

# *County of Bladen*



## *Request for Proposals (RFP) for Position Classification and Pay Plan Study*

**Due Date: 3:00 PM October 29, 2024**

**To: Lisa C Coleman, Finance Officer  
PO Box 965  
201 E King Street  
Elizabethtown, NC 28337  
910-862-6723 (P)**

**Email – [finance@bladenco.org](mailto:finance@bladenco.org)**

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**REQUEST FOR PROPOSAL  
POSITION CLASSIFICATION AND PAY PLAN STUDY  
COUNTY OF BLADEN**

**1.0 Purpose**

Bladen County is soliciting proposals for a comprehensive classification and compensation study to assist with maintaining a competitive and equitable classification and total compensation system for all positions when considered in relation to each other (internally) and when compared to the external labor market. The purpose is to maintain a comprehensive pay plan (including benefits). Also, to be included in the study is the review of the current employee evaluation system and benefits.

**2.0 Background**

Bladen County operates under a Commission-Manager form of government. Under this system, the Board of Commissioners establishes the policies under which the County operates and has appointed a professional Manager to oversee the day-to-day operations of the County Government. Elizabethtown, North Carolina serves as the county seat and where the County of Bladen Government Offices is located. The County is home seven (7) municipalities – Elizabethtown, Bladenboro, Dublin, Clarkton, Tar Heel, White Lake and East Arcadia.

The County employs approximately 408 full-time or percentage regular benefitted employees. There are approximately 215 full-time job descriptions. The County last had a similar study performed in 2015. Each classification is assigned to a salary grade in the County Pay Plan. Currently, there is a 25% spread between the minimum and maximum of each grade, however, we are interested in a variation of spread.

<b>Department</b>	<b>Full-Time</b>	<b>Percentage</b>
Governing Board	9	
Administration	2	
Human Resources	2	
Planning/Workplace Safety	1	
Elections	3	
Finance	6	
Tax Administration	7	
Information Technology	2	
GIS	2	
Register of Deeds	3	1
Central Services	4	
Motor Pool	2	
Housekeeping	6	
Sheriff's Office	112	1
Animal Control	5	
Emergency Services	4	
Building Inspections	3	
Health Department	38	
Veterans		1
Division on Aging	15	

Soil Conservation	2	
Parks & Recreation	4	
Library	10	
Department of Social Services	102	
Economic Development	1	
Emergency Medical Services	41	
Solid Waste	9	
Water	10	

Totals	Full-Time	Part-Time
Total Full-Time Regular Positions	405	
Total Percentage Regular Positions		3
Total Regular Employee Positions	408	

A copy of the current Bladen County Pay Plan is included as Exhibit A. Exhibit B is the County's current Fringe Benefits Summary.

### 3.0 Project Overview

The purpose of the Classification and Compensation Study is to evaluate the County's existing job classification, compensation, and benefits programs and provide viable options and strategies that would enhance the County's ability to attract and retain a highly qualified and motivated workforce. Bladen County invites qualified management consultants to submit proposals to:

1. Perform a review of the existing classification plan.
2. Perform a salary study including public and private employers who are providing similar services.
3. Examine and compare benefits in relation to other local governments and relevant private sector organizations, and
4. Prepare and review recommendations for compensation policies to maintain competitiveness, reward employees, and ensure equity.

### 4.0 Scope of Work

Bladen County has established the following objectives for this project. Bladen County may negotiate and refine the final Scope of Work with the selected contractor. Bladen County reserves the right to negotiate additional services with the selected contractor at any time after the initial contract award.

1. Study and evaluate full-time positions within the County for purposes of determining the proper classification.
2. Conduct comprehensive salary study to determine if the County's salaries are competitive within the appropriate job market. The current market survey data or survey to be conducted will include the collection and summary of salary and benefits data from an agreed upon set of participants, both public and private, or other survey sources.
3. Conduct a thorough benefits survey, including a review of leave and holidays, in comparison to similar public and private sector organizations.
4. Evaluate position designations of exempt and non-exempt to ensure compliance with Fair Labor Standards Act (FLSA).

