

**Leelanau County
Compensation Study
Proposal Overview
2022**

Rehmann Robson LLC	Municipal Consulting Services
Work Plan:	Work Plan:
<ol style="list-style-type: none"> 1. Collect and Review Data: <ul style="list-style-type: none"> *Collect/Review Compensation-Related Data *Review Job Descriptions 2. Gather, Organize and analyze Survey Data: <ul style="list-style-type: none"> * Gather Survey Data (comparables) * Develop Compensation Matrix * Apply survey Results & Establish Pay Ranges * Position Current Payrates within New Pay Ranges * Develop Job Evaluation System 3. Develop and Present Final Report 	<ol style="list-style-type: none"> 1. Meet and Refine Work Plan 2. Collect and Review Compensation-Related Documents 3. Provide Employee Orientation and Elicit Employee Input 4. Conduct Supervisory Interviews 5. Develop List of Market Comparables within County 6. Develop Survey Instrument 7. Conduct Survey Process and Finalize Reports 8. Conduct Job/Point-Factor Evaluation and Develop Pay Grades 9. Apply Survey Results and Develop Pay Ranges for Each Pay Grade 10. Analyze Each Position within the Confines of the New Pay Grade Structure 11. Develop Pay Progression Options and Analysis of Results 12. Develop Final Report Document 13. Present Final Report to Board
Time Line:	Time Line:
14 weeks beginning in October 2022	120 days beginning in early 2023
Fees:	Fees:
<ul style="list-style-type: none"> * \$20,400 maximum, actual cost billed monthly * \$60.00 per hour travel rate * Lodging/mileage submitted upon pre-approval 	<ul style="list-style-type: none"> * \$22,750 for 35 or less job classifications/titles * \$650 additional for each job classification * \$1,800 travel related costs (actual costs only)