



CITY OF EXETER REQUEST FOR PROPOSALS (RFP)
Citywide Classification and Compensation Survey

RFP No.: 2025-01

Issue Date: October 1, 2025

Proposal Due Date: October 31, 2025, at 5:00 PM

Contact Information:

Francesca Quintana, City Clerk/Human Resources Manager

fquintana@exetercityhall.com

(559)592-9244

I. INTRODUCTION

The City of Exeter is seeking proposals from qualified consulting firms to conduct a comprehensive citywide classification and compensation survey. This survey will encompass all full-time City positions.

The goal of this survey is to ensure competitive, equitable, and consistent compensation across the City's workforce. The survey is expected to be completed on or before March 1, 2026.

II. SCOPE OF WORK

The selected consultant will be responsible for:

1. Job Analysis and Classification Review
 - Review and analyze current job descriptions for all full-time City positions.
 - Conduct interviews or surveys with employees and supervisors to gather information on job duties and responsibilities.
 - Evaluate current classification structure for clarity, internal equity, and market alignment.
2. Market Compensation Survey
 - Identify appropriate comparable agencies and benchmark positions.
 - Collect and analyze salary and benefit data to determine market competitiveness.
 - Evaluate compensation trends and make recommendations for adjustments.
3. Internal Equity Analysis
 - Analyze internal pay relationships to identify inequities or inconsistencies.
 - Recommend adjustments to maintain fair and equitable compensation practices.
4. Final Report and Presentation
 - Prepare a detailed report of findings, analyses, and recommendations.
 - Present the final report to City Council and CLOCEA for informational purposes.
 - Provide interim updates to CLOCEA on a quarterly basis, as required by the MOU.

III. PROPOSAL REQUIREMENTS

Proposals must include:

1. Cover Letter
 - Introduction of the firm and its qualifications.
 - Statement of understanding of project requirements.
2. Firm Qualifications
 - Overview of experience conducting classification and compensation studies for public agencies.
 - Resumes of key personnel assigned to the project.
3. Project Approach and Methodology
 - Detailed description of the approach to the survey.
 - Proposed timeline and project milestones.
4. References
 - Minimum of three (3) public sector references for similar projects.
5. Cost Proposal
 - Detailed breakdown of fees for each phase of the project.
 - Total not-to-exceed cost for the project.

IV. PROPOSAL EVALUATION

Proposals will be reviewed and scored based on:

1. Experience and qualifications of the firm and personnel.
2. Methodology and understanding of the project.
3. Demonstrated experience with public sector classification and compensation surveys.
4. Cost-effectiveness and clarity of proposal.
5. Quality of references and past performance.

Staff will bring the proposals and evaluation results back to City Council for final approval of the selected consultant.

V. TIMELINE

Milestone	Recommended Date	Notes
RFP Issued	October 1, 2025	Official release date of RFP
Deadline for Questions/ Clarifications	October 15, 2025	Two weeks after issuance; allows vendors to submit written questions
Responses to Questions Posted	October 22, 2025	One week after question deadline; ensures all vendors receive answers
Proposal Due Date	October 31, 2025	Four weeks from issuance; sufficient time for thorough proposals
Proposal Evaluation Period	November 1 – November 7, 2025	One-week period for staff review and scoring
City Council Review & Consultant Selection	November or early December 2025	Present evaluation results and staff recommendation to Council for final approval
Contract Execution / Notice to Proceed	Early December, 2025	Allows consultant to begin work before the end of the calendar year
Survey Completion Goal	March 1, 2026	Consistent with CLOCEA MOU requirement

VI. SUBMISSION INSTRUCTIONS

Proposals must be submitted electronically (PDF format) to the contact listed below by **5:00 PM on October 31, 2025**.

Submission Contact: Francesca Quintana, City Clerk/Human Resources Manager

fquintana@exetercityhall.com

Late submissions will not be considered.

VII. TERMS AND CONDITIONS

- The City reserves the right to reject any or all proposals.
- All submitted materials become property of the City of Exeter.
- The selected consultant will enter into a standard City professional services agreement.
- The City is not responsible for any costs incurred in preparing proposals.