5. Review the effectiveness of the County's overall compensation system.
6. Review the salary structure and pay plan to ensure the County can support recruitment and retention of employees more effectively.
7. Review accuracy of position titles and descriptions regarding unique characteristics of the position, essential job functions, minimum qualifications, working conditions, licensing requirements and certifications, on-call requirements, and supervisory requirements.
8. Provide analysis of existing internal hierarchy and internal career ladders where appropriate and clearly outline job progression opportunities and provide recognizable compensation growth (such as Work Against Positions).
9. Attend meetings, if requested, throughout the process with employees, the County Manager and/or designated staff, and the Board of Commissioners to explain the methodology, survey results, and recommendations.
10. Make recommendations to County staff about any changes to the pay plan, strategies, policies, best practices, and other compensation related items in order to maintain a competitive place in the labor market.
11. Develop and present final recommendations and implementation plan including impact of implementing recommended adjustments to current salaries both immediately and in the future.
12. Recommend effective recruitment strategies for hard to fill, high turnover positions.
13. Recommend a classification/compensation and position evaluation system that adheres to the following basic elements and characteristics:
  - Meet all legal requirements, be non-discriminatory, and provide for compliance with all pertinent federal, state, and local requirements.
  - Able to be efficiently administered, maintained, and legally defended.
  - Easily accommodate organizational change and growth or conversion.
  - Based on sound compensation principles in which both internal and external equity are considered within the pay structure as well as the concepts of equal pay for equal work, equal pay for similar work, and equal pay for comparable work.
  - Allow for new positions to be incorporated into the compensation plan as well as appropriate adjustments to maintain the compensation plan's effectiveness.

Upon completion of the study, the contractor will provide the following:

1. A written report of recommendations, including a discussion of methods, techniques, and data used to develop the classification and compensation plan.
2. Provide all benefits survey results.
3. A report of the total compensation system, including pay, benefits, holiday recommendation, leave, etc. that compares the County and its relation to the market.
4. A financial analysis of the impact for various implementation dates of the new classification and compensation plan and define funding issues.
5. A manual and training for the Departments of Finance and Human Resources, enabling them to maintain the recommended classification and compensation plan.
6. Implementation support and training as needed.

## 5.0 Submission Requirements

All proposals shall be submitted by 3:00 PM EST on Tuesday, October 29, 2024 and shall include the following:

1. The proposal title and due date and time.
2. A cover letter of intent on the contractor's letterhead, signed by an authorized representative of contractor.
3. The contractor's name or company name, address and telephone number.
4. The name, address and telephone number of company representatives with the authority to answer questions or provide clarification regarding the proposal's contents.
5. A list of key personnel to be assigned to perform the services and each person's qualifications. Personnel should possess relevant and diverse knowledge and expertise in their respective fields.
6. A detailed company description and history, including the areas of expertise related to the project.
7. The names of any and all subcontractors expected to perform services in connection with the project and their qualifications. Include the estimated percentage of work that each subcontractor is expected to perform. Bladen County reserves the right to accept or reject any proposed subcontractor.
8. A breakdown of the firm's rates, fees, and charges for services, by phase and for the total project and a proposed payment schedule. All costs proposed are to be inclusive of labor, materials, equipment, incidentals, etc. necessary to provide the scope of services outlined in this RFP. Rates proposed are also to include all expenses, including general overhead, equipment, field overhead, travel per diem, all necessary food, water, restroom and lodging facilities needed to provide these services.
9. A full description of services and processes that will be implemented and ongoing to complete the project in the most efficient, timely and comprehensive manner. The description should include a detailed implementation plan and project schedule outlining the primary tasks, estimated hours, responsibility, major deliverables and timing, including an estimated start date.
10. A reference list of at least three (3) current projects or projects completed within the past twenty-four (24) months for projects of similar size and scope, including the name and telephone number of a contact person for each reference listed.
11. Five (5) hard copies and one (1) digital copy of the proposal. Proposals may be mailed or hand delivered to the following:

**Lisa C Coleman, Finance Officer**  
**County of Bladen**  
**201 East King Street**  
**PO Box 965**  
**Elizabethtown, NC 28337**

12. Defined expectation of any assistance required from Bladen County throughout entirety of project.

## 6.0 Schedule:

RFP Issuance	September 26, 2024
RFP Due Date	October 29, 2024

Deadline for submission is 3:00 P.M. on October 29, 2024. Proposals received after this date will not be considered. If possible, Bladen County desires completion of the study in time for implementation July 1, 2025. Please submit a project schedule indicating a beginning and ending date.

## **7.0 Selection Process**

The County Manager, Finance Officer and Human Resources Director will have responsibility for reviewing and evaluating all bids submitted in response to this document.

The following criteria will be used to evaluate bids:

1. Cost
2. Completeness of information requested
3. References and reputation of proposer
4. Quality and capability of organization

Final selection will be made by the Bladen County Board of Commissioners. The County reserves the right to reject any or all bids, or may accept any bid which in its opinion, best meets its criteria.

The award of a contract will be made to the most responsive Bidder whose bid is determined to have the greatest overall benefit to the County, price and other factors considered.

