



JEFFERSON COUNTY, TEXAS PURCHASING DEPARTMENT

1149 Pearl Street -First Floor
Beaumont, Texas 77701
409-835-8593

ADDENDUM TO RFP

RFP Number: RFP 20-004/JW

RFP Title: Wage and Compensation Study for Jefferson County

RFP Due: **11:00 am CT, Wednesday, March 4, 2020**

Addendum No.: 1

Issued (Date): February 19, 2020

To OFFEROR: This Addendum is an integral part of the RFP package under consideration by you as an Offeror in connection with the subject matter herein identified. Jefferson County deems all sealed proposals to have been proffered in recognition and consideration of the entire RFP package – **including all addenda**. For purposes of clarification, **receipt of this present Addendum by an Offeror should be evidenced by returning it (signed) as part of the Offeror's sealed proposal**. If the Proposal has already been received by the Jefferson County Purchasing Department, Offeror should return this addendum in a separate sealed envelope, clearly marked with the RFP Title, RFP Number, and Opening Date and Time, as stated above.

Reason for Issuance of this addendum: **Clarifications**

The information included herein is hereby incorporated into the documents of this present Bid matter and supersedes any conflicting documents or portion thereof previously issued.

Receipt of this Addendum is hereby acknowledged by the undersigned Offeror:

ATTEST:

Authorized Signature (Offeror)

Witness

Title of Person Signing Above

Witness

Typed Name of Business or Individual

Approved by _____ Date: _____

Address

Request for Proposal (RFP 20-004/JW)
Wage and Compensation Study for Jefferson County
ADDENDUM NO. 1

CLARIFICATIONS:

Question: Is a Jefferson County Job Compensation Scale/Salary Schedule available?

Answer: Yes, please see attached ATTACHMENT A.
(Note: Information provided in ATTACHMENT A is subject to change.)

Question: Are the County's existing job descriptions up to date and accurate? Does the County need job descriptions updated?

Answer: The Wage and Compensation Study will not include updating job descriptions.

Question: How many job titles do the roughly 565 employees fall within?

Answer: Please see the ATTACHMENT A.

Question: Does the County anticipate a new compensation plan or plans (i.e. realignment of jobs within the grades, separation of jobs into new titles, consolidation of other classes into a single title, etc.) or more of an update to the existing plan/plans based on market?

Answer: More of an update to our existing plan. Depending on what the study finds, realignment of jobs within our current grade may be warranted.

Question: Please confirm the timeline for the completion of the wage and compensation study.

Answer: The County is seeking completion of the study within four months with recommended changes available for budget hearings during July/August, 2020.

Question: It appears that the County is interested in a salary range comparison as well as an examination of "additional pay categories" (i.e. variable pay practices), but not benefits? Please confirm/clarify.

Answer: Salary range comparison within the current surrounding local market and similarly situated Counties in Texas. Benefits are not included in this Wage and Compensation Study.

Question: In considering the completion timeline/timing constraints for the completion of the wage and compensation study, please clarify the exact deliverables the County expects from the firm that is awarded/contracted for this RFP (i.e. comprehensive job analysis, job evaluation, and new classification structure.)

Answer: Comprehensive salary market survey to ensure competitive wage rates.

Request for Proposal (RFP 20-004/JW)
Wage and Compensation Study for Jefferson County
ADDENDUM NO. 1

CLARIFICATIONS (Continued):

Question: Can you share the County's approved budget for the project?

Answer: This information is unavailable.

Question: Is there a defined HUB/WBE goal for this procurement?

Answer: Jefferson County does not have a HUB/WBE goal for this procurement. However, the County does encourage any qualified HUB/WBE to respond to this Request for Proposal.

Questions: When was the last time Jefferson County had a Compensation and Classification study? Did a consultant perform this study? If so, who was the consultant and at what was the professional fee structure?

Answer: A Position Classification and Compensation Plan Study (in 1997) was performed by Public Sector Personnel Consultants. Fee structure not available.

