



**Board of County Commissioners - Staff Report**

**Meeting Date:** June 1, 2021  
**Submitting Dept:** Administration

**Presenter:** Alyssa Watkins  
**Subject:** Consideration of an Agreement to Conduct a Review of the County's Compensation Plan

**Statement / Purpose:**

Consideration of an agreement between Teton County and Public Sector Personnel Consultants (PSPC) to conduct a maintenance review of the County's compensation plan.

**Background / Description (Pros & Cons):**

In September 2015, the Teton County Board of County Commissioners (BCC) adopted a Compensation Policy and associated Compensation Plan. At that time, the County's salary range assignments were placed at 'Market plus 5%' of the prevailing rates paid for similar occupations by the public and private employers with whom the County competes for high quality staff (if financially feasible, based on the non-weighted average rates or cost-of-living adjusted rates of the designated comparator employers). This policy was implemented in October 2015, after much consideration and many workshops which reviewed various methodologies to factor the region's higher cost of living. At that time, the County's Director of Human Resources presented several options to the BCC, including a monthly Housing Stipend and/or an annual COL adjustment using the Wyoming COL Index as an inflation factor. The BCC chose to adopt the 'plus market' standard.

As part of Teton County's regularly scheduled compensation maintenance plan, we have engaged biennially since 2015 with our compensation and classification consultant, Public Sector Personnel Consultants (PSPC) to prepare a comparative analysis that evaluates the County's current position in the labor market against the County's chosen comparator group. The last maintenance effort occurred in the spring of 2019 and resulted in minor changes to the County's chosen comparator group, as well as a change to a "Market plus 7.5%" philosophy. Before the BCC today is an agreement with PSPC for a 2021 maintenance review of the County's compensation plan. As a part of this consideration, the BCC is also being asked to endorse, or change as desired, the current list of Market Comparators.

The maintenance review is expected to take approximately four months to complete. At completion of the maintenance review, PSPC will present the findings to the BCC. The BCC may then consider options related to implementation.

**Fiscal Impact:**

The fiscal impact of the agreement is \$17,500. Funding for this expense has been requested in the FY22 Human Resources budget, Professional Services line item 10-4-023-350-000. Additionally, the BCC has discussed including \$1M in FY22 contingency funding for implementation-related expenses.

**Staff Impact:**

The staff impact of approving the agreement is minimal; staff time will be required to engage with, support, and oversee the consultant's work during the course of the maintenance review.

**Legal Review:**

Gingery

**Staff Input / Recommendation:**

Staff recommends approval of the agreement.



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**Attachments:**

Professional Services Agreement between Teton County and Public Sector Personnel Consultants, Inc.  
Teton County, WY – Market Comparator Group list

**Suggested Motion:**

I move to approve the Professional Services Agreement in the amount of \$17,500.00 between Teton County and Public Sector Personnel Consultants, Inc. for a review and study of the County’s compensation plan utilizing the Teton County Comparator Group as presented today *(or as presented with the following modifications: the addition of (name)/removal of (name))*.

# PROFESSIONAL SERVICES AGREEMENT

This Agreement is entered into by **Teton County** and **Public Sector Personnel Consultants, Inc. (PSPC)**, 2824 N. power Road #113-486 Mesa, Arizona 85215 (National Office).

This Agreement is for PSPC to conduct a compensation study as reflected in the work outline on pages 3-4.

## **CONTRACT TIME ESTIMATE**

The County and PSPC will partner to complete the study within 120 days. This agreement shall remain in effect until **December 31, 2021**.

## **CONTRACT COST ESTIMATE**

At no time shall the total contract exceed **\$17,500**, without further approval and modification of this agreement. *An on-site meeting or presentation can be added for \$1,500.*

## **CONTRACT BILLING AND PAYMENT**

We do not require any advance payments and will provide monthly invoices for the professional services provided and out-of-pocket expenses incurred during the month. We request that invoices be paid within thirty (30) days of their receipt.

## **SEVERABILITY**

That should any word, sentence, paragraph, subdivision, clause, phrase or section of this Agreement, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said agreement, which shall remain in full force and effect.

## **VENUE**

The laws of the State of Wyoming shall govern the interpretation, validity, performance and enforcement of this Agreement. The parties agree that this Agreement is performable in Teton County, and that exclusive venue shall lie in Teton County.

## **TERMINATION**

This Agreement may be terminated by either party with 30 days written notice.

## **ASSIGNMENT**

The assignment of this Agreement by any party is prohibited without the prior written consent of the other Party.

## **AMENDMENT**

Any amendment of this Agreement must be in writing and will be effective if signed by the authorized representatives of the Parties.



