



September 24, 2021

REQUEST FOR PROPOSAL

SELECTION OF CONSULTANT FOR CLASSIFICATION AND COMPENSATION STUDY

The La Habra City School District is seeking proposals from qualified organizations/individuals to conduct a district-wide classification and compensation study of all classified positions.

Objectives

1. To conduct a thorough job analysis and job evaluation of approximately 80 classifications. The District employs approximately 350 regular classified employees. The current salary schedules and classification plans are attached.
2. To update existing job descriptions for all job classes, including bargaining unit, confidential, supervisory and management, on the basis of the type of work and level of duties and responsibilities for the position. To prepare job descriptions that include compliance with ADA requirements; to identify the essential functions; to identify physical demands; to identify work environment, and to identify any hazardous conditions that might be encountered.
3. To develop job descriptions for any newly-recommended job class.
4. To develop and prepare a salary and classification plan outlining internal job relationships within job families and among different job families.
5. To allocate each position in the classified service to its proper classification.
6. To propose and recommend a salary range placement for each classification based on internal relationships within and among job classes in the classified service. To propose and recommend range placements based on an external comparison within our benchmark districts.
7. To provide a component that includes the methodology employed by the consultant to assist the La Habra City School District Personnel Commission to maintain the classification plan after completion of the study. This would include consultation services on an as-needed basis.

8. To recommend an appeals procedure for employees included in the classification and compensation study including consultant participation and documentation of appeals.

Background

The La Habra City Elementary School District is located in the northwestern part of Orange County, California, United States and covers a five-mile area that includes the city of La Habra and parts of La Habra Heights, Brea and Fullerton. The District serves approximately 4,700 students, with seven elementary schools for students in transitional kindergarten through sixth grade and two middle schools for grades six through eight. The La Habra City School District is a Merit System District. Classification and reclassification of positions has been the responsibility of the Personnel Commission. The recognized bargaining unit since 1977 in the La Habra City School District is the California School Employees Association Chapter 135, which represents all classified employees with the exception of the classified management, confidential and supervisory employees.

Specifications

The La Habra City School District Personnel Commission requests that the proposal for this study contain the following specifications:

1. Description of the firm including the size, location(s), nature of work done by the firm and number of years in existence.
2. Experience of the firm – a detailed summary of studies in which the firm has acted as a consultant indicating the nature and size of the study and role of the firm. Please provide client references or contact persons who can verify this experience including other school districts.
3. Background of individual consultant's experience – the names of the individuals and any alternates who will participate in this study including identification of the person who will be directly responsible for the day-to-day work on the study and a brief resume of those persons' pertinent work experience.
4. Work plan – in submitting the proposal, each bidder must outline the procedures and methods they will utilize in conducting all phases of the study and addressing all items listed in the objectives of this project.
5. Proposed methodology – the bidder must outline the methodology to be used in analyzing and evaluating jobs; i.e., point factor or whole job comparison. If a point factor is to be used, including a breakdown in dimensions, factors and the weights to be used in the consultant's job evaluation system.
6. Time schedule – each bidder must submit a proposed time schedule identifying when each major component will be started and completed including possible penalty if there is a deviation from the proposed timeline.

7. Fee – each bidder must present the cost of this classification and salary study including all travel and other out-of-pocket expenses.
8. Ten professional copies of both the preliminary report and the final written report must be prepared for review.
9. A series of communications and orientation meetings will be conducted with Personnel Commission, management staff and employee groups. These meetings will be held with appropriate personnel to acquaint them with the study objectives, procedures, classification and compensation principles and trends, expected study outcomes and timetable of when critical components of the study are to be completed.
10. Field audit and conferences – individual and group field audits and conferences are to be held by the consultant with all employees involved in the study. Where there are several employees at the same position, small groups of employees may be utilized for the field audit or conference. The conferences are intended to provide the consultant with information to determine and distinguish objective job evaluation factors that shall form a basis for job comparison and job description development.

The consulting firm will provide the staff required to complete the project. The La Habra City School District Personnel Commission staff will be available to assist the consultant in arranging access to pertinent records and information and arranging for employees and supervisors to complete job questionnaire forms. The staff will also be available to assist the consultant in setting up the field audit and conference meetings.

Selection of the Consultant

The selection of the consultant to conduct this study will be based on the following criteria:

- The work plan and methodology as outlined in the proposal
- The experience and expertise of the consultant as verified by references
- The completeness of the consultant's proposal including how well the consultant addresses the major concerns as outlined in the RFP
- The terms, conditions and cost of the study as offered by the consultant
- The Personnel Commission may request an oral interview and presentation

Proposals and questions regarding this RFP should be addressed to:

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Closing date for receiving proposals is October 21, 2021.