ATTACHMENT A

WAGE & COMPENSATION STUDY POSITIONS

JOB CLASSIFICATION	RATE	POSITIONS	MIN	MID	MAX
AGRICULTURE EXTENSION SVC					
Administrative Secretary	50	1	38,085	47,606	57,127
Secretary	38	2	28,321	35,400	42,478
AIRPORT					
Account Clerk	40	1	29,754	37,192	44,629
Airport Director	76	1	72,374	90,467	108,559
ARFF Crew	46	4	34,503	43,129	51,755
Carpenter	55	1	43,091	53,863	64,634
Electrician	58	1	46,404	58,005	69,605
Financial Analyst	59	1	47,565	59,455	71,345
Fuel Service Lineman	40	3	29,754	37,192	44,629
Fuel Service Supervisor	46	1	34,503	43,129	51,755
Groundskeeper	32	3	24,420	30,524	36,627
Heavy Equip. Mechanic	53	1	41,014	51,267	61,519
Lead ARFF	48	3	36,250	45,312	54,374
Oper Manager/ARFF Chief/Security	66	1	56,538	70,674	84,809
Secretary	38	1	28,321	35,400	42,478
Utility Maintenance Worker	40	1	29,754	37,192	44,629
Welder/Maintenance Tech	53	1	41,014	51,267	61,519
AUDITOR'S OFFICE					
Accounting Technician	53	1	41,014	51,267	61,519
County Auditor	91	1	104,818	131,023	157,227
Administrative Secretary	50	1	38,085	47,606	57,127
1st Assistant County Auditor	79	1	77,938	97,423	116,907
Financial Analyst	59	3	47,565	59,455	71,345
Financial Manager	71	2	63,968	79,960	95,952
Financial Technician	48	5	36,250	45,312	54,374
Receptionist/Clerk	34	1	25,657	32,071	38,484
CONSTABLE - PCT 1					
Office Specialist	38	1	28,321	35,400	42,478
Senior Office Specialist	43	1	32,039	40,050	48,061
CONSTABLE - PCT 2					
Senior Office Specialist	43	1	32,039	40,050	48,061
CONSTABLE - PCT 4					
Senior Office Specialist	43	1	32,039	40,050	48,061

JOB CLASSIFICATION	RATE	POSITIONS	MIN	MID	MAX
CONSTABLE - PCT 6					
Office Specialist	38	1	28,321	35,400	42,478
Senior Office Specialist	43	1	32,039	40,050	48,061
CONSTABLE - PCT 7					
Senior Office Specialist	43	1	32,039	40,050	48,061
CONSTABLE - PCT 8					
Senior Office Specialist	43	1	32,039	40,050	48,061
COUNTY CLERK					
Administrative Deputy County Clerk	53	1	41,014	51,267	61,519
Administrative Office Specialist	46	2	34,503	43,129	51,755
Administration Operations Manager	59	1	47,565	59,455	71,345
Chief Deputy County Clerk	65	1	55,158	68,949	82,739
County Clerk Administrator	61	1	49,970	62,464	74,958
Deputy County Clerk	40	15	29,754	37,192	44,629
Senior Deputy County Clerk	43	11	32,039	40,050	48,061
Analyst/Programmer (Elections Programmer)	62	1	51,223	64,027	76,830
Elections Manager	64	1	53,815	67,268	80,721
Voting Assistants - Elections	41	2	30,497	38,121	45,745
COUNTY COURT AT LAW NO. 1					
Court Clerk	40	1	29,754	37,192	44,629
Court Coordinator	53	1	41,014	51,267	61,519
Court Reporter	1	1			
COUNTY COURT AT LAW NO. 2					
Associate Court Administrator	53	1	41,014	51,267	61,519
Court Coordinator	53	2	41,014	51,267	61,519
Court Reporter	1	1			
COUNTY COURT AT LAW NO. 3					
Court Coordinator	53	3	41,014	51,267	61,519
Court Reporter	1	1			
Receptionist/Clerk	34	1	25,657	32,071	38,484
COUNTY JUDGE					
Administrative Aid to County Judge	53	1	41,014	51,267	61,519
Administrative Secretary	50	1	38,085	47,606	57,127
Assistant to County Judge	1	1			
Associate Court Administrator	53	3	41,014	51,267	61,519
Court Clerk	40	1	29,754	37,192	44,629

