



PURCHASING DEPARTMENT

COLE COUNTY COMMISSION

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To: All Interested Parties
From: Jessica Bryant, Cole County Purchasing Agent
Date: May 22, 2025
Re: Addendum One to Cole County Bid No. 2025-21 Salary Study

The following information hereby becomes part of the above-referenced Request for Bid and shall be fully considered in the preparation of your response.

1. How many separate job titles are included in the study?
 - About 150.
2. How many different classifications represent the 351 full-time employees included in this study?
 - Approximately 18.
3. Are Cole County's job descriptions up-to-date?
 - Some job descriptions are up-to-date, while some are not.
4. A valid salary study should be based on Cole County's current job descriptions. Could you please describe in more detail, Option B – The salary study to include all recommendations and strategies for implementation with proposers providing the job descriptions. What is the County asking proposers to do with this option?
 - We are asking the vendors to create job descriptions for us.
5. Please describe the County's definition of internal equity. It appears that the County is concerned with pay between employees. Internal equity can also be determined by establishing a hierarchy of jobs through a specific job evaluation system. Is establishing a hierarchy of jobs through a job evaluation system a goal of this study?
 - Yes, that would be a goal of this study.
6. Does the County want the selected consultant to update job descriptions?
 - Yes, that is Option B on the pricing sheet.
7. Does the County have a preferred timeline for completing the study?
 - No
8. The proposal mentions a contractor *must* "have a minimum of five (5) years of professional experience in conducting salary studies for local governments and must have successfully completed a minimum of ten (10) studies." Is Cole County requiring that the contractor have completed 10 local government studies? And do the government studies need to be local to Cole County?
 - The contractor does not have to have 10 local government studies completed. There is a difference in government entities than the private entities. No, the government studies do not need to be local to Cole County.

9. Cole County wants two options in cost: (a) The salary study to include all recommendations and strategies for implementation with the County providing the job descriptions and (b) The salary study to include all recommendations and strategies for implementation with the prospers providing the job descriptions. Can you describe more information on the prospers? Are they a third-party service often used by Cole County?
 - The prospers would be the vendors that are submitting a response. For Option B, we are asking the vendor to review and update the current job descriptions, if necessary.
10. The proposal mentions this study will affect 351 full time employees. Are these employees in single incumbent jobs? If not, what is the total number of unique jobs (or different job titles) in this study?
 - Yes, the full-time employees have single incumbent jobs. It is estimated that we have roughly 150 different job titles throughout the County.
11. How many Department Heads does your organization have? Do you anticipate your department heads to be involved?
 - There are 11 Department Heads and 12 Elected Officials. Yes, some Department Heads and Elected Officials will be involved.
12. To keep costs down, is the County open to phone/video conferencing for employee and management interviews?
 - Yes, we are open to phone/video conferencing but would rather be in person if possible.
13. When was the last time your job descriptions were updated?
 - They are updated at random.
14. Will employees be able to respond to / complete an online position questionnaire about their job? Or participate in individual or small group virtual meetings to discuss changes / clarifications needed to existing job descriptions?
 - Yes, employees will be able to respond and complete an online position questionnaire. And yes, employees can participate in individual or small group virtual meetings to discuss changes / clarifications needed to existing job descriptions.
15. What are the anticipated start and end dates for the project? Do you need the results of the study before the end of 2025 for implementation January 1, 2026.
 - There are no set dates, we would like the results as soon as possible.
16. The RFP mentions providing on-site workplace. Is the County willing to consider all work being conducted virtually (through web and teleconference and sharing of electronic files using a secure platform provided by the vendor)?
 - Yes, we are open to virtual meetings, etc. but would rather be in person if possible.
17. What is the County's budget for this project? Does the agency have a maximum contract amount?
 - The Salary Study was not apart of the 2025 budget.
18. Are any of the classifications included in the study covered by unions, and if so, by how many separate CBAs?
 - No.
19. Will the vendor be required to participate in any meet and confer meetings?
 - Yes.
20. Does the County have a list of already approved comparable market agencies? If so, please provide.

