



P.O. Box 1118
Brunswick, GA 31521-1118

Telephone: (912) 265-1334
Fax: (912) 265-1280
TDD: (800) 255-0056

Request for Proposals (RFP) Classification and Compensation Study

Questions & Responses May 8, 2024

1. What tools does the Brunswick Housing Authority currently use for job analysis and evaluation? *The Brunswick Housing Authority does not use a tool for job analysis and evaluation. Any new jobs established since the last review of the plan were "slotted" into a pay range.*
2. Is the current request for a compensation study part of a regular process for reviewing market competitiveness? *Yes.* If so, when was the last formal study completed? *The last formal study was completed in 2019.*
3. Is the Executive Director position included in the request for competitive benchmarking? *Yes*
4. Is a current salary structure being utilized? *Yes.* If so, when was the structure last evaluated and updated? *2019.*
5. Has Brunswick Housing Authority set aside a budget for consulting services relative to this study? *Yes.* If so, is the agency willing to share this amount? *The allocated budget will not be shared.*
6. What date does the Authority anticipate selecting a consultant? *June 12, 2024*
7. What is the Authority's fiscal year beginning and end dates? *July 1 – June 30*
8. When was the last compensation study completed? *2019*
9. Was the last compensation study completed in-house or by an outside consultant? *The last compensation study was completed by an outside consultant.* If by a consultant, who was the firm? *AccuWage – A Division of The Nelrod Company*
10. What's driving the need/reason for a compensation study at this time? *The Classification and Compensation Plan should be reviewed and updated every five (5) years.*
11. Does the Authority participate in any wage/salary surveys? *Yes.* If so, which ones? *Requests from other housing authorities.*

12. Does the Authority have a preference for any particular Industry, Trade or Professional Association wage/salary surveys that they want the consultant to use in the project? **Yes.** If so, which ones? ***Regional housing authorities and local governments as well as local industries.***
13. For the custom salary survey, does the Authority have a list of comparator organizations that they want the consultant to use, or is the organization looking for the consultant to identify the comparator organizations for inclusion in the survey? ***The Housing Authority will have a list of comparator organizations; however, the successful consultant should also have a list of possible comparator organizations.***
14. Does the Authority currently use pay grades, or is each unique job title assigned to its own pay range? ***Currently, each job is assigned a unique pay range.***
15. How many pay plans (pay structures/pay grids) does the Authority currently use? If more than one, what employee groups are assigned to each pay plan? For example, there might be one pay plan for management employees and another for everyone else. ***There is one pay structure.***
16. Does the Authority provide pay increases on the employee's anniversary date, or based on some other timing? Please explain. ***The Authority has historically given employees a merit increase based on performance on a common anniversary date. Also, annual increases have been awarded to employees.***
17. Is the focus of the study on base pay, or are there other areas of focus? Please explain. ***The focus of the study is base pay.***
18. Does the organization want the consultant to include an analysis of the FLSA classifications of each unique job title? ***Yes, an analysis on the FLSA classification would be helpful.***