



Ralph Andersen
& Associates

1446 Ethan Way
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October 10, 1986

Mr. John Holmes
City Manager
City of Redlands
30 Cajon Street
P.O. Box 280
Redlands, California 92373

Dear John:

This is to confirm our agreement, per discussion with Leona Terry, to provide additional services to the City of Redlands beyond the initial scope of the current Classification and Compensation Study. The additional work will include the following tasks:

- . To analyze the following three class specifications:
 - Fire Clerk
 - Fire Prevention Aide
 - Offset Printer
- . To write class specifications on the above classes as appropriate
- . To provide salary recommendations for the above additional classes.

Professional services for this additional work will be \$350. If you have any questions regarding the work tasks presented, please feel free to give me a call.

This agreement is authorized by:

CITY OF REDLANDS

By: John E. Holmes

Date: 10/10/86

RALPH ANDERSEN & ASSOCIATES

By: Tom Mrazek

Date: 10/10/86



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June 18, 1986

TO: Leona Terry, Assistant Personnel Officer
City of Redlands

FROM: Kathy Schroedter *KS*
Ralph Andersen & Associates

SUBJECT: Classification and Compensation Study:
- Management/Confidential and General Unit

Enclosed are two copies of the Professional Services Agreement to conduct a Classification and Compensation Study for the Management/Confidential and General Unit employees for the City of Redlands. Please return one signed copy of the Agreement to our office.

Also enclosed are masters of Position Description Questionnaires (Management and General) for your use in copying. If it is possible, we would appreciate the questionnaire for management personnel being copied on colored paper. The questionnaire can again be distributed at the employee briefings on July 3.

We are also in the process of preparing a project schedule which we can discuss on the 3rd. It would be helpful if you, John Holmes and I could meet prior to the briefings, at 10:30 a.m., to review the schedule and the study processes. I will call you next week to confirm the meeting times.

If you need any additional information, please give me a call.



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PROFESSIONAL SERVICES AGREEMENT

Ralph Andersen & Associates agrees to provide the following services to the City of Redlands in conjunction with a classification and compensation study involving all Management/Confidential and General Unit positions.

PHASE I--ADMINISTRATION

1. Review and finalize the workplan with the City Manager, Assistant Personnel Officer and others as appropriate.
2. Meet with employees to clarify project goals and objectives and to distribute position description questionnaires.

PHASE II--CLASSIFICATION

1. Employees complete position description questionnaires.
2. Review and analyze completed position description questionnaires.
3. Conduct interviews with all employees in single position classes and with a representative sample of employees in multiple position classes.
4. Develop classification concepts and allocate positions.



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City of Redlands
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5. Draft class specifications
6. Review draft concepts and class specifications with City management staff.
7. Conduct an employee review process including the following steps:
 - a. Distribute class specifications to employees
 - b. Review written comments received from employees
 - c. Conduct follow-up interviews as appropriate.

PHASE III--COMPENSATION

1. Identify labor market employers and select benchmark classifications. It is understood that the compensation survey will include 13 employers, plus three additional utility labor market agencies, and approximately 25 benchmark classifications in the General Unit and all 20 classifications for Management/Confidential personnel.
2. Collect labor market compensation data, including standby and call-back policies for the classifications of Fire Chief, and Fire Division Chief, and Fire Prevention Capt. *MS gell*
3. Analyze compensation data and internal relationships.
4. Prepare and review compensation recommendations.



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PHASE IV--PREPARE AND PRESENT FINAL REPORTS

1. Prepare the final reports.
2. Present the final reports to City management staff and City Council, as appropriate.

For the services rendered pursuant to this agreement, the City of Redlands agrees to compensate Ralph Andersen & Associates the fixed amount of \$29,150 for professional services, plus reimbursement of expenses for such items as travel, long-distance telephone charges, data processing/clerical services, printing, and postage/delivery charges. Progress payments for professional services and expense reimbursement will be made monthly based upon the submittal of a statement by Ralph Andersen & Associates.

This agreement shall commence upon approval by the City of Redlands and shall continue until the assignment is completed.

CITY OF REDLANDS

RALPH ANDERSEN & ASSOCIATES

By: John E. Holmes
Date: 7/3/86

By: Clyde E. Brown
Date: 6/18/86