JOB CLASSIFICATION	RATE	POSITIONS	MIN	MID	MAX
COUNTY TREASURER					
Account Clerk	40	1	29,754	37,192	44,629
Chief Deputy County Treasurer	54	1	42,040	52,550	63,060
Senior Account Clerk	43	1	32,039	40,050	48,061
CRIME LAB					
Crime Lab Technician	48	2	36,250	45,312	54,374
Director of Crime Lab	72	1	65,567	81,959	98,350
Forensic Scientist	69	8	60,884	76,107	91,330
COURT MASTER (DRUG COURT)					
Court Coordinator	53	2	41,014	51,267	61,519
Court Reporter	1	1			
Office Specialist	38	1	28,321	35,400	42,478
CRIMINAL DISTRICT COURT					
Attorney	1	1			
Chief Appellate/Writ Assistant	53	1	41,014	51,267	61,519
Court Coordinator	53	3	41,014	51,267	61,519
Court Reporter	1	2			
58TH DISTRICT COURT					
Court Clerk (Bailiff)	40	1	29,754	37,192	44,629
Court Coordinator	53	1	41,014	51,267	61,519
Court Reporter	1	1			
60TH DISTRICT COURT					
Court Clerk (Bailiff)	40	1	29,754	37,192	44,629
Court Coordinator	53	1	41,014	51,267	61,519
Court Reporter	1	1			
136TH DISTRICT COURT					
Court Clerk (Bailiff)	40	1	29,754	37,192	44,629
Court Coordinator	53	1	41,014	51,267	61,519
Court Reporter	1	1			
172ND DISTRICT COURT					
Court Clerk (Bailiff)	40	1	29,754	37,192	44,629
Court Coordinator	53	1	41,014	51,267	61,519
Court Reporter	1	1			
252ND DISTRICT COURT					
Coordinator/Indigent Defense	53	1	41,014	51,267	61,519
Court Coordinator	53	1	41,014	51,267	61,519
Court Reporter	1	1			

JOB CLASSIFICATION	RATE	POSITIONS	MIN	MID	MAX
279TH DISTRICT COURT					
Court Coordinator	53	1	41,014	51,267	61,519
Court Reporter	1	1			
317TH DISTRICT COURT					
Associate Judge	1	1			
Court Coordinator	53	3	41,014	51,267	61,519
Court Reporter	1	1			
DATA PROCESSING					
Assistant Director of MIS	79	1	77,938	97,423	116,907
Analyst/Programmer	62	1	51,223	64,027	76,830
Computer Services Tech/Operator	49	1	37,157	46,446	55,735
Computer Systems Administrator	68	3	59,400	74,250	89,100
Director of MIS	86	1	92,646	115,806	138,965
Personal Computer Technician	49	4	37,157	46,446	55,735
Personal Computer Technician II	52	1	40,012	50,016	60,020
Programmer/Analyst	65	4	55,158	68,949	82,739
Senior Office Specialist	43	1	32,039	40,050	48,061
Senior Programmer/Analyst	70	2	62,408	78,010	93,611
DISPUTE RESOLUTION CENTER					
Case Coordinator	38	1	28,321	35,400	42,478
Director of Dispute Resolution	69	1	60,884	76,107	91,330
Senior Case Manager	43	1	32,039	40,050	48,061
DISTRICT ATTORNEY					
Administration Manager to DA	60	1	48,751	60,940	73,128
Administration Operations Manager	59	3	47,565	59,455	71,345
Administrative Secretary	50	2	38,085	47,606	57,127
Attorney	1	30			
Executive Assistant	1	1			
Investigator	1	6			
Investigator Assistant	1	1			
Personal Computer Technician	49	1	37,157	46,446	55,735
Secretary	38	4	28,321	35,400	42,478
Senior Office Specialist	43	2	32,039	40,050	48,061
Senior Secretary	45	12	33,662	42,078	50,494
DISTRICT CLERK					
Admin. Deputy District Clerk	53	3	41,014	51,267	61,519
Chief Deputy District Clerk	65	1	55,158	68,949	82,739
Deputy District Clerk	40	18	29,754	37,192	44,629
Senior Account Clerk	43	1	32,039	40,050	48,061
Senior Deputy District Clerk	43	3	32,039	40,050	48,061