- No.
21. If the County does not have a list of already approved comparable labor market agencies, how many does it work to utilize in this study (We recommend 8-10)?
 - Utilizing 8 – 10 agencies is fine. We do not have a specific number in mind.
 22. Are maintenance training sessions, materials, or consulting hours needed at the conclusion of this study?
 - Possibility, depending on the outcome.
 23. Would the County please share any documentation on its compensation philosophy? Will the County please share a copy of the pay plan and the organizational chart for the jobs included in the study?
 - We do not have a compensation philosophy, pay plan, or an organizational chart.
 24. Are the class specifications (AKA job descriptions) covered by this study in poor, fair, or excellent shape? When was the last time the job descriptions were updated?
 - They are in fair condition and have been updated at random, not any set times. Attached are two examples of current job descriptions.
 25. Is the County interested in the development of a pay structure for positions to be classified to? For the departments that already utilize a pay structure, is there a desire for input or recommendations for possible improvement of those pay plans as well?
 - Yes and yes.
 26. Looking for clarification between the difference in Option A and B. Is it that the County will update job descriptions prior to the study (in Option A) vs. the consultant doing the work to update job descriptions (Option B)?
 - Yes, that is the different between Option A and B.

The bid receipt date and time HAVE NOT CHANGED; submissions will be received until Monday, June 16, 2025 at 3:00 p.m.

I/We have received Addendum Number One to Bid No. 2025-21 and have fully considered the information provided in preparing a response.

Name of Company

Agent and Title

Authorized Signature

COLE COUNTY JOB DESCRIPTION

JOB TITLE: Finance and Human Resources Assistant

DEPARTMENT: County Commission
FLSA STATUS: Non-Exempt

DATE: June 28, 2023

GENERAL STATEMENT OF JOB: The Finance and Human Resources Assistant is an intermediate level clerical work of moderate difficulty and complexity involving a variety of tasks requiring independent work decisions within established policies. Candidate must be able to multitask at all times.

An employee in this class performs clerical duties that require the application of independent judgment based on knowledge gained through a combination of education and work experience. Duties involve responsibility for a significant part of the work process, or comparable responsibility for a single office activity that is production or control oriented. Assistance is normally available from a superior when unusual or difficult problems arise. The individual in this position reports to the Finance Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following

Processes purchase orders and all payable requisitions.

Answers questions from County departments and vendors regarding accounts payable.

Enters and maintains all County vendor files.

Assists with the preparation of 1099 forms and W-9 forms. Prepares and reviews year-end W-2's.

Monitors smaller contracts related to County buildings and County Commission projects.

Prepares bi-weekly payroll including processing timesheets for accuracy and completeness, generating payroll checks and processing all payroll deductions and benefit deductions. Balances all payroll benefits and deductions on a monthly basis.

Assists with the preparation of payroll quarterly reports, federal and state reports, employment security reports, unemployment and U.S. Department of Labor reports.

Assists with various human resource programs including, but not limited to, personnel policy creation, new employee orientation, employee benefits programs, workers' compensation, and E-Verify.

On boarding of new employees on relevant benefit vendor's web-sites, assist in the annual open enrollment benefit meetings.

Maintain personnel files, process employment verification requests, new hire reporting, E-Verify, etc.

Knowledge of word processing, spreadsheet and presentation software.

FINANCE AND HUMAN RESOURCES ASSISTANT

Interacts and communicates with various groups and individuals such as Finance Officer, County Commissioners, Human Resources staff, employees, vendors, and the general public. Exhibit professionalism, confidentiality, tact and diplomacy and have strong interpersonal and customer service skills.

Performs other related work as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXPERIENCE AND TRAINING QUALIFICATIONS (The following statement represents the minimum experience and training standards which will be used.)

