

Questions and Answers

RFP No. 16-01: California State Auditor's Office Employee Compensation Study

- 1. We had proposed on a similar scope of work in July 2016 and were advised that another firm was chosen. Which firm was chosen and did the work? What were the fees? What were the results? Why is the work being done again?**

The work was not done by another firm because we canceled the prior solicitation. Instead we are soliciting proposals through this Request for Proposal process.

- 2. What is the budget for this project?**

We have not established a budget for this project.

- 3. How many employees are classified as exempt? As non-exempt?**

The California State Auditor's Office employs approximately 76 Fair Labor Standards Act exempt employees and 98 Fair Labor Standards Act non-exempt employees.

- 4. A project including a custom compensation and benefits survey may take longer than the stated 12 weeks. Is the office willing to extend the project timeline? Why or why not?**

If necessary and preapproved, the California State Auditor's Office may extend the schedule for presentation of the final compensation report by 4 weeks from 12 to 16 weeks after contract approval. The accepted cost proposal will remain the same.

- 5. What job evaluation/ranking method does the California State Auditor's Office employ?**

The California State Auditor's Office is part of the merit-based California civil service selection system. The civil service selection system consists of two phases: exams and hiring. Generally, candidates must participate in an examination and score high enough to be reachable (in the first 3 ranks.) on an eligibility list. Reachable candidates must then apply to vacant positions via the hiring process. During the hiring process, the applications will be screened and ranked against other candidates to determine who will move forward to a hiring interview. On occasion, under the State's transfer or reinstatement rules, current

or former state employees may proceed directly to the hiring process using their state employment as eligibility, forgoing the examination phase.

6. Describe the current completeness and accuracy of the California State Auditor's Office job descriptions.

The California State Auditor's Office has current duty statements and civil service job classification specifications for each position/classification.

7. Describe the California State Auditor's Office current Classification System. How long has it been used? Describe its strengths and weaknesses.

The California State Auditor's Office currently uses a mix of office-specific (used only by the State Auditor) job classifications and statewide (used throughout State government) civil service classifications. Most have been in use since the office opened in 1993 and a handful of office-specific job classifications were added in 2006.

One strength of the classification system is the job classification specifications describe the scope/description of the classification, definition of each level in the classification series, the minimum qualifications for each level, and the required knowledge, skills, and abilities. Weaknesses include the inability to make any changes to the statewide classifications utilized by the office, determining the "value" of the other benefits including the job security/stability of working for the State of California, and finding comparable audit positions to make comparisons with.

8. What is the number and percent of employees currently eligible for retirement? What is projected in 3 years?

We do not have current figures and a projection.

9. What is the current turnover rate for California State Auditor's Office employees?

The turnover rate in 2016 was 13.5 percent.

10. Provide a copy of the California State Auditor's Office current Employee Total Compensation Statement.

We do not have a total compensation statement. Please see the "Benefits" section of the California Department of Human Services at <http://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx>

11. What forms/types of communications do employees receive? Who sends them? How often? Please provide a recent sample.

Depending on the subject, employees receive email messages as needed from the California State Auditor's Office or hard copy mail notifications from CalHR, CalPERS or benefit providers.

12. Please provide the California State Auditor's Office current pay grades and/or salary tables and/or pay structures for all jobs.

Classification	Compensation
Accountant Trainee	\$3,490 - \$4,161
Administrative Assistant II	\$4,738 - \$5,931
Assistant Chief Counsel	\$11,274-\$13,188
Associate Information Systems Analyst	\$4,974 - \$6,541
Associate Editor of Publications	\$4,738-\$5,931
Associate Governmental Program Analyst	\$4,738-\$5,931
Associate Personnel Analyst	\$4,738-\$5,931
Associate Programmer Analyst	\$4,974-\$6,541
Attorney Range L	\$5,130 - \$5,336
Range M	\$5,136 - \$5,864
Range N	\$6,190 - \$7,785
Range O	\$6,968 - \$8,938
Attorney III Range L	\$8,434 - \$10,820
Attorney IV	\$9,316 - \$11,962
Auditor Evaluator I Range A	\$3,513 - \$4,622
Range B	\$4,139 - \$5,440
Auditor Evaluator II	\$4,565 - \$5,998
Auditor Specialist I	\$5,470 - \$7,190
Auditor Specialist II	\$6,622 - \$8,705
Auditor Specialist III	\$7,301 - \$9,600
C.E.A.	\$6,647 - \$15,129
Executive Secretary II	\$3,541-\$4,432
Data Processing Manager III	\$7,665-\$9,138
Digital Composition Specialist II	\$3,989 - \$4,994
Executive Secretary II	\$3,438 - \$4,303
Fraud Investigator I	\$5,470 - \$7,190
Fraud Investigator II	\$6,622 - \$8,705
Fraud Investigator III	\$7,301 - \$9,600
Graphic Designer I	\$3,475- \$4,351
Graphic Designer III	\$4,702 - \$5,887
Office Technician (G)	\$2,841 - \$3,559

Classification	Compensation
Office Technician (T)	\$2,893 - \$3,620
Principal Auditor	\$8,835 - \$10,538
Senior Auditor Evaluator I	\$5,470 - \$7,190
Senior Auditor Evaluator II	\$6,622 - \$8,705
Senior Auditor Evaluator III	\$7,301 - \$9,600
Senior Personnel Specialist	\$3,939 - \$4,932
Special Investigator	
Range A	\$4,140- \$4,895
Range B	\$4,726 - \$5,861
Range C	\$5,186 - \$6,446
Staff Services Analyst (General)	
Range L	\$3,033 - \$3,801
Range M	\$3,285 - \$4,112
Range N	\$3,939 - \$4,932
Staff Services Manager I	\$5,470 - \$6,796
Staff Services Manager II (Managerial)	\$6,647 - \$7,551
Staff Services Manager II (Supervisory)	\$6,065 - \$7,462
Staff Services Manager III	\$7,301 - \$8,289
Assistant Information Systems Analyst	
Range L	\$3,344 - \$3,988
Range M	\$3,451 - \$4,318
Range N	\$4,136 - \$5,438
Systems Software Specialist I (Technical)	\$5,453 - \$7,171