



# AGENDA REPORT

SAN CLEMENTE CITY COUNCIL MEETING  
Meeting Date: July 15, 2014

Agenda Item 6E

**Approvals:**

City Manager [Signature]

Dept. Head [Signature]

Attorney [Signature]

Finance [Signature]

**Department:** Human Resources  
**Prepared By:** Sam Penrod, Human Resources Manager [Signature]

**Subject:** **APPROVE THE SELECTION OF PUBLIC SECTOR PERSONNEL CONSULTANTS TO CONDUCT A CITY-WIDE CLASSIFICATION AND COMPENSATION STUDY**

**Fiscal Impact:** The projected cost of the City-wide classification and compensation study is \$42,000, which includes all fees for professional services and reimbursement for out-of-pocket expenses. Funds are included in the adopted FY 2015 budget to cover these costs.

**Summary:** Staff recommends that the City Council approve a contract with Public Sector Personnel Consultants in an amount not to exceed \$42,000. The purpose of the agreement is to provide professional services in connection with a City-wide classification and compensation study.

**Background:** The City Council approved funding for a City-wide classification and compensation study for Fiscal Year 2015. The Human Resources office issued a Request for Proposal (RFP) to five firms who specialize in these studies. The scope of services includes a review of approximately 185 employees and 135 classifications. Four firms responded to the RFP, and they are noted below.

<u>FIRM</u>	<u>BID AMOUNT</u>
CPS-HR Consulting	\$58,450
Koff & Associates	\$106,000
Public Sector Personnel Consultants	\$42,000
Reward Strategy Group	\$98,000

A panel of three staff members (the Assistant City Manager, Human Resources Manager, and President of the employee association) interviewed a representative from CPS-HR Consulting and Public Sector Personnel Consultants (PSPC). Both firms are well qualified and submitted comprehensive proposals and conformed with the RFP scope of services. Based on quality, cost, and experience (PSPC conducted the City-wide study in 2007-08), staff is recommending that the City Council authorize the Mayor to approve a contract with Public Sector Personnel Consultants. The estimated timeline for completion and implementation of this project is the end of calendar year 2014.

**Recommended**

**Action:**

STAFF RECOMMENDS THAT the City Council:

1. Approve the selection of Public Sector Personnel Consultants to conduct the City-wide classification and compensation study; and
2. Authorize the Mayor to sign the Professional Services Agreement in an amount of \$42,000.

**Attachments:**

1. Classification and compensation study RFP (on file in the City Clerk's office)
2. Professional Services Agreement between the City of San Clemente and Public Sector Personnel Consultants (on file in the City Clerk's office)

**Notification:**

San Clemente City Employees' Association

