



# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT F-12  
5 Pages

## SALARY SURVEY AGREEMENT

**DATE:** January 30, 2024

**TO:** District Board Members

**FROM:** Mike Geary, General Manager; Jessica Grunst, HR Specialist and Account Clerk II

**SUBJECT:** Salary Survey Agreement with Bryce Consulting for Fire Department Salary Survey

**BACKGROUND:** The District has been performing in-house salary surveys for the Fire Department dating back to 2005. The surveys have been a requirement set forth in the Memorandum of Understanding (MOU), between Local 39 and the District. However, the historical lack of confidence among Fire Department staff in these survey results is a concern. District staff are determined to establish a reliable and transparent assessment to ensure confidence as we prepare for the upcoming negotiations.

Section 7.03 of the current MOU, which is set to expire on June 30, 2024, explicitly outlines the District's responsibility to conduct a salary survey between Feb 1 and March 31, 2024, using the following agencies: Lake Valley Fire Protection District, Tahoe Douglas Fire Protection District, North Tahoe Fire Protection District, Truckee Fire Protection District, Northstar Fire Department, Meeks Bay Fire Protection District, and North Lake Tahoe Fire Protection District.

**DISCUSSION:** Staff is seeking Board's approval to enter into a professional services agreement with Bryce Consulting to conduct a comprehensive salary survey for the Fire Department and comply with the current MOU requirements. Staff requested proposals from three companies, receiving only one responsive bid from Bryce Consulting. With a proven track record of conducting compensation surveys for neighboring agencies, staff is confident with their services. The survey aims to provide valuable insights into the current compensation structure and ensure that our department remains competitive in attracting and retaining top talent.

**ALTERNATIVES:** 1. Authorize the General Manager to execute a professional services agreement with Bryce Consulting in an amount not-to-exceed \$10,070 to conduct a Fire Department salary survey.

2. Do not authorize the contract.

**FISCAL/RESOURCE IMPACTS:** The total amount for the professional services agreement is not-to-exceed \$10,070. This service was not included in our FY '24 budget and will come out of the Fire Department Operating account.

**RECOMMENDATION:** Authorize the General Manager to execute a professional services agreement with Bryce Consulting in an amount not-to-exceed \$10,070 to conduct a Fire Department salary survey.

**ATTACHMENTS:** Bryce Consulting Compensation Study Quote

**DATE PREPARED:** January 25, 2024



January 12, 2024

Jessica Grunst  
Olympic Valley Public Service District  
305 Olympic Valley Road  
Olympic Valley, CA 96146

Dear Ms. Grunst

As requested, below is a work plan for conducting a compensation study on behalf of Olympic Valley Public Services District. It is anticipated that 5 fire related classifications will be compared to 7 agencies. Below is a breakdown of tasks, hours and cost. We anticipate the study to take approximately 8 weeks to complete.

Olympic Valley Public Service District (Fire Department)			
PROJECT HOURS AND COST			
TASK	HOURS	COST	WEEK
1. Project Initiation (including confirmation of survey agencies, data elements, etc.)	2	\$380	1
2. Contact Survey Employers and Prepare Information Packet	2	\$380	1
3. Collect and Analyze Survey Data	38	\$7,220	2 - 5
4. Review Preliminary Survey Results with the District	3	\$570	6
5. Follow-up Data Collection	4	\$760	6 - 7
6. Prepare and Present Compensation Survey Report	4	\$760	8
<b>Compensation Study Hours and Cost</b>	<b>53</b>	<b>\$10,070</b>	

It is assumed that all study tasks will be completed remotely and therefore, no reimbursable expenses related to travel have been included in the estimate. Please feel free to call me at (916) 974-0199 if you need any more information.

Sincerely,

Shellie Anderson

## **CORPORATE QUALIFICATIONS**

Bryce Consulting, Inc. was formed in July 1995 to provide the full range of human resource consulting services to governmental clients. We offer comprehensive and integrated advisory services in the areas of human resources management, recruitment and selection, organization development, and training. Our scope and approach to consulting is based on a solid foundation of professional experience in providing consulting services to local governments.

## **SERVICES**

Bryce Consulting offers a comprehensive range of human resource consulting services including:

**Classification and Compensation** - This area of the practice includes the development, installation, and modification of all or part of an agency's classification plan and compensation program. Typical study results include compensation policy development; the preparation of class specifications and career ladders that are in compliance with the ADA; internal salary relationship analysis; external compensation surveys; and the development of a revised compensation plan.

**Organizational and Management Review and Analysis** - This practice area includes the review, analysis and development of organizational structure, staffing, levels, reporting relationships, workflow, and management control systems. Specific tasks include detailed operational and organizational data collection, analysis of current systems and processes, and development of new or modified organizational and operational structures to create operational efficiencies, workload balance and appropriate staffing levels. Implementation includes facilitated processes with management, individual staff, and entire work groups to ensure the broadest understanding and success of the study recommendations.

**Human Resources Systems** - Typical assignments in this area result in the development or modification of the basic policy and administrative framework for the agency's human resource management system. Study results include the preparation of personnel rules, policies, and procedures, and employee handbooks.

**Performance Appraisal** - This service area involves the development and installation of comprehensive performance appraisal systems for both management and non-management staff. These systems are complete and include the necessary forms, procedure manuals, and the training of management and supervisory staff.

## **STAFF RESUMES**

Our consulting team has extensive experience dealing with local government service delivery, restructuring, and personnel management efforts. Shellie Anderson will serve as project manager for this study and will assume responsibility for on-going client contact, survey design, data collection, and preparation and presentation of reports.

### **SHELLIE ANDERSON**

Shellie Anderson is a principal with the firm who brings over 20 years of human resource consulting experience within the State of California, specifically within the public sector. Her background includes managing and participating in compensation and classification studies of varying sizes, organizational analyses, recruitment and selection, development of performance evaluation systems, and succession planning. Ms. Anderson has personally completed hundreds of compensation studies and has worked with a variety of public agencies including the State of California, cities, counties, and electric, water, wastewater, and irrigation districts. Ms. Anderson has successfully worked with labor-management groups on multiple studies, to ensure successful accomplishment of study objectives. Ms. Anderson received a Bachelor's degree in Psychology and a Master's degree in Industrial and Organizational Psychology from the California State University, Sacramento. In addition, Ms. Anderson is a Certified Senior Professional in Human Resources. Ms. Anderson served on the Board for the IPMA – HR Sacramento Mother Lode Chapter for nearly a decade.

### **STACY JAMES**

Stacy James is a consultant with 13 years of professional human resources experience within the State of California including classification and compensation, recruitment and selection, development of work policies and procedures, and performance appraisal design. Ms. James previously oversaw the personnel practices in nine California Counties for social services and child support services departments which included serving as a business partner, conducting recruitments, determining and developing a variety of assessment processes, conducting job analyses, conducting classification studies, and providing training on rules and regulations governing the departments' merit system. Ms. James has extensive experience with compensation data collection and analysis. In addition, Ms. James has served as consultant to a variety of State agencies, counties, cities, non-profits, and special districts in the State of California. Ms. James earned her Bachelor's degree in Psychology from California State University, Sacramento.

Principal