

**HUMBOLDT COUNTY LIBRARY SERVICES**  
 CLASSIFICATION AND COMPENSATION STUDY  
 Scope of Work - September 23, 2022

**Assumptions:**

1. All interviews and data analysis done via Zoom; all meetings to be done virtually.
2. All meetings and presentations done via Zoom; no in person.
3. County HR will communicate with AFSCME and Board of Supervisors.

SCOPE OF WORK	NOTES	Total Hours	Total Consultant Billing
<b>LIBRARY SERVICES</b>		<b>104.5</b>	<b>\$ 22,468</b>
<b>Preliminary Meetings:</b> Meet with Library Services Director and managers to learn about issues and needs		6.0	\$ 1,290
<b>Prepare Classification Specifications:</b> Review the Koff & Associates classification specifications that were edited by Library management; revise as necessary; create new class specifications if necessary; meet with Library and HR to discuss and finalize	2 hours per classification for current classes (14 total); 5 hours for each new classification (possibly 2); may take more or less time depending on accuracy and quality of current specs and if I need to meet with staff	38.0	\$ 8,170
<b>Select Comparator Agencies:</b> Analyze potential comparator agencies; discuss and finalize with HR and Library management	Possibly include Cal Poly Humboldt, Butte County, cities, counties	4.0	\$ 860
<b>Conduct Salary Surveys:</b> Conduct base salary surveys when necessary	Possibly survey 6 benchmark classes (journey and supervisor); 30 minutes per class per comparator agency; estimate 8 agencies	24.0	\$ 5,160
<b>Analyze Data and Prepare Draft Report:</b> Analyze salary data and internal alignments; prepare preliminary report with salary recommendations	Possibly 16 classifications	18.0	\$ 3,870
<b>Meet with County and Revise Reports:</b> Meet with HR and Library to review report; revise report/recommendations as necessary; may need additional revisions after HR meets with AFSCME		5.0	\$ 1,075
<b>Contingency Hours</b> (if necessary)	10%	9.5	\$ 2,043