

Agenda Report

November 21, 2011

TO: Honorable Mayor and City Council
FROM: Department of Human Resources
SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH REWARDS STRATEGY GROUP, INC. TO PROVIDE PROFESSIONAL CONSULTING SERVICES RELATED TO A CLASSIFICATION STUDY

RECOMMENDATION:

It is recommended that the City Council authorize the City Manager to enter into a contract with Rewards Strategy Group, Inc. for an amount not to exceed \$213,030 to conduct a City-wide classification study.

BACKGROUND:

A classification plan provides the necessary framework to guide administrative, financial and human resources decisions. In addition, the classification plan provides a basis for recruitment, performance management, compensation, training and career ladder/succession planning. An up-to-date classification plan ensures the City aligns talent to the vision and purpose of the organization; attracts, retains, and develops the best people; clarifies direction and expectations, and improves engagement and commitment.

To ensure the City's continued competitive advantage as a forward-thinking organization, this classification study is recommended. The City has conducted several classification studies over the past thirty years to address specific needs; however, a system-wide review of the City's current classification plan reveals that some classifications are overly broad while others are too narrowly defined. Over the years this has resulted in a misalignment in how the classifications are used in terms of assignment and level of responsibility, making it difficult to maintain internal equity. Further, over the past three years, the City has deleted over three-hundred positions resulting in the reorganization of several departments.

On August 17, 2011, the Human Resources Department released a Request for Proposal (RFP) to solicit proposals for classification study services. A total of six proposals were received and evaluated by a panel of four staff in Human Resources.

Based on the assessment of the selection criteria, Rewards Strategy Group, Inc. was awarded the highest score. The firm was selected due to its extensive relevant experience, successful completion of projects with a similar scope for other agencies, responsiveness to the RFP, quality of staff/project managers assigned to the study and project team commitment to the full cycle of the classification study. It is recommended that Rewards Strategy Group, Inc. be awarded the contract. The total project cost will not exceed \$213,030.

COUNCIL POLICY CONSIDERATION

This classification study project supports the City Council's strategic goal to maintain fiscal responsibility and stability.

FISCAL IMPACT:

The total project cost will not exceed \$213,030 and will be apportioned over two fiscal years. Funds for this project will be addressed by utilization of existing budget appropriations in the Human Resources fund.

Respectfully submitted,



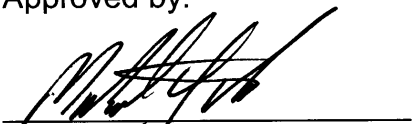
Mary Ellen Schubel
Interim Director of Human Resources

Prepared by:



Janice Torres
Human Resources Manager

Approved by:



MICHAEL J. BECK
City Manager

Attachment A – Proposal Evaluation Summary

Attachment A

Proposal Evaluation Summary
Pasadena Classification Study RFP

<u>RANKING</u>	<u>CONSULTING FIRM</u>	<u>SCORE</u>
1.	Reward Strategy Group, Inc. 12707 High Bluff Dr., Suite 200 San Diego, CA 92130	90.00
2.	Cooperative Personnel Services 241 Lathrop Way Sacramento, CA 95815	85.00
3.	Fox Lawson & Associates P. O. Box 32985 Phoenix, AZ 85064	78.00
4.	Public Sector Personnel Consultants 149 S. Barrington Ave. #726 Los Angeles, CA 90049	70.00
5.	Koff & Associates 6400 Hollis Street, Ste 5 Emeryville, CA 94608	70.00
6.	Nash & Company 6453 Via de Anzar Rancho Palos Verdes, CA 90275	70.00

**Disclosure Pursuant to the
City of Pasadena Taxpayer Protection Amendment of 2000
Pasadena City Charter, Article XVII**

Contractor/Organization hereby discloses its trustees, directors, partners, officers, and those with more than a 10% equity, participation, or revenue interest in Contractor/Organization, as follows:
(If printing, please print legibly. Use additional sheets as necessary.)

1. Contractor/Organization Name:

REWARD STRATEGY GROUP, INC

2. Name(s) of trustees, directors, partners, officers of Contractor/Organization:

ALLAN M. CRECELIVS
SANDRA M. COMRIE

3. Names of those with more than a 10% equity, participation or revenue interest in Contractor/Organization:

ALLAN M. CRECELIVS
SANDRA M. COMRIE

Prepared by: Allen Crecelius 

Title: President

Date: 9/19/11

For office use only:
Contract/Transaction No. _____

If not a contract, type of transaction: _____