

Professional Services for Town of Pittsboro

Proposed Services by Triangle J Council of Governments for a Classification and Pay Study

This is a proposal and agreement by the Triangle J Council of Governments (TJCOG) to provide services to the Town of Pittsboro (hereinafter “the Town”) to review and revise classification specifications.

TJCOG has executed a memorandum of understanding for intergovernmental services cooperation with the Piedmont Triad Regional Council (PTRC). The staff of the TJCOG and PTRC work cooperatively to deliver these services to the Town of Pittsboro. Working cooperatively the TJCOG and the PTRC are referred to as the “the Councils” in this proposal.

These services will be conducted according to the scope of work described below in the following sections:

I. Work Elements to review and revise classification specifications for the existing job classifications:

- A. The Councils will use the existing position description questionnaires from the 2021-2022 classification and pay study along with any existing classification specifications and/or other material such as job announcements that the Town deems appropriate to provide.
- B. Review the details of the existing classification specification against the existing position description questionnaires from the 2021-2022 classification and pay study to determine where material and substantial revision is needed. If a classification does not have a classification specification written then the Councils will write a classification specification. A final classification specification will be available for each of the classes listed in section II.
- C. Each classification in the Town’s pay plan will have a reviewed and/or revised classification specification written for each classification. If applicable the Councils will identify that a classification specification is being written speculatively based upon the best information available at the time. This circumstance may present itself if a classification has been vacant for an extended period of time or if the work is being changed in some way.
- D. Deliver to the Town digital versions of the classification specifications. Providing the classification specifications in digital form ensures that Pittsboro is able to edit the document and therefore best fit it to their needs and use a choice of wording to tailor to specific circumstances.

II. Selected Classes

Accounting Specialist
Accounting Technician I
Accounting Technician II
Administrative Assistant

Administrative Specialist
Construction/Engineering Inspector
Corporal
Crew Leader

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Customer Service Specialist
Deputy (Assistant) Police Chief
Finance Director
General/Parks/Grounds Maintenance Worker
Grants Administrator
Human Resource Director
Human Resource Manager
Lieutenant (Watch Commander)
Meter Reader
Office Support Specialist
Operator IV - W/W; Operator IV - Water
Planner I
Planner II
Planning Director
Police Captain (Division Commander)
Police Chief
Police Officer I
Police Records Specialist

Project Manager
Public Information Officer
Public Utilities Director
Public Works Director
Purchasing/Contract Manager
Sergeant (unit supervisor), Sergeant Investigator
Skilled Trades Spec./ Equip Operator
Sr. Construction/Engineering Inspector
Sr. Plant Mechanic
Sr. WW/Water Operator
Town Clerk
Town Engineer
Utilities Locator
Utilities/Plant Mechanic
Utility Maintenance Specialist /Sr. Parks Maintenance Worker
Water or Wastewater Treatment Plant Superintendent
WW/Water Operator

III. Responsibilities of the Town

In order to facilitate relevant and useful study results the Town agrees to provide the Councils with the following:

- A. Copies of existing class specifications. Electronic copies will be provided if available.
- B. Access to appropriate management staff, as determined by the Town Manager, to meet with the Council's representatives to gather information, discuss recommendations and receive input.

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- C. A contact person for all business related to the project including the scheduling of interviews, necessary meeting space, information referral to the Town Manager and any other items necessary to the completion of this project.

IV. Timeline for Project Completion

The Councils commit to delivery of classification specifications 90 days after the return confirmation of the executed proposal.

V. Method of Classification

The Councils utilize the factor comparison method of job evaluation. The duties and responsibilities of individual positions are evaluated to determine their relative level of difficulty and responsibility. The factors used are generally accepted principles in the personnel field. The following are among the classification factors used in determining the level of each position:

1. Working conditions
2. Nature and significance of public contacts
3. Variety and complexity of work
4. Decision making
5. Consequence of error
6. Supervision given
7. Supervision received
8. Knowledge, skills, and abilities

It is mutually understood that individual employee compensation is not being studied and the Councils will not be making recommendations regarding individual employee compensation. Further it is understood that the Town's management and employment practices and such factors as individual employee performance determine individual compensation.

VI. Staff

The staff that will be working on this project are very experienced in personnel work.

Ronda Tatum has over 30 years of Public Administration experience. Ronda served 26 years in Forsyth County in various capacities including Deputy County Manager, Assistant County Manager, Budget & Management Director, Internal Auditor, and Budget & Management Analyst. Ronda has additional work experience with the City of Winston-Salem, the City of Decatur, Georgia, and Catawba County, NC. Ronda has a Bachelor of Arts from Winston-Salem State University, a Bachelor of Science from High Point University and a Master of Public Administration from the University of North Carolina at Chapel Hill.