## **SUMMARY OF SERVICES FOR THE COUNTY**

**PUBLIC SECTOR PERSONNEL CONSULTANTS (PSPC)** proposes the following program of consulting services and implementation support to update the County's compensation plan.

### **Major Steps**

1. Telephone project planning and scheduling meeting with County's HR staff, Officials, designee(s)
2. Confirmation of County's competitive employment areas for compensation surveys, for County approval
3. Confirmation of occupations to utilize as survey benchmark job classifications (target 60%+ jobs)
4. Development of compensation survey data collection, tabulation, and quality control protocol
5. Solicitation of comparator employers and agencies for participation in external compensation survey
6. Extraction of data from public employer compensation plans, questionnaires, reliable published surveys
7. Consolidation of data from all sources and calculation of prevailing rates for benchmark jobs
8. Computation of extent County's compensation offerings vary from external prevailing rates
9. Assignment of job classes to update salary ranges by internal equity and external competitiveness
10. Assistance with County Commission identification of desired, affordable salary competitiveness policy
11. Fiscal impact estimates at various levels of external prevailing rates competitiveness policies
12. Email/phone review and critique of draft salary plan with HR staff and County's project leaders
13. Preparation of a final project memo summarizing the study's findings and recommendations
14. One year classification and compensation plan maintenance assistance **at no cost to the County**

### **Survey Initiation**

- Pre-survey contact with the selected comparator employers to solicit participation in the County's compensation survey(s)
- Extraction from the pay plans of designated public employers.
- If needed, customized salary survey requests for local governments and other public and private employers, distributed by mail, fax, and e-mail.
- Follow up with comparators to confirm accuracy of job matching

### **Prevailing Rates Calculation**

We will consolidate the compensation data from all sources, enter the information into the **EZ COMP™** program, and compute the prevailing rates, inclusive of cost of living differentials, as the statistical mean of the survey data for each benchmark job class. Data will be projected forward from the date of collection to a common date relating to the County's salary plan year by the annual Prevailing Rate Increase Factor (PRI) applicable at that time.

### **Compensation Competitiveness Comparison**

We will provide the County with charts comparing its current salary structures to those of the selected public and private comparator employers. We will calculate the extent that the County's offerings vary from the prevailing rates and practices of other relevant employers.

### **Salary Range Updates**

We will assign each job classification to a salary range in the County's current or selected new salary structure on the basis of a combination of factors, including:

- the prevailing rates for the benchmark job classes
- its current relationship to similar or occupationally related job classes
- the 15% guideline for salary range separation between sequential job classes
- the 25% guideline for salary separation of a department head job class

### **Implementation Plan Development**

We will consult with the County Commissioners and Human Resources staff on a plan for transition to the recommended plan, including a timetable for the principal activities, employee communication, and estimates of required financial resources.

### **Implementation Warranty**

To ensure effective implementation of the new plan, we will analyze, evaluate, and provide a salary range recommendation for any new or changed job class, **at no cost to the County** for one year.

## TETON COUNTY, WY – CURRENT MARKET COMPARATOR GROUP

In order to maintain the statistical reliability of the external prevailing rate database, PSPC will obtain salary plans from the following employers and extract data on their job classes matching the County and Library's salary survey benchmarks.

- Aspen, City of, CO
- Blaine County, ID (Hailey)
- Jackson Hole Airport, WY
- Campbell County, WY (Gillette)
- Jackson, Town of, WY
- Eagle County, CO (Eagle)
- Ketchum, City of, ID
- Garfield County, CO (Glenwood Springs)
- Park City, City of, UT
- Natrona County, WY (Casper)
- Steamboat Springs, City of, CO
- Pitkin County, CO (Aspen)
- Telluride, Town of, CO
- Sublette County, WY (Pinedale)
- Teton County School District, WY
- Summit County, UT (Coalville)
- St. John's Medical Center, WY
- Community Library, Sun Valley ID
- Wyoming, State of
- Eagle Valley Library District, CO
- East Routt Library District, CO
- Park City Fire District, UT
- Hailey Public Library, ID
- Pinedale Sublette County Fire/EMS, WY
- Laramie County Library, WY
- Sublette County Rural HC District (Fire jobs), WY
- San Miguel Library District, CO
- Wood River FPD - Blaine Co, ID
- Sheridan County Library, WY
- Routt County, CO
- City of Casper, WY
- Town of Vail, CO
- Private Sector (using published surveys)

Consideration to add:

- Laramie County, WY OR Cheyenne, City of, WY

Previously removed:

- Albany County, WY (Laramie) removed per BCC direction to consultant at 4/8/19 workshop