



CITY OF O'FALLON, MISSOURI
PURCHASING DEPARTMENT

100 North Main Street
O'Fallon, MO 63366
T: (636) 379-5527

RFP NUMBER:	25-019	RFP ISSUE DATE:	02/14/2025
RFP DESCRIPTION:	COMPENSATION STUDY		
RFP OPENING DATE:	03/18/2025	RFP OPENING TIME:	12:00 P.M. CDT

March 11, 2025

ADDENDUM #1

The purpose of this addendum is to address all questions received on or before 03/06/2025 at 12:00 PM. The time period for questions is closed.

Questions:

1. Given the expected completion date of August 30, when does the City anticipate contract approval?

Answer: While this is not a date set in concrete, we are hoping to award a contract by the end of April.

2. How many individual job titles does the City have?

Answer: Approximately 200

3. Who completed the City's most recent compensation study and at what fee structure?

Answer: Higbee and Associates at \$63,500

4. How many separate labor groups and individual contracts/MOUs?

Answer: The Police Department (Police Officers and Sergeants) are the only group with an MOU

5. Is there flexibility in the City's desired completion date?

Answer: Some, but not much. We have to have the salary information in time for budget meetings which take place in the 3rd & 4th Quarters of 2025.

6. What is the City's approved budget for consulting services to be provided under this procurement?

Answer: \$70,000

7. How many different classifications represent the 500 full-time employees included in the study?

Answer: I am uncertain what this means. We have approximately 15 different Departments – i.e. Human Resources, Communications, Information Technology, etc.

8. Does the City want job descriptions updated? If so when was the last time job descriptions were updated? May we receive a copy/sample of a job description?

Answer: We do not need job descriptions updated as we conduct annual reviews and updates. We are currently undergoing this process. Sample is attached.

9. Please confirm the total number of unique position titles/classes to be reviewed.

Answer: Approximately 200 different job titles.

10. Is there a desired completion date for the study?

Answer: August 30, 2025

11. How up to date are current job descriptions? Are you anticipating a need for data to be collected from incumbents?

Answer: We are currently updating all job descriptions. We do not anticipate a need for data to be collected from incumbents.

12. Would the City like a benefits comparison review included in the study?

Answer: We do not believe this is necessary.

13. How many of 825 employees will be part of the study?

Answer: We have approximately 500 full time employees and the remaining are seasonal employees. Only the full-time positions will be analyzed for the study.

14. How many unique classification / job titles will be part of the study?

Answer: Approximately 200

15. How many unique job titles will be included in the study?

Answer: Approximately 200

16. Does the city have an estimated start date for the project?

Answer: Approximately May 15

17. On page 8 where you are seeking references, bullet #5 is Population. Is that for the City population or Employee population? Our references include both municipal and non-municipal references.

Answer: The Employee Population

Reminder:

The due date and time remain the same for this project. This is to remind all bidders that sealed proposals for **RFP #25-019 Compensation Study** must be submitted by 12:00 P.M. CDT, March 18, 2025, to:

Christine Grabin, Purchasing Agent
City of O'Fallon, Missouri
100 North Main Street
O'Fallon, Missouri 63366

Addendum information will be available over the Internet at www.ofallonmo.gov Adobe Acrobat® Reader may be required to view this document. We strongly suggest that you check for any addenda a minimum forty-eight hours (48) in advance of the bid deadline. Due to revisions, the bidders must acknowledge the Addendum(s) on the bid form.

END OF ADDENDUM #1

Attachments:
Job Description Sample



Director of Human Resources

Human Resources

JOB SUMMARY

This position is responsible for directing both the Human Resources and Volunteer Services Departments.

MAJOR DUTIES

- Manages and supervises the day-to-day operations of the Human Resources Department.
- Manages and supervises the work of the Volunteer Services Department.
- Oversees and approves budget proposals for assigned departments.
- Assists in budget preparation, monitors that work activities and purchases are within budget, and prepares related documents.
- Chairs Employee Handbook Review Committee; develops and/or recommends changes to the Employee Reference Handbook and the Volunteer Reference Handbook.
- Provides general supervision of staff including orientation, training, scheduling, and evaluation.
- Responsible for recommendations concerning hiring, disciplinary actions, and terminations.
- Assists in developing and determining administrative policies, and regulatory actions.
- Participates in employee relation conversations, harassment & discrimination investigations, and all related employee-related issues in conjunction with the Human Resources Manager.
- Performs a variety of administrative and professional tasks in the maintenance and operations of all human resources and safety-related activities.
- Oversees the City's safety and risk management function and coordinates with the Safety and Risk Management Coordinator on the City's pre-employment physicals and drug testing program by working with department heads when results are unsatisfactory.
- Working with an insurance broker, administers and manages the marketing and renewal of the City's lines of insurance.
- Monitors activities to ensure effective and efficient operations and ensures that all federal, state, and local regulatory requirements are being met.
- Oversees City-wide training initiatives and requirements.
- Attend various City Council and other City meetings as required.
- Attends and participates in disciplinary hearings for city employees.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of municipal management principles and practices.
- Knowledge of human resource principles and laws.
- Knowledge of budgetary principles and practices.
- Knowledge of supervisory principles and practices.
- Knowledge of computers and job-related software programs.
- Skill in planning, organizing, directing, and coordinating the work of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Assistant City Administrator assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include the Employee Reference Handbook, various federal and state guidelines, and the city Safety Manual. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, administrative, and supervisory duties. The variety of city operations contributes to the complexity of the position.
- The purpose of this position is to direct the assigned operations of the city government. Success in this position contributes to the efficiency and effectiveness of all city government operations.

CONTACTS

- Contacts are typically with department heads, other city employees, elected and appointed officials, business leaders, attorneys, risk management professionals, and members of the general public.
- Contacts are typically to provide services; give or exchange information; resolve problems; motivate or influence persons; or justify, defend, or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching, or walking. The employee occasionally lifts light and heavy objects and climbs ladders.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Volunteer Services Manager (1), Human Resources Manager (1), HR Generalists (2 FT & 1PT), and Safety and Risk Management Coordinator (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Sufficient experience to understand advanced human resources principles relevant to the major duties of the position with a minimum of 10 years of related experience, with a minimum of 5 years at the supervisory level.
- At least one HR Certification (HRCI, SHRM, or IPMA) is required.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Missouri for the type of vehicle or equipment operated.

Revised February, 2023