JOB CLASSIFICATION	RATE	POSITIONS	MIN	MID	MAX
EMERGENCY MANAGEMENT					
Assistant Emergency Mgmt. Coordinator	57	1	45,271	56,589	67,906
Emergency Management Coordinator	1	1			
ENGINEERING					
Director of Engineering	86	1	92,646	115,806	138,965
Engineering Specialist	62	6	51,223	64,027	76,830
Engineering Superintendent	71	1	63,968	79,960	95,952
Office Manager	51	1	39,038	48,797	58,556
Secretary	38	1	28,321	35,400	42,478
ENVIRONMENTAL CONTROL					
Director of Environmental Control	66	1	56,538	70,674	84,809
Environmental Health Inspector	52	2	40,012	50,016	60,020
Office Specialist	38	1	28,321	35,400	42,478
Senior Office Specialist	43	1	32,039	40,050	48,061
HEALTH & WELFARE					
Administrative Director of H&W	72	1	65,567	81,959	98,350
Administrative Secretary	50	2	38,085	47,606	57,127
Office Specialist	38	1	28,321	35,400	42,478
Pharmacy Technician	36	1	26,953	33,692	40,431
Public Health Nurse	63	4	52,501	65,627	78,753
Public Health Nurse Supervisor	65	2	55,158	68,949	82,739
Receptionist/Clerk	34	2	25,657	32,071	38,484
Senior Office Specialist	43	2	32,039	40,050	48,061
Van Driver	36	2	26,953	33,692	40,431
Welfare Caseworker	49	6	37,157	46,446	55,735
Welfare Casework Supervisor	58	2	46,404	58,005	69,605
Pharmacist	89	1	99,767	124,710	149,653
HUMAN RESOURCES					
Director of HR & Risk Management	88	1	97,335	121,669	146,002
Employee Relations/Compensation Mgr.	66	1	56,538	70,674	84,809
Human Resources Assistant	48	1	36,250	45,312	54,374
Senior Personnel Specialist	56	1	44,166	55,209	66,252
JUSTICE COURT - PCT 1 PL 1					
Associate Court Administrator	53	1	41,014	51,267	61,519
Senior Court Clerk	43	2	32,039	40,050	48,061
JUSTICE COURT - PCT 1 PL 2					
Associate Court Administrator	53	1	41,014	51,267	61,519
Senior Court Clerk	43	2	32,039	40,050	48,061

JOB CLASSIFICATION	RATE	POSITIONS	MIN	MID	MAX
JUSTICE COURT - PCT 2					
Associate Court Administrator	53	1	41,014	51,267	61,519
Senior Court Clerk	43	2	32,039	40,050	48,061
JUSTICE COURT - PCT 4					
Associate Court Administrator	53	1	41,014	51,267	61,519
Senior Court Clerk	43	2	32,039	40,050	48,061
JUSTICE COURT - PCT 6					
Associate Court Administrator	53	1	41,014	51,267	61,519
Senior Court Clerk	43	2	32,039	40,050	48,061
JUSTICE COURT - PCT 7					
Associate Court Administrator	53	1	41,014	51,267	61,519
Senior Court Clerk	43	2	32,039	40,050	48,061
JUSTICE COURT - PCT 8					
Associate Court Administrator	53	1	41,014	51,267	61,519
Senior Court Clerk	43	2	32,039	40,050	48,061
JUVENILE PROBATION					
Community Service Specialist	53	1	41,014	51,267	61,519
Cook	31	1	23,823	29,779	35,735
Director of Juv. Probation & Detention	85	1	90,385	112,982	135,579
Juvenile Casework Manager	67	2	57,951	72,439	86,927
Juvenile Casework Supervisor	61	5	49,970	62,464	74,958
Juvenile Detention Officer	42	13	31,259	39,074	46,889
Juvenile Detention Superintendent	70	1	62,408	78,010	93,611
Juvenile Mental Health Professional	61	1	49,970	62,464	74,958
Juvenile Placement Officer	51	1	39,038	48,797	58,556
Juvenile Probation Officer	51	16	39,038	48,797	58,556
Lead Juvenile Detention Officer	50	4	38,085	47,606	57,127
Office Specialist	38	2	28,321	35,400	42,478
Receptionist/Clerk	34	2	25,657	32,071	38,484
Secretary	38	2	28,321	35,400	42,478
Senior Office Specialist	43	1	32,039	40,050	48,061
Senior Secretary	45	1	33,662	42,078	50,494

