



Koff & Associates  
A Gallagher Company

EXHIBIT C -2

**September 18, 2023**

## Classification and Compensation Study – Additional Scope of Work

**City of Chino**

### **KOFF & ASSOCIATES, A GALLAGHER COMPANY**

**GEORG S. KRAMMER**

Managing Director, Compensation and Rewards Consulting

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September 18, 2023

Ms. Geriann Kingslan  
Director of Human Resources  
City of Chino  
13220 Central Avenue  
Chino, CA 91710

Dear Ms. Kingslan:

Thank you for the opportunity to respond to your Request for Proposals for **additional Classification and Compensation Services** for the **City of Chino** ("City"). Enclosed is K&A's scope of work and additional cost to add additional Citywide positions to the classification and compensation study and to conduct an update of the entire compensation market survey (i.e., all previous benchmarks and comparators), base salaries only, no benefits.

Please call if you have any questions or wish additional information. We look forward to the opportunity provide professional services to the **City of Chino**.

Sincerely,



Georg S. Krammer  
Managing Director, Compensation and Rewards Consulting



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**FEE PROPOSAL**

For purposes of this cost proposal, we are assuming that all meetings and presentations will be conducted virtually/remotely and no onsite travel to City offices will occur. Should the City desire onsite meetings, we will be happy to provide our per diem cost for onsite meetings based on travel time and market rate travel cost at the time.

<b>Deliverables</b>	<b>Phase 1: Classification Study</b> Approximately 51 Clasifications, 78 Employees	<b>Hours</b>
A.	Collection and Review of PDQs <i>Assumes up to 78 PDQs</i>	30
B.	Interviews with Employees, Supervisors, and Management <i>Assumes approximately 78 interviews plus additional interviews with supervisors and managers, as appropriate</i>	70
C.	Classification Concept & Preliminary Allocation	40
D.	Draft Class Description Development <i>Assumes up to 51 class descriptions will be developed</i>	130
E.	Facilitation of Draft Class Description Review and Employee Feedback Process	25
F.	Classification Plan and Draft of Interim Report and Final Report	12
	<i>Anticipated hours for additional unscheduled meetings and phone calls</i>	8
	<b>Total Professional Hours – Classification</b>	<b>315</b>
	Combined professional and clerical composite rate for all project team members: <b>\$185/Hour</b>	<b>\$58,275</b>
<b>Deliverables</b>	<b>PHASE II: Compensation Study Update</b>	<b>Hours</b>
A.	List of Comparator Agencies, Benchmark Classifications (assuming the same 11 comparator agencies and )	1
B.	Data from Comparators and Preliminary Analysis of Data <i>Assumes 87 benchmarks; 12 comparators; base salaries only, no benefits; plus a separate survey for the Clinical Specialist using the Counties of Los Angeles, Orange, Riverside, San Bernardino, San Diego, Tri-City Mental Health Authority and ERI private sector data)</i>	105
C.	Draft Compensation Findings/Additional Analysis/Study Project Team Meetings	20
	<i>Anticipated hours for additional unscheduled meetings and phone calls</i>	16
	<b>Total Professional Hours – Compensation</b>	<b>142</b>
	Combined professional and clerical composite rate for all project team members: <b>\$165/Hour</b>	<b>\$26,270</b>
	Expenses are <b>included</b> in the composite hourly rate:	<b>N/A</b>
	<i>Expenses include but are not limited to duplicating documents, binding reports, phone, supplies, postage, parking, meals, etc.</i>	
	<b>TOTAL PROJECT COST NOT TO EXCEED:</b>	<b>\$84,545</b>
	<i>*Additional consulting will be honored at composite rate (\$185/hr)</i>	



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Koff & Associates intends to adhere to all the provisions described above.

This proposal is valid for 120 days.

Respectfully submitted,

By: KOFF & ASSOCIATES  
State of California

Georg S. Krammer

September 18, 2023

Managing Director, Compensation and Rewards Consulting



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A Gallagher Company