



**BACKGROUND**

The City of Elko, a full-service City located on the I-80 corridor in Northeastern Nevada, is the largest city between Salt Lake City, UT and Reno, NV. Employing approximately 200 FTE’s, the annual budget for the City of Elko exceeds \$55 million and provides for general municipal services including, but not limited to, public works, police, fire, utilities, airports, and recreation.

The City of Elko is interested in updating its compensation system for all non-represented management group and appointed official group of employees. In order to accomplish this goal, the City first needs to revise and update the current compensation and classification plan. The last formal update to the study was performed in 2018.

The following fifty (50) positions will require analysis:

**Appointed Official Group**

1. City Manager
2. Police Chief
3. Fire Chief
4. City Clerk
5. City Engineer

**Management Group**

6. Assistant City Manager	27. Golf Course Superintendent
7. Police Captain	28. Landfill Superintendent
8. Public Works Director	29. Parks Superintendent
9. Financial Services Director	30. Street Superintendent
10. Police Lieutenant	31. Accounting Manager
11. Deputy Fire Chief	32. Assistant Airport Director
12. Human Resources Manager	33. Staff Engineer
13. Information Systems Manager	34. Deputy Fire Marshal
14. Parks & Recreation Director	35. Systems Administrator
15. Utilities Director	36. Assistant City Planner
16. Airport Director	37. Accounting Supervisor
17. Fire Marshal	38. Environmental Coordinator
18. City Planner	39. Assistant WRF Superintendent
19. Building Official	40. Laboratory Manager
20. Development Manager	41. Assistant Water/Sewer Superintendent
21. Airport Manager	42. Animal Shelter Manager
22. Civil Engineer	43. Swimming Pool Manager
23. Water/Sewer Superintendent	44. Golf Professional
24. WRF Superintendent	45. PD Records Supervisor
25. Facilities Maintenance Superintendent	46. Safety Officer
26. Fleet Maintenance Superintendent	

**Confidential Group**

47. HR Coordinator	49. Confidential Administrative Assistant
48. Payroll Technician	50. City Clerk Technician II



## **DESCRIPTION OF SERVICES TO BE PROVIDED**

The City of Elko is interested in reviewing proposals for compensation, organizational structure and classification services. The minimum scope of work required for this project is as follows:

1. Conduct local and regional public and private sector labor market surveys to establish correct base salary levels for all non-represented positions.
2. Establish salary structures which provide for labor market and compensation adjustments.
3. Update job titles, descriptions and job classifications for up to fifteen (15) positions.
4. Review the classification plan in relation to the four (4) collective bargaining agreements currently in effect. Recommend solutions for salary compaction issues.
5. Review and make recommendations regarding current organizational structure.
6. Provide periodic status reports as requested.

This project is required to be developed and completed within four (4) months following the award of contract, unless an extension of time is authorized by the City of Elko.

## **INSTRUCTION TO RESPONDENTS**

Interested firms are invited to submit a proposal to the City of Elko, City Clerk, 1751 College Avenue, Elko NV 89801. The proposal must include the following:

ITEM 1: Cover Sheet – A cover sheet which identifies the project and the submitting firm.

ITEM 2: Transmittal Letter and Executive Summary – A transmittal letter, from a principal, shall summarize the qualifications and experience of the firm and corporate commitment to the project. Please include staff resumes/bios and three (3) public sector references.

ITEM 3: Table of Contents – The table of contents shall clearly outline the contents of the RFP.

ITEM 4: Introduction – An overall introduction to the proposal including a statement of the consultant's understanding of the project.

ITEM 5: Work Plan – An overall work plan for achieving the objectives of the project, analytical steps involved, and projected start and completion dates for each task.

ITEM 6: Roles – An explanation of the role of the consultant as related to City staff, including the division of work between the consultant and City staff.

ITEM 7: Fee – Costs will include a breakdown for each phase of the project, professional fees, travel costs, and other expenses. Costs shall be detailed according to the work items contained in the proposal.

Specific attention should be given to alternative, cost-saving methods of completing this project. Additionally, the consultant should identify areas where City staff can or will be utilized.



The proposal shall also include a copy of a recent personnel compensation and classification study of comparable size and scope to this proposal. This shall be utilized to evaluate the technical qualifications of the consultant.

### **SELECTION**

Consultant selection will consist of a two-phased process. In the first phase, RFP's will be evaluated by a selection committee comprised of one City Council member, the City Manager, and the Human Resources Manager. If necessary, the top consultants will be invited to participate in phase two – an oral interview before the selection committee.