JOB CLASSIFICATION	RATE	POSITIONS	MIN	MID	MAX
MAINTENANCE BEAUMONT & PT. ARTHUR					
Building Maintenance Supervisor	58	1	46,404	58,005	69,605
Carpenter	55	3	43,091	53,863	64,634
Director of Building Maintenance	69	1	60,884	76,107	91,330
Electrician	58	1	46,404	58,005	69,605
Groundskeeper	32	1	24,420	30,524	36,627
Heating, Vent & AC Mechanic	57	1	45,271	56,589	67,906
Office Specialist	38	2	28,321	35,400	42,478
Painter	46	1	34,503	43,129	51,755
Plumber	56	1	44,166	55,209	66,252
Receptionist/Clerk	34	1	25,657	32,071	38,484
Superintendent of Building Maintenance	62	1	51,223	64,027	76,830
Utility Maintenance Worker	40	7	29,754	37,192	44,629
MAINTENANCE MID-COUNTY					
Maintenance Technician	52	1	40,012	50,016	60,020
MOSQUITO CONTROL					
Director of Mosquito Control	75	1	70,607	88,260	105,912
Entomologist	62	1	51,223	64,027	76,830
Heavy Equip Mechanic	53	1	41,014	51,267	61,519
Herbicide Appl & Maintenance Wkr.	42	2	31,259	39,074	46,889
Mosquito Control Operations Foreman	52	2	40,012	50,016	60,020
Pesticide Appl & Maintenance Wkr.	42	2	31,259	39,074	46,889
Pesticide Appl	43	1	32,039	40,050	48,061
Pilot/Aircraft Mechanic	63	1	52,501	65,627	78,753
Pilot/Aviation Supervisor	65	1	55,158	68,949	82,739
Pilot/Mechanical Supervisor	65	1	55,158	68,949	82,739
Secretary	38	1	28,321	35,400	42,478
NURSE PRACTITIONER					
Admin Clinical Coordinator	56	1	44,166	55,209	66,252
Medical Assistant	41	1	30,497	38,121	45,745
Nurse Practitioner	80	1	79,886	99,859	119,832
PURCHASING DEPARTMENT					
Assistant Purchasing Agent	61	1	49,970	62,464	74,958
Contract Specialist	55	1	43,091	53,863	64,634
Purchasing Agent	75	1	70,607	88,260	105,912
Senior Buyer	49	2	37,157	46,446	55,735
Senior Office Specialist	43	1	32,039	40,050	48,061
Lead Printer (Printing)	49	1	37,157	46,446	55,735

JOB CLASSIFICATION	RATE	POSITIONS	MIN	MID	MAX
RISK MANAGEMENT					
Benefits Manager	69	1	60,884	76,107	91,330
Senior Benefits Analyst	56	2	44,166	55,209	66,252
ROAD & BRIDGE PRECINCT 1					
Administrative Secretary	50	1	38,085	47,606	57,127
Assistant Superintendent	58	1	46,404	58,005	69,605
Equipment Operator/Maint. Wkr.	47	3	35,367	44,208	53,049
Precinct Road Superintendent	69	1	60,884	76,107	91,330
Road Foreman	56	1	44,166	55,209	66,252
Sr. Equipment Operator/Maint. Wkr.	52	5	40,012	50,016	60,020
ROAD & BRIDGE PRECINCT 2					
Administrative Secretary	50	1	38,085	47,606	57,127
Equipment Operator/Maint. Wkr.	47	3	35,367	44,208	53,049
Heavy Equip. Mechanic	53	1	41,014	51,267	61,519
Precinct Road Superintendent	69	1	60,884	76,107	91,330
Road Foreman	56	2	44,166	55,209	66,252
Sr. Equipment Operator/Maint. Wkr.	52	6	40,012	50,016	60,020
Utility Maintenance Worker	44	1	32,841	41,052	49,263
ROAD & BRIDGE PRECINCT 3					
Administrative Secretary	50	1	38,085	47,606	57,127
Assistant Superintendent	58	1	46,404	58,005	69,605
Carpenter - Street & Hwy	55	1	43,091	53,863	64,634
Equipment Operator/Maint. Wkr.	47	3	35,367	44,208	53,049
Heavy Equip. Mechanic	53	1	41,014	51,267	61,519
Precinct Road Superintendent	69	1	60,884	76,107	91,330
Road Foreman	56	1	44,166	55,209	66,252
Sr. Equipment Operator/Maint. Wkr.	52	5	40,012	50,016	60,020
Utility Maintenance Worker	44	1	32,841	41,052	49,263
ROAD & BRIDGE PRECINCT 4					
Administrative Secretary	50	1	38,085	47,606	57,127
Assistant Superintendent	58	1	46,404	58,005	69,605
Equipment Operator/Maint. Wkr.	47	3	35,367	44,208	53,049
Executive Assistant	1	1			
Heavy Equip. Mechanic	53	2	41,014	51,267	61,519
Precinct Road Superintendent	69	1	60,884	76,107	91,330
Road Foreman	56	1	44,166	55,209	66,252
Sr. Equipment Operator/Maint. Wkr.	52	3	40,012	50,016	60,020
Senior Secretary	45	1	33,662	42,078	50,494
Sign Fabricator	42	1	31,259	39,074	46,889
Utility Maintenance Worker	44	2	32,841	41,052	49,263

