

RESOLUTION APPROVING PROPOSAL WITH CLEMANS, NELSON & ASSOCIATES, INC. FOR CLASSIFICATION AND COMPENSATION STUDY, SHERIFF'S DEPARTMENT

WHEREAS, William Niemi, Ashtabula County Sheriff, has presented a Proposal for the approval of the Board, to-wit:

Scope: Create a classification and compensation study

Provider: Clemans, Nelson & Associates, Inc., 485 Metro Place S., Ste. 200, Dublin OH 43017-5333

Term: begins upon signing

Cost: **Not to Exceed:** \$14,580.00; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio that the Proposal, as noted above, is approved in accordance with the copy now on file in this office.

BE IT FURTHER RESOLVED that the President of the Board, on behalf of the Board of Commissioners of Ashtabula County, is authorized to execute any and all necessary documents.

**ASHTABULA COUNTY COMMISSIONERS
CERTIFICATION PAGE**

Resolution No. 2022-381

August 23, 2022

**RESOLUTION APPROVING PROPOSAL WITH CLEMANS, NELSON &
ASSOCIATES, INC. FOR CLASSIFICATION AND COMPENSATION STUDY,
SHERIFF'S DEPARTMENT**

Upon the motion of Kathryn L. Whittington, seconded by Casey R. Kozlowski.

VOTE:

J.P. Ducro IV

Aye

Casey R. Kozlowski

Aye

Kathryn L. Whittington

Aye

CERTIFICATE OF CLERK

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.



Lisa Hawkins, Clerk of the Board
Board of County Commissioners
Ashtabula County, Ohio

**Classification and
Compensation Study**

A Proposal To:

**Ashtabula County
Board of Commissioners
(Sheriff's Office)**



C O N S U L T A N T S T O M A N A G E M E N T

Date Submitted:

August 3, 2022

Submitted By:

Heidi L. Miller

Account Manager / Shareholder

Prices quoted in this proposal shall be effective for 60 days.

Telephone
614.923.7700

Clemans, Nelson & Associates, Inc.
485 Metro Place South, Suite 200
Dublin OH 43017

www.clemansnelson.com

Fax
614.923.7707



August 3, 2022

Janet Discher
County Administrator
Ashtabula County Board of Commissioners
Old Courthouse, 2nd Floor
25 West Jefferson Street
Jefferson OH 44047

LETTER OF TRANSMITTAL

Dear Janet:

We have enclosed a proposal to provide a Compensation and Classification Study for the Ashtabula County Sheriff's Office. We have outlined the process and cost within this proposal. This is a firm offer for a sixty (60) day period.

Please feel free to contact me at 1.800.282.0787; you may also reach me via e-mail at hmill@clemansnelson.com.

Thank you for allowing us to propose our services.

Yours very truly,

CLEMANS, NELSON & ASSOCIATES, INC.

/s/ Heidi L. Miller
Account Manager / Shareholder

Enclosure(s)

Clemans, Nelson & Associates, Inc.
485 Metro Place South, Suite 200
Dublin, Ohio 43017

www.clemansnelson.com

METHODOLOGY AND PROCESS

STEP ONE — Review of Client Documents

- Consultant will review current classification specifications and position descriptions, wage/salary schedules, compensation policies and practices, and other similar, relevant documents.
- Consultant will be able to formulate a preliminary understanding of the current system and needs based on the data and the consultant's experience and expertise.

STEP TWO — Client Meeting(s)

- Kickoff meeting
 - Discuss development of the classification/compensation system to ensure an understanding of the scope of the project.
 - Discussion will center on identifying needs, issues, and problems; obtaining reactions to existing programs and determining management's views on compensation philosophy and objectives.
 - Consultant will incorporate the client's strategic suggestions into the proposed project methodology and confirm any modifications in the scope of the project or methodology with the client before proceeding.
 - Tentative timeline and time commitments from the client will be established.
- Secondary meeting(s)
 - Discuss analysis and status of class specifications and potential need for revisions/modifications.
 - Review how the point factor evaluation will be conducted, determine the factors to be included in the point factoring process, and the weight or worth to be assigned to each factor and factor level.
 - Meeting(s) will also be used to determine benchmark positions to be surveyed externally, as well as which jurisdictions. Availability and utilization of private sector data will also be discussed.
 - Additionally, consultant will meet with senior staff to determine what factors are to be assigned and classes to be surveyed.

STEP THREE — Evaluating & Modifying Class Specifications

- Consultant will gather current Class Specifications, distribute customized Position Analysis Questionnaires, and may conduct interviews with subject matter experts

(employees/supervisors) to determine what tasks are performed and what revisions to the documents may need to be made.

- Any changes in minimum qualifications, based on intensive job analysis, will be noted.
- Consultant will then revise the class specifications and modify the class plan as necessary.
- During this process, the consultant will also analyze the class specification for FLSA purposes.
- Consultant will meet with senior staff to ensure accuracy of the documents.

STEP FOUR — Conducting Point Factor Evaluations

- Consultant will conduct a point factor analysis of each job classification/description.
- Spreadsheet will be created and a meeting will be held with senior staff to review the initial draft and address any misunderstandings.

STEP FIVE — Conducting the Wage Survey

- Consultant will develop a survey instrument and distribute based on discussions with client.
- Compile survey results and prepare recommendations to the client for pay adjustments for the selected benchmark positions.
- Other wage data information available from the client may also be utilized.
- This step measures job worth from an external standpoint; proper external equity allows an employer to recruit and retain quality employees.

STEP SIX — Pay Schedule / Assigning Classifications

- Consultant will make modifications to the compensation plan based on survey results and client input and will prepare a statistical database outlining any changes.
- Next, the consultant will assign classifications to appropriate pay grades, and make revisions if necessary, based upon point factoring positions to appropriate locations in the range, and will also determine preliminary cost estimates for plan installation.
- Finally, the consultant will review the feasibility of implementing the plan and any additional concerns.

STEP SEVEN — Meeting with Client to Review Pay Plan

- Consultant will meet with senior staff to present the pay schedule, pay grade assignments, implementation cost estimates, and compensation philosophy and procedures.
- Consultant will solicit any final input for revisions as necessary.

STEP EIGHT — Finalize Compensation Plan

- Consultant will finalize the compensation plan as requested by the client within professionally accepted standards and will present the completed plan to the client.

OUR BILLING RATES

Retainer client billing rates are as follows:

Consultant / Analyst.....\$140/hour
Senior Consultant..... \$155/hour
Manager..... \$170/hour
Director/Vice President/President.....\$185/hour

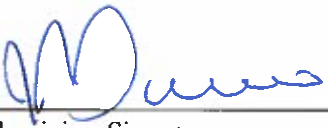
All work is performed by Clemans Nelson employees and will not be subcontracted out.

**COST OF PROPOSED PROJECT: CLASSIFICATION
AND COMPENSATION STUDY**

Estimated consultant time cost	\$14,280
Mileage, Reasonable and Necessary Expenses Not to Exceed	\$500

AUTHORIZATION

I hereby authorize Clemans, Nelson & Associates, Inc. to proceed with the above project in accordance with the letter submitted and agree to pay all costs as contained herein.



Authorizing Signature

8/23/22

Date