## **8.0 Requests for Additional Information**

Questions regarding this project should be directed to:

Lisa C Coleman, Finance Officer  
PO Box 965  
201 East King Street  
Elizabethtown, NC 28337  
[finance@bladenco.org](mailto:finance@bladenco.org)

Job Classifications 2024-2025

Salary Grade	Classification	FLSA	Minimum	Market
10			21,110	26,355
11			22,141	27,688
12			23,260	29,085
13			24,420	30,526
14	Community Health Assistant (CNA) Community Social Services Assistant	N N	25,646	32,051
15		N	26,936	33,663
16	Community Health Technician	N	28,268	35,340
17	4H Teen Court/Rest Coordinator Cook Jail Life Skills Coordinator JCPC Grant	N N N	29,687	37,125
18	Community Social Services Technician Medical Lab Assistant Practical Nurse I	N N N	31,170	38,974
MS15	DOA In-Home Aide Environmental Assistant Floor Maintenance Technician Nutrition Site Manager Office Assistant III Processing Assistant III	N	32,245	40,307
19	E911 Mapping Technician Office Assistant IV Patient Relations Representative IV Transportation Specialist I	N N N N	32,718	40,930
20	Emergency Services Technician Foreign Language Interpreter I Grounds Supervisor Heavy Equipment Operator Landfill Attendant Water Utility Mechanic	N N N N N N	34,351	42,950
21	Accounting Technician II Administrative Services Assistant V Animal Control Officer Assistant Deputy Director (Elections) Building Maintenance Mechanic Income Maintenance Caseworker I Library Assistant I Nutrition Coordinator/Info & Asst. Coordinator Processing Assistant V Processing Unit Supervisor V Processor Jail Transportation Specialist II	N N N N N N N N N N N N N	36,093	45,100
M-HF	Environmental Supervisor	N	37,404	40,307
22	Animal Control Lead Officer	N	37,899	47,228



	Data Entry Specialist EMT-Basic Practical Nurse II (LPN) Revenue Clerk Telecommunicator Transportation Coordinator	N N N N N N		
23	Accounting Technician II I Admin Assistant/Education Coordinator Administrative Assistant I Animal Shelter Manager Deputy Elections Director Fleet Mechanic Income Maintenance Caseworker II Income Maintenance Investigator I Lead Maintenance Mechanic Library Assistant II Nutritionist I Patient Relations Supervisor Personnel Technician I Public Health Educator I Social Worker I Tax Mapper	N N N N N N N N N N N N N N N N	39,790	49,722
24	Deputy Register of Deeds EMT-Advanced EMT Executive Assistant I Finance Accounting Technician I Parks & Recreation Programs Coordinator Telecommunications Supervisor Water Mechanic Supervisor	N N N N N N N N	41,768	52,194
25	Administrative Assistant II FNS-Staff Development Trainer Heavy Equipment Supervisor Income Maintenance Caseworker III Income Maintenance Investigator II Library Assistant III Transfer Station Supervisor	N N N N N N N	43,874	54,817
26	Finance Accounting Technician II Finance Payroll Specialist I Fleet Mechanic Supervisor Nutritionist II Real Property Appraiser Senior Center Director	N N N N N N	46,046	57,569
27	Administrative Officer I Assistant Revenue Director Child Support Agent II Child Support Supervisor I E911/GIS/Public Safety IT Coordinator EMT-Paramedic	N N N N N N	48,347	60,449

	EMT-Paramedic/Firefighter Environmental Health Specialist Finance Accounting Auditing Technician I Fire Inspector Public Health Educator II Social Worker II Transportation Director Veterans Service Officer	N N N N N N N E		
28	Administrative Officer II Assistant Library Director Assistant Register of Deeds Building Inspector II Computer Systems Administrator I Finance Payroll Specialist II Income Maintenance Supervisor II Medical Laboratory Technologist I Purchasing Agent	N N N N N N N N	50,775	63,459
29	Administrative Officer III Building Inspector III Deputy Fire Marshal Emergency Services Supervisor Environmental Health Program Coordinator Finance Accounting Auditing Technician II Social Worker III	N N E E E E	53,312	66,619
30	Administrative Officer IV Computer Systems Administrator II Income Maintenance Supervisor II Local Coordinator Young Family Connections Public Health Nurse I Social Worker IA&T Tax Collector	E E E N E E	55,978	69,972
31	Fire Marshal Emergency Services/Public Safety IT Supervisor	E E	58,772	73,455
32	Asst. to County Manager/Clerk to the Board Deputy Finance Director Income Maintenance Administrator I Public Health Nurse II Social Work Supervisor II WIC Director/PHN II	E E E E E	61,696	77,131
33	Environmental Health Supervisor II Social Work Supervisor III	E E	64,813	81,000
34		E	68,037	85,042
35	Public Health Nurse IV	E	71,433	89,298

