



Evergreen Solutions, LLC

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STUDY ANNOUNCEMENT

DATE: March 3, 2022
TO: Allegany County Government
FROM: Mark Holcombe, Project Manager
SUBJECT: Compensation and Classification Study

Allegany County Government has contracted with an outside consulting firm, Evergreen Solutions, LLC, to conduct a classification and compensation study for County employees. Evergreen is a public sector management consulting firm with extensive experience in conducting this type of study. This study is being conducted to ensure your position's classification reflects its duties and responsibilities and/or its salary range assignment is internally equitable and competitive within our employment markets.

The process will have several phases, including:

1) **Employee Orientation and Outreach:** Employees will have the opportunity to view an important 12-minute Employee Orientation Video on the study, as well as participate in focus groups, and provide feedback on current compensation and classification practices. **A link is being provided for the 12-minute Employee Orientation Video – which can be found at <https://www.youtube.com/watch?v=Te1URuAqMcY>. All employees involved in this study are invited and highly encouraged to watch the video, which will provide a high-level overview of the study as well as a detailed walkthrough of the job questionnaire to be completed. The Employee Orientation Video will also be available on the Allegany County website at alleganygov.org.**

Additionally, multiple focus groups will be conducted. Focus groups are designed for Evergreen to learn about the specific issues and concerns that employees might have from the employees' perspectives. All focus groups are confidential so that employees feel comfortable to speak freely. All employees are invited to attend a focus group, and we are asking for volunteers at this time. Focus groups will be held **Wednesday, March 16th** and **Thursday, March 17th**. **If you would like to attend a focus group, please email Tiffany Eisentrout at teisentrout@alleganygov.org, no later than Wednesday, March 9, 2022, to volunteer to attend a focus group. Please inform her of your preference for an on-site or virtual setting for the focus group, as well as the time of day that would best fit your schedule. Public Works and Detention Center employees wishing to attend should inform their Supervisor.** We will do our best to accommodate all volunteers in the process as well as the preferred methods and schedule. Those who volunteer to participate in a focus group will be notified of their session date and time.

2) **Job Assessment Tool Survey:** The online Job Assessment Tool (JAT) will give each employee (whether you participate in the focus group or not) an opportunity to describe the type of work done within his/her job title.

Work described in the JAT will be examined and grouped into job classes based on similar types of work performed. This process has been designed to give employees the opportunity to explain the scope and complexity of their individual positions rather than simply relying on department designations and job titles. This effort will last approximately two weeks. Employees will receive information (instructions and login) about the JAT via email or through their Supervisor.

3) **Supervisor Review and Input:** Shortly after completion of the JAT, supervisors will be asked to review their employees' responses to the JAT and provide additional feedback if necessary. Supervisors may also complete the Management Issues Tool (MIT) during this time to share specific classification or compensation issues related to positions supervised. Both of these processes will be discussed during the Employee Orientation Video described above.

4) **Salary Survey:** Evergreen will conduct a market survey of peer organizations with whom we compete for high quality staff, looking at how the County compares in terms of compensation. From this, Evergreen will recommend a plan that is competitive with compensation offered for similar occupations in those markets.

5) **Recommendations:** Once the job questionnaires and surveys are completed, Evergreen will provide the County with a suggested pay plan and supporting recommendations to assist us in achieving an internally equitable and externally competitive compensation system. We cannot promise any salary increases; however, no salaries will be reduced as a result of this study.

Please note that the orientation video and JAT process can be done through any mobile device, tablet or computer. Any employees participating in a Focus Group or the JAT process will be compensated for their time involved in the process, through regular payroll.

I am very pleased that the County is conducting this important study and look forward to completing the project. If you have any questions, please contact Kristi D. Liller, Director of Human Resources.

Thank you for your participation.