

**EXHIBIT 1
TASK ORDER 2
PORTLAND STATE UNIVERSITY
CURRY COUNTY**

6152

PROJECT: Compensation Study

This Task Order supplements the Intergovernmental Agreement for Professional Services ("Agreement") entered into between Portland State University and the AGENCY. The parties agree that the Agreement is hereby supplemented as follows:

- A. **Description of Services:** Following the notice to proceed from AGENCY, in conjunction with AGENCY staff, up to 55 job titles and up to 8 comparable jurisdictions will be researched and analyzed. The job titles and comparable jurisdictions are to be determined.

Cost:

Payment for services provided will be for the fixed price of \$18,920 based on the estimated hours in the table below.

	Senior Staff	Project Asst	Total Hours	Total Price
Data Analysis/Oversight	60 hours	205 hours	265 hours	\$18,920
Hourly Rates	\$165/hour	\$44/hour		

AGENCY will be invoiced for \$18,920 upon completion of the project. All administrative costs are included in the per hour rates. Testimony at a subsequent legal proceeding is a separate matter, to be compensated separately if requested.

Delivery Schedule:

1. PSU shall gather as much information as is available from each comparable jurisdiction. This information will include:
 - i. Salary schedules,
 - ii. Personnel policies,
 - iii. Collective Bargaining Agreements,
 - iv. Insurance premium information,
 - v. PERS amounts and/or other retirement benefits
 - vi. PTO (Vacation) accrual amounts at 5, 10, 15, and 20 years,
 - vii. Holiday hours per employee group,
 - viii. Any other premium pay, certification pay, or longevity pay not counted above that is provided to the targeted employee groups, and
 - ix. Job descriptions.
 2. Data collected will be for the fiscal year that includes July 1, 2022, if available. For Cities in Oregon, that is normally July 1, 2022 through June 30, 2023. For health insurance, our intention is to use January 1, 2022 as the data that the premium contribution for the employee is in effect.
- B. The following schedule will apply for key milestones and deliverables.
1. Data Collection

- i. Collect data from AGENCY and jurisdictions' websites (e.g., posted salary schedules, CBAs, health insurance premium summaries)
- ii. Gather additional information through correspondence with jurisdictions (e.g., summary tables, email, phone calls)
- iii. Conduct initial screening of each jurisdiction's job descriptions for comparable tasks, education/experience requirements, and supervisory responsibilities and identify those that most closely align with AGENCY's targeted jobs
- iv. Enter all information into database for analysis

Schedule: Estimated two (2) weeks following the notice to proceed.

2. Data analysis

Analyze data based on the following factors

- i. Minimum experience required,
- ii. Minimum education required,
- iii. Supervisory responsibilities (if required), and
- iv. Major job duties.

Schedule: Estimated four (4) weeks following the notice to proceed.

3. Data Validation

- i. Organize data into tables
- ii. Send validation packages to each jurisdiction
- iii. Confirm or revise database with validated information

Schedule: Estimated six (6) weeks following the notice to proceed.

4. Draft report

- i. Analysis of factors related to comparator agencies
- ii. Summary charts that compare each of the compensation components (e.g., number of jobs matched, differences in compensation with averages, PTO and health insurance summaries by jurisdiction, additional compensation for certifications)
- iii. Limited job matching discussion, including experience, education, FLSA exemption, supervision, and additional notes for each position
- iv. Detailed adjusted compensation results for each position
- v. Specialized data summaries (e.g., police officer premiums, certification comparisons) upon request

Schedule: Estimated nine (9) weeks following the notice to proceed.

5. Final report submission

Schedule: Estimated eleven (11) weeks following the notice to proceed.

C. A draft/final report will include the following:

1. Factors related to each of the comparator agencies — location (map), population, budget size, and other components that seem appropriate;
2. Tables that compare each of the compensation components for a specific dollar value Tables will include:
 - i. Base Salary at the Minimum, Median, and Maximum level

- ii. Maximum Employee Health Insurance Contribution at the full family level
- iii. Holiday, Vacation Pay, and Executive/Admin PTO. Vacation value with minimum vacation at entry, median vacation at 10 years, and maximum vacation at 20-years. Executive/Admin PTO will only be counted if there is a formal policy to consistently award this benefit. Any PTO program will be adjusted for the applicable sick leave component.
- iv. In addition, the following factors will be considered and included: Longevity pay, the employer's contribution of the employee's 6% PERS obligation, along with any non-discretionary deferred compensation provided by employer.

Project Contacts:

PSU:

Center for Public Service
Portland State University
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Portland, OR 97207
Telephone: 503-725-8259
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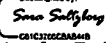
Agency:

Curry County
94235 Moore Street
Gold Beach, OR 97444
Attn: Julie Swift
Telephone: 541-247-3233
Email: SwiftJ@co.curry.or.us

Other: N/A

IN WITNESS HEREOF, the parties have duly executed this Task Order effective the date of last signature:

PORTLAND STATE UNIVERSITY

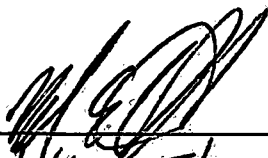
By: 
Center for Public Service Director

Date: 2/2/2023

By: 
Contracts Officer

Date: 02/09/2023

AGENCY

Signature: 

Name: Michael E. Fitzgerald

Title: County Counsel

Date: 01/31/2023