VIII. ATTACHMENTS

Attachment A: Current Salary Schedule and Personnel Allocation

CITY OF EXETER FY2025-2026 SALARY SCHEDULE

Effective: July 1, 2025

MISCELLANEOUS CLASSIFICATIONS	BU	STEP A	STEP B	STEP C	STEP D	STEP E	PATTERN
City Administrator	Unrep	13,060	13,713	14,262	14,832	15,426	5,4,4,4,
Finance Director	Unrep	9,051	9,503	9,978	10,477	11,001	5*
Public Works Director	Unrep	8,548	8,975	9,424	9,895	10,390	5*
Community Services Director	Unrep	7,811	8,201	8,611	9,042	9,494	5*
City Clerk/Human Resources Manager	Unrep	7,184	7,543	7,920	8,316	8,732	5*
Operations Manager	Unrep	6,364	6,682	7,016	7,367	7,735	5*
Deputy City Clerk/Personnel Officer	Unrep	6,007	6,308	6,623	6,954	7,302	5*
Finance Manager	Unrep	6,332	6,649	6,981	7,330	7,697	5*
Chief Operator	CLOCEA	5,327	5,594	5,873	6,167	6,475	5*
Operator II, Water/Wastewater	CLOCEA	4,831	5,072	5,326	5,592	5,872	5*
Operator I, Water/Wastewater	CLOCEA	4,584	4,814	5,054	5,307	5,572	5*
Crew Leader	CLOCEA	4,410	4,631	4,863	5,106	5,361	5*
Mechanic II	CLOCEA	4,398	4,618	4,849	5,092	5,346	5*
Senior Clerk Dispatcher	CLOCEA	4,246	4,458	4,681	4,915	5,161	5*
Recreation Supervisor	CLOCEA	4,203	4,413	4,634	4,865	5,109	5*
Community Services Officer	CLOCEA	4,203	4,413	4,634	4,865	5,109	5*
Maintenance Technician	CLOCEA	4,148	4,355	4,573	4,802	5,042	5*
Skilled Maintenance Worker	CLOCEA	3,792	3,982	4,181	4,390	4,609	5*
Accounting Assistant	CLOCEA	3,755	3,943	4,140	4,347	4,564	5*
Administrative Assistant	CLOCEA	3,792	3,982	4,181	4,390	4,609	5*
Senior Administrative Assistant	CLOCEA	4,246	4,458	4,681	4,915	5,161	5*
Recreation Coordinator	CLOCEA	3,792	3,982	4,181	4,390	4,609	5*
Records Clerk	CLOCEA	3,703	3,889	4,083	4,287	4,501	5*
Animal Control/Code Enforcement	CLOCEA	3,654	3,837	4,028	4,230	4,441	5*
Maintenance I	CLOCEA	3,610	3,790	3,980	4,179	4,388	5*
Office Assistant	CLOCEA	3,276	3,440	3,612	3,793	3,982	5*
Recreation Leader	CLOCEA	3,276	3,440	3,612	3,793	3,982	5*

POLICE CLASSIFICATIONS	BU						PATTERN
Chief of Police	Unrep	11,089	11,644	12,226	12,837	13,479	*5
Lieutenant	Unrep	8,318	8,734	9,171	9,629	10,111	*5
Sergeant	EPOA	6,564	6,892	7,237	7,598	7,978	*5
Police Officer	EPOA	5,143	5,400	5,670	5,953	6,251	*5
Police Officer Trainee	CLOCEA	4,885	5,129	5,386	5,655	5,938	*5

E-Step Police Officer is the benchmark position upon which linked formulas are based.

