

# Classification and Compensation Study

## Questions & Answers

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## Request for Proposal

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July 2022



**Orange County Employees Retirement System (OCERS)**

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[www.ocers.org](http://www.ocers.org)

Question	Response
<p>1. Due to very high demand for our services, we would not be able to start the study until March of 2023. Would the be a dealer breaker for OCERS?</p>	<p>OCERS would like to start the Study in 2022 and an estimated early 2023 completion.</p>
<p>2. Can you confirm you are seeking a base compensation study that does not include benefits?</p>	<p>Correct. A benefits study may be added in the future.</p>
<p>3. Please provide the total number of full-time and part-time employees to be included in the study.</p>	<p>The total number of employees that will be part of the study is 65 with 25 different classifications.</p>
<p>4. Please provide a report listing all the full-time and part-time classification to be studied and the number of employees allocated to each.</p>	<p>See the listing later in this document.</p>
<p>5. Is there a budget for the study and can you share that with us?</p>	<p>The 2022 budget for this item is \$35,000.</p>
<p>6. Are you open to conducting the study 100% virtually?</p>	<p>We are open to hear proposals for virtual or an in-person study. Meetings with the OCERS Personnel Committee or Board of Retirement will need to be in person.</p>
<p>7. What is the number of Classifications that will be reviewed?</p>	<p>See answers 3 and 4 above and the chart noted below.</p>
<p>8. When was the last time OCERS updated its job position descriptions?</p>	<p>For the listed County level positions, the job descriptions are updated by the County of Orange. The updates range from 1988 through 2020 depending on the job classification.</p>
<p>9. Does OCERS have updated organizational charts for each department it can share with the compensation consultant?</p>	<p>Yes, detailed Organizational Charts will be provided to the selected candidate.</p>
<p>10. What HRIS is OCERS using?</p>	<p>NeoGov</p>

County Employee Classification - Full-Time Budgeted Employees	
Job Classification	# of Employees
1. ACCOUNTING TECHNICIAN	6
2. ACCOUNTANT/AUDITOR I	2
3. ACCOUNTANT/AUDITOR II	2
4. SR. ACCOUNTANT/AUDITOR	1
5. EXECUTIVE SECRETARY I	1
6. EXECUTIVE SECRETARY II	1
7. INFORMATION TECHNOLOGIST II	1
8. IT NETWORK ENGINEER II	1
9. IT SUPERVISOR	1
10. IT SYSTEMS ENGINEER II	1
11. SR. INFORMATION TECHNOLOGIST	1
12. SR. IT APPLICATIONS DEVELOPER	2
13. OFFICE TECHNICIAN	3
14. OFFICE SPECIALIST	3
15. PARALEGAL	1
16. RETIREMENT BENEFITS TECHNICIAN	4
17. RETIREMENT PROGRAM SPECIALIST	17
18. SR. RETIREMENT PROGRAM SPECIALIST	4
19. RETIREMENT BENEFITS PROGRAM SUPERVISOR	3
20. RETIREMENT INVESTIGATOR	2
21. STAFF ASSISTANT	1
22. STAFF SPECIALIST	2
23. SR. STAFF DEVELOPMENT SPECIALIST	1
24. STORE CLERK	1

County Employee Classification - Extra-Help Budgeted Employees	
Job Classification	# of Employees
1. RETIREMENT PROGRAM SPECIALIST	3