Terri Rivers has over 37 years of Public Administration experience. In fact, an early career internship was with the PTCOG the forerunner organization of the PTRC. She worked in various capacities in the Reidsville city manager's office, where she headed many projects for five city managers. Terri served assistant city manager – while overseeing the human resources department as director. Terri is experienced in employee relations, recruitment and selection, employee benefits and compensation, and budgeting. She a lifelong learner and served as president of the North Carolina Chapter of the International Personnel Management Association in 2000-2001. Terri has a Bachelor of Science from Appalachian State University and Master of Public Affairs from North Carolina State University.

Ann Taylor has over 30 years of Human Resources experience at the county and regional level. After working for six years with the Union County Department of Social Services, she joined Piedmont Behavioral HealthCare (now Cardinal Innovations). Ann retired from Cardinal Innovations having served as Director of Human Resources for over 20 years, where she developed and administered a substantially equivalent personnel system. During her tenure she was a member of the Executive Management Team developing and over-seeing merger plans, divesture plans and the creation of Daymark Recovery – a successful, private non-profit spin-off of the area program. Her experience includes policy and procedure development, employee relations, classification and compensation, interpretation and application of federal and state legislation, development and presentation of a wide range of Human Resources and Compliance training. Ann obtained her Senior Professional in Human Resources (SPHR) in 1999 and completed the Healthcare Corporate Compliance Institute in 2005 and is certified as a Workplace Mediator. Since retiring in 2007, she has worked as a consultant providing Human Resources, Compliance and National Accreditation training and consultation throughout the state, working with Areas Programs and Behavioral Healthcare Providers. Most recently she was a key member of the consulting group managing the successful merger of three Area Programs that transitioned from a Local Management Entity (LME) to a Medicaid Managed Care Organization (MCO).

Matt Reece serves as PTRC's Assistant Director, he has extensive experience providing technical assistance to local governments throughout the state. He regularly conducts a variety of management studies including program evaluation, group facilitation and problem solving, and personnel classification and compensation. As a past-president of regional and state-wide professional organizations, Matt has directed and organized research and discussion on a variety of personnel, compensation and public policy issues. He has also served as adjunct faculty for compensation management instructing in the master of human resources management program. Matt has a Bachelor of Arts in Political Science and a Master of Public Affairs, both from the University of North Carolina at Greensboro.

VII. References

PTRC has been involved in human resources consulting since 1986. The following is a list of local governments for which services have been rendered recently and would be familiar with our work.

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Alamance County

Caswell County

Davidson County

Davie County

Forsyth County

Guilford County

Iredell County

Lincoln County

City of Archdale

City of Asheboro

City of Burlington

City of Graham

City of Havelock

City of Hickory

City of High Point

City of New Bern

City of Randleman

City of Reidsville

City of Statesville

Town of Elon

Town of Gibsonville

Town of Jamestown

Town of Kernersville

Town of Mocksville

Town of Mooresville

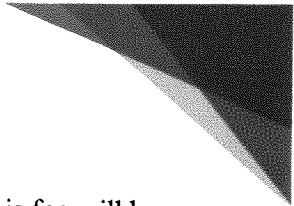
Town of Ramseur

Piedmont Triad Airport Authority

Town of Warrenton

Town of Sawmills

Town of Jamestown



VIII. Fees for Service

TJCOG proposes to complete the classification and pay study for a fee of \$4,250. This fee will be payable within thirty (30) days after submission of completed final report. Any alteration or modification from the above specifications involving extra cost of material or labor will be implemented only upon written instructions from the designated contact with the Town.

IX. Acceptance of Proposal and Agreement

If you agree with the terms of this proposal please indicate by signing below and returning a signed original to the offices of the TJCOG. The Councils' staff will begin work as soon as we are notified of your acceptance. This confirms your intention to accept the scope of work as indicated in the proposal presented by the Councils, aid and otherwise meet the responsibilities outlined, and you are confirming the encumbrance of funds sufficient to pay the fees for services rendered.

Please return acceptance to:

Lee Worsley
Executive Director
Triangle J Council of Governments
4307 Emperor Blvd., Suite 110
Durham, NC 27703
919-558-9395 (voice) / 919-549-9390 (fax)
lworsley@tjcog.org / www.tjcog.org

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_____ ATTEST

Secretary

Signature

Title

Date

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

(Signature of Finance Director)

Date