36	Social Work Program Manager	E	75,024	93,769
37	Family Nurse Practitioner	E	78,764	98,455
38			82,698	103,379
39	Home Health Director/Assistant Health Director Public Health Nurse Director II	E E	86,847	108,559
40			91,167	113,977
41			95,725	119,673
42			100,541	125,649
43			105,550	131,925
44			11,838	138,547
45			116,363	145,469
46			122,188	152,734
47	County Manager	E	125,872	157,341
48			132,179	165,207
49			138,780	173,480
<b>EMS</b>				
27	Paramedic	N	51,625	63,433
30	Paramedic Captain	N	59,057	72,785
30E	Training Officer	N	59,096	72,800
<b>Sheriff</b>				
64	Deputy Sheriff Detention Officer I	N N	48,558	57,126
67	Corporal	N	49,249	64,248
68	Sergeant	N	51,888	64,248
70	Investigator	N	56,302	72,573
71	Chief Jailer First Sergeant	N N	60,767	75,272
72	Lieutenant	N	63,693	82,108
73	Captain	E	64,002	85,962
84	Major	E	74,146	97,199
A	DSS Director	E		
A	EDC Director	E		
A	Emergency Services Director	E		
A	Finance Director	E		
A	General Services Manager	E		
A	HHS Director	E		
A	Director of Nursing	E		
A	Sheriff	E		
A	Tax Administrator	E		
B	Building Inspections Director	E		
B	EMS Director	E		
B	IT Director	E		

B	Library Director	E		
B	Parks & Recreation Director	E		
B	Planning Director	E		
B	Register of Deeds	E		
B	Water Director	E		
C	Division on Aging Director	E		
C	Elections Director	E		
C	Human Resources Director	E		
C	Soil Conservation Director	E		
C	Veterans Director	E		



County of Bladen  
State of North Carolina  
PO Box 965 Elizabethtown, North Carolina 28337

## Benefits Offered by Bladen County Government

1. Worker's Compensation Insurance - Covers job-related accidents and illnesses. Please report all work-related accidents/injuries to the Supervision/Department Head immediately, within 24 hours if at all possible and complete Worker Compensation Information Form.
2. Sick Leave – 1 day earned for each month worked (12 days per year) no limit on accumulation and year-end carry-over. Unused sick leave hours can be used to increase your creditable service time with the Local Government Employees' Retirement System.
3. Annual/Vacation Leave –10 days earned the first 2 years. Vacation in excess of 30 days at the end of the calendar year will be transferred to sick leave. Leave is accrued on a graduated scale depending on length of employment.
4. Holidays – Twelve paid days per year.
5. Retirement – Membership in NC Local Government Employees Retirement Systems with guaranteed return of contributions and death benefit. 6% Employee Contribution REQUIRED.

Service Retirement (Unreduced) Benefits are available:
At age 65 with 5 years of creditable service
At age 60 with 25 years of creditable service
At any age with 30 years of creditable service

Early Retirement (Reduced) Benefits are available:
At age 50 with 20 years or creditable service
At age 60 with 5 years of creditable service

6. Voluntary Shared Leave Program – Employees who are affected by a serious health condition (FMLA qualifying event) may receive leave donations from co-workers.
7. Longevity Bonus – Employees may receive an annual longevity bonus upon their 5 years of continuous service to Bladen County. This will increase in percentage every 5 years. Longevity compensation is not a guaranteed benefit and is contingent upon approval by the Bladen County Board of Commissioners.

8. State Health Plan options are \$50.00 for the 80/20 plan and \$25.00 for the 70/30. Employer portion is currently at \$674.54 for full-time employees, part time employees pay full premium and percentage employees are responsible for 50% of the premium.
9. Optional voluntary benefits available at the cost of the employee: (Spouse & family coverage is optional at the employee's expense.)
  - a. Dental Insurance
  - b. Disability Insurance
  - c. Cancer Insurance
  - d. Vision Insurance
  - e. Medical Reimbursement
  - f. 401K/457 Retirement Income Plan
10. Employee Assistance Program (EAP) is for all employees at no additional cost.
11. The county provides Term Life Insurance Policy in the amount of \$10,000. (Age reduce at 65 and age 70 to \$5,000) at no cost to the employee. This continues for the employee for life. The employee can add dependent and spouse for \$1.81 currently.