

II. PROJECT SCHEDULE

We are prepared to begin immediately upon the execution of a contract. We can complete all study tasks outlined in this proposal in approximately 16 weeks. The table on the following page includes a project schedule.

CITY OF SEBASTOPOL CLASSIFICATION AND COMPENSATION STUDY PROJECT SCHEDULE		
TASK	WEEK	Dates
<i>PHASE I CLASSIFICATION STUDY</i>		
1. Project Initiation	1	10/7 – 10/10/24
2. Conduct Interview with Management	2	10/14 – 10/17/24
3. Conduct Employee Orientation	4	10/28 – 10/30/24
4. Study Participants Complete Position Inventory Questionnaire	5 - 7	11/4 – 11/25/24
5. Conduct Employee Interviews	8 - 9	12/2 – 12/13/24
6. Develop Classification Plan Structure	10	12/16 – 12/20/24
7. Review Classification Plan Structure with the City	11	12/23 – 12/27
8. Prepare Preliminary Draft of Classification Plan	12 - 13	12/30 – 1/10
9. Review Preliminary Draft of the Class Plan with the City	14	1/13 - 1/17
10. Conduct Employee Review Process	15 - 16	1/20 – 1/31/25
11. Finalize Classification Plan	17	2/3 – 2/7
TASK	WEEK	
<i>PHASE II COMPENSATION STUDY</i>		
1. Research and Recommend Compensation Survey Parameters	6	12/2 – 12/4/24
2. Contact Survey Employers and Prepare Information Packet	10	12/16 – 12/20/24
3. Collect and Analyze Salary Survey Data	10 - 12	12/16 – 1/3
4. Review Preliminary Survey Results with the City	13	1/6 – 1/10
5. Follow Up Data Collection	14	1/13 – 1/17
6. Prepare Preliminary Salary Plan and Internal Relationship Analysis	15	1/20 – 1/24
7. Review and Revise Salary Plan with the City	16	1/27 – 1/31
8. Prepare Draft Report	17	2/3 – 2/7
9. Prepare and Present Final Report	18	2/10 – 2/14