PenMet Parks
Parks For All. Parks For Life.

Compensation Study
RFP No. 2024.002
Questions and Responses

How many FTE do you have?

59 total
30 FT
29 PT

Do you anticipate the consultant reaching out to the 5-10 comparator organizations to collect salary data and benefits information?

The consultant may need to reach out to those organizations. Sometimes there is info on their website and sometimes not. I do have our current comparable orgs that were established in 2021. There has been a question of if these organizations truly are comparable to us.

How many unique jobs/job titles will be included in the study?

Our current pay and classification grid reflects 24 classifications.
We have:

1. Division Assistant: (Executive Office Assistant, Customer Service Assistant, Park Services Assistant, Recreation Assistant)
2. Facility Rental Coordinator
3. Front Desk Coordinator
4. Human Resources Generalist
5. Marketing Coordinator
6. Director of Administrative Services
7. Director of Development
8. Director of Finance
9. Director of Park Services
10. Director of Recreation Services
11. Executive Assistant
12. Accounting Specialist
13. Information Technology Manager
14. Information Technology Specialist
15. Capital Projects Manager
16. Facility Maintenance Supervisor and ground supervisor
17. Special Projects Manager

18. Seasonal/Laborer/Part Time worker: (Seasonal Park Maintenance Worker, Recreation leader I, II, III,)
19. Community Recreation Center Supervisor
20. Manager of Recreation Services
21. Recreation Coordinator: (Community programs, Specialized/adaptive/senior programs, special events, and sports programs)
22. Recreation Specialist: (youth and teen programs and sports programs)

Our current grid reflects 2 positions that are not being utilized currently (park superintendent and accounting manager)

One of the bullets under Task 2: Compensation Study notes that the consultant should "Classify each position into a job classification". How are jobs currently classified?

Please see the attached compensation grid and first question, this was work done by our previous consultant.

Does the District have job descriptions for each job within the organization? If so, are the job descriptions up to date?

We do and they are up to date.

Is the District comfortable with virtual meetings? If not, how many onsite meetings are desired?

We are comfortable with zoom meetings but in person may be needed for board presentations.

Does the District currently subscribe to any compensation surveys that the awarded consultant would incorporate into the analysis? If so, which surveys?

We do not, we have used a consultant in the past.

Has the District established a peer group for the custom survey?

We have but we are looking to affirm these or establish new comparable organizations as part of this proposal.

When was the last time the District completed a compensation study?

A full study was completed in 2021/2022 for 2023. We are due to have ours ready to go for Jan 1, 2025. We did some ad hoc compensation study work in 2023 for new

positions and to update exempt employee thresholds. I am happy to share which positions if needed.

Is there any flexibility in the Districts timeline? A May 24th start and July 1 preliminary due date does not leave much time for targeted employer research.

We can be flexible about the July date, thank you for the feedback, we were aware this was an ambitious timeline.

Is the District comfortable with a fixed fee cost proposal?

A fixed fee cost proposal is something our legal team advised that we could work with.

How many employees will be part of the study. How many classifications / job titles will be part of the study. Do you have a set budget for this project?

Our current pay and classification grid reflects 24 classifications. Some of these positions were studied in 2023 as new positions in 2024 and a few positions were studied to update the FLSA exempt minimum threshold.

We have:

1. Division Assistant: (Executive Office Assistant, Customer Service Assistant, Park Services Assistant, Recreation Assistant)
2. Facility Rental Coordinator
3. Front Desk Coordinator
4. Human Resources Generalist
5. Marketing Coordinator
6. Director of Administrative Services
7. Director of Development
8. Director of Finance
9. Director of Park Services
10. Director of Recreation Services
11. Executive Assistant
12. Accounting Specialist
13. Information Technology Manager
14. Information Technology Specialist
15. Capital Projects Manager
16. Facility Maintenance Supervisor and ground supervisor
17. Special Projects Manager
18. Seasonal/Laborer/Part Time worker: (Seasonal Park Maintenance Worker, Recreation leader I, II, III,)
19. Community Recreation Center Supervisor
20. Manager of Recreation Services

21. Recreation Coordinator: (Community programs, Specialized/adaptive/senior programs, Special events, and Sports programs)
22. Recreation Specialist: (youth and teen programs and sports programs)

23. And 24. Our current grid reflects 2 positions that are not being utilized currently (park superintendent and accounting manager)

We have 59 employees, 30 FT and 29 PT all within these classifications. All non-represented roles. We do have a set budget, we are able to be a little flexible with it.

