

## Classification & Compensation Services



When it comes to classification and compensation studies, the expertise of CPS HR Consulting makes all the difference — to make your organization more successful. CPS HR understands the issues and challenges public agencies face. After all, we've helped them meet their classification, compensation and other human resource needs for more than 25 years.

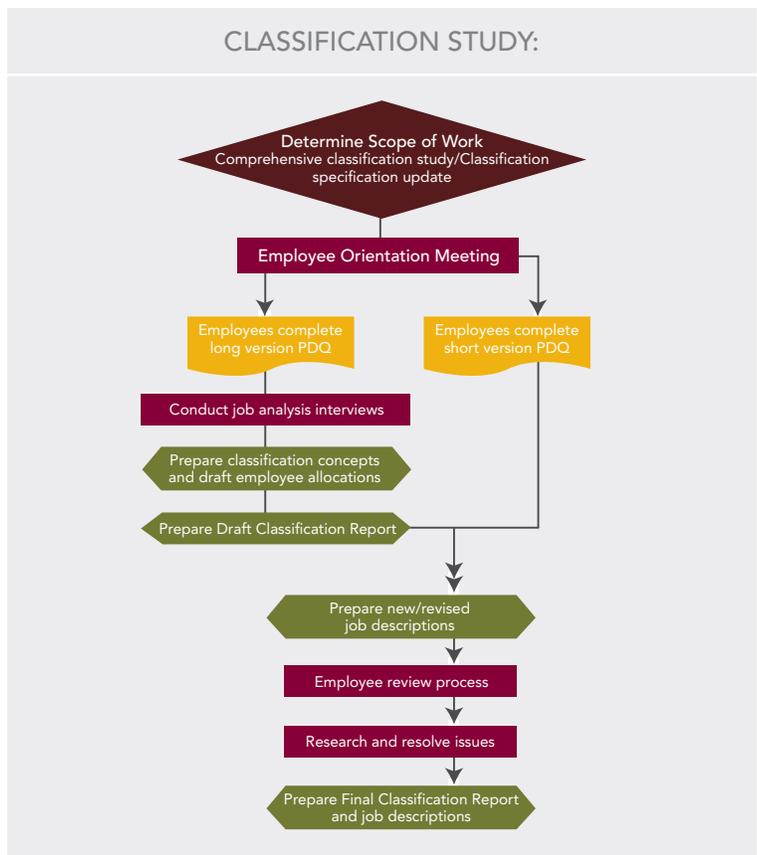
Throughout our history, CPS HR has developed relationships across a spectrum of public agencies in city, county, state and federal government, as well as special districts and non-profit organizations. We leverage these relationships to develop and conduct comprehensive classification and compensation studies. From study development and administration to classification and compensation recommendations, we work with our clients to meet their organization's goals and objectives and leave them with a classification and compensation plan their organization can manage for years to come.

### CLASSIFICATION SERVICES

As is the case with all services from CPR HR, our classification studies are a highly collaborative, consultative undertaking. We believe a successful classification study begins with open communication; therefore, we take the extra step to conduct orientation sessions with your employees, supervisors and managers to develop trust, to walk through the process, to explain their roles in the process and to hear and alleviate any concerns. Our team develops a custom questionnaire and provides it to your employees in various formats so they can participate in a manner that's comfortable for them. In addition, our team conducts detailed interviews with your employees, supervisors and managers to ensure that we clearly understand the work of each position.

Our comprehensive classification studies include customized job descriptions that accurately describe the work performed, distinctions between classes, as well as the knowledge, skills, abilities, education and experience necessary to perform the duties successfully.

Remaining flexible to your needs, we can provide an organization-wide classification study or a single-position study.

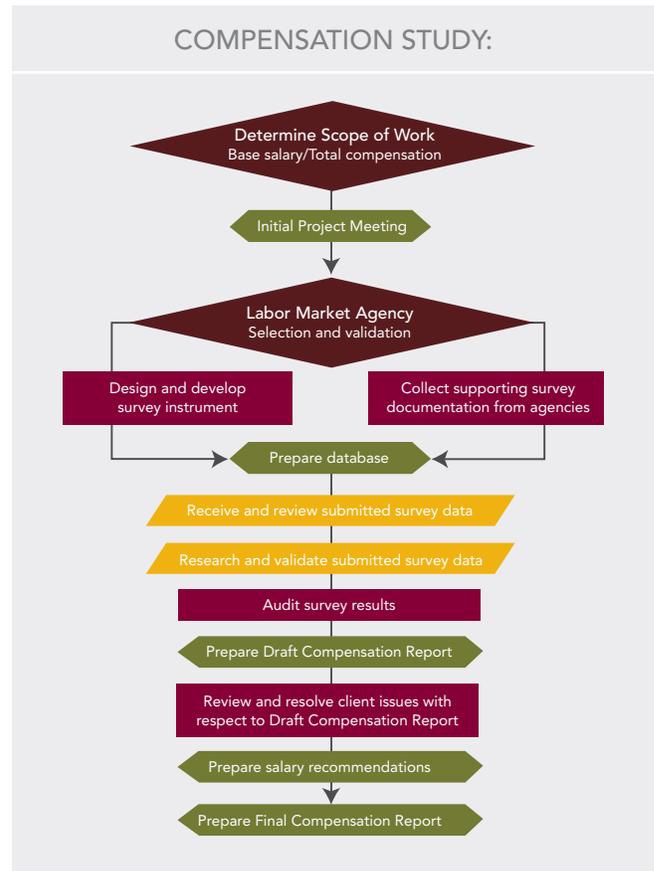


## COMPENSATION SERVICES

In compensation studies, CPS HR Consulting emphasizes customization and quality control. We customize all surveys to collect base salary or total compensation (base salary and benefits) data that meets your organization's needs. We begin our studies by talking with your managers and key stakeholders to ensure that our team has a clear understanding of the organization, areas of concern and historical practices. Our team will use either your organization's traditional labor market, if that is what you request, or will research and recommend a labor market based on critical characteristics such as size, location and industry.

CPS HR understands the role of governing bodies and is experienced in working with these entities to develop policies around compensation, including labor market and competitive market position.

In developing your survey, we utilize your organization's job descriptions to clearly and accurately describe your class. Our project team goes the extra step to collect critical background information from the survey agencies so that we can confirm and validate the information provided. CPS HR develops detailed, yet easily readable spreadsheets for each survey classification providing the base salary and benefit information. We utilize the labor market data as well as your organization's critical internal relationships to develop recommendations that will allow you to recruit and retain the talent necessary to be successful.



## ABOUT CPS HR CONSULTING

CPS HR Consulting is a self-supporting public agency providing a full range of integrated HR solutions to government and nonprofit clients across the country. Our strategic approach to increasing the effectiveness of human resources results in improved organizational performance for our clients. We have a deep expertise and unmatched perspective in guiding our clients in the areas of organizational strategy, recruitment and selection, classification and compensation, and training and development.