

The City of Glenarden



Salary & Benefits Compensation Study Request for Quote

The City of Glenarden is inviting firms to submit a price quote for services that involves analyzing the City of Glenarden's Salary & Benefits practices, providing the City with a condensed Compensation Study. This Service will help the city accurately adjust salaries and will compare the City's Compensation System with other similar-sized Municipalities.

Send any questions to:

Jordan McClung jmclung@cityofglenarden.org cc
CCross@cityofglenarden.org

OR

By Mail:

**Jordan McClung, Executive Assistant, James R. Cousins, Jr. Municipal
Center 8600 Glenarden Parkway Glenarden, Maryland 20706:
Jmclung@Cityofglenarden.org**

The Goal for Requested Services:

This project will be the mechanism for finding and creating an appropriate baseline for adjusting salaries and compensation. This will be done to appropriately forecast and establish employee salary as well as compensation for future years to come. The prospective firm will review the existing compensation system, analyze, and discuss findings with the City Manager. The firm will then propose a salary and compensation plan that is fair and equitable to the employees, fiscally sound, rewards performance, merit, and length of service.

The City of Glenarden - Overview

Glenarden is an incorporated place located in Prince George's County Maryland. Glenarden takes its origin from 1919 when W. R. Smith purchased a group of properties 10 miles east of Washington, D.C., and established a residential community of 15 people. Three decades later, under the banner of its Civic Association and the African-American

middle-class suburban community, the State Legislature for incorporation as the Town of Glenarden. The charter was granted on March 30, 1939, making Glenarden the third predominately black incorporated town in the State of Maryland. W. H. Swann was elected as its first mayor. In April 1994, the Town Council adopted a resolution to change the name of the community from Town of Glenarden to City of Glenarden. The change took effect 50 days after it was adopted. The City of Glenarden takes particular pride in participation in government and the education of its children.

SCOPE OF WORK

1. Evaluate the current pay plan and determine the appropriateness of the pay range spread from salary minimum to salary maximum and, if necessary, the percentage between salary ranges.
2. Conduct a comprehensive benchmark market analysis of all City positions with comparable and surrounding (regional) jurisdictions, other similar sized municipalities, and applicable private/public sector competitors.
3. Recommend a strategy for potential improvements including methodologies and estimated cost of implantation.
4. Design a professional certification incentive program to encourage career development.