2024 Pay and Classification - Nove

The RPF states the compensation study work is for all non-represented staff including management. How many classification titles does this encompass?

I will include a copy of our current compensation grid. It includes management and non-represented staff. 24 classifications, there are a few classifications that encompass multiple job descriptions that are very similar in duties.

Is there a complete listing of the job classifications associated with this proposal available?

Yes, I will send our current compensation grid for your review.

Are you subject to the Washington State Equity Pay & Opportunities Act?

Equal Pay & Opportunities Act (wa.gov)

We are working to establish better practices for how we bring staff on. We will negotiate pay based on years in the industry, education, and specialty licenses or certifications.

When posting a position, the following language is used:

The full salary range for this position is posted. New hires typically start between the minimum and midpoint of the salary range. PenMet Parks may offer a slightly higher salary based on experience, internal equity, and factors impacting the market.

Under Task 2, first bullet, the RFP indicates "salary market data worksheet with targeted employer data and methodology for each non-represented position". Do you anticipate gathering market data from 5 – 10 comparable organizations for all non-represented positions or only benchmarked positions?

We are looking to establish 5-10 comparable organizations to use for future decisions making for comparison, we do have a list that is being used currently, but we would like to affirm this list or make changes.

Based on answer to 4)(a), please estimate the number of positions.

24 Classifications but this could change based on the guidance from the consultant.

Under Task 2, third bullet, the RFP indicates the consultant will "classify each position into a job classification."
Are the position descriptions up to date (reviewed or updated within the last 12 months)?
Job Descriptions are up to date.

Can you provide more detail about the expectations of this task.

There are some job descriptions that are similar within 1 classification such as our Division Assistant role (there are 4 positions with slightly different job descriptions) and Recreation Coordinator roles (there are 4 positions with slightly different job descriptions). We want to make sure that each position is classified appropriately based on the job descriptions.

Under Task 3, first bullet, the RFP requests "evaluate the current performance management process and create an updated performance appraisal form(s) to advance District goals." How do you use performance appraisal outcomes as part of compensation advancement?

Currently, staff receive an appraisal at mid-year, they complete a self-appraisal, and the supervisor completes an annual appraisal prior to Jan 1st. If the employee is meeting all expectations and has no performance issues, they would be eligible for a step increase per the compensation grid. If you are at the top step, there is no increase. Some years there may also be a COLA which is separate from the step increase and not based on merit. If a staff member has gone above and beyond, their supervisor may request a merit increase be approved by the Executive Director. This is something we are looking for clearer guidance on and to review/update our appraisals/appraisal process to ensure we are hitting the mark.

Under Task 3, second bullet, the RFP requests "development of policies regarding merit increase and equitable placement of employees on the pay grid". Please list the titles of all other active pay practices policies.

Some of this was answered above. We want to establish a compensation philosophy and practice. “How do we place staff equitably? “I will attach our employee handbook and HR policy.

Anticipated completion date section indicates “preliminary recommendations with financial implications, comparable organizations and compensation philosophy are due no later than July 1, 2024”. Please describe the expectation around the financial implications’ deliverable, within Task 1 or during the first phase of the project, as the salary data collection may still be in progress.

With budget development, we need prelim data, meaning the compensation grid may not be finalized but an idea of budget impact would be established.
We also understand that the impact of a COLA would be considered too. We are open to changing the grid composition, we have been questioned about there being too many steps.

What is the anticipated implementation date of any applicable salary adjustment?

Jan 1, 2025 would be the salary adjustment date, we need to have all materials ready for the board in October for our November Board meeting but budget development is June -Sept. Hence the September date for completion. We have two factors impacting the completion, getting the comp grid approved by the board and budget approval.

What is the due date for Pen Met Park’s 2025 budget request?

Mid September

Are only virtual meetings via Zoon or MS Teams acceptable?

Yes

Employee-Handbook- 2024 - Final .docx

PenMet Parks
Parks For All. Parks For Life.

PenMetParks.org | (253) 858-3400
PO Box 425, Gig Harbor, WA 98335