level of each position:

1. Working conditions
2. Nature and significance of public contacts
3. Variety and complexity of work
4. Decision making
5. Consequence of error
6. Supervision given
7. Supervision received
8. Knowledge, skills, and abilities


IX. Acceptance of Proposal and Agreement

If you agree with the terms of this proposal, please indicate by signing below and returning a signed original to the offices of the CPRC. The Councils' staff will begin work as soon as we are notified of your acceptance. This confirms your intention to accept the scope of work as indicated in the proposal presented by the Councils, provide assistance and otherwise meet the responsibilities outlined, and you are confirming the encumbrance of funds sufficient to pay the fees for services rendered.

Please return acceptance to:


Lee Worsley
Executive Director
Central Pines Regional Council
4307 Emperor Blvd., Suite 110
Durham, NC 27703
919-558-9395 (voice) / 919-549-9390 (fax)
lworsley@CPRC.org / www.CPRC.org

_____ ATTEST
Secretary

Chatham County

Signature

County Manager Title
7/30/2024 Date

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.



(Signature of Finance Director)

7-29-2024

Date