***All salaries shown are monthly amounts.*

HOURLY EMPLOYEE SALARY SCHEDULE	Effective 1/1/2020	Effective 1/1/2021	Effective 1/1/2022	Effective 1/1/2023	Effective 1/1/2024	Effective 7/1/2024	Effective 1/1/25
Recreation Assistant	13.00	14.00	15.00	15.50	16.00	16.00	16.50
Recreation Leader	N/A	18.00	18.00	18.00	18.00	18.00	18.00
Sport Official	13.00	14.00	15.00	15.50	16.00	16.00	16.50
Maintenance	13.00	14.00	15.00	15.50	16.00	16.00	16.50
Office/ Administrative I	13.00	14.00	15.00	15.50	16.00	16.00	16.50
Office/ Administrative II	15.00	16.00	17.00	17.00	17.00	17.00	17.00
Police Reserve	19.00	19.00	25.00	25.00	25.00	26.00	26.00
Special Projects and Training Coordinator				53.93	53.93	56.09	56.09

CITY COUNCIL MEMBERS

Exeter City Council Member

*\$10.00 per meeting not to exceed four meetings in any calendar month pursuant to

City of Exeter Municipal Code §2.04.030



CITY OF EXETER
FY2024/2025 & 2025/2026 PERSONNEL ALLOCATION

			GENERAL FUND							NON-GENERAL FUNDS								
FTE	Dept	CLASSIFICATION	General						General Fund	Non GF					Total			
			Admin	Fin	Government	Police	Streets	Rec.		Parks	Ins	Meas P	Water	Sewer		Refuse		
	1 Admin	City Administrator	0.30				0.08		0.38	0.09		0.25	0.28		0.62	1.00		
	1 Admin	Personnel Officer/City Clerk	0.15		0.20				0.35	0.25		0.25	0.15		0.65	1.00		
	1 Admin	City Clerk/ HR Manager	0.15		0.20				0.35	0.25		0.25	0.15		0.65	1.00		
															-			
	1 PW	Maintenance Technician					0.15		0.15			0.43	0.42		0.85	1.00		
	1 PW	Administrative Assistant					0.15		0.15			0.45	0.40		0.85	1.00		
	1 PW	Operations Manager				0.10	0.20		0.30			0.40	0.25	0.05	0.70	1.00		
	1 PW	Mechanic II				0.20	0.20		0.40			0.30	0.30		0.60	1.00		
	1 PW	Crew Leader					0.05		0.25			0.37	0.38		0.75	1.00		
	1 PW	Skilled Maintenance Worker					0.35		0.35			0.40	0.20	0.05	0.65	1.00		
	1 PW	PW Director					0.30		0.30			0.35	0.25	0.10	0.70	1.00		
	1 PW	Maintenance I					0.10		0.10			0.75	0.15		0.90	1.00		
	1 PW	Skilled Maintenance Worker					0.10		0.10			0.75	0.15		0.90	1.00		
	1 PW	Maintenance Technician					0.50		0.50			0.45	0.05		0.50	1.00		
															-			
	1 Finance	Office Assistant			0.10				0.10			0.40	0.35	0.15	0.90	1.00		
	1 Finance	Finance Manager		0.15			0.10		0.25	0.05		0.30	0.35	0.05	0.75	1.00		
	1 Finance	Finance Director		0.25			0.10		0.35	0.08		0.27	0.30		0.65	1.00		
	1 Finance	Accounting Assistant			0.30				0.30			0.32	0.32	0.08	0.72	1.02		
	1 Finance	Accounting Assistant			0.30				0.30			0.32	0.32	0.08	0.72	1.02		
	1 Rec	Recreation Coordinator						0.95	0.95	0.05					0.05	1.00		
	1 Rec	Recreation Leader									1.00				1.00	1.00		
															-			
	1 Code Enf	Community Services Officer							-			1.00			1.00	1.00		
	20 PD	Police Positions				19.00			19.00			1.00			1.00	20.00		
															-			
41	TOTAL:		0.60	0.40	1.10	19.30	2.38	0.95	0.20	24.93	0.77	3.00	7.01	4.77	0.56	16.11	41.04	
	Funding Allocation %		1.5%	1.0%	2.7%	47.0%	5.8%	2.3%	0.5%	60.7%	1.9%	7.3%	17.1%	11.6%	1.4%	39.3%	100.0%	

Police Personnel		
Chief	1	
Lieutenant	2	
Sergeant	4	Note on Police Officer Allocation *1 FTE offset w/ Measure P Fund)
Detective	3	
Police Officer	6	
Police Officer Trainee	1	
School Resource Officer	1	
Records Clerk	1	
Sr. Clerk Dispatcher	1	
	20	