



Response to Questions

RFP No. 23-01 Employee Compensation Study

1. Could the State Auditor wait until early 2024 to start the study?

No. We are unable to wait until early 2024 to start the study.

2. Could the State Auditor please provide a list of classification titles included in the study?

See table under question number 3 (below).

3. Could the State Auditor please provide current salary structures applicable to this study?

Classification	Minimum Salary	Maximum Salary
Administrative Assistant I	\$4,726	\$5,916
Administrative Assistant II	\$5,684	\$7,116
Assistant Chief Counsel	\$13,670	\$15,990
Associate Editor of Publications	\$5,684	\$7,116
Associate Governmental Program Analyst (AGPA)	\$5,684	\$7,116
Attorney III	\$10,225	\$13,118
Attorney IV	\$11,296	\$14,503
Attorney V	\$11,932	\$15,228
Auditor Evaluator I	\$5,456	\$7,786
Auditor Evaluator II	\$6,025	\$8,593
Auditor Specialist I (IT Auditor)	\$6,890	\$9,254
Auditor Specialist II (IT Auditor)	\$8,340	\$10,965
Auditor Specialist III (IT Auditor)	\$9,196	\$12,092
Business Services Assistant	\$3,224	\$4,932
Career Executive Assignment	\$9,471	\$19,557
Digital Composition Specialist III	\$5,529	\$6,922
Fraud Investigator I	\$6,890	\$9,254
Fraud Investigator II	\$8,340	\$10,965
Fraud Investigator III	\$9,196	\$12,092
Graphic Designer III	\$5,922	\$7,416
Information Technology Specialist I	\$6,141	\$9,931

Information Technology Manager II	\$10,412	\$12,668
Information Technology Associate	\$4,652	\$8,240
Office Technician	\$3,471	\$4,343
Principal Auditor	\$11,127	\$13,736
Senior Auditor Evaluator I	\$7,218	\$10,732
Senior Auditor Evaluator II	\$8,340	\$11,846
Senior Auditor Evaluator III	\$9,196	\$12,446
Senior Accounting Officer Specialist	\$5,684	\$7,116
Senior Personnel Specialist	\$5,086	\$6,366
Special Investigator	\$5,159	\$8,031
Staff Services Analyst (General)	\$3,638	\$5,916
Staff Services Manager I	\$6,563	\$8,153
Staff Services Manager II (Managerial)	\$7,976	\$9,059
Staff Services Manager II (Supervisory)	\$7,204	\$8,950
Staff Services Manager III	\$8,759	\$9,945

4. In Section I, B. Statement of Work, paragraph 1, page 2, the RFP states, “Meet and consult with the State Auditor’s project team before determining a list of comparable employers to be used in the survey”. Is it your intention to have the chosen vendor develop a customized survey to obtain comparable market information or are you willing to consider proposals where data is primarily obtained from published surveys and vendor owned databases that meet your desired comparative groups (state and local government, private sector firms, and public accounting firms)?

We will consider proposals where data is primarily obtained from published surveys and vendor-owned databases. We expect the vendor to work with the State Auditor’s office to determine the best comparable market information to use in the study.

5. **In Section I, B. Statement of Work, paragraph 3, page 2, the RFP states, “Provide an explanation of specific methodology used to identify the survey employers, and determine alignment of classifications, including examining levels within classifications series and the distinct type of audit work performed, including financial audit work and performance audit work.” Does the State Auditor’s Office currently have job or position descriptions associated with each distinct type of audit work to be surveyed?**

Yes, the State Auditor’s Office currently has separate job duty statements for performance auditors, financial auditors, and information technology auditors.

6. **One of the goals of this project is to understand how the State Auditor’s Office’s total compensation plan compares to the selected market group. Are you looking to compare the State Auditor’s Office to peers based on the value of the non-cash components or are you only looking to obtain comparison information regarding each non-cash component?**

We are looking to obtain comparison information regarding each non-cash component.

7. **As a part of this project, will the chosen vendor have the responsibility to present results and/or justify results to any entity outside of the California State Auditor Office?**

No. The results will only be presented to the State Auditor’s Office and will remain confidential.

8. **Do you have a target budget for this proposal?**

No. We have not established a budget for this project.

9. **Does the State Auditor’s Office have up-to-date classification descriptions for all in-scope classifications?**

Yes, we have classification specifications that describe the overall classifications. In addition, we have duty statements that describe the positions in more detail.

10. **When was last time the State Auditor’s Office validated that current pay grades are appropriate based on current job responsibilities/requirements and in line with the State Auditor’s Office internal valuation/pay grade policies and practices?**

The office reviewed its pay structure in 2018.

11. Based on the requirement to complete this assessment and provide recommendations by October 2, 2023, will the State Auditor consider alternative methodologies other than a customized survey to select comparable employers?

We will consider alternative methodologies other than a customized survey to select comparable employers. We expect the vendor to work with the State Auditor's Office to determine the best comparable market information to use in the study.

12. In Section I, B. Statement of Work, paragraph 6, page 2, the RFP states, "Complete an internal base salary relationship analysis, including the development of appropriate internal relationship and equity guidelines." Is the State Auditor seeking validation of current pay grades and salary relationships among incumbents? Is the Office seeking development of pay equity policy documentation? Please clarify.

The State Auditor's Office is not seeking validation of current pay grades and salary relationships. The Office wants to ensure the comparable compensation data is analyzed and recommendations are appropriately aligned to mitigate any compaction issues.