

City of Essex Junction Salary Study Services – Clarification Responses

A. Scope and Study Population

Question	Response
1. How many distinct job classifications or job titles will be included in this study?	Eleven (11) distinct job classifications are included in the study.
2. How many employees will be included in the study?	The study will cover seventy-two (72) employees.
3. Please confirm the makeup of the employee population.	Total employees: 72; Full-time (FTE): 68; Part-time: 4.
4. Please confirm organizational characteristics relevant to the study.	Total position descriptions: 50. Total departments: 10. Total bargaining units: 1 Association.
5. Are current job descriptions suitable for use in this study?	Yes. Job descriptions have been reviewed and are considered current and suitable for this study.
6. Will a City organizational chart be made available to the consultant?	Yes. An organizational chart will be made available to the selected consultant.
7. Who from the City of Essex Junction will be involved in this project and what are their anticipated roles?	The City Manager, Human Resources Director, and Finance Director will lead the project, with Department Heads assisting as needed. An Association representative will provide input on vendor selection and comparable communities.

B. Classification and Compensation Framework

Question	Response
8. Which firm conducted the January 2024 classification and compensation study?	The January 2024 study was conducted by MGT, formerly known as GovHR.
9. What job evaluation and classification system is currently in use?	The City currently utilizes an internal, merit-based job evaluation system.

10. Does the City have a current methodology for pay scale classification?	Yes. The City's compensation structure is supported by the internal, merit-based evaluation system.
11. Are there any additional compensation policies or philosophies beyond those described in Article 1, Section 108?	Yes, The City provides recognition and merit bonuses, wellness incentives, tuition reimbursement, professional development funds, and uniform allowances.

C. Market Analysis and Comparator Strategy

Question	Response
12. Is every position required to be matched to the external market?	No. Representative sampling is acceptable. Not every position can be individually matched to the market.
13. Does the City have a preferred peer group or target market position?	The suggested peer group includes Barre, Burlington, Colchester, Essex Town, Hinesburg, Middlebury, Milton, Shelburne, South Burlington, St. Albans, Williston, and Winooski. Consultants may recommend alternative peer groups or target market positions.
14. Should the study address internal equity and compression?	The primary focus is market pricing. Internal equity should be evaluated using the findings from the recently completed internal compression study.
15. Are there known pay compression issues that should be prioritized?	No systematic compression issues have been identified at this time.
16. Does the City wish to conduct a new wage and benefits survey or rely on existing data sources?	The City expects the consultant to use established data sources, including the Vermont League of Cities and Towns (VLCT) Compensation Report and the prior MGT/GovHR compensation study. The consultant is also expected to incorporate relevant comparable market data from the compensation benchmark communities identified above and any other relevant communities.

D. Data, Deliverables, and Cost Modeling

Question	Response
17. Will employee-level data be provided to the consultant?	Yes. The City will provide employee-level data as appropriate and relevant.

18. Please provide clarification on the anticipated deliverables for the scope of work.	Deliverables are expected to include market pricing results, findings relating to the City's current compensation structure, recommended adjustments as applicable, and cost modeling to support phased or multi-year implementation.
19. Is the City requesting models for an updated pay scale as part of the deliverables?	The consultant is expected to provide recommendations and modeling sufficient to support informed decision-making regarding pay scale adjustments and implementation.
20. Will phased or multi-year cost modeling be required?	Yes. Cost modeling can include a phased or multi-year implementation strategies.

E. Budget, Timeline, and Logistics

Question	Response
21. Has the City established a budget range for this engagement?	Yes. The budget for this study is not to exceed \$15,000.
22. What is the anticipated end date for completion of the work?	The City anticipates completion of the work by June 2026.