

STAFF BRIEFING MEMO



DATE: 5/19/2023

TO: Port of Tacoma Commissioners

FROM: Eric Johnson, POT Executive Director
Sponsor: Jean West, Chief Human Resource Officer
Project Manager: Trisha Perez, Manager, Human Resources

SUBJECT: 071371 Workforce Classification and Compensation Funding Increase and Additional Scope – Amend 03

A. ACTION REQUESTED

Staff is notifying the Commissioners of Port of Tacoma of intent to increase the value of PSA 071731, by adding **\$55,000.00** which is greater than a fifty percent (50%) increase of the original contract amount of \$50,000.00 and adding to the scope of work. Per POT Master Policy Resolution 2020-02, Section 8.g.ii., when an amendment to a personal services contract, individually or cumulatively, will exceed fifty percent (50%) of the original authorized amount, the amendment must be sent to Commissioners and made available for public inspection prior to the proposed starting date of services under the amendments.

At the request of the Chief Executive Officer, this amendment will be issued in seven (7) business days from the date of this memo on **May 26, 2023**.

B. BACKGROUND

The scope of work from the original contracts is:

- Review job descriptions and minimum requirements for proper classification of job grade.
- Provide salary recommendations within given salary range on an as needed basis.
- Provide annual Cost of Labor adjustment to non-represented salary ranges and rationale.
- Provide updates on best practices in classification and compensation upon request.

Additional Scope of work to be added is:

The Consultant will be assisting the Employer with all the following:

- Implement a new classification and compensation system, Logic Leveling, for all current non-represented job descriptions.
- Review all non-represented job descriptions and classify each position using Logic Leveling system.
- Conduct market salary data analysis for non-represented positions and make recommendations for any needed adjustments.

C. FINANCIAL SUMMARY

The current balance of the contract is \$68,000.00. Based on revised work scope, an additional \$55,000 Increase Amount is necessary to continue the service until its expiration Contract Expiration Date.

Staff intends to increase the original - 071371 Workforce Classification and Compensation –amount as follows:

Contract Summary	
Description	Amount
Original Contract Amount	\$50,000.00
Previously Authorized Amendments 01-02	\$18,000.00
This Amend 03 (Description-Increase/Additional Scope)	\$55,000.00
Total Not to Exceed Contract Amount	\$123,000.00