

Draft Scope of Services for Total Compensation Comparative Local Market Study

Leon County is seeking a qualified consultant to assist in reviewing existing Board of County Commission employee compensation and benefit plans and conduct an external compensation and benefits study in order to determine competitiveness within the local labor market. The goal of the Total Compensation Study is to determine Leon County's market position in Compensation and Benefits as compared to that of the local market (City of Tallahassee, Leon County School Board and other comparable entities). Based on the results of the comparative study, Leon County will develop a Total Compensation Philosophy that will be used as a guide in formulating pay and benefit decisions.

- Review the current compensation and benefits plans for Leon County Board employees.
- Review City of Tallahassee and Leon County School Board compensation and benefits plans and practices. Include other agencies as needed in the study, such as the State of Florida, in order to benchmark positions for which no comparable data is available from the City of Tallahassee or School Board.
- Develop the survey instrument to be used in the Total Compensation Study.
- Collect data on compensation and benefits of the local market.
- Assist in the identification of BOCC benchmark positions for which the comparative information will be sought.
- Analyze the comparative compensation and benefits information obtained through the survey.
- Compare Total Compensation Packages of local market with that of Leon County and report on any major differences.
- Compare Leon County Pay Plan minimum and maximum pay ranges to the external local market and determine median and mean salary.
- Determine and report a detailed analysis of Leon County's current market position.
- Determine the total value of benefits, including retirement, provided by the County and the external local markets.
- Provide a comparative total cost analysis of County compensation and benefits, including retirement, to that of the local market.
- Recommend changes to current Pay Plan and Benefits Plan in order to maintain competitiveness in the local market.
- Recommend changes to current Compensation and Benefit Contribution Strategies in order to maintain competitiveness in the local market.
- Develop a Leon County Total Compensation Philosophy in order to place Leon County as a leader within the local market and to use as a guideline in formulating future compensation and benefit decisions.
- Analyze and recommend Compensation Philosophy for salary offers of new hires and maximum hiring pay rates.
- Prepare a written report of findings and recommendations for implementation.
- Recommend Pay Plan and Benefits Administration guidelines in order to maintain a competitive Total Compensation System.
- Assess Leon County's current Pay for Performance System in relation to the Total Compensation Philosophy.