Graduation from high school supplemented with experience in office or other related clerical work; or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence, letters, purchase orders, 1099's, W-2's, W-9's, leave balances, vouchers, and reports. Ability to effectively present information in one-on-one and small group situations to vendors, banking officials, institutional representatives, the general public and other employees of the County.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply basic accounting, such as bookkeeping and balance sheets.

MENTAL CAPACITY:

Ability to plan, organize and provide advice and assistance to others on personnel and risk management issues; ability to communicate both orally and in writing, with general public and various levels of employees; ability to concentrate on work and maintain accuracy with frequent interruptions; ability to maintain effective working relationships with other employees and the public; ability to perform tasks accurately and in a timely manner to meet deadlines, self-disciplined and able to work with minimal supervision; attention to detail.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

FINANCE AND HUMAN RESOURCES ASSISTANT

While performing the duties of this job, the employee is frequently required to use hands and fingers to handle, or feel objects, tools, or controls. The employee must be able to reach with hands and arms, and talk and hear. The employee is occasionally required to stand, walk, and sit.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

COLE COUNTY JOB DESCRIPTION

JOB TITLE: Deputy Sheriff/Corporal

GENERAL STATEMENT OF JOB: The Deputy Sheriff (Corporal) is responsible for serving Court authorized papers, which consist of service to Missouri Department of Revenue, Secretary of State and Missouri Division of Insurance. This is a safety sensitive position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Processes bonds and receipts.

Writes bond checks.

Writes and proofs sequestration checks.

Types garnishment summons; prepares for service.

Prepares garnishment return of service to courts.

Enters service fees to computer; prints report

Maintains registers for Sheriff's and sequestration accounts

Maintains active and closed garnishment files; processes and enters civil documents for service,

Handles telephone calls and refer civil matters.

Assists other sections and courts as required

Supervises all staff assigned to them of lower rank.

Receives and/or reviews various records and reports such as personal/corporation checks, timesheets, Prisoner Board payments, payments for criminal services, payments for civil services, bank statements, garnishments, copies of receipts written, and all monies received by Department.

Prepares and/or processes various records and reports such as timesheet reports, non-State fee report, summons to garnishee, budget reports, and transaction reports.

Refers to County employee's manual, Department policy manual, law books, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates vehicles and a variety of equipment such as computer, typewriter, weapons, etc.

Uses a variety of tools such as weapons, computers, adding machine, etc.; a variety of supplies such as clerical supplies, replacement items, etc.; and a variety of computer software such as Microsoft Word, Quicken, Lotus Notes, etc.

DEPUTY SHERIFF/CORPORAL

Interacts and communicates with various groups and individuals such as Lieutenant, customers, supervisors of other Departments, subordinates, other Department employees, and the general public.

Perform other related duties as needed or assigned.

SUPERVISORY RESPONSIBILITIES:

Directly supervises several Civil Process Deputies in Civil Process. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

One-year certificate from college or technical school supplemented with two to three years related experience and/or training; or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply Basic Accounting Principles.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Completion of basic law enforcement academy training Police Officers Standards in Training (POST) or equivalent, and certification as a police officer by the State of Missouri preferred, but may be waived, and must be a registered voter with the State of Missouri, and must have no felony convictions.

Must possess a valid Missouri Driver's License.

Must have possession or eligibility of Missouri Peace Officer Certification.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DEPUTY SHERIFF/CORPORAL

While performing the duties of this job, the employee is frequently required to stand. The employee is also frequently required to use hands and fingers to handle a variety of police equipment and general office equipment. The employee also is required to reach with hands and arms, talk, hear, taste and smell. The employee is occasionally required to walk, run, sit, climb and balance. The employee is also required to stoop, kneel, crouch, and crawl.

The employee must occasionally lift and/or move up to 200 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places. The employee also occasionally works around explosives and is occasionally exposed to wet and/or humid conditions. The employee is also occasionally exposed to toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration.

The noise level in the work environment is usually moderate.