



September 16, 2022

Zach O'Hanen
Director of Human Resources
Humboldt County
825 5th Street, Room #100
Eureka, CA 95501

Subject: Departmental Classification and Compensation Studies

Dear Zach,

Thank you for requesting additional consulting services from MRG. MRG Consultants Cathy Capriola and Kim Catacutan will continue to support the County in classification studies and analysis on a departmental basis.

MRG has been assisting the County with leadership support, human resources strategy, minimum wage analysis and individual reclassification requests. The attached scope of work provides a specific scope of work for the Public Works Department, and we have suggested an overall contract amount to allow for additional studies. For any additional requests, MRG will complete a scope and estimate to be approved by HR before commencing.

Please review the scope for Public Works and let us know if you have questions. Kim has worked with the Department Head to approve the estimate. We look forward to working with you!

Sincerely,

Mary Egan
CEO/Managing Partner
MRG, LLC
916-261-7547
egan@solutions-mrg.com



Humboldt County Public Works Scope of Services for the Road Division and Engineering Classifications

Scope of Work

The classification and compensation study for the Public Works Road Division and Engineering classifications is summarized below.

1. **Preliminary meetings** – Project logistics and deliverables confirmed. (Est. 8 hours)
2. **Prepare classification specifications** - Review Koff & Associate’s classification specifications with management. Revise as necessary, meet with PW and HR to finalize. (Est. 74 hours)
3. **Select comp agencies/conduct salary survey** - Analyze and select comparable agencies, finalize with HR and PW, conduct base salary surveys as needed. (Est. 80 hours)
4. **Analyze data/prepare draft reports** - Analyze data and internal alignments, prepare preliminary reports (2) with salary recommendations. (Est. 20 hours)
5. **Meet with county for review** – Review reports with HR and PW, revise as needed, HR to coordinate with AFSCME, additional revisions included. (Est. 8 hours)
6. **Contingency** - to include additional meetings, review and analysis as needed. (Est. 19 hours)

Project Fee

MRG will invoice on an hourly basis at \$215 per hour up to 209 hours for a project total of \$44,935. MRG will invoice for actual hours incurred on the project on a monthly basis. There are no anticipated expenses at this time as the project will be facilitated remotely. MRG suggests a contract total of \$60,000 to include additional studies for other departments. However, consultants will provide a scope and estimate to be approved before commencing any new services.

Additional work not included in this proposal will be billed at the hourly rate and will begin only after agreed upon between the County and MRG. Specifically, MRG has not included time for consultants to be engaged in meet and confer time with labor groups.

MRG prefers invoices to be paid electronically. Please contact Barbara Bullock for ACH information and to provide your agency form. Barbara can be reached at bbullock@solutions-mrg.com.

If paying by check, please remit to the address below:
Municipal Resource Group, LLC
PO Box 561
Wilton, CA 95693



At all times during this project engagement, MRG will be an independent contractor. Both agencies confirm the specialized services are distinct from tasks customarily performed by the Agency. The services of Consultant specifically do not include hiring, firing, or supervising of any Agency personnel. Also, Consultant shall not have contracting or signing authority or act in the position of a Director or represent a management position at commission, Board or Council meetings.