JOB CLASSIFICATION	RATE	POSITIONS	MIN	MID	MAX
SERVICE CENTER					
Automobile Mechanic	48	3	36,250	45,312	54,374
Director of Vehicle Service Center	59	1	47,565	59,455	71,345
SHERIFF'S OFFICE					
Account Clerk	40	3	29,754	37,192	44,629
Administration Operations Manager	59	1	47,565	59,455	71,345
Administrative Office Specialist	46	6	34,503	43,129	51,755
Administrative Secretary	50	2	38,085	47,606	57,127
Aircraft Mechanic	62	1	51,223	64,027	76,830
Assistant Chief Deputy Sheriff	71	1	63,968	79,960	95,952
Building Maintenance Supervisor	58	1	46,404	58,005	69,605
Chief Deputy Sheriff	77	2	74,183	92,729	111,275
Corrections Maintenance Crew	40	1	29,754	37,192	44,629
Electrician	58	1	46,404	58,005	69,605
Financial Technician	48	1	36,250	45,312	54,374
Food Service Manager	52	1	40,012	50,016	60,020
Heating, Vent & AC Mechanic	57	1	45,271	56,589	67,906
Office Assistant	34	2	25,657	32,071	38,484
Office Specialist	38	12	28,321	35,400	42,478
Painter	46	1	34,503	43,129	51,755
Plumber	56	1	44,166	55,209	66,252
Receptionist/Clerk	34	2	25,657	32,071	38,484
Secretary	38	2	28,321	35,400	42,478
Senior Office Specialist	43	2	32,039	40,050	48,061
Senior Telecommunicator	46	1	34,503	43,129	51,755
Telecommunications Ser. Supervisor	54	1	42,040	52,550	63,060
Telecommunicator	42	9	31,259	39,074	46,889
Welder	50	1	38,085	47,606	57,127
TAX ASSESSOR/COLLECTOR					
Account Clerk	40	40	29,754	37,192	44,629
Accounting Technician	53	6	41,014	51,267	61,519
Administrative Secretary	50	1	38,085	47,606	57,127
Chief Deputy Tax Assessor	69	1	60,884	76,107	91,330
Financial Manager	71	1	63,968	79,960	95,952
Senior Account Clerk	43	6	32,039	40,050	48,061
VETERANS SERVICE					
Office Specialist	38	2	28,321	35,400	42,478
Veterans County Service Officer	60	1	48,751	60,940	73,128
Veterans Service Supervisor	49	1	37,157	46,446	55,735

JOB CLASSIFICATION	RATE	POSITIONS	MIN	MID	MAX
VICTIM'S ASSISTANCE (Domestic Violence)					
Receptionist/Clerk	34	2	25,657	32,071	38,484
Secretary	38	1	28,321	35,400	42,478
Victim's Assistance Director	56	1	44,166	55,209	66,252
Volunteer Coordinator	45	1	33,662	42,078	50,494
VISITOR'S CENTER					
Administration Operations Manager	59	1	47,565	59,455	71,345
Director of Visitors' Center	62	1	51,223	64,027	76,830
Secretary	38	2	28,321	35,400	42,478
Utility Maintenance Worker	40	1	29,754	37,192	44,629