

RESOLUTION

Resolution No. 23-14

PATRON: Robert W. Lazaro, Jr.
Executive Director
DATE: February 23, 2023

ENGAGEMENT OF CONSULTANT FOR COMPENSATION REVIEW

Whereas, Northern Virginia Regional Commission (the Commission) intends to pay its employees competitively with member local governments and other relevant labor market segments, in order to be successful in recruiting and retaining desirable employees; and

Whereas, it has been five years since the Commission's pay plan structure, employee job classification, and compensation were last reviewed; and

Whereas, since such a review requires assistance from a compensation specialist whose demonstrated expertise includes pay management in the governmental sector; and

Whereas, such services may be obtained in accordance with the Commission's small purchase (costing less than \$50,000) rules that do not require issuing a Request for Proposals; and

Whereas, the Executive Director has requested a proposal from HRExtension, Inc., a local consulting firm whose principal completed the last review for the Commission and whose firm has continued to provide ad hoc advisory services in the interim; and

Whereas, the Commission's adopted FY 2023 operating budget includes a moderate allocation of \$10,000 for this type of work;


Therefore, be it resolved that the Commission authorizes the Executive Director to negotiate and execute an agreement with HRExtension Inc, for a maximum price not to exceed \$25,000, for a project of approximately 5 months that includes verifying the accuracy and completeness of approximately 16 job descriptions, completing a market analysis to verify comparability of pay, and recommending adjustments to the Commission's pay plan if indicated;

Be It Further Resolved that the adopted FY 2023 budget be amended to allocate additional funds to the Contract Services budget category as needed to cover this agreement.



CERTIFICATION

The undersigned certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Northern Virginia Regional Commission on February 23, 2023.



ROBERT W. LAZARO, JR., CERTIFYING OFFICER