

Statement of Work

Purpose

Update the current compensation philosophy, classification titles, job titles, and compensation system, utilizing accepted practices in the management and design of a compensation system in accordance with applicable federal and state laws.

MEDC will be accepting proposals outlining a proposed timeline and pricing structure. The pricing should be presented in an a la carte fashion by objective.

Background Statement and Objectives

Background:

The MEDC instituted its current compensation philosophy and pay grade structure in 2011. Since that time, the organization has grown considerably (approximately 350 employees) and ensuring that we have an equitable and competitive compensation structure and plan has become a top priority.

The MEDC is a unique public-private partnership in which 40% of our employees are civil servants (“State Employees”), while the other 60% are employed by the corporation (“Corporate Employees.” This scope of work only pertains to the Corporate Employees.

Objectives:

Job Analysis and Documentation

- Lead and perform job analysis for all positions in organization to evaluate the job context, job content, qualifications, and performance criteria, including: essential functions, titles duties, minimum qualifications (education/experience and knowledge/skills/abilities), working conditions (mental abilities, physical demands, work environment, and travel requirements), and credentials of each position required to perform tasks successfully.
 - Conduct interviews and/or job audits as appropriate. Interviews and/or job audits may be conducted individually or in groups based upon classification.
 - Identify functional job family for each position.
- Review existing list of job specific skills by functional job family and confirm accuracy of skill name and definition based on new position descriptions.
- Review and update job descriptions to uniformly reflect the requirements as determined in the job analysis.

Job Evaluation and Pay Structure Revision

- Recommend and perform a coordinated job evaluation to determine value and relative worth of positions.
- Identify and recommend updated grades and/or classification levels that reflect the level of responsibility and complexity of each role.
 - Review State of Michigan job specifications, classifications, and compensation plans to consider and incorporate equity into MEDC's updated leveling.
- Identify and recommend appropriate classification for each position, including correction of identified discrepancies between existing and proposed classifications.
 - Review all current job classifications, confirm, and recommend changes to hierarchical order of jobs.
- Recommend implementation strategies including calculating the cost of implementing the plan.

Compensation Policy Revision

- Review and recommend appropriate compensation strategy and policy revisions including updates to base-pay structure, incentive and/or merit-based pay mechanisms to enhance and support performance and retention.
- Recommend update of salary ranges and pay grade structure, utilizing market-based evaluation and benchmarking. This plan should be internally equitable and competitive in external markets both public and private, utilizing both public and private sector data. Plan will be outlined in a detailed report delivered to MEDC.
 - Review and determine if pay differentials are needed for geographical differences, specific specialties/licensure, etc. is needed.
 - Identify gaps between incumbents and market data; provide recommendations for closing them
- Recommend equitable method of providing pay adjustments within updated compensation structure and strategy.
 - Identify and recommend consistent method for equity adjustments.
 - Identify potential pay compression issues and recommend corrective action plan and process to remedy these issues.