

## Agenda Item Summary

**To:** CRCOG Policy Board  
**From:** Matt Hart, Executive Director  
**Date:** May 25, 2022  
**Subject:** Resolution to Enter into Contract with GovHR for a Classification and Compensation Study

**Background:** CRCOG last conducted a comprehensive class and compensation study over 10 years ago. Since that time, the salary schedule has been updated based on cost-of-living adjustments (COLA) but otherwise has seen very little change. Given the current labor market, changes in CRCOG's programs and services, and the length of time since the original class and compensation study was completed, management believes it is time to conduct a comprehensive update.

CRCOG interviewed two firms as part of the selection process. Management recommends the selection of GovHR USA because the firm's bid is more competitive and it has more extensive public sector experience, including studies for other councils of governments.

**Benefit to Member Towns/CRCOG:** The study would benchmark CRCOG against other COGs and like organizations and enable us to remain competitive with recruitment and talent retention.

**Financial/Operational Impact:** The project would cost between \$12,080 to \$19,960 depending on the amount of work required to update our current job descriptions.

**Project Schedule:** If approved, we would plan to begin this project in early June; it would take approximately 12 to 16 weeks to complete.

**Recommendation:** In order to ensure that our classification plan is appropriately structured and remains competitive, I recommend that the Board approve the attached resolution authorizing me to negotiate, execute, and amend all appropriate and necessary contractual instruments with GovHR USA for the purpose of conducting a classification and compensation study and updating job descriptions.

### Attachments:

- Resolution to Enter into Contract with GovHR USA for a Classification and Compensation Study

**RESOLUTION OF  
THE CAPITOL REGION COUNCIL OF GOVERNMENTS  
TO ENTER INTO CONTRACT WITH GOVHR USA FOR A CLASSIFICATION AND  
COMPENSATION STUDY**

**Whereas**, the Capitol Region Council of Governments (CRCOG) seeks to conduct a classification and compensation study for its employees; and

**Whereas**, CRCOG received three proposals from qualified companies and GovHR USA offered the most competitive price and is also the best qualified;

**Now therefore be it resolved**, that the Policy Board of CRCOG authorizes its Executive Director to act on behalf of the CRCOG in executing all appropriate and necessary contractual instruments with GovHR USA for purposes of conducting a classification and compensation study.

I certify that the above is a true copy of the Resolution adopted by the CRCOG Policy Board Executive Committee at its meeting on May 25, 2022.

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Jason E. Bowsza, Secretary

Capitol Region Council of Governments

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