



# AGENDA REPORT

## Human Resources

<b>DATE:</b>	January 18, 2022
<b>TO:</b>	Mayor Butt and Members of the City Council
<b>FROM:</b> <i>(List all relevant/responsive staff persons)</i>	Anil Comelo, Interim Deputy City Manager
<b>Subject:</b> <i>(This will appear on the agenda)</i>	Contract amendment with The Segal Group Inc. (Western States) dba Segal to provide supplemental classification and compensation services
<b>FINANCIAL IMPACT:</b>	Funding of \$30,000 will need to be appropriated to the Human Resources Department's operating budget Professional Services account string (01181016-400201) from the general fund reserve balance.
<b>PREVIOUS COUNCIL ACTION:</b> <i>(List all dates items were heard or council action took place)</i>	April 21, 2020 – Contract approved for The Segal Group Inc., in the amount of \$250,000, with a term through June 30, 2022.
<b>STATEMENT OF THE ISSUE:</b>	On April 21, 2020, the City entered into a contract in the amount of \$250,000 with The Segal Group, Inc. to conduct a comprehensive city-wide classification and compensation study. Supplemental services are needed to produce cost-effective implementation strategies and to finalize job classification specifications not in the original scope of work. An amendment to increase the contract value is necessary to complete the city-wide classification and compensation study.

<p><b>RECOMMENDED ACTION:</b></p> <p><i>(This will appear on the agenda)</i></p>	<p>APPROVE an amendment to the contract with The Segal Group, Inc. in the amount of \$30,000, for a total amount not to exceed \$280,000, to provide supplemental services to complete the city-wide classification and compensation study; and APPROVE the appropriation of these funds from the general fund reserve balance - Human Resources Department (Anil Comelo/Teresa Fairbanks 510-620-6609).</p>
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**DISCUSSION:** The City's contract with The Segal Group, Inc. is to conduct a comprehensive city-wide classification and compensation study that will yield recommended classification specifications and a proposed competitive salary structure. To carry this out, Segal conducted an extensive salary survey, reviewed over 230 job titles, and received and analyzed job description questionnaires from approximately 330 employees.

The City is nearing the finalization of Segal's study and supplemental services are needed to evaluate options for salary structure implementation that considers short-term and long-term costs as well as provide resources to complete the development of the remaining classification specifications.

By increasing the contract amount, the City will be able to secure the services necessary to finalize the city-wide classification and compensation study with implementation strategies as well as completing the development of the remaining classification specifications.

**DOCUMENTS ATTACHED:**

Attachment 1 – Original Contract

Attachment 2 – Amendment to the Contract