

To: Suzanne Filiaggi, Allegheny County Councilmember
Frederick Frank, Allegheny County Council Solicitor

From: Michael Foreman – Consultant, ALOM/Public Partners
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Date: May 10, 2023

Subject: Allegheny County Council Human Resources/Personnel Management and Administration Project – Proposed, Preliminary Scope of Work

As a starting point for discussion of the proposed, preliminary scope of work of the Allegheny County Council, Human Resources/Personnel Management and Administration Project, the following initial list of deliverables may include but not be limited to the following.

- Narrative of the County Council administrative staff positions, structure and organization, and may include an interview of the chief of staff/county clerk and members of County Council.
- Narrative of County Council staff salaries and overall compensation package including paid time-off, healthcare and pension benefits, etc.
- Provide a survey of other public-sector organizations relative to comparable staff positions, compensation package, and employee selection process.
- Narrative of existing organizational documents provided to consultants upon request to include but not be limited to job descriptions; job performance evaluations; policies/procedures; personnel manual; and employee hiring/selection process. The effort may include staff initially providing consultants with their respective job duties/responsibilities with the potential for follow-up discussion to possibly conduct a job analysis. Updated and/or new documents may be developed as appropriate.
- Narrative of potential opportunities to develop new and/or updated personnel policies/procedures based on a consensus of all parties as to the nature/subject.

**EXHIBIT
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- Narrative whether County Council administrative staff are using human resource/personnel management and administration best practices.
- Narrative of proposed recommendations to County Council for their consideration, adoption and implementation.

The deliverables are subject to change based upon an ongoing review and discussion among and between members of County Council, specifically Councilmember Suzanne Filiaggi as contact person, Solicitor Frederick Frank, and ALOM/Public Partners consultants. Deliverables are hypothetical until such time as all three parties named above come to a consensus and mutual agreement.

ALOM/Public Partners will have sole discretion whether to embrace existing adopted Allegheny County policies/procedures administered under the executive branch of county government. Consideration will be given in the course of carrying out the proposed, preliminary scope of work whether they have application relative to County Council and the administrative staff. A determination will be made by ALOM/Public Partners whether any or all such policies/procedures may become part of the report recommendations.

The above recitation is proposed, preliminary and for informational and discussion purposes. It provides the opportunity to continue an ongoing dialogue among and between County Council, specifically Councilmember Suzanne Filiaggi as contact person, Solicitor Frederick Frank and ALOM/Public Partners consultants that may lead to a consensus on the final